

# **Utah Virtual Academy Board Policies**

## **Governance**

### **1001 Parent Advisory Group**

The board has a goal of having at least one parent of a currently- or recently-enrolled UTVA student on the board. The board believes parent contributions are an important part of effective board governance.

*8/16/07*

### **1002 Complaint Process**

The Utah Virtual Academy is interested in achieving and fostering student/family satisfaction. The following procedure ensures that student/family grievances are addressed fairly by the appropriate people in a timely manner. UTVA prohibits discrimination against students/families on the basis of disability, race, creed, color, gender, national origin, or religion.

The student and parent(s), custodian(s) or legal guardian(s), address in writing any concern or grievance to the head of school. The head of school responds within ten (10) working days.

If the concern or grievance is not resolved by the head of school, the parent(s), custodian(s) or legal guardian(s) may, within ten (10) working days of the head of school's response, request in writing a meeting (via phone or in person) with the head of school to discuss the concern or grievance. He/she investigates and responds within ten (10) working days.

If the family's concern is not resolved at the meeting with the head of school, the family may file a complaint with the UTVA governing board. The UTVA governing board may address the complaint directly, or the family may file a complaint with the State Charter School Board.

*6/12/08*

### **1003 Anti-discrimination policy**

UTVA does not discriminate on the basis of race, color, religious preference or national origin, that any person(s) be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination.

UTVA does not discriminate on the basis of sex, that any person(s) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity for which the UTVA is responsible.

Additionally, no otherwise qualified handicapped person(s) shall, solely by reason of handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the UTVA is responsible.

## 1004 Conflict of Interest

~~No member of the governing board shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Utah Virtual Academy. Each individual board shall disclose to the organization any personal interest which he or she may have in any matter pending before the Utah Virtual Academy board and shall refrain from participation in any discussion or votes on such matters.~~

6/12/08

### **Definition:**

“Affected Person” means a member of the Board of Directors or an employee of the UTAH VIRTUAL ACADEMY with significant financial or managerial responsibilities for the UTAH VIRTUAL ACADEMY.

“Conflict of Interest” occurs when an Affected Person may financially materially benefit from a decision he or she could make in such capacity, either alone or in conjunction with others. Financial benefits include indirect benefits such as to Family Members or to businesses with which the Affected Person or that person’s Family Members are closely associated. For purposes of this policy, a financial benefit does not include the ownership of no more than one percent (1%) of the shares of stock in a publicly traded company.

“Family Member” means

- a) any of the following relationships by blood, adoption, marriage (including common law marriage, civil union, or domestic partnership) - spouse, parent, child, brother/half brother, sister/half sister, grandparent or grandchild – and shall include in-laws and “step” relationships (e.g., stepparent) of those persons, and
- b) any dependent residing in the same household as the Affected Person and anyone for whom the Affected Person is a dependent.

“Materially Benefit” means a benefit which, in view of the totality of the circumstances, is substantial enough that it would, or could reasonably be perceived as, affecting an Affected person’s judgment with respect to a transaction. There is a presumption that a financial benefit is material if its value exceeds \$1,000.

### **Preamble:**

Members of the Board of Directors and employees of the UTAH VIRTUAL ACADEMY with significant financial or managerial responsibilities for the UTAH VIRTUAL ACADEMY have duties of loyalty and care to the UTAH VIRTUAL ACADEMY. It is in the best interest of UTAH VIRTUAL ACADEMY to be aware of and to appropriately manage conflicts of interest and the appearances of conflicts of interest. This policy is intended to identify conflicts of interest and to appropriately manage them to reduce the financial, legal and reputational risks associated with such conflicts.

### **Policy:**

### Annual Disclosure Form:

All Affected Persons shall complete and file a Conflict of Interest Disclosure Statement, in the form attached to this policy, to the Secretary of the board annually within thirty (30) days of the start of the Fiscal Year. The Secretary shall review the forms in conjunction with the Chair and Vice Chair and is responsible for ensuring compliance with this policy as to all matters that come before the board. The Secretary shall inform the Chair and Vice Chair in writing of those individuals who fail to timely furnish the annual disclosure form.

### Ongoing Disclosure Responsibilities:

If an Affected Person has a Conflict of Interest or if a reasonable person could perceive that an Affected Person has a Conflict of Interest, then he or she must promptly and fully disclose the facts giving rise to such conflict or potential conflict to his or her supervisor or, in the case of board members, to the Secretary or, if the Affected Person is the Secretary, to the Chair. The Affected Person shall refrain from participating in any transactions or decisions that may be impaired by the Conflict of Interest pending approval from the Conflict of Interest Review Committee.

The Conflict of Interest Review Committee consists of the Secretary, Chair and Vice Chair (but such persons shall not review conflicts or potential conflicts reported by or about them) and shall review the disclosed information. In the event that, by majority vote, the Conflict of Interest Review Committee determines that no conflict or perceived conflict exists, the Affected Person may participate in the transaction or decision.

Any recusals by board members due to an actual or perceived Conflict of Interest shall be noted in the minutes.

### Confidentiality:

Annual Disclosure Forms shall be held in confidence to the extent permitted by applicable state and federal law.

## Conflict of Interest Disclosure Statement

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Business Interests

Indicate any person or entity with which the UTAH VIRTUAL ACADEMY has done business in the most recent Fiscal Year with which you or any Family Member (as defined in the Conflict of Interest Policy) has a financial materially beneficial interest.

Check here if none.

Name of person or entity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Indebtedness

Indicate whether you or any Family Member has been indebted during the most recent Fiscal Year to any banks or other financial institutions with which the UTAH VIRTUAL ACADEMY conducts business.

Check here if none.

Name of institution: \_\_\_\_\_  
\_\_\_\_\_

3. Other

Please describe any other Conflict of Interest that either you or a Family Member has had within the most recent Fiscal year.

Check here in none.

Describe: \_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have read and agreed to abide by the Conflict of Interest policy of UTAH VIRTUAL ACADEMY.

