

# Endeavor Hall

## Parent and student handbook

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*Endeavor Hall serves students desiring to acquire superior writing skills in the context of an academically challenging curriculum in preparation for collegiate studies and careers.*



# Endeavor Hall

*A School for young writers*

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## School Hours

Class begins every day at 8:00am. Students may not arrive at school earlier than 7:30am.

The first bell rings at 7:55 am and the tardy bell rings at 8:00 am. Students who arrive at school after the tardy bell must check in at the office and receive a tardy admit slip. Students will not be admitted into class after the tardy bell if they do not have a tardy admit slip.

Classes end at 2:45pm on Monday through Thursday. Classes will end at 12:45pm on Fridays. Parents must make arrangements for students to be picked up directly after school.

### Afternoon Clubs

Only students who are signed up for the afternoon club/activity may be in the building. Siblings and others who may be in carpools need to be collected at the regular end of the school day. There is no supervision for students not signed up for activities.

**Students must be picked up on time when school releases, as this is a valuable time for teachers and staff to plan for the following school day and staff cannot supervise children.**

Two aftercare options are available at Endeavor Hall with either low or no cost, and are fee waiver eligible. As of printing for the 2024-2025 school year.

- U.S Dream Academy is available for students in 2<sup>nd</sup>-6<sup>th</sup> grade at no cost Monday-Thursdays. This program offers supervision, tutoring, activities, field trips, snacks and hot meals. Students must be picked up at 6:00 PM on regular school days and 4:00 PM on half days when school releases at 12:45 PM.
- Endeavor Hall offers an aftercare program for students in Kindergarten-6<sup>th</sup> grade. This program offers supervision, tutoring, snacks, and a hot meal Monday-Thursdays. Students must be picked up at 6:00 PM on regular days and 4:00 PM on half days when school releases at 12:45 PM. The cost for this program is minimum, and all fees go toward the cost to run the program. Fee waivers are also offered.

## Campus Access Policy

### Purpose

The following outlines the general principles and guidelines to access Endeavor Hall. While the school building remains open and welcoming to visitors, particularly to parents, school facilities must be kept safe from intrusion or disruption.

### Check-In and Check-Out Procedures

1. Endeavor Hall will maintain check-in and check-out procedures for **every** visitor to

the school campus. Procedures shall be uncomplicated, applied consistently, and visibly posted so visitors can comply easily.

2. During school hours, every visitor to the school campus, including parents shall be required to check-in and check-out through the office.

3. It is against this policy for visitors or parents to go directly to classrooms before, during, or after school without checking in with the office first. There are no exceptions to this rule.

### Classroom Visitors

1. Pursuant to State law, parents and legal guardians may visit classes to observe their student(s) on a limited basis. Parents and legal guardians should recognize that frequent observations may distract from classroom instruction, and that the school must consider the privacy rights of other students in the class. Therefore, observations/visits shall only be allowed by appointment and preferably with an administrator present.

2. At the specific request of parents or legal guardians, or as part of an independent education evaluation, administration may grant permission to therapists or others providing medical or mental health services to a student, to observe the student in the school setting. However, in the interest of privacy for all students, such observations shall be strictly limited. An in-school observation shall be for data gathering purposes only and shall be reasonably short in duration. Furthermore, therapists or medical service providers shall be supervised by school staff, shall refrain from making observations of other students, shall refrain from giving directions to educators, and refrain from providing counseling or other services at school during the school day

3. Teachers are encouraged to use classroom volunteers where volunteers can support instruction. All volunteers shall submit a background check clearance to administration before access is given to classrooms.

### Safe and Orderly Learning Environment

When disruptive or unlawful acts threaten safety and order, administrators shall take necessary steps and reasonable measures to discharge their duty including calling upon local law enforcement agencies to assist as circumstances warrant. (53G-8-603. Criminal Trespass on School Property)

## **Nutrition and Wellness Policy**

### **Focus**

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, lifelong health and well-being. Endeavor Hall is committed to providing a school environment that promotes children's health, well-being, and ability to learn.

### **Policy**

The overall goal of the school wellness policy is to encourage a healthy lifestyle. In accordance with the Utah State Law, Sec. 204 of Public Law 111-296, Sec. 204 of Public Law 108-265, and the Healthy, Hunger-Free Kids Act of 2010, Endeavor Hall will help educate students during physical education to lead a healthier lifestyle.

### **Goal**

All Endeavor Hall students shall possess the knowledge and skills necessary to make nutritious food choices and physical activity choices for a lifetime. All Endeavor Hall staff are encouraged to model healthful eating and physical activity as a valuable part of daily life.

To meet this goal, Endeavor Hall adopts a school wellness policy with the following commitments to nutrition education, physical activity, nutrition guidelines, and other school based activities. Taking into consideration differences in culture, this policy is designed to effectively utilize school and community resources and to equitably serve the needs/interests of all students and staff.

### **Implementation and Review of the Policy**

The implementations of the policy will be evaluated by the Child Nutrition Director at least annually. Based on the evaluation results, the School Principal will consider changes to the policy and if needed actions required to improve policy's implementation and effectiveness.

### **Endeavor Hall's Nutrition and Education**

- Nutrition program will be accessible to all school children.
- Students will have access to hand washing or hand sanitizing stations before they eat meals or snacks.
- All nutrition service personnel shall have required training in nutrition and RISE (Readiness, Improvement, Success, Empowerment) food service operations.
- Nutrition program will comply with federal, state, and local requirements.
- Menus and options will meet the meal patterns and nutrition standards established by federal and state regulations.
- Lunch periods will be scheduled to allow students adequate and appropriate time to move through lines and enjoy a full lunch.

- Accommodating the religious, ethnic and cultural diversity of its student body in meal planning, Endeavor Hall will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students.
- The school will only market and advertise food and beverages that meet the Smart Snacks and the school nutrition standards.
- Endeavor Hall will make every effort to prevent the overt identification of students who are eligible for free/reduced price school meals.
- Classroom celebrations shall encourage healthy choices.

