Parent & Student Handbook

This Parent Student Handbook contains information about the policies and practices of the Mana Academy. We expect each parent and student to read this handbook carefully, as it is a valuable reference for understanding the expectations of Mana Academy. The policies outlined in this handbook should be regarded as guidelines only, and are subject to change from time to time. When changes are made, parents and students will be notified of the changes. This handbook supersedes and replaces any and all prior handbooks and inconsistent verbal or written policy statements.

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1.0 ADMINISTRATIVE

1.1 Letter from Director

Dear Parents:

Thank you for choosing Mana Academy for your child. The School's leadership team, faculty, and staff are eager to build on the success and challenges of our opening, and we have been busily preparing for the months ahead. The Parent and Student Handbook are designed to guide you and your child through this exciting time. We encourage you to read all sections of this booklet thoroughly and discuss them with your child.

The Parent and Student Handbook includes contact information for the School's leadership team, general information about our proven curriculum and instructional design, and specific school policies and procedures which, if followed consistently, will contribute to the development of our community and the success of Mana Academy. The Code of Conduct describes the specific policies and procedures that will be implemented to encourage appropriate conduct and ensure a safe learning environment.

Should you have a question that is not answered within these pages, please feel free to contact me, another member of the School's leadership team, or your child's teacher.

At Mana Academy, we recognize that educating children requires a team effort, and we look forward to joining you in this vital pursuit. Working together, we can realize our shared vision of excellence in public education.

Sincerely,



'Anapesi Ka'ili
Mana Academy Director/Principal

1.2 Our Mission

Mana Academy Charter School is dedicated to excellence and committed to closing the opportunity gap by nurturing life-long learners who are rooted in their native cultures and preparing them to be the leaders of tomorrow.

1.3 Our Vision

Mana Academy Charter School is a community- and family-centered school committed to educational excellence and cultural sustainability. Our administration, teachers, and parents work together as partners to enhance the academic achievement and learning of all students. We provide a learning environment that is culturally relevant and inclusive. We strive to meet the needs of all learners by designing academically challenging work that is meaningful, engaging, and inspires innovation, exploration, discovery, and creativity. We empower all students to enroll and graduate from college.

All students who graduate from Mana Academy will be equipped with the necessary knowledge and skills to be successful leaders and positive agents of change in their local, regional, and global communities.

1.4 Our Motto

"Learning Today. Leading Tomorrow."

1.5 The three R's Of Mana Academy

Relationships

- We believe a caring relationship between teachers and learners is essential for learning to occur.
- We believe that parents and families have expertise that can be leveraged to enhance instruction and academic excellence.
- We believe that family engagement is key to a learner's academic success.
- We believe educational excellence is a shared responsibility of students, parents, school staff, and community.

Rigor

- We believe all learners are capable of learning, meeting high expectations, thinking critically, and becoming life-long learners.
- We believe all learners enter our schools with a wealth of cultural and intellectual knowledge that will be validated and encouraged.
- We believe all classroom assessment practices will be targeted at determining what students are capable of achieving and not merely what they know.

- We believe all learners, with appropriate support, will demonstrate learning at high levels.

Results

- We believe in using valuable assessment data to inform all instructional decisions and practices.
- We believe in making all educational data accessible to parents.
- We believe in being transparent with the academic progress of our students and school.
- We believe all learners will achieve their academic goals.

1.6 Our Commitment to Diversity

Mana Academy admits students of any race, color, or national, and ethnic origin and ensures all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, or national and ethnic origin in administration of its educational policies, admission policies, and other school-administered programs.

Approved: February 15, 2017
Revised: January 18, 2017

2.0 SCHOOL LEADERSHIP TEAM

2.1 Administration

The school's highly skilled and experienced leadership team is eager to serve you and your child through the provision of a world-class education. Your satisfaction is the school's highest priority, so we hope you will contact the school's leaders with any questions or concerns at the following numbers:

Anapesi Ka'ili | Director/Principal
anapesi@themanaacademy.org

Silvia Garcia | Vice Principal, Elementary Grades/ HR Director
sgarcia@themanaacademy.org

Richard Wolfgramm | Vice Principal, Secondary Grades)
rwolfgramm@themanaacademy.org

Email: info@themanaacademy.org
Website: www.themanaacademy.org

Our address:

2355 S. Technology Drive West Valley City, UT 84119 Ph. 801-972-6262 Fax: 801-401-7135

2.2 Our Board of Directors

The Mana Academy Board of Directors are responsible for ensuring that the academic program of the Mana Academy is successful, that the school's program and operation are faithful to the terms of its charter, and that the school is a viable organization. You can reach the board at board@themanaacademy.org.