Signature: \_\_\_\_\_

# 1005 Whistleblower Policy

## **Definition:**

“Protected Disclosure” means an allegation, made in good faith, that the UTAH VIRTUAL ACADEMY or one or more of its employees, contractors (acting in the course of its work for the UTAH VIRTUAL ACADEMY) or members of the Board of Directors, has in the course of his, her or its duties to the UTAH VIRTUAL ACADEMY acted unlawfully or in violation of published Board of Directors’ policies.

## **Preamble:**

The UTAH VIRTUAL ACADEMY has moral, ethical and legal responsibilities for the stewardship of its resources and the public and private support that enables it to pursue its mission. Although the UTAH VIRTUAL ACADEMY’S controls and operating procedures are intended to deter, detect and prevent improper activities, as at any institution, intentional and unintentional violations of laws, regulations, and policies may occur. This policy is intended to result in the internal identification and remediation of such violations.

## **Policy:**

### Reporting Protected Disclosures:

Any person may make a Protected Disclosure. It is the responsibility of all employees and board members to report Protected Disclosures. Protected Disclosures should be made in writing so as to assure a clear understanding of the issues, but may be made orally. Reports should be factual and contain as much specific information as possible. Protected Disclosures shall be made 1) by employees to their immediate supervisor or other person upwards in the supervisory chain, and 2) by other persons to the head of school. However, when there is a potential conflict of interest, such reports may be made to another person in management who you may reasonably expect to have either responsibility over the affected area or the authority to review the alleged improper activity on behalf of the UTAH VIRTUAL ACADEMY.

### Protection from Retaliation:

The UTAH VIRTUAL ACADEMY and its employees and board members are prohibited from 1) retaliating or attempting to retaliate against any person who has made a Protected Disclosure or who has refused to obey an order that is illegal or in violation of published Board of Director’s policies, and from 2) directly or indirectly using or attempting to use the authority or influence of his or her position for the purpose of interfering with the right of the person to make a Protected Disclosure. Anyone who retaliates against or interferes with someone who has made a Protected Disclosure is subject to discipline which, for employees, could be up to and including termination.

### Investigations:

Supervisors to whom a Protected Disclosure is made are required to report them to the head of school. The head of school will undertake or cause to be undertaken an investigation and resolution of the alleged violations. The head of school will advise the board chair and/or board vice chair, of all Protected Disclosures regarding accounting practices, internal fiscal controls or auditing. All internal complaints will be investigated promptly and with discretion, and all information obtained will be handled on a “need to know” basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

*Adopted September 29, 2009*

## **Student Attendance, Discipline and Academic**

### **2001 Student Enrollment Policy**

UTVA is an open-enrollment public charter school. Therefore, it is open to all eligible students on a space available basis and does not discriminate in its admissions policies or practices on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, religion, ancestry, or athletic performance.

Students in kindergarten through eleventh grade participating in the UTVA must reside in Utah and meet the age requirements in order to be eligible to enroll in UTVA. Additionally, per state statute 53A-1a-506.5, students must participate in an equitable lottery and assigned a seat offer or waitlist number upon the conclusion of the lottery. When a vacancy occurs because a student has withdrawn from UTVA, UTVA may immediately enroll a new student from its list of applicants. Siblings of UTVA students receive admission preference.

State law requires a student to be at least five years old and no more than 17 years old on or before September 1 to be eligible for the current school year. With respect to special education, a person who is no more than 21 years old on or before September 1 and has not passed the eleventh grade is eligible for UTVA.

6/12/08

### **2002 Attendance and Truancy Policy**

As a public charter school, Utah Virtual Academy is required to monitor student attendance in accordance with all applicable statutes and State Board of Education Rules. UTVA teachers and administration monitor student attendance. Responsibility for compliance with state attendance statutes and regulations belongs to the parents, but the school is obligated to keep an accurate record of daily attendance.

UTVA shall calculate days of attendance using the following 2 methods:

1<sup>st</sup> calculation of days absent through missing logged hours:

- For students in grades 2 through 12, days in membership shall be calculated by the LEA using a method equivalent to the following: total clock hours of instruction for which the student was enrolled during the school year divided by 990 hours and then multiplied by 180 days and finally rounded up to the nearest whole day. For example, if a student was enrolled for only 900 hours during the school year, the student's aggregate membership would be  $(900/990)*180$ , and the LEA would report 164 days.
- For students in grade 1, the first term of the formula shall be adjusted to use 810 hours as the denominator.
- For students in kindergarten, the first term of the formula shall be adjusted to use 450 hours as the denominator.

(53A-11-101.5.C)

2<sup>nd</sup> calculation of days absent:

- Students who have no attendance logged in the previous five or more consecutive school days

Excused Absences:

- Four days of absences for illness will be excused without a doctor's note for a student whose parent/guardian reports the illness. After four days a doctor's note will be required, any exceptions will be made on a case-by-case basis by the head of school.
- A family death
- School time adjustments generated from a student's IEP team or 504 plan team.
- Absences from school due to a physical or mental condition that makes instruction inexpedient or impracticable.
- Students are expected to complete assignments as scheduled; if internet is unavailable a library or other internet option should be found. If continued technical issues occur excused absences will be determined on a case-by-case basis.

A truancy notice will be mailed to the learning coach or guardian when the student reaches five consecutive school days of missing attendance. For hours logged, the following amounts are equivalent to 5 days, kindergarten students 12.5 hours, first grade students 22.5 hours, second through twelfth grade students 27.5 hours.

Designated School Authority for Attendance: Truancy Clerk

A minimum of one attendance check shall be made each school day..

- School Authority for attendance will create the attendance spreadsheet each school day and will e-mail families with attendance concerns each day.
- Assigned Staff will follow-up with families throughout the week and will make recommendations to correct deficient attendance.

Parents/guardians are required to notify the school if there are any issues with the student completing the required attendance or if there are absences that should be considered excused. The teacher is the first point of contact for all families and the teacher can report attendance deficiencies to the Truancy Clerk. If there is a dispute between the parent and teacher about required attendance the Truancy Clerk will be notified and will either communicate with the family directly about the attendance issue or have a conference call with the teacher and parent so a clear understanding of attendance requirements are understood.