### **Endeavor Hall's Physical Activity and Education**

- 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. In compliance with the State Core Physical Education Curriculum.
- Provide students with opportunities, support, and encouragement to be physically active on a regular basis.
- School field trips will utilize public transportation or promote physical activities such as walking if in close proximity.
- Every student from kindergarten to sixth grade receives regular, age appropriate quality physical education
- Physical activity facilities on school grounds are kept safe and well-maintained.
- Promote through physical education with safe satisfying physical activity for all students, including those with special needs.

If you are interested in being a part of our Wellness Committee, please contact Juana Andrade [juana.andrade@endeavorhall.org](mailto:juana.andrade@endeavorhall.org)

## Safe Walking

To improve student safety and to protect the school from unnecessary liability, the Endeavor Hall board adopts the following policy and standards for safe walking to and from school.

1. Endeavor Hall cannot assume liability for students unless they are on school grounds. Parents shall plan and review their children's walking/biking route with them and shall be responsible for their safety prior to their arrival on campus.
2. Endeavor Hall will provide carpool supervision by the school entrance every school day during designated arrival and departure hours as published by administration each year. ***Students may not arrive at school earlier than 30 minutes before school begins, or wait for carpools later than 30 minutes after the final classes have been dismissed.***
3. If a student's walking route to school has stretches with no sidewalk, and/or intersections with no crossing guard, parents must teach and ensure that children use caution, stay well off the street, and cross only after looking both ways. Bikers should wear helmets and stay to the far right side of the street.
4. Students are encouraged to find walking partners to walk to and from school together, avoid talking to strangers, and never approach unfamiliar cars. Students should scream and run away if they feel they are in danger, and tell a crossing guard, another mother with kids, or a teacher at school what happened.
5. Once on school grounds, students shall dismount bicycles, and stay on sidewalks. Parking of bicycles shall be only in designated areas.

## Carpool Procedures

Endeavor Hall students are transported to and from school by parents and carpools. Parents and students are responsible for arriving at school on time, and leaving school in a timely manner at the end of the day.

Drivers are expected to be courteous to other drivers in the Endeavor Hall parking lot and surrounding areas. Please remember to be safe, be responsible and be respectful.

## School Fees and Waivers

1. Classes and Activities During the Regular Academic Day
  1. No fee may be charged for any class or activity in kindergarten through sixth grade, including assemblies and field trips.
  2. Donations may be requested but not required for any class or activity in kindergarten through sixth grade.
  3. Students must be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and highest grades. They may do this without paying a fee or participating in a fund raising activity with the following exceptions:
    1. Students of all grade levels may be required to provide materials for their optional projects.
    2. Student supplies must be provided for elementary Students. A student may, however, be required to replace supplies provided by Endeavor Hall that are lost, wasted, or damaged by the student.
2. Activities Outside of the Regular Academic Day
  1. Fees may be charged in connection with any Endeavor Hall-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day.
3. General Provisions
  1. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Board of Directors in accordance with this policy.
  2. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Endeavor Hall may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
  3. Charges for yearbooks, spirit items and clothing, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.



# Endeavor Hall Fee Schedule

Board Approved: January 25, 2024

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1. After School Clubs.....\$10.00/may be applicable
2. Endeavor Hall K-6 Aftercare Program..... A monthly flat rate of \$150.00 will be directly withdrawn from bank accounts.

Fee waivers are available.

Parents must sign up for direct withdrawal or qualify for a fee waiver in order to participate in the Endeavor Hall after school program. If fees are not paid, students **will** be excluded from the program.

## SPEND PLAN

### After School Clubs

Fees will be used to purchase supplies needed for After School Clubs that may be offered. Fees will not be used to compensate staff members.

### K-6 Aftercare Program

Fees will be used for the following:

1. To supplement wages of hourly paid staff who run the program.
2. To supplement the purchase of supplies, including healthy snacks, and materials used by the students attending the Aftercare Program.

## Attendance Policy

### Endeavor Hall 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-school instruction or make-up work.

Endeavor Hall 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 school regularly.

#### Guidelines

1. Students are expected to be in attendance every school day in order to receive maximum benefit from their education experiences.
2. Parents or guardians have primary responsibility for regular student attendance at school, although students also share in this responsibility. Parents or guardians are expected to ensure that their children attend school 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 53G-6-201(7).
5. A student is absent if that student has missed more than half the school day. This also applies to a student being present during attendance and checked out prior to half day and not returning..
6. Administrators will meet with school-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 should notify the School Administration 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 school for reasons other than a reason acceptable to the student's parent or guardian and that meets the definition of "excused" in this policy submitted to the school 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 school, unusual opportunities for educational experiences beyond the classroom (pre-approved), family events such as reunions, weddings, religious events, deaths, and similar family events. **Parents must excuse an absence within 7 school days.** Any absences that have not been excused within that time frame will remain unexcused. A valid excuse; does not include a parent's acknowledgment of an absence for a reason other than a reason described in UCA 53G-6-201 (8)(a)(i) through (v), unless specifically permitted by this policy.

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 school 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 school during the school day, parents or guardians must telephone the office to confirm an early checkout prior to the student’s departure during the school 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 school 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 school policy, develop grading and credit guidelines that promote attendance, class participation, and academic achievement.

17. Individual teachers will, in accordance with school policy, record tardiness and report the excessive tardiness of any student to the Administration. At the discretion of the School Principal, excessive student tardiness will receive academic and/or disciplinary consequences in accordance with school 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 school administrators,
- b. Procedures for managing attendance issues, i.e., illness, check in/out, school activity absences, etc.,

c. An acceptable range of school 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.