Frankie Santos - Board Chair
Kehaulani Vaughn - Vice Chair
Lyndsey Aiono-Conradi - Secretary
Leilani Pimentel, Treasurer
Ulysses Sione Tonga'onevai
Amaris Leiataua
Jay Puafisi

Board Meetings are held monthly virtually and are open and the public is welcome to attend.

Approved: February 15, 2017
Revised: November 20, 2026

3.0 Operation

3.1 Daily school operation hours

Office hours
During the days of regular school operation, the front office will be open by 8:00 a.m. and will close at 4:30 p.m. Voicemail is available at all times.

School hours
School begins each day at 8:30 a.m. School is dismissed at 3:30 p.m., Monday through Thursday and 1:30 p.m. on Fridays.

Drop-off
Parents may drop off students for the school day beginning at 8:00 a.m.

Bell Schedule & Recess

Grades K–5
Breakfast is provided for students grades K-5 from 8:00 am to 8:30 am. Recesses are scheduled by grades on a staggered scheduled basis.

Grades 6–12
Breakfast is provided for secondary students grades 6-12 from 8:30 am to 9:00 am. Secondary grades do not have a recess.

Tardy
Students who arrive after 8:45 a.m. are considered tardy and must check in with the front desk. **Students who arrive more than 15 minutes late must be checked in by a parent/guardian/authorized adult on file.**

Picking up students
- Parents or guardians must pick up their student(s) no later than 20 minutes after class is dismissed.

- If parents or guardians know they will be later than the above times due to extraordinary circumstances, they must call the front desk to inform the school no later than 15 minutes after school is dismissed.
- Students who have not been picked up within these designated times are required to wait in the front lobby.
- Parents or guardians of unattended students will be contacted by the school. Students must sit quietly and may talk or read, do homework, etc.
- Parents or guardians who arrive to pick students up after the 20 minute time frame must come into the school and sign their student(s) out.
- If parents or guardians fail to pick their student(s) up three times, they will be contacted by administration for a conference.
- If parents or guardians fail to pick their student(s) up following the above guidelines five times, the parents or guardians have violated this policy.
- Parents or guardians who violate this policy are subject to the school's discipline policy. Discipline may also include the student(s) being reported to local authorities as an abandoned child/children.

3.2 School Closure

While emergency closings occur infrequently, Mana Academy is prepared for the unlikely event that the building systems could malfunction rendering the building unfit for occupation, or for weather which makes it necessary to send children home. Parents and guardians should check the school's website, social media, or local radio and TV stations for announcements regarding school closings or delayed openings. Additionally, parents and guardians who subscribe to Mana Academy's text service will also receive a cancellation text from the school. Parents and guardians can subscribe by texting the word MANA to 555-888 (text message fees or carrier usage fees may apply).

The school website and social media channels will post a cancellation notice by 7:00 a.m. to indicate that school has been canceled for the day.

Severe weather

The school building has been examined to determine the most protected areas in the event of severe weather. Drills are held in accordance with state guidelines to familiarize students with appropriate procedures.

Outdoor activities are curtailed whenever the possibility of a lightning storm exists. The following guidelines will be applied by those on duty to determine the existence of a hazard:

- Rolling, tumultuous clouds

- Sudden darkening of the sky
- Unusual stillness
- Lightning spotted and thunder heard in the surrounding areas

In the event of temperatures below 20 degrees Fahrenheit, recess will be held inside and students attending classes in the portals are allowed to wear coats between classes.

In the event of bad air days, the Administration will follow the Utah State Health Department advisement as to which students, if any, will be allowed to have outdoor recess.

The weather is not the same in every city. Parents and guardians must listen for Mana Academy to be specifically mentioned in a school closure announcement or check Mana Academy's website to ascertain whether or not the school is in operation.

3.3 Early Release

All appointments should be scheduled outside of school hours when possible. If it is necessary for a student to leave school during school hours, the parent or guardian must report to the front desk to retrieve the student, who will be called from the classroom to the office for dismissal.

Blackout Time for Student Check Out

Students may not be checked out of class between 3:00 p.m. and 3:30 p.m. (Monday–Thursday) and between 1:00 p.m. and 1:30 p.m. (Friday). Please plan your appointments accordingly.