UTVA students school from home; the following methods will be used to communicate attendance issues with the parent/guardian:

- Phone
- E-mail
- K-mail
- Black Board Session
- In-person activities when available
- Postal mail

For students who have 8 or more consecutive absent school days or have 8 or more school days of equivalent absent hours the following steps will be taken prior to withdrawing the student for attendance:

- At least 2 e-mails will be sent to the primary e-mail address on file requesting attendance and progress to be updated
- The teacher will call the family on all available numbers at least 2 times to request applicable attendance and progress to be updated and/or attendance and progress to resume immediately.
- At least 1 letter will be mailed to the learning coach requesting attendance to be completed or the student will be subject to truancy action.
- Students' curriculum may be "locked" to compel a response from the parent or student who is avoiding school attempts to contact regarding attendance or other school violations.
- Students lacking 5 or more consecutive days of attendance may be required to attend synchronous online class sessions to validate attendance each day. Students lacking 9 or more consecutive days of attendance shall be required to attend synchronous online class sessions to validate attendance each day. UTVA may also require the students' physical attendance in a school designated location.

The Log In Report may be used when attendance that is logged in the online school cannot be matched to progress in the online school. Students whose Log In Report does not match with the Attendance Report may be removed and cause a truancy situation.

For students who have accrued 10 or more consecutive absent school days:

- Attendance Clerk will move student to be marked as a "non-attender" in the Student Information System (SIS).
- If a student would then like to resume enrollment with UTVA, a parent and the student must have a conference with their school's Principal and agree in writing to follow attendance requirements.
- When a student resumes their attendance the Attendance Clerk will then move the student to be marked as an "attender" in the SIS.
- The Operations Manager will do a monthly audit during the school year to verify that students are being appropriately moved in and out of attendance.

Contesting notices of truancy:

School-age minors or parents may contest notices of truancy. Students or parents may submit a log of time and corresponding lessons completed per day to the assigned teacher or Truancy Clerk in order to establish school work was completed and extenuating circumstances caused them not to enter attendance in the designated Online School platform. Also, based on the excused attendance guidelines, parents may submit documentation showing why attendance was not possible. The documentation will be evaluated by the head of school to determine if the absence(s) will be excused.

*6/12/08; revised 05/25/11; revised 7/12/2013; revised 8/1/2014; revised 7/31/2015*

## **2003 Computer Policy**

Families with K-6 students will be offered a second computer if they have:  
Two middle school students and two students in grades K-5  
More than 4 students enrolled in UTVA in grades K-6

Families with K-6 students will be offered a third computer if they have:  
Three middle school students and two students in grades K5  
More than six students enrolled in UTVA in grades K-6

*3/11/08*

## **2004 Internet Provider Subsidy Policy**

ISP checks are issued annually in June. Students in grades K-6 are eligible for internet subsidies based on compliancy. Students in grades 7-12 who are eligible for free or reduced lunch as determined by the National School Lunch Program income forms are eligible to receive an internet subsidy based on compliancy with attendance, testing and academic progress requirements. Students in grades 7-12 with current Individualized Education Plans are eligible to receive an internet subsidy based on enrollment date and compliance with attendance, testing and academic progress requirements.

Families must participate in the Online School for sixty (60) calendar days, be enrolled on the last day of the semester, participate in all required standardized testing, participate in the semesterly in person meeting with their teacher and have an average of at least 5.5 hours of attendance per day in order to qualify for the ISP supplement.

Families enrolled prior to the 15th of each month will be eligible for supplement for that month's ISP. Families enrolling after the 15th of the month will qualify for supplement beginning the 1st day of the next month.

K-11 students who meet the supplement requirements will be supplemented at the rate \$12 per eligible month.

### ISP Supplement for Summer

Existing families who re-enroll by July 1 and are still enrolled on the last day of the semester will receive internet supplement for the summer months. Newly enrolled families will be eligible for supplement based upon the first day of school and sixty (60) days of compliant attendance.

### Families with Two or More Students

Families with two or more students will receive supplement at the rate of \$12 per eligible month.

Please be aware that if an ISP check is lost, UTVA does not automatically reissue a check to that family. If a check is lost, parents need to notify the school within 90 days for a replacement to be issued.

1/20/09

## **2005 Bullying and Hazing Policy**

An appropriate consequence for the aggressive behavior will be written as a result of the meeting discussion and included in the student's cumulative school file. Consequences may include but are not limited to retribution for actions, suspension or expulsion from UTVA, and/or referral to the appropriate local law enforcement agency.

6/12/08

## **2006 Academic Advancement Policy**

It is important to understand that the decision to advance a student to the next course or grade level is made jointly by the parent and teacher and focuses on what is in the best interest of the child. Academic achievement through content mastery is the cornerstone of the Utah Virtual Academy and the K<sup>12</sup> curriculum. UTVA understands that children do not learn at the same rate or in the same manner. The program offers families flexibility in scheduling and instructional strategies. UTVA focuses on mastery of lesson objectives, encouraging families and students to spend the time needed daily and throughout the year to reach mastery of most lesson objectives.

It is the goal of UTVA to allow K-8 students to advance to the next course level at any time of the year up to April 1. Parents and teachers evaluate every student's course level and grade level prior to the conclusion of the current school year. This evaluation does not affect K-8 course level changes, which can be made at any time up to April 1. Together, the UTVA teacher and parent arrive at a decision on the advancement of the student. Advancement of a student from one course level to the next requires the approval of UTVA administration. Sufficient progress in all courses is expected before course level advancement in one area may be considered.

### K-8 Mid-Year Course Promotions

We intend that our students complete 100% of the content in each course, should time permit. With this in mind, mid-year course promotions are not ordered until a student has achieved 90% mastery of a course.