**Students participating in blended/distance learning are under the same policy guidelines as students attending in-person. Attendance for blended/distance learning will be monitored by student participation in the online platform.**

## Enrollment Policy

### Statement of Disclosure

Endeavor Hall is a public charter school open to all Utah students without discrimination and on the same basis as other public schools. Endeavor Hall will consider the application of any student who submits a timely application. Endeavor Hall does not discriminate on the basis of race, religion, gender, ability, ethnicity, socioeconomic 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. Endeavor Hall charges no tuition and only those fees allowed by law.

### Enrollment

Open enrollment for each new school year begins in the month of January of each current school year according to the posted calendar. Endeavor Hall enrolls current students first for any new school year, and then conducts a lottery or lotteries when the number of students making application to the school exceeds the enrollment capacity in any grade, class, or program within the school.

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

**In the event of the school offering a blended/distance learning program, the enrollment policy remains the same. It is expected that students who are enrolled in the blended/distance learning program will be able to commute to school should the program no longer be needed.**

## **Bullying Policy**

Endeavor Hall is committed to a safe educational environment for all students, employees, volunteers and patrons. Such an environment must have a zero tolerance of bullying. Students are expected to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities. Students are also expected to demonstrate a proper regard for the rights, welfare, and intellectual freedom of other students, school staff, volunteers and patrons. Many behaviors that do not rise to the level of bullying may still be prohibited by other policies or by general classroom, program and facility rules.

Bullying is more specifically defined as, but not limited to, the endangerment to the physical health or safety of a student or school employee, any brutality of a physical nature, any forced or unwilling consumption, any forced or coerced activity of a sexual nature, physically obstructing the freedom of movement of a student or school employee, hazing, or cyber-bullying (hazing and cyber-bullying as defined by the Utah Administrative Code, R277-613).

Bullying is a major infraction and may be grounds for a suspension or expulsion. Other consequences for bullying may include in-school suspension. Consequences for bullying may also include a mandatory meeting between students, parents and an administrator. Also, a written contract of how to improve a student's behavior may be enforced by an administrator as deemed necessary.

### **Discretionary Discipline of the Administrators and Faculty**

In the interest of their students' development and growth, the administration and faculty retain the right to determine disciplinary consequences based on the following factors related to student infractions but are not limited to:

- The degree of harm inflicted.
- The surrounding circumstances.
- The nature and severity of the behavior(s).
- The pattern of behavior demonstrated by an individual student.

## **Student Discipline Procedure**

Students are expected to adhere to the expectations set forth by the administration of Endeavor Hall and the faculty will be expected to enforce the discipline policies set forth by the school. The school atmosphere should enable faculty to create an optimal learning environment for the students at Endeavor Hall. While the discipline procedure applies to all students at all grade levels, the age and maturity level of the student will be considered when violations occur. Teachers will clearly communicate their classroom expectations that will be established at the beginning of the school year, and will be

reinforced throughout the year. Serious violations will result in a referral to the administration.

### **Minor Discipline**

After a classroom teacher has exhausted their list of classroom consequences, a teacher may refer a student to the administration for discipline. Minor discipline, where a teacher needs help with a student, can result in a referral to the administration.

#### **Minor Infractions may include, but are not limited to:**

- Disruption of the classroom
- Property damage
- Swearing or hurtful language
- Public display of affection
- Disrespect to faculty
- Cheating/Lying

### **Major Discipline**

Students will be sent to the administration for major discipline.

#### **Major Infractions may include, but are not limited to:**

- Harassment (physical, sexual, verbal)
- Vandalism
- Possession of, or use of electronic media for pornography
- Theft
- Threats or any form of intimidation
- Willful Disobedience

### **Severe Behavior Clause**

Endeavor Hall will contact the police in the event of the following:

- Leaving the boundaries of the property without permission during the school day
- Acting on a threat of violence

### **Mandatory Expulsion**

Expulsion is a permanent removal from school. Endeavor Hall will use all methods at its disposal to assist a student with guidance and counsel. The expulsion of a student will be imposed when it is determined that the continued presence of the student in the school setting is detrimental to the student or to others. The decision to expel a student is a very serious one and only occurs when all resources have been exhausted and there is no other viable recourse. Any student whose behaviors or actions threatens the safety of him/herself or any other person in the school building or is in possession of, or brings onto school property, any article or substance that endangers him/herself or any other person in the school building will be suspended and may be subject to expulsion.

**Safe School Violations** but are not limited to:

- Carrying, bringing, using, or possessing a deadly weapon without authorization. A deadly weapon includes, but is not limited to a firearm, loaded or unloaded; knife; bludgeon; or any other weapon or instrument which is the manner used or intended to be used is capable of causing death or serious bodily injury. Also the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material including matches and lighters, is prohibited.
- The sale, exchange, distribution, or gift of drugs or controlled substances, as defined by state law, including steroids and prescription drugs, as defined in section 58-37b-2 of Utah Code, or drug paraphernalia, as defined in section 58-37 a-3 of Utah Code.
- The commission of an act which, if committed by an adult, would be robbery or assault, as defined by law.
- Use or possession of tobacco, vape, drugs or alcohol. Students who are in possession of alcoholic beverages, as defined in section 32A-1-105 of Utah Code. Students who come to school intoxicated.

### **Dress Code**

The uniform of Endeavor Hall is viewed as the “learning uniform” for our school. Students must adhere to the dress code during school hours and while on school property, except under special circumstances which will be determined by Administration. Students are not allowed to change into regular street clothes during school hours. As long as they are on the campus, they are to remain in their dress code attire.

Students must present a modest, clean and neat appearance at all times. All clothing must be clean, appropriately sized and correctly worn. Clothing must be worn right-side out. Clothing will not be excessively worn or in need of repair. No torn or ripped clothing is permitted.