For the protection of students, all parents/guardians/authorized adults on file are required to go to the office and sign students out any time a student is picked up from school prior to regular dismissal time.

No child will be permitted to leave the school with any adult other than a parent or legal guardian on file unless the parent or legal guardian has given written permission to release the child to that person's custody. Any adult who is authorized to pick up a student must be listed on the emergency contact card of that student. Parents and guardians will not be allowed to call the school to request that an alternate adult be permitted to pick up their student(s) on their behalf. Without exception, parents and all others who sign a student out of the school are required to show a photo ID. If desired, parents may leave a photocopy of their ID on file. When a written note is provided authorizing the release of a child to a non-parental, non-custodial adult, the office will

photocopy the adult's ID, sign and date the copy, and place it in the student's file prior to releasing the child to the individual.

Students cannot walk home alone or meet the parent or guardian outside the building during school hours.

Mana Academy abides by the Buckley Amendment with respect to non-custodial parents. It is the responsibility of the custodial parent to provide the school with an official copy of a court order specifying the limitations of the non-custodial parent.

3.4 Attendance and Truancy Policy

Attendance is vital to student success. Mana Academy supports a state goal of 95% attendance school-wide. Mana Academy's academic goals will be achieved only if our students regularly attend school.

General procedures

- If a student is unable to attend school, a parent or guardian must call the school on the day of the absence to report it. If the parent or guardian does not notify the school, the student's absence will be unexcused. The phone number for Mana Academy: 801-972-MANA (6262).
- Mana Academy asks that parents or guardians report absences related to any illness.
- Teachers take attendance daily. The Administration tracks daily attendance and notes any extended absences.
- Absences can affect a student's grade if no communication takes place between parents or guardians and teachers.
- Parents and guardians are encouraged to schedule appointments outside of school hours whenever possible.

Truancy—failure to attend school

Utah is a compulsory education state, and students are required by law to attend school each day. If students chronically fail to attend school, Mana Academy will report this to the Administration. Chronic failure to attend school means missing more than three days in a quarter with no communication from the parent or guardian regarding the absence.

Scheduled absences

- If a student needs to be absent from school for a special purpose that is known to the family in advance, the parents or guardians need to write a letter and submit it to their child's teacher. Only when this form is filled out and accepted by the

Administration will a student be allowed to make up missed school work. Scheduled absences are included in the total number of absences.

- When parents or guardians complete a Scheduled Absence Request, it is the parent's or guardian's responsibility to:
    - Email and notify the teacher of the planned absence.
    - Check the student's learning plan for homework and schoolwork assignments.
    - Email the teacher to clarify any homework or classwork assignments.
    - Collect the student's books and materials needed to complete the work.
- The Administration may not approve scheduled absences if a student has missed more than three days in a quarter.

Excessive absences

If a student has five absences (not necessarily consecutive), without approval for Extenuating Circumstances, teachers and the Administration shall intervene.

- Three unexcused absences in a quarter will result in a teacher/parent intervention meeting.
- Five unexcused absences in a quarter will result in an Administration/parent intervention meeting.
- Ten unexcused absences in a quarter may result in a student's withdrawal and removal from enrollment.

Per state law, Mana Academy is required to remove any student from enrollment who is absent for more than 10 consecutive days without extenuating circumstances. Parents have three days after the last absent day to provide a note to excuse absences. After three days, absences will remain unexcused and will count against the student's overall attendance.

Five days of unexcused absences and seven days of excused absences is considered chronically truant. Unexcused absences cannot be appealed. After 10 unexcused absences, a student may be referred to truancy court.

"U" (Unsatisfactory) grades will be given for:

- One or more unexcused absences.
- Two or more tardies.
- Four or more excused absences (pending appeal approval).

Tardies

- School begins at 8:30 a.m. each morning. Students who arrive after 8:45 a.m. will be considered tardy and will report to the front office at the entrance of the school to check in.
- Students arriving after 8:45 a.m. must be accompanied into the school by an adult to be signed in.
- Students who are more than 20 minutes late will be marked as absent.
- Tardies will be recorded by the Administration.
- After eight tardy arrivals in any single term, the Administration will notify parents via letter and shall intervene.

3.5 Lost and found

In order to help the school return lost items to students, coats, backpacks, and other items should be labeled with the student's name. All items presumed to be lost or misplaced by students will be placed in the school's lost and found box. Each month, Items unclaimed in the lost and found will be donated. The school assumes no responsibility for lost items.