### K-8 End-of-Year Course Promotions

UTVA encourages students to complete all lessons in a course, if possible, since courses in the subsequent grade levels assume completion of lessons in the prior grade. A lesson is completed when the student has mastered the objectives as measured by the lesson assessment. It may not be necessary to complete every lesson if the student can demonstrate mastery of the objectives on the assessments. UTVA understands that it is not always possible for students to complete 100% of each course and encourages parents to give first priority to the English and math courses, second priority to the science and history courses, and third priority to the art and music/foreign language courses. Mid and end of year progress report marks are based on this prioritization. End

of year course promotions for science, history, art and music/foreign language will be based on each student's grade level and content mastery. Students must complete at least 90% of their enrolled English and math courses by the end of the year to order the next level at the end of the school year.

The Online School is designed to collect and record data that substantiates the academic progress of our students. Therefore, it is mandatory that the Online School be used to enter attendance and assessment data that reflects the standing of the student. The Online School data serves as the primary tool for determining advancement into subsequent course levels. It is essential that parents/learning coaches understand that by signing on with Utah Virtual Academy, they agree to participate in the program as designed including documenting regular and appropriate academic progress in the Online School, participate in required phone and face to face conferences with the assigned teacher and participate in the state-mandated academic assessments.

UTVA requires that parents maintain samples of student work to assist teachers with the decision to advance a student to the next course/grade level. Examples of materials/work to keep on file include, but are not limited to, the following: handwriting samples, artwork, creative story samples, math worksheets and spelling tests. UTVA requires student work to be original with appropriate citations for references to published works. Teacher requested work samples must be mailed to the address their teacher specifies. Parents should not "drop-off" work samples to teachers' houses.

At the Utah Virtual Academy we understand that our school is academically rigorous. Meeting the challenge of completing one year of course work in this model can be demanding. Our certified teachers are here to assist parents and learning coaches to meet the associated challenges. Parents and learning coaches may utilize their expertise as they progress through our program.

#### High School awarding credit and promotion

Students are promoted based on the number of credits earned. Credit is not awarded for courses in which a student earns an F or fails to log 90% of the required attendance. Credit is granted for courses in which the student completes the attendance requirement and earns an A, B or C. Credit may be granted for courses in which a student earns a D, with teacher recommendation. Math and Foreign Language are examples of courses in which a D may not entitle a student to progress on to the next level. Students enrolling in a course 30 days after the official school semester start date are on audit status and not eligible to earn credit. Grade level classification is based on the number of credits earned and is reviewed at the end of each semester.

0 - 5 credits	9 <sup>th</sup> grade
6 -11 credits	10 <sup>th</sup> grade
12 -17 credits	11 <sup>th</sup> grade
More than 17 credits	12 <sup>th</sup> grade*

6/12/08

## 2007 Parent Understanding Statements

## I Understand and Agree

The purpose of this “I Understand” section is to set expectations for UTVA parents. Students’ success is a primary goal of UTVA and that can only be achieved if you, the parent, are successful. To be successful it is important that parents of UTVA children understand, and are in agreement with, the following curricular and attendance requirements:

- I understand that my student is enrolled in a public school with attendance requirements that I am expected to meet. The state requirement is 5.5 hours of instruction per day. Students who have poor attendance (insufficient hours recorded over time in the system) are considered excessively absent and may be withdrawn and expelled from UTVA.
- I accept the responsibility to supervise my student in using the K<sup>12</sup> curriculum, and I understand that I am expected to become knowledgeable about it. Any other work accomplished by the student is supplemental to, and not in place of, the K<sup>12</sup> curriculum lessons. UTVA does not consider it acceptable to leave a student home alone or unsupervised all day to complete coursework.
- I understand and agree that student progress is an expected part of the UTVA program in addition to the hours logged. Teachers review progress and consider other factors, including parental input, when making student advancement decisions. Promotion is based on progress, not simply attendance.
- I understand and agree that I am expected to follow the guidance and support of a professional teacher in implementing the UTVA program with my student.
- I understand and agree that I am expected to participate in monthly telephone conferences and semesterly in person work sample reviews with my student’s teacher, and that I must submit work samples monthly.
- I understand and agree that, as a public school, UTVA students are required to participate in state standardized testing. My child is expected to fully participate in the testing at his/her grade level.
- I understand and agree that it is my responsibility to secure an Internet service provider, and that I am subsidized according to the school policy, as described in this handbook.
- I understand and agree that UTVA is a full-time public school program, and that my student may not be enrolled in any other full-time or part-time public school.

6/12/08

## **2008 Student Code of Conduct and Acceptable Use Guidelines**

This document describes the policies and guidelines for the use of the UTVA high school and exists to ensure that all UTVA students are aware of and understand their responsibilities when accessing and using UTVA resources.

UTVA reserves the right to update or alter this agreement at any time. Such revisions may substantially alter access to UTVA instructional computing resources. UTVA instructional computing resources include any computer, software, or transmission system that is owned, operated, or leased by UTVA.

Students enrolled in UTVA should be aware of the following guidelines and expectations. Any activity that is not listed here, which violates local, state, or federal laws, is considered a violation of the Student Code of Conduct and Acceptable Use Guidelines.

Failure to follow these guidelines could result in the:

- Removal of student access to UTVA instructional computing resources, which could result in his/her inability to complete learning activities.
- Suspension or expulsion from UTVA.
- Involvement with law enforcement agencies and possible legal action.

### Accountability

- Posting anonymous messages is not permitted unless authorized by the course's online teacher. Impersonating another person is also strictly prohibited.
- Students must use only their own user names and passwords, and must not share these with anyone.
- Students must log into Elluminate with first name and last initial only.
- Students may not interfere with other users' ability to access UTVA or disclose anyone's password to others or allow them to use another user's account. Students are responsible for all activity that is associated with their usernames and passwords.
- Students should change their password(s) frequently, at least once per semester or course is encouraged.
- Students must not publicly post their personal contact information (address and phone number) or anyone else's.
- Students must not publicly post any messages that were sent to them privately.
- Students must not download, transmit or post material that is intended for personal gain or profit, non-UTVA commercial activities, non-UTVA product advertising, or political lobbying on an UTVA owned instructional computing resource.
- Students may not use UTVA instructional computing resources to sell or purchase any illegal items or substances.
- It is not allowed to upload or post any software on UTVA instructional computing resources that are not specifically required and approved for student assignments.
- Students may not post any MP3 files, compressed video, or other non-instructional files to any UTVA server.