1. The official **school shirt** must be a Forest Green, Black, Gray, Navy Blue, or White polo. It must have a collar and buttons with **no logos, patches, lettering, and stripes of any kind**.
2. Students may wear a **plain Gray, Black or Forest Green hoodie or pullover** in the building. When students go outside for recess they may wear any appropriate outerwear for the weather conditions.
3. **Plain White, Gray, Forest Green, Navy or Black undershirts, camis, or turtlenecks**, may be worn underneath the official school shirt.
4. Polos must be long enough that no bare skin is showing at their midriff when standing, bending or sitting.



5. **Khaki, Navy or Black colored pants, appropriate fitting jeggings**, or knee length shorts are permitted.

6. **Khaki, Navy or Black colored, appropriate style skirts** (no shorter than 2" above the knee) may be worn.

7. **Navy, Grey, Black, Forest Green, or White Polo Dresses** may be worn (no shorter than 2" above the knee).

8. **Plain White, Navy, Black or Gray leggings may only be worn under dress code appropriate skirts and jumpers** (They may not be worn as pants).

9. Shoes are not to have lights, make sounds, or have wheels. Shoes must be worn with appropriate socks, leggings, or tights. All shoes must be closed-toed. Flip flops, slides and sandals are not permitted. NO Heels allowed.

10. Hair must be kept neat and groomed. Hair styles must be appropriate for school. This may be determined by the administration.

12. Make-up must be appropriate for school. This may be determined by the administration.

13. Student dress code will be worn during field trips, unless otherwise determined by Administration.

**14. Casual Fridays: Students may choose to wear casual clothing on Fridays. Dresses, skirts, shorts and pants need to be no shorter than 2" above the knee. Shirts and other tops must cover the shoulders. Hats may be worn on Fridays. Only appropriate logos and designs may appear on dress down clothing. Administration reserves the right to ask students wearing inappropriate clothing to change.**

15. Any dress code items not specifically covered above are not allowed. Students that do not meet these guidelines will be required to be in compliance or will be subject to the school procedure for Dress Code violations.

16. School uniforms may be purchased at any location that sells the approved colors and styles required by Endeavor Hall.

### **Withdrawal and Transfer**

According to Utah Code §53A-1a-506.5 the parent of a student enrolled in a charter school may withdraw the student from the charter school for enrollment in another charter school or a school district by submitting to the charter school:

- a) On or before June 30, a notice of intent to enroll the student in the student's school of residence for the following school year;
- b) After June 30, a letter of acceptance for enrollment in the student's school district of residence for the following year;
- c) A letter of acceptance for enrollment in the student's school district of residence in the current school year;
- d) A letter of acceptance for enrollment in a nonresident school district; or
- e) A letter of acceptance for enrollment in a charter school.

### **Statewide Mandated Testing**

RISE (Readiness, Improvement, Success and Empowerment) for grades 3<sup>rd</sup>-6<sup>th</sup> shall be used to assess student mastery of the following:

- 1. Reading;
- 2. Language arts;
- 3. Mathematics; and
- 4. Science.

DIBELS (Dynamic Indicators of Basic Early Literacy Skills) for grades Kindergarten-3<sup>rd</sup> is an assessment given at the beginning, middle and end of the school year to monitor student growth in reading proficiency.

## Privacy of Student Records

### Confidentiality of Student Information and Student Records

- Employees, student aides, and volunteers in public schools who have access to student records shall receive appropriate training annually regarding the confidentiality of student records including an overview of all federal, state, and local laws that pertain to the privacy of students, their parents, and their families. They shall become familiar with the laws regarding the confidentiality of student information and student records.
- An employee, student aide, or volunteer shall not share, disclose, or disseminate passwords for electronic maintenance or access to student records.
- All public education employees, student aides and volunteers have a responsibility to protect confidential student information and access records only as necessary for their assignments.
- Public education employees shall maintain confidentiality concerning a student unless revealing confidential information to authorized persons serves the best interest of the student and serves a lawful purpose.
- Failure to adhere to confidentiality laws and policies may result in licensing discipline as defined in [R277-515-1G](#).

### Management of Student Records

- The Principal shall serve as the Student Records Officer for the school.
- The Principal shall be responsible to see that counselors, teachers, secretaries, and assistants are appropriately trained in record keeping.
- The Principal shall receive requests to access student records and determine whether access is to be granted or denied.
- The Principal shall be responsible to see that records are appropriately maintained in safe, secure files which will protect the documents and assure privacy.
- The Principal shall be responsible to see that records are retained, transferred, archived, and destroyed in a timely, efficient, appropriate manner.
- Teachers and other school personnel as designated by the Principal shall be responsible to see that attendance rolls, student progress reports, grades, health cards, and other necessary student records are prepared and maintained in accordance with this policy, and with all federal, state and local laws.

## Field Trips

Endeavor Hall will provide enrichment experiences through classroom field trips; each class can expect to take a minimum of one field trip per year. Students will comply with Endeavor Hall dress and grooming standards, unless parents are notified of different dress expectations based on the destination or the activity.

As permitted by law, parents may be asked for voluntary donations to fund entrance fees or bus transportation, if applicable. No child will be denied participation in a field trip if the family does not make a donation.

When participating in school sponsored trips, students are expected to obey all Endeavor Hall rules and exhibit appropriate behavior while off the school grounds. Students may be denied field trip privileges for misbehavior and/or delinquent assignments.

Endeavor Hall will establish bus safety and etiquette rules, which will be reviewed with students annually. Students who disobey these rules will be subject to established school discipline policies, including the potential loss of bus riding privileges.

A field trip packet with medical release will be sent home prior to each scheduled field trip, and must be completed, signed, and returned to school before a student may participate on the trip. The packets will be sent home prior to the scheduled field trip. Phone permission is not sufficient and will not be accepted.

Parents who volunteer as chaperones must pass a background check and complete/sign a chaperone form and a medical release.