3.6 Communication

Mana Academy encourages ongoing parental communication with the school. Communication may be accomplished by email, phone, or written notes. Additionally, students' homework and communication folders provide comments by both the parents and the teachers. Teachers and administrators are expected to respond to all communication from parents in a timely manner. Subsequently, Mana Academy will continue to push news content and updates through emails, social media, the school website, and through text messaging.

Academic communication is a priority at Mana Academy. Teachers will communicate to parents on a weekly basis concerning homework, student behavior, lesson plans, and school activities. The Aspire GradeBook is the system of record, and is available online for parents and students to monitor and communicate progress on an ongoing basis throughout the year. Specific information on how to access SIS GradeBook is available through the school. Canvas is the platform to deliver curriculum. Parents may also monitor the day to day progress of their students in Canvas in an Observer role. Reach out to your scholar's teacher to get set up to be an Observer. Progress reports and report cards will be published at designated intervals.

3.7 Calendar

The Mana Academy annual school calendar is closely aligned with the Granite School District annual school calendar because we are within their district boundaries. This alignment is provided in order to allow families with children in various local schools to have synchronized annual school calendars. However, attendance at Mana Academy is required through any deviation between the Granite School District and Mana Academy calendars.

The board shall establish the number of days or equivalent instructional hours that school is held for an academic school year. When allowed by State law (53A-17a-103) the Mana Academy Board of Directors may reallocate instructional hours or school days for teacher preparation time or teacher professional development.

3.8 Holiday Observance

Holidays are an important and enjoyable aspect of the educational process and the school. Thus, Mana Academy observes and celebrates a variety of religious, secular, federal, and ethnic holidays. Learning standards for each holiday will be provided to each teacher so that all students receive the same learning regarding each holiday. Teachers may supplement these holidays according to their individual schedule and grade level subject matter. The following public holidays are observed at Mana Academy in accordance with state and federal law:

- Labor Day
- Thanksgiving Holiday
- Christmas/New Year Holiday
- Martin Luther King Jr. Day
- President's Day
- Memorial Day

3.9 Meals

Mana Academy provides breakfast and lunch for all students. All food shall be consumed in the designated areas as specified by the Administration. Students are expected to behave politely and converse quietly while eating. No shouting, horseplay, or food throwing is allowed. Students who do not follow these guidelines will be subject to the established discipline policy. Each student will be responsible to leave his or her eating space neat and clean. Prior to all being dismissed from the lunchroom, students are expected to ensure that no food or garbage has been left on the table or the floor.

Families who have children with special dietary needs—such as a food intolerance or food allergies—should notify the school of such conditions. The school will work with the family and make a determination as to how to accommodate that child's individual needs. The school will put forth its best efforts to mitigate possible risks associated with the condition.

3.10 Prayer in school and religious observance

Mana Academy has no policy that prevents or otherwise denies student participation in constitutionally protected prayer. Students are allowed to pray in school if they choose; however, school personnel are prohibited from leading the class in prayer.

Mana Academy maintains constitutional freedom in regard to religious observance and education. School activities, performances, or displays which include religion, or religious thought or expression, or the influence of religion on music, art, literature, law, politics, history, or any other element of the curriculum which is designed to achieve secular educational objectives will be undertaken. No aspect of cultural heritage, political theory, moral theory, or societal value will be included or excluded from the curricula simply because it affirms, ignores, or denies religious belief, religious doctrine, or the existence of a spiritual realm or supreme being.

Adapted from Utah Code 53A-13-101.1.

3.11 Assemblies and special programs

Assemblies and special programs are scheduled for a variety of purposes aimed at educating, entertaining, and recognizing contributions to the school. Assemblies will also be used to unify students in support of team programs and individual performances. Students should leave their belongings in the classroom and are expected to behave respectfully during these occasions. Students will remain in attendance until formally dismissed by their teacher.

3.12 Field trips

Mana Academy allows enrichment experiences through classroom field trips. The school uniform will be worn on field trips unless other instructions are given. As permitted by law, parents may be asked for voluntary donations to fund entrance fees, 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 comply with all Mana Academy rules and exhibit appropriate behavior while away from school grounds. Students may be denied field trip privileges for misbehavior and/or delinquent assignments.