### Inappropriate Behavior

Inappropriate behavior includes:

- Insults or attacks of any kind against another person.
- Use of obscene, degrading, or profane language.
- Harassment (continually posting unwelcome messages to another person) or use of threats.
- Posting material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person. This includes distributing "spam" mail, chain e-mail, viruses, or other intentionally destructive content.

### Student Internet Safety

- Students must not reveal on the Internet personal information about themselves or other persons. For example, a student should not reveal his/her name, home address, telephone number, or display photographs of him/herself or others to persons outside of the UTVA.
- Students cannot agree to meet in person anyone they have met only on the Internet and who is not affiliated with the UTVA. First meetings with UTVA affiliated students should be at school sponsored events.

### Network Etiquette

UTVA students are expected to follow the rules of network etiquette or netiquette. The word "netiquette" refers to common-sense guidelines for conversing with others online. Students are encouraged to abide by these standards:

- Establish Instant message user names and e-mail addresses that are appropriate for the school setting.
- Avoid sarcasm, jargon, and slang. Swear words are unacceptable.
- Never use derogatory comments, including those regarding race, age, gender, sexual orientation, religion, ability, political persuasion, body type, physical or mental health, or access issues.
- Focus your responses on the questions or issues being discussed, not on the individuals involved.
- Be constructive with your criticism, not hurtful.
- Review your messages before sending them. Remove easily misinterpreted language and proofread for typos.
- Respect other people's privacy. Do not broadcast online discussions, and never reveal other people's e-mail addresses.

### Use of Copyrighted Materials

All materials in the courses are copyrighted and provided for use exclusively by enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s).

Users shall not upload, download, transmit or post copyrighted software or copyrighted materials, materials protected by trade secrets or other protections using UTVA computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

### Academic Integrity

All work submitted is assumed to have been completed only by students. Students are responsible for observing the standards on plagiarism and properly crediting all sources relied on in the composition of their work. Failure to abide by these standards is reported to the appropriate administrative authorities and may result in a conference with your mentor, loss of credit, revoked access to course(s) and suspension or expulsion from UTVA.

## Plagiarism

The definition of plagiarism is: Copying or imitating the language, ideas, and thoughts of another writer and passing them off as your own original work. Specific examples of plagiarism that is not tolerated are:

- Copying or rephrasing another student's work.
- Having someone else write an assignment or rephrase any part of an assignment (not just proofread it).
- Directly copying student aids (for example, Cliff Notes), critical sources, or reference materials in part or in whole without acknowledgment.
- Indirect reproduction of students aids, such as Cliff Notes, Cole Notes, critical sources, or reference materials by rephrasing ideas borrowed from them without acknowledgment.

## Source Citation

Many courses require written work in which students need to cite sources. Any direct quotations from a textbook can simply be cited as (Author, Page Number). Any quotations from outside sources require full citations, including author, title, publisher, date of publication, and page number. If a student cites information found on a Web site, he/she provide the complete Web page or site title, URL, author if known, page number if applicable, and publication date of the site, if available, and date of access.

## Monitoring

UTVA reserves the right to review any material transmitted using UTVA instructional computing resources or posted to an UTVA instructional computing resource to determine the appropriateness of such material. UTVA may review this material at any time, with or without notice. E-mail transmitted via UTVA instructional computing resources is not private and may be monitored.

## UTVA Indemnification Provision

UTVA assumes no responsibility for information obtained via the Internet, which may be illegal, defamatory, inaccurate or offensive. UTVA assumes no responsibility for any claims, losses, damages, costs, or other obligations arising from the use of instructional computing resources. UTVA also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of UTVA, its affiliates, or its employees. UTVA assumes no responsibility for damages to the user's computer system.

Nothing in this policy negates any obligation the student and parent have to use the instructional computing resources as required in the Use of Instructional Property Agreement ("Agreement") the parent or guardian signed as part of the student's enrollment packet. In the event that this Code conflicts with the Agreement, the terms of the Agreement shall prevail."

6/12/08

## **2009 Internet Safety Policy**

### **1. Purpose**

The purpose of this policy is to ensure appropriate, responsible, ethical and legal access and use of computers, the Internet, and other electronic or communication devices by Utah Virtual Academy student and employees.

## **2. Prohibited Uses**

Each student, employee, or other computer system user is responsible for his/her actions involving the school's computers, networks, email services, and Internet access and for his/her computer files, passwords, and accounts.

General examples of unacceptable uses, but are not limited to, the following:

- 2.1 Using an account other than your own and any attempt to gain unauthorized access to accounts on the network.
- 2.2 Use of games, internet games, chat rooms, social networking sites, non-district sponsored or approved email services, and instant messaging not specifically assigned or authorized for use by a teacher or administrator.
- 2.3 Use involving obscene, pornographic, sexually explicit, sexually suggestive, or any other harmful or inappropriate material.
- 2.4 Any inappropriate communicates with students, minors, employees, or any else that is obscene, profane, lewd, vulgar, belligerent, inflammatory, or threatening.
- 2.5 Any use involving personal or generalized attacks or harassment, or to communicate false or defamatory information.
- 2.6 Providing personal addresses, phone numbers, and other private information whether that information belongs to the user or any other individual. Additionally, all employees are subject to and must comply with State and federal privacy laws and regulations.
- 2.7 Using the internet for commercial purposes, financial gain, personal business, product advertisement, or political lobbying
- 2.8 Any physical or electronic vandalism to the computer system or equipment
- 2.9 Communicating threats of violence, threats, harassment, or bullying.
- 2.10 Using the internet for plagiarism

## **3. Electronic Media**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- Discriminatory or harassing;
- Derogatory to any individual or group;
- Obscene, sexually explicit or pornographic;
- Defamatory or threatening;
- In violation of any license governing the use of software;
- Engaged in for any purpose that is illegal or contrary to Utah Virtual Academy's policy or business interests.

## **4. Instruction**

Students shall be instructed in appropriate online behavior, including online safety, interacting with other individuals on social networking websites and in chat rooms, and cyber-bullying awareness and response. This instruction will be included in the elementary curriculum, junior high CTE course, and high school guidance curriculum.