## **Technology and Network Protection Policy**

The Endeavor Hall board of directors recognizes that students need to be proficient users of information, media, and technology to succeed in a digital world.

Therefore, the Endeavor Hall will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. It is Endeavor Hall's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings. Endeavor Hall technology will enable educators and students to communicate, learn, share, collaborate and create, to think and solve problems, to manage their work, and to take ownership of their lives.

The Board directs the Principal or designee to create strong electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities to promote appropriate and responsible technology use and to develop procedures to support this policy.

### **Legal Reference**

18 USC §§ 2510-2522, Electronic Communication Privacy Act

### ***Electronic Resources: Procedure***

These procedures are written to support the electronic resources of the school and to promote positive and effective digital citizenship among students and staff. Successful, technologically fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions.

### ***Network***

The Endeavor Hall network includes wired and wireless computers and peripheral equipment, files and storage, e-mail and Internet content (blogs, web sites, web mail, groups, wikis, etc.). Endeavor Hall reserves the right to prioritize the use of, and access to, the network.

All use of the network must support education and research and be consistent with the mission of Endeavor Hall.

Endeavor Hall will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. Endeavor Hall will not be responsible for unauthorized financial obligations resulting from the use of, or access to, Endeavor Hall's computer network or the Internet.

### ***Filtering and Monitoring***

Filtering appliances are used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children's Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

- Any attempts to defeat or bypass Endeavor Hall Internet filter or conceal Internet activity are prohibited: proxies, https, special ports, modifications to Endeavor Hall browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content;
- E-mail inconsistent with the educational and research mission of Endeavor Hall will be considered SPAM and blocked from entering Endeavor Hall e-mail boxes;
- Endeavor Hall will provide appropriate adult supervision of Internet use. The first line of defense in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to Endeavor Hall computers;
- Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of Endeavor Hall; and
- Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

### ***Copyright***

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the

United States Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

### ***Network Security and Privacy***

System logins and accounts are to be used only by the authorized owner of the account, for authorized Endeavor Hall purposes. Students and staff are responsible for all activity on their account and must not share their account password.

### ***Student Data is Confidential***

Endeavor Hall staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

**The technology policy remains the same for students participating in the blended/distance learning program. Students enrolled in the distance learning program will have access to technology provided by Endeavor Hall.**

### **Personal Electronic Devices on Campus**

Cell phones and other electronic devices (smart watches, iPods, iPads, video games, etc.) are not to be used on campus. If such media is brought to school, it should be turned off and be in the student's backpack or locker. Students may make urgent calls home using the phone in the main office. Parents are encouraged to confirm personal plans or arrangements outside of school hours.

Students who choose to violate this policy will be subject to Endeavor Hall's Discipline Policy. The device will be confiscated from the student. A parent may collect the device from the office at the end of the school day.

### **Personal Items**

Endeavor Hall is NOT responsible for loss, damage or theft of personal items brought to school. Please label everything that your child brings to school, including coats, lunchboxes, backpacks, binders, etc. Unmarked items will be kept in the Lost and Found area near the doors to the recess area. Unclaimed items will be donated to charity. Notice of upcoming donations will be posted on the Endeavor Hall website, or in email communications.

Please refrain from allowing your child to bring toys to school. This may cause distractions/disturbances in the classroom setting and on the playground.

Personal items that are not permitted at Endeavor Hall include, but are not limited to:

- Trading card collections like Pokémon cards
- Toy guns, knives or anything that resembles a weapon. Bringing these items will result in a **suspension** or **safe school violation**. **Please refer to Endeavor Hall's discipline policy.**

### **Care of School Property**

Students are responsible for all school materials provided to them during the school year. This includes, but is not limited to, textbooks, library books, lab equipment, computers, etc. Students will be charged for lost or damaged items at replacement cost.

# **Endeavor Hall**

## **Student Computer and Internet Use Agreement**

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Recognizing the fundamental role technology plays in today's society, Endeavor Hall supports and encourages the appropriate and responsible use of technology in student learning. Endeavor Hall will take reasonable measures to protect students and ensure that technology use aligns with educational objectives.

Acceptable network use by Endeavor Hall students includes:

- Creation of files, projects, videos, web pages and podcasts using network resources in support of educational research;
- Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, e-mail and web pages that support educational research;
- With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately.

Unacceptable network use by Endeavor Hall students includes, but is not limited to:

- Personal gain, commercial solicitation and compensation of any kind;
- Liability or cost incurred by Endeavor Hall;
- Downloading, installation and use of games, audio files video files or other applications (including shareware or freeware) without permission or approval from a(insert title of person);
- Hacking, cracking, vandalizing, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software, and monitoring tools;
- Unauthorized access to other Endeavor Hall computers, networks and information systems;
- Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
- Information posted, sent or stored online that could endanger others (e.g., bomb construction, drug manufacture);
- Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; and attaching unauthorized equipment to Endeavor Hall network. Any such equipment will be confiscated and destroyed.



Internet Safety: Personal Information and Inappropriate Content

- Students should not reveal personal information, including a home address and phone number, on web sites, blogs, podcasts, videos, wikis, email or as content on any other electronic medium.
- Students should not reveal personal information about another individual on any electronic medium.
- No student pictures or names can be published on any class, or on the Endeavor Hall website unless the appropriate permission has been verified.
- If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

Expectation of Privacy

Students have no expectation of privacy in files, disks, documents, etc. that have been created in, entered in, stored in, downloaded from, or used on school equipment.

Disciplinary Action

Endeavor Hall will take disciplinary action to meet the specific concerns related to violations of this agreement (e.g. loss of access to computers, suspensions, law enforcement involvement, etc.).

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By signing below, I acknowledge I have read and reviewed with my student the rules and regulations associated with the Endeavor Hall Acceptable Use policy.