Mana Academy has established bus safety and etiquette rules, which will be reviewed with students annually. Students who fail to comply with these rules will be subject to established school discipline policies, including the potential loss of bus riding privileges.

An annual permission slip will be sent to parents at least two weeks before the field trip detailing the trips and must be completed, signed, and returned to school before a student may participate in the trip. Permission via phone is insufficient and will not be accepted.

3.13 Class parties

In-class celebrations may be held prior to the winter break, spring break, end of the school year, and/or as dictated by the curriculum. Individual birthday celebrations will be at the discretion of each teacher.

Food

Utah State Law prohibits students from consuming homemade food in a classroom setting. All foods must be store bought and packaged. Students should not bring treats, candy, goody bags, etc. to school at any time unless specifically assigned by the classroom teacher or room parent. Teachers will advise students of any allergies/food limitations prior to the food assignments being scheduled.

Halloween

Halloween will be observed at the school by allowing students the opportunity to dress in costume. Clothes may be worn under costumes when appropriate, and it is not necessary that these clothing items be the school uniform. If a student chooses not to wear a costume, the student is not required to wear the regular school uniform. The regular academic school day schedule will be observed with an in-class party held at the end of the school day.

Students must adhere to the following guidelines when wearing Halloween costumes to school.

- Costumes may not be demeaning to any ethnic group, race, religion, nationality, disabilities, gender, or individual (staff or student) at the school.
- Costumes may not cause a disruption or distraction to the school program, i.e. no revealing costumes (French maids, nightwear, bathing suits, etc.).
- No weapons, toy weapons, or props replicating weapons are to be brought to school.
- No props or equipment that are unsafe are allowed at the school.

- No costumes are allowed that would completely hide the identity of the student, i.e. gorilla suit, masks, etc.
- Costumes must not impair a student's vision or movement.
- Costumes may not show obscene materials or prohibited substances.
- Masks of any kind are prohibited.
- If you are not sure, don't wear it! If you have questions, contact the school front desk.

Students who do not adhere to these guidelines will be asked to remove the part of the costume which is not in compliance. If this is not possible, a parent will be called to pick the child up from school or to bring something appropriate to the school and resolve the problem.

3.14 Hall passes and leaving class

Students are not allowed to wander in the halls and must have a hall pass when they leave the classroom. Each classroom will be issued only one hall pass so that multiple students are not leaving class at the same time. The hall pass must be in a teacher-controlled location so that the students cannot have access to passes without the teacher's permission.

3.15 Playground

Mana Academy provides appropriate playground supervision for its students. The school provides one staff member, teacher, or administrator for approximately every 75 children on the playground.

Supervised school times include 15 minutes prior to the start of school, recess, P.E. time (if applicable), and other specified school-sponsored activities. During the school day, students are not permitted to use playground equipment at any time that is not designated as supervised play time, including while waiting for rides after school. Mana Academy does not assume responsibility for accidents on the playground, including those involving non-students, during unsupervised times of the day and during non-school days.

During supervised playground time, students must not:

- Play outside the fenced perimeter or other designated play area at the discretion of the supervising adult.
- Leave the designated area without the knowledge or permission of the supervising adult.
- Play in landscaped areas or tree beds.

- Play with, throw, remove, or destroy playground mulch.
- Play with sticks, rocks, or any other sharp or dangerous object.
- Throw rocks, dirt, or other objects not intended for throwing.
- Throw snowballs or ice.
- Climb on fences, dumpsters, basketball standards, light poles, buildings, ladders, etc.
- Wrestle, hit, kick, push, shove, or engage in any other physically aggressive activity that could harm other students.
- Engage in games that are unkind, demeaning, or abusive to other students. When playing games, students are encouraged to include all students who are interested in participating.

Students who do not comply with playground rules may be subject to the established discipline policy. The supervising adult should not send a misbehaving student back into the school building unsupervised. The supervising adult should also not send a misbehaving student directly to the office or the School Leader unless there has been a severe infraction of playground rules, repeated occurrences of misbehavior, or blatant disrespect for the supervising adult, other students, or the playground rules.

3.15 Recess

K–5 Grades

Recess provides the time that all students want and need during the day to engage in self-directed activity. All students will have daily 15 minute recesses. During recess, all students are to remain in the designated playground area. All students are expected to follow the playground rules and respect the authority of the supervising adult(s). Students also have an additional recess prior to their daily lunch time.

6–12 Campus

Grades 6–12 do not have a recess.