## **5. Privacy Information**

Utah Virtual Academy retains control, custody, and supervision over all computers, networks, email services, and Internet access owned by the school. UTVA reserves the right to monitor all computer, email, and Internet activity by students, employees, and other

computer system users. Students, employees, and other computer system users have no expectation of privacy in their use of UTVA's computer system equipment. K12 computers issued to students have McAfee content filtering software already installed to prevent inappropriate content.

**6. Network Etiquette**

Users are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

Be polite

Do not be abusive in your messages to others

Use appropriate language

Don't swear, use vulgarities or any other language inappropriate in a school setting.

**7. Student Violation and Discipline**

Any student who violates this policy and/or applicable administrative procedures may be subject to:

Removal of student access to UTVA instructional computing resources, which could result in his/her inability to complete learning activities.

Suspension or expulsion from UTVA.

Involvement with law enforcement agencies and possible legal action.

**8. Employee Violation and Discipline**

Disciplinary actions will follow existing board policy. Obvious criminal violations will be investigated by proper authorities and the Administration.

**9. Disclaimer**

**9.1** All computer users shall be responsible for any and all claims, losses, damages, or costs associated with their use of UTVA's computers, networks, email services, and Internet access, including, but not limited to, illegal uses (copyright and trademark violations, defamation, discrimination, harassment, etc.); violations of this policy and/or applicable administrative procedures, directives, and rules, etc., and shall hold harmless and indemnify UTVA and its employees and agents from such claims, losses, damages, and costs.

**9.2** UTVA assumes no responsibility for any unauthorized charges made by computer system users, including, but not limited to, credit card charges, subscriptions, long distance telephone charges, equipment and line costs, etc., and shall hold harmless and indemnify UTVA and its employees and agents from such unauthorized charges.

**9.3** UTVA specifically disavows legal responsibility for what a user may find on another external site or for personal opinions of individuals posted on any site, whether or not operated by UTVA.

**10. Computer Use Agreements**

Annually, each student and employee is required to sign Utah Virtual Academy's Computer Use Agreement.

**References:**

Children's Internet Protection Act of 2000, as amended, 15 U.S.C. §6501, et seq. (P.L. 106-554)

Protecting Children in the 21<sup>st</sup> Century Act, (P.L. 110-385)

Communications Act of 1934, as amended, 47 U.S.C. §254, et seq.

Elementary and Secondary Education Act of 1965, as amended, 20 U.S.C. §7001, et seq.

Children's Internet Protection Act Certifications Required from Recipients of Discounts Under the Federal Universal Service Support Mechanism for Schools and Libraries, 47 CFR 54.520

## **2010 Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) provides parents and students over 18 years of age ("eligible students") certain rights regarding the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

To request an inspection and review, the parent or eligible student should submit a written request to the program director that identifies the record (s) they wish to inspect. The program director makes arrangements for access and notifies the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request an amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the program director, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School notifies the parent or eligible student of the decision and advises him/her of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures is provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA allows disclosure without consent.

One exception that permits the School to disclose information without consent is when the School discloses information to school officials with legitimate educational interests. A school official is a person employed by or contracted to provide services to or designated by the contractor to provide services to the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors of the School; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., S.W.  
Washington, D.C. 20202-4605

(5) FERPA requires that the School, with certain exceptions, obtain a parent's or eligible student's written consent prior to the disclosure of personally identifiable information from a child's education records. However, the School may disclose "directory information" without written consent, the parent or eligible student, have advised the School in writing that he/she does not want all or part of the directory information disclosed. The method for objecting to disclosure of directory information is specified below. The primary purpose of directory information is to allow the School to include the following information from education records in certain school publications or disclose it to certain parties.

Examples include:

- Shipment of computer and school materials to and from student's home
- Entry of student enrollment information into a computer database for use by school officials
- Honor roll or other recognition lists
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- School yearbook

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can be disclosed to outside organizations without a parent's prior written consent. In addition, federal laws requires the School to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents or eligible students have advised the School in writing that they do not want their student's information disclosed without prior written consent.

The School has designated the following information as directory information:

- name
- address
- telephone number
- e-mail address
- photo
- athletic information
- honor roll status
- grade level
- activities and clubs
- awards

If there are certain items the School has chosen to designate as directory information that parents/learning coaches do not want disclosed from their student's education records, without their prior written consent, parents/learning coaches are encouraged to send an e-mail identifying the information they do not want disclosed, the student's name, and the name of the virtual academy or affiliate school in which the student is enrolled to: [directoryinformation@k12.com](mailto:directoryinformation@k12.com). This e-mail must be sent within 30 days of the first day the student attends school.

#### Risk of Suicide

If a school employee or agent believes a student is at risk of attempting suicide, physical self-harm or harming others, the school employee or agent may intervene and ask a student questions regarding the student's suicidal thoughts, physical self-harming behavior, or thoughts of harming others for the purposes of: (i) referring the student to appropriate prevention services; and (ii) informing the student's parent or legal guardian.

Notice of these rights is available, upon request, on audiotape, in Braille, and in languages other than English. The Utah Department of Education may be contacted at (801) 538-7500.

*6/12/08*

## **2011 Objectionable Materials Policy**

There may be times a parent finds certain lessons, books or materials objectionable for various reasons. If a parent finds objectionable material, he/she should contact his/her UTVA teacher via e-mail. Teachers work with parents to find alternative lessons to meet the lesson objectives. The assessment for the lesson must be completed to show that the objectives have been met. Parents should also contact K<sup>12</sup> directly using the feedback option of the OLS.

*6/12/08*

## **2012 Student Fees Policy**

UTVA students do not pay for curricular materials. Families receive curricular materials in their homes from the school. UTVA families with students in K-5<sup>th</sup> grades are provided with a computer, printer and monitor. UTVA families with students in grades 6-12<sup>th</sup> grades will provide their own computer, printer and monitor unless they qualify for free and reduced lunch.