As the parent/guardian of the student, I grant permission for my child to use the Endeavor Hall network in the specific ways listed above. This permission shall remain in effect unless changed explicitly by a guardian.

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Student Name

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Date

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Teacher and grade

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Parent signature

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Date

## Head Injury Policy

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

The School 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 school 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 school 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 a 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 the 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 school should become familiar with the signs and symptoms of concussion that are described above.
- b) Educators and agents of school 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 the school 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 school 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 school 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 school agent should accompany the student and remain with the student until a parent arrives.

- d. The school 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. Returning 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 school) 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 a school agent. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).
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 progress more slowly.
4. Stepwise progression as described below:
  - (1) Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
  - (2) Return to school 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 a game. Must be cleared by a 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, students 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”, school 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 school's liability carrier may also be consulted.

School administration will not allow students clearly having concussion symptoms to return to play even if given clearance by a healthcare provider.

## **Religious Freedom**

### **Endeavor Hall: Religious Freedom Policy**

#### **1. PURPOSE AND PHILOSOPHY**

1.1 Endeavor Hall promotes mutual understanding and respect for the interests and rights of all individuals regarding their beliefs, values, and customs. Specifically, it is the school'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 school employees, and volunteers regarding religious activity when acting in their official capacities;

1.6 Promotes constructive dialogue between schools and community regarding religion; and

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

#### **2 POLICY**

2.1 It is school policy to comply with existing state and federal law regarding religion and religious expression in public schools. Specifically, it is School 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 School will neither advance nor inhibit religion.

2.2 It is also School policy to take all reasonable steps to resolve disputes over religious issues in schools promptly, equitably, and with civility.

### **3 STUDENT EXPRESSION OF PERSONAL RELIGIOUS BELIEFS OR VIEWS**

3.1 Non-discrimination: Endeavor Hall 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 activities.

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 school officials or the School.

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 school officials or the School, school 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 school officials to maintain order and discipline, violates school 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 school 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 attempting 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 school to the same extent that students are permitted to organize other non curricular student activity groups and clubs. Such groups and clubs must be given the same access to school facilities for assembling as is given to other non curricular groups, without discrimination because of the religious content of their expressions.

3.6 Student religious expression during instructional time: Students participating in school 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 school officials to maintain order and discipline, violates school 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 school setting.

3.6.1 Student religious conduct or expression that may not be prohibited in homework, classroom discussions, presentations, assignments, or school 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 school employees regarding their religious beliefs or views.

3.6.2 Teachers and other school 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 school dress and uniform standard (including standards for "free dress days," done in the least restrictive manner possible to accomplish School and school objectives of maintaining a safe and orderly school environment.

4.2 School 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 school day. However, teachers and other school officials must maintain official neutrality by neither encouraging nor discouraging prayer nor other religious exercise during the moment of silence.

5.2 Under School policy teachers and other school officials may not organize, endorse, or encourage prayer exercises in the classroom. Teachers and other school 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, school 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 school-sanctioned prayers, it is School 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 school officials may be present during student prayers to supervise, but should in no way participate in or encourage prayer exercises. School officials should take steps to prevent any activity from being coercive or harassing.

## **7 DISTRIBUTION OF RELIGIOUS MATERIALS ON SCHOOL GROUNDS**

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

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

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 schools on other non-school related literature.

## **8 EMPLOYEE EXPRESSION OF PERSONAL RELIGIOUS BELIEFS**

8.1 Official neutrality: All employees of Endeavor Hall 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 school 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 School 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 School's business.

## **9 VOLUNTEERS**

9.1 The School prohibits discrimination on the basis of religion against any group or individual desiring to volunteer in the School

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

9.3 Volunteers are prohibited from engaging in proselytizing activities or recruiting

activities of any type on school grounds or in conjunction with any school activity, and must strictly follow the directions given them by school 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 school environment and does not contain a proselytizing message.

9.5 Volunteers, including those from religious organizations, serving in the schools, and interacting directly with students on a regular basis, shall wear a School 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 School officials are responsible to monitor the behavior and interactions of volunteers

while they are serving in schools or participating in school activities. Volunteers who fail to comply with the provisions of this policy shall be asked to leave the school 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 school 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 The school'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 tenet, belief, or denomination may be given inappropriate emphasis; the school 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, school 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 schools: Seasonally appropriate and sacred religious music may be performed in schools, 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 school 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-school adults.

11.3 Performances in church-owned facilities: Unless granted an appropriate waiver, students who are members of performing groups such as school 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 objectives 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 school 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 school 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 School'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 school will allow for other religious, cultural or ethnic symbols.

### **14 WAIVERS OF PARTICIPATION**

14.1 Rights of individuals: While the School 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 school 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 school 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 school 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 school requirement or activity that requires reasonably equivalent performance by the student.

14.5 In responding to a request for a waiver, the school 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 school officials determine that requiring the participation of the student is the least restrictive means necessary to achieve a compelling school interest.

14.7 In responding to a request for waiver, the school 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 school and School Curriculum Department to determine whether the educational objectives could be achieved by less intrusive means.

## **Birthday Policy**

### **1 BIRTHDAYS**

Endeavor Hall recognizes that birthdays are a special day for our students. We must also ensure that party celebrations do not disrupt the learning process. According to the Nutrition and Wellness Policy in this manual, Endeavor Hall supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Endeavor Hall seeks to contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. The school and our staff are responsible for positively influencing student beliefs and habits in these areas.

We encourage teacher-led birthday recognition, and non-food items. However, if a parent chooses to celebrate their child's birthday, this must be done at the end of the school day and with prior approval from the teacher. Any treats distributed to students

must be store bought and individually wrapped. Please do not bring gifts such as and not limited to; balloon bouquets and flowers, this becomes a big distraction in the classroom.