4.0 Instruction

4.1 Grading

Grading at Mana Academy is based upon the following guidelines:

- Routine homework assignments are graded based upon both completion and accuracy. Each student is always expected to do his or her best on all work.
- Students are graded on the basis of skill mastery and knowledge. Although social skills are important, they do not affect academic subjects. Citizenship grades are assigned separately.
- Teachers provide ample opportunities for students to demonstrate knowledge and skill mastery. This practice provides the best possible assessment of the students' abilities and avoids penalizing a student who occasionally underperforms.
- Results are recorded numerically rather than as letter grades prior to calculating a final grade.

Rubrics shall be used for traditionally subjective assignments, such as essays, in order to provide clear standards for grading. Letter grades are assigned as follows:

100%–94% = A	93%–90% = A-	89%–87% = B+	86%–84% = B
83%–80% = B-	79%–77% = C+	76%–74% = C	73%–70% = C-
69%–67% = D+	66%–64% = D	63%–60% = D-	59% and below =F

Submitting grades

Aspire is the system of record used at Mana Academy. Teachers input all grades into the Aspire system. Assignment and test grades are posted in real time at least weekly by the individual teachers. Report card grades are posted within two schools days after the end of the term. Report cards will be issued three school days after grades are posted.

Altering grades

Students or parents or guardians who believe that a grade was recorded inaccurately should first address the concern with the teacher who issued the grade. If a satisfactory resolution is not achieved with the teacher, they should then bring the issue to the attention of the School Leader for appropriate resolution.

This policy may be supplemented with school and class-level grading rules which will be clearly communicated to students and parents.

Absences
Students will be given an opportunity to make up missed work due to absence in accordance with guidelines in the Attendance and Truancy Policy.

Valedictorian and Salutatorian
In order to qualify for valedictorian and salutatorian, students must have attended Mana Academy all 4 years of high school.

AP, Honors and/or Concurrent Enrollment classes are weighted on a 5-point scale (5 points for an "A", and 4 points for a "B", and 3 points for a "C") anything below that will be calculated on a traditional grading scale. One percent of the ACT test score is added to the final weighted grade point average. The final designation of Valedictorian will be the student(s) with the highest weighted GPA. The student(s) with the next highest weighted GPA will be the Salutatorian.

4.2 Homework

At Mana Academy, all homework directly supports and enhances in-class learning. Homework also gives students a chance to see if they have mastered certain skills. Homework should be viewed as practice time and used as an opportunity for students to reinforce classroom learning, master skills, and learn from mistakes. Each student is always expected to do his or her best work when completing homework. Homework will be graded for completion and corrected for accuracy.

Some assignments, such as projects, papers, reports, etc., will be graded in order for the child to demonstrate proficiency.

Guidelines have been established for the assignment of homework. Careful consideration is given by teachers as to the quality and amount of homework assigned, so as to reinforce classroom learning, achieve mastery of skills and concepts, and eliminate unproductive and ineffective homework.

4.3 Academic Reporting

Students will receive academic reports (report cards) four times throughout the school year, one for each term. The dates that each of these academic reports will be issued are announced and published by the school annually. In addition, parent-teacher conferences will be held at least twice annually.

As provided through Aspire and/or Canvas, parents have the opportunity to view student progress on a regular basis throughout the school year.

Report cards communicate the student's individual mean score for all graded work, including the student's mean achievement test scores. In the upper grades, the report card will assign the student a letter grade for each subject based upon the mean score achieved. The report card will also include the student's citizenship grade and the student's attendance record for the marking period.

During the conferences, parents and guardians can expect to see samples of the student's work, the student's achievement scores, and an assessment of the student's performance. At any time throughout the year, parents and guardians can discuss with teachers their student's strengths and successes, specific areas and strategies for student improvement, and a report of the student's social behavior.

4.4 Change of teacher

If there are more than one classroom per grade, and parents and guardians who would like to request a change of teacher for their student, they can follow the Procedure for Teacher Change Request outlined below. This procedure is an open process and should involve discussion between the teacher, the parent, and the School Leader throughout. If at any time during this process the School Leader is not available to attend a scheduled meeting, the appointment shall be rescheduled. An exception to the progression outlined below may occur if the School Leader or the parent or guardian believes that circumstances necessitate.

Procedure for Teacher Change Request

- Concerns regarding an individual teacher should be first and foremost handled with the teacher directly. Parents or guardians should arrange an appointment to speak with the teacher and express concerns in open discussion