#### Optional Fees -

The following high school courses require additional resources which students are asked to provide unless they qualify for free and reduced lunch:

Game Design - \$ 29

AP Chemistry - \$84.95 plus S&H

Graphing Calculator - \$160

Student ID Card (optional – upon request)- \$7.00

UTVA students do not pay to participate in monthly school-planned outings. UTVA follows the state's policy regarding extracurricular fees for students who participate in resident district activities.

*\*Fee Waivers may be obtained by filling out the Free and Reduced Lunch Form in the application process*  
Updated 12/11/2013; revised 4/29/2015; revised 2/24/2016.

## **2013 Dual Enrollment Policy**

A student who is “dual enrolled” is enrolled at two or more public schools at the same time. It is the expectation that students will be enrolled at the Utah Virtual Academy full time. Students enrolled less than full time affect the funding of the school and take a slot from another student who would provide full time funding to UTVA. Students will be expected to attend full time at 6 credits per year. A student taking less than the 6 credits per year runs the risk of not graduating in the specified 9-12 grade timeframe. Exceptions to this policy will be Special Education students whose IEP stipulates that a lesser class load provides Free Appropriate Public Education (FAPE) in the least restrictive environment (LRE). UTVA will refuse to accept regular education students wishing to enroll at less than full time or will un-enroll a regular education student wishing to reduce their class load during the school year.

*9/16/08*

## **2014 Awarding High School Credit by Examination**

- Students may take a proctored paper-based exam to earn high school credit in courses offered by UTVA.
- Tests are administered in a proctored setting by a UTVA staff member.
- Grades are not issued to students who earn credit by examination. Students earn credit and a “pass” grade is assigned to students who earn at least 75 percent on the examination. These courses do not factor into students’ grade point averages.
- UTVA may award credit by examination for courses in the UTVA catalog.

*5/19/09*

## **2015 Fees for Enrolling in Seventh High School Course**

The Utah Virtual Academy provides opportunities for high school students to advance through more than 140 courses within the school’s catalog. The traditional UTVA student enrolls in six courses per semester. There are instances when students desire or require a seventh course. Students who are on track for graduation may be interested in enrolling in a seventh course to earn additional credits or to take courses of interest. Students who are not on track for graduation may be required to take a seventh course to graduate with his/her cohort.

Students who are on track for graduation have the opportunity to enroll in a seventh course for \$50 per semester. Students who are not on track for graduation may be required to take a seventh course at UTVA’s expense. Students with Individualized

Education Plans or who are eligible for free/reduced lunch are not charged a fee for a seventh high school course.

*5/19/09*

## **2016 Mandatory State Testing and Continued Enrollment**

All students will be required to participate in each assessment required by the school. A schedule of testing timeframes for the year will be provided to parents at the beginning of each school year. Testing centers will be scheduled geographically to accommodate parents in that area. Parents are expected to adjust their calendar to meet testing dates. Students unable to test at their given location and timeframe for legitimate reasons, i.e. illness, death of immediate family members, must make arrangements with the school administration to retest at another location during the proscribed testing period. Any other reason for absence from testing must be approved by the school administration. As these assessments are measures of curriculum and not the curriculum itself, they are not subject to waivers of participation. Failure to participate in the assessments required of the school will result in the student being withdrawn from the school. The only exception to this policy will be military or government employed families required to be assigned to posts outside Utah as long as they maintain a residence in the state. If they are unable to test in Utah or an out of state proctor is not found to administer state examinations, UTVA will include those students in the allowable non-student percentages granted by the state office of education.

*7/2/09*

## **Finance and Business**

### **4001 Procurement**

The Utah Virtual Academy will follow accounting policies and procedures that comply with generally accepted accounting principles (GAAP). Procurement of goods and services shall be made by the person responsible for school finance/authorized agent, in the best interest of the school, upon considering the totality of the circumstances surrounding the procurement, which may include but not be limited to price, quality, availability, timelines, reputation and prior dealings.

The Utah Virtual Academy shall not purchase goods or services from any members of the governing board, an immediate family member or any member of the governing board nor from any entity in which any member of the governing board or an immediate family member of a governing board member may benefit from such a procurement, unless authorized by the governing board after a full disclosure of the potential benefits and after the consideration set forth in the paragraph above.

For purchases less than \$2500, no quote will be required but pre-approval by the Program Director for restricted funds and the head of school will be required.

For purchases between \$2500 and \$50,000, the Utah Virtual Academy will secure at least three quotations via phone, fax or email. Supporting documentation will be maintained for audit purposes. Pre-approval by the Program Director for restricted funds, head of school and the board and or designee will be required.

Consistent with state law, all purchases or contracts greater than \$50,000 will be negotiated through a formal bid. All contracts will be awarded to the lowest, responsible, qualified bidder, as determined by the board.

When formal bidding procedures are used, bids shall be advertised appropriately. Vendors shall be invited to have their names on mailing lists to receive invitations to bid. When bid specifications are prepared, bids will be mailed to all vendors who have indicated an interest in bidding.

All bids will be opened at the time and place specific and all bidders and other interested persons will be invited to be present.

The board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the school. The board reserves the right to waive any informality, or reject, any and all bids or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening bids. Any bid received after the time and dates specified will not be considered.

The bidder to whom the award is made may be required to enter into a written contract with the board of trustees.

All contracts and major purchases of supplies, materials, equipment, and contractual services above \$50,000 shall be based, when possible, on at least (3) competitive bids.

Lease agreements – All lease agreements will be evidenced by a lease or sublease agreement approved by the board of trustees and signed by the board chair. The agreement will identify all the terms and conditions of the lease.

Leasing and renting – Lease agreements may be negotiated by the school. Lease agreements will be competitively bid as with any purchase. Leases in excess of \$5000 per year will be approved by the board of trustees.

Equipment which is furnished for school use by outside agencies on a rental or lease basis, whether for a definite period, will be covered by a purchase order. In case of leased equipment, the school will clearly mark the requisition “lease agreement” and specify whether it is a new or renewal lease. The same dollar limits apply as for all other purchases.

Emergency purchases – In case of emergency, the head of school is authorized to purchase supplies that exceed the \$2500 limit but not more than \$10,000.