## **Title I Compact**

### **PARENT/GUARDIAN RESPONSIBILITIES**

*I want my child to achieve therefore I will:*

- Make certain my child attends school 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 school and staff in maintaining proper discipline.
- Read with my child and let him /her see me read regularly.
- Encourage positive attitudes toward school.
- 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 school regularly and on time.
- Complete assignments and homework.
- Bring homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect myself, other people, and my school.
- Follow all school 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.

### **PRINCIPAL 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 school 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.

## Fundraising

The Endeavor Hall fundraising policy stems from the following principles:

- Fundraisers should be consistent with the mission and values of the School charter;
- Fundraising events should help develop and enrich the School community.
- Fundraisers should reflect a positive image of the School and should provide public relations in the community consistent with the School mission and spirit.

The Endeavor Hall fundraising policy strives to avoid:

- Partnerships with businesses or organizations that make a profit from fundraisers but do not share the philosophy and values of the School;
- The promotion of excessive consumerism, marketing, advertising, or selling commercial products or services;
- Raising funds from or promoting any religious products, events or holidays.

Endeavor Hall will ensure that all fundraising events and activities are legal, all necessary permits are obtained, and the site, equipment, and activities are safe and accessible for all participants.

## Volunteers/Background Checks

Endeavor Hall recognizes the importance of parental involvement in facilitating and overall feeling of community. A partnership between parents, volunteers, and the school is necessary to help students see the importance of education and create a love of learning.

Opportunities for volunteers in and out of the classroom include, but are not limited to:

- Endeavor Hall Charter School Board Members
- Providing teacher support during class time or at home with special projects, enrichment activities, clerical duties, and other opportunities that arise in individual classrooms.
- Contribute as a special guest with information that enriches the curriculum being studied
- Volunteer in the library
- Support fundraising projects
- Field Trip Chaperones
- Provide other support as the need arises

***All volunteers regardless of where they are volunteering must complete a background check through Utah Department of Public Safety Bureau of Criminal Identification in accordance with Utah state law [53A-15-1503](#). A one time up front fee of \$33.25 payable to Endeavor Hall is required for background checks to be obtained for the school.***

***Please go to [bci.utah.gov](http://bci.utah.gov) to make an appointment:*** at the Department of Public Safety's Bureau of Criminal Identification for a LiveScan background check. A separate \$15.00 will be charged by BCI.

4315 South 2700 West Ste 1300  
Taylorsville, UT 84129-2127

*Volunteers will need to Obtain a background check form from the front office and pay a fee of \$33.25 to Endeavor Hall (Cash or Checks are accepted at this time).*

### Homework

Following is a general guideline regarding the maximum amount of time students should spend per night completing their homework assignments:

Grades 1-2: 10-20 minutes

Grades 3-4: 30-40 minutes

Grades 5-6: 50-60 minutes

Please be aware that these guidelines do not include 20-30 minutes of reading each night.

### Plagiarism and Cheating

Plagiarism will not be tolerated by any teacher in any subject. Students are expected to turn in work that is their own at all times.

Plagiarism constitutes a form of theft of others' ideas and labor. Plagiarism is defined as the appropriation of another's ideas or words in order to present them as one's own. Use of another author's work must be cited at all times according to the guidelines requested by the teacher. Rephrasing another's work is also considered plagiarism.

Whenever a student has been caught plagiarizing, the following process is followed:

1. The teacher keeps a copy of the student's assignment and, whenever possible, a copy of the plagiarized work. The teacher also writes a brief description of the instance of the plagiarism. These materials will be placed in the student's permanent record.
2. The teacher will inform the administration of the plagiarism.
3. The student's parent(s) will be informed of the situation.
4. The student will not receive credit for the assignment if it is the first offense and lose the privilege of participating in any extra-curricular activities.
5. For a second offense, the student fails the entire course, and further disciplinary action, including suspension may be assigned.

**Cheating in any form will not be tolerated. Students caught cheating will not receive credit on the assignment and be assigned detention for the first offense.**

## Student Data Protection Policy

### 1. Purpose:

The purpose of this policy is to ensure the secure use and handling of all school data, computer systems, and computer equipment by Endeavor Hall Charter School's students, patrons, and employees.

### 2. Policy

It is the policy of Endeavor Hall Charter School to support secure network systems in the school including security for all personally identifiable information that is stored on paper or stored digitally on school-maintained computers and networks. This policy supports efforts to mitigate threats that may cause harm to the school, its students, or its employees.

Endeavor Hall Charter School will ensure reasonable efforts will be made to maintain network security. Data loss can be caused by human error, hardware malfunction, natural disaster, security breach, etc., and may not be preventable.

All persons who are granted access to the school network and other technology resources are expected to be careful and aware of suspicious communications and unauthorized use of school devices and the network. When an employee or other user becomes aware of suspicious activity, he/she is to immediately contact a school supervisor with the relevant information.

This policy and procedure also covers third party vendors/contractors that contain or have access to Endeavor Hall's critically sensitive data. All third party entities will be required to sign the **Restriction on Use of Confidential Information Agreement** before accessing our systems or receiving information.

It is the policy of Endeavor Hall Charter School to fully conform with all federal and state privacy and data governance laws. Including the Family Educational Rights and Privacy Act, 20 U.S. Code 1232 g and 34 CFR Part 99 (hereinafter "FERPA"), the Government Records and Management Act U.C.A. 62G-2 (hereinafter "GRAMA"), U.C.A. 53A-1-14-1 es seq and Utah Administrative Code R277-487.

Professional development for staff and students regarding the importance of network security and best practices are included in the procedures. The procedures associated with this policy are consistent with guidelines provided by cyber security professionals worldwide and in accordance with Utah Education Network and the Utah State Office of Education. Endeavor Hall Charter School supports the development, implementation, and ongoing improvements for a robust security system of hardware and software that is designed to protect Endeavor Hall Charter School's data, users, and electronic assets.

Teachers will be trained on the appropriate way to use educational apps and programs. This includes maintaining security of student data and using clear communication with administration



and parents about the use of the program in their classroom. All apps or programs used in the classroom will be communicated with parents at the beginning of the year and throughout the year.

### **Acknowledgement of Special Notices**

The Family Educational Rights and Privacy Act (FERPA), A Federal law, requires that Endeavor Hall, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records.

However, Endeavor Hall may disclose appropriately designated "directory information" without written consent, unless you have advised us to the contrary in accordance with our procedures. The primary purpose of directory information is to allow Endeavor Hall to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- Yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Endeavor Hall has designated the following information as directory information;

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Immunizations
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Dates of attendance
- Grade Level
- The most recent educational agency or institution attended

**If you do not want Endeavor Hall to disclose directory information from your child's education records without your prior written consent, you must notify us in writing.**

## **School Lunch Balance Policy**

### **Purpose:**

The Purpose of the following policy is, (1) to permit the orderly establishment of consistent practices regarding charges and collection of charges. (2) to provide adequate communication among staff, administrators, teachers, students and parent/guardian. (3) to establish fair practices that can be used throughout the school district. (4) to ensure that all students have a healthy meal and that no child goes hungry. (5) to treat all students with dignity and confidentiality in the serving line regarding meal accounts. (6) to encourage parent/guardian to assume the responsibility of meal payments and to promote self – responsibility of the student.

### **Definitions:**

*Fees* means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through Endeavor Hall. For the purposes of this policy, charges related to the National School Lunch Program are not fees. *Provision in Lieu of Fee Waiver* means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver. *Student Supplies* means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in questions and have a high probability or regular use in other than Endeavor Hall sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership. *Optional Project* means a project chosen and retained by a student in lieu of meaningful and productive project otherwise available to the student which would require only school-supplied materials. *Textbooks* means books, workbooks, and materials similar in function which are required for participation in a course of instruction. *Waiver* means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

### **Standards:**

- 1) An automatic email will be sent out once an account is in the negative.
- 2) The Child Nutrition Director will send out hard copies of negative accounts with a letter asking for payments or try and arrange a payment plan, while encouraging them to apply for free/reduced meals.
- 3) If the account reaches more than \$30.00 the Child Nutrition Director will call and ask for payments or try and arrange a payment plan, while encouraging them to apply for free/reduced meals.
- 4) Further collection efforts will be determined on a case by case basis by the administration.
- 5) Endeavor Hall's policy is that no child will ever be denied a meal.
- 6) Every student wanting a school lunch will receive a full reimbursable meal.

- 7) Students will not be asked to call home regarding negative lunch balances, the calls will be made by the Child Nutrition Director, the business manager or the Principal.
- 8) If your account has a positive balance at the end of the year, it will roll over to the next school year.
- 9) IF you would like a return on your positive balance, it needs to be a balance greater than \$5.00 and must be requested.
- 10) If you would like to donate the rest of your lunch account balance to the school lunch program, we will use the funds to help pay for other children's lunch debts.

## **Parent and Family Engagement Policy**

### **Endeavor Hall Charter School (EH) Parent and Family Engagement Policy**

Endeavor Hall regards parental engagement vital to the academic success of students. Parents are the initial teachers of their children and serve as partners with the school in helping their children achieve academic success. This policy was developed jointly with parent and family members.

#### **EH will involve parents in the development of its academic plans.**

- EH will invite two parents to participate in the development of the school 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.

#### **EH will involve parents in the process of school review and improvement.**

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

#### **EH will provide coordination and technical assistance to promote quality parental engagement activities.**

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

**EH will coordinate parental engagement strategies with other programs.**

- Representatives from other programs will be encouraged to cosponsor the annual parent engagement seminar with Title I. This Title 1 meeting will be held annually as required by law.
- Faculty and staff who have responsibility for overseeing parental engagement activities will meet at least twice a year to discuss plans and coordinate efforts.

**EH will conduct an annual parental engagement evaluation.**

- In the spring, local School Community Councils (Boards) will be asked to provide feedback on the quality of engagement opportunities and provide input on how the school might improve support for parental engagement.
- 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 school year, the school will provide a summary of the parental survey with its plans to address identified needs and recommendations.

**EH will involve parents in a variety of school activities.**

- The director will report annually on parental engagement in at-risk and other programs.
- In the annual training for administrators and teachers, the school will share identified successful parental engagement activities with volunteer committees.
- The Director will annually report to the board how Title I funds were used to support effective parent engagement strategies.
- property as authorized in writing by the Principal or Board Chair, this information may be viewed and used by these individuals for disciplinary action.
- Information obtained by CCTV will only be released outside of Endeavor Hall when authorized by the Principal and or the Board Chair of the Endeavor Hall.
- CCTV recording and monitoring of public areas for security purposes will be conducted in a manner consistent with existing Endeavor Hall policies.

## **Endeavor Hall CCTV Security Policy**

### **Purpose:**

The purpose of this policy is to regulate the use of Closed Circuit Television (CCTV) systems and cameras to monitor and record various activities on or near campus for the purpose of safety, security, staff and student development.

### **General Principles:**

- This policy applies to all personnel and property of Endeavor Hall in the use of CCTV monitoring and recording.
- Endeavor Hall is committed to enhancing the quality of life of our community by integrating best practices of school safety using any available CCTV or related technology. CCTV is a critical component of a comprehensive security program.
- CCTV monitoring and recording is used in public areas by Endeavor Hall as stated above and to assist in the protecting of the Endeavor Hall community and property.
- CCTV will be used in an ethical, legal, and professional manner.
- Information obtained via CCTV will be used for student discipline, security and law enforcement purposes.
- The Principal, Head of Teachers (under the direction of the principal) and Board Chair are authorized to monitor and view recordings for criminal investigations. Furthermore, and in specific circumstances creating risk to public and student safety, security or