*5/24/2007*

## **4002 Internal Controls**

Separation of Duties: Duties are divided so that no one person has complete control over a key function or activity. The check signatory must not be the person who creates checks or who does the bookkeeping. Someone, other than the check signer, reconciles bank statements. A person other than the one recording the receipts prepares deposit documentation and reconciliations.

Authorization and Approval - Proposed transactions are authorized by the governing board when they are consistent with policies, procedures, regulations and laws.

Custodial and Security Arrangements - Responsibility for custody of assets is separated from the related record keeping.

Review and Reconciliation - Records are examined and reconciled to determine that transactions were properly processed and approved. Reconciliations are presented to the finance committee monthly.

Physical Controls - Equipment, inventories, and other assets are secured physically, counted periodically and compared with amounts shown on control records.

Training - Employees are trained to ensure that control processes function properly.

Expense Reports - To properly control reimbursement activities, the operations manager or head of school are responsible for approving all expense reimbursements submitted by academy staff. The head of school is responsible for approving expense reimbursements submitted by the operations manager. The K12 accountant is responsible for entering all payments into the appropriate general ledger and creating the checks. The finance committee members or head of school signs the checks and expense reports approved through the procedure as defined above.

Authorization and Approval - Employees never approve actions affecting their own reimbursement. The head of school and finance committee members have signature authority.

Review and Reconciliation – The Utah Virtual Academy bank statements are addressed to the school’s administrative office. Bank statements shall be reviewed and reconciled

monthly by the operations manager. The head of school reviews the bank statements in advance of the reconciliation by the operations manager. Copies of the bank reconciliation are forwarded to the finance committee and the K<sup>12</sup> Controller monthly.

*6/12/08*

### **4003 Asset Tracking**

The regional technology manager is responsible for taking quarterly inventory of all materials, computers, and supplies. The report is reviewed by the head of school and approved by the governing board. Assets valued at \$2000 and higher will be capitalized

*6/12/08; amended on 8/10/11*

### **4005 Home office set up policy**

Teachers can be reimbursed up to \$100 for home office set up including phone and internet installation fees. The Utah Virtual Academy will not reimburse teachers for furniture or equipment expenses. Equipment includes phones, modems, routers, desks, chairs etc. Phones and Phone Headsets will **not** be reimbursed. The Utah Virtual Academy requires that teachers acquire a phone line with unlimited long distance for the home office. All supplies should be ordered through the main office. Teachers will not be reimbursed for supplies purchased individually unless the teacher seeks and receives approval in advance from the business manager.

*6/12/08*

## **Records and Operations**

### **5001 Records Retention**

~~UTVA will retain school operation, business and board records pursuant to the Utah School Districts General Retention Schedule.~~

*6/12/08*

“Records” means all documents of any type (including, but not limited to, correspondence, letters, memoranda, contracts, minutes and agendas) and in any format (including, but not limited to, tangible, electronic, audio and video) whether now in existence or developed in the future.

#### **Preamble:**

As a matter of good practice, UTAH VIRTUAL ACADEMY desires to have a records management policy to facilitate the sufficient retention of records for business needs, to properly manage the usage of storage space and media and their resulting costs, and to better comply with legal and regulatory requirements.

#### **Policy:**

##### **General Principle**

Records of UTAH VIRTUAL ACADEMY must be maintained for the period of time set forth in the records retention schedule set forth below and then shall be destroyed. Records for which more than one schedule is applicable must be maintained for the longer period of time.

Records may be destroyed by any convenient and economical method except that records containing confidential information (such as, but not limited to, student “education records,” personnel records, financial records and records subject to any confidentiality agreements) shall be destroyed by a means reasonably certain to preserve confidentiality, such as by cross-cut shredding or pulping or transfer to third parties that provide written assurance of confidential destruction.

##### **Exceptions to General Principle**

Contractors – Records of UTAH VIRTUAL ACADEMY that are in the possession, custody or control of a contractor to UTAH VIRTUAL ACADEMY may be maintained for the period of time set forth in that Contractor’s written records management policy provided that such time is at least as long as required by applicable law.

Litigation Relevant Records – Records shall not be destroyed if those records are the subject of or relevant to known pending or potential litigation, government audit, government investigation, or government administrative charge. In such circumstances, destruction of such Records is suspended until it is determined that the Records are no longer needed for such purpose.

## Schedule

<b>Type of Record</b>	<b>Maintenance Period</b>
Accounts payable ledgers and schedules	7 years
Audit reports, attorney contingent liability records	Permanently
Bank Reconciliations	2 years
Bank statements and reconciliations	3 years
Business licenses	Permanently
Checks (for important payments and purchases)	Permanently
Contracts, notes and leases (expired)	7 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Correspondence (legal matters)	Permanently
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Email and attached files (unless other provisions to this schedule apply)	90 days
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Year End Financial Statements	Permanently
Insurance Policies	Permanently
Insurance records (claim notices, accident reports)	6 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	7 years
Invoices (to customers, from vendors)	7 years
Minute books, articles of incorporation, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Personnel files (current employees)	Permanently
Retirement and pension records	Permanently
Settlement Agreements for litigation and other claims	Permanently
Tax returns and worksheets, local, state and federal applications for exemption from tax (such as income, sales and use, personal property), tax exemption determination correspondence	Permanently
Timesheets	7 years
Withholding tax statements	7 years

*Revised and adopted September 29, 2009*

## **Facility**

### **6001 School Building Liaison**

Pursuant to R277-471-3, Doug Shaw was elected the school district building official for the purposes of securing and opening an administrative headquarters for UTVA.

*2/12/08*

### **6002 Epinephrine Pen Location**

UTVA administration and board will not prohibit or dissuade a teacher or other school employee from receiving training to administer, possessing, storing, or administering an epinephrine auto-injector. UTVA will make an emergency epinephrine auto-injector available to any school employee who is qualified to administer an epinephrine auto-injector. UTVA will make training available regarding the storage and use of an epinephrine auto-injector to any school employee who volunteers to take the training.

*6/12/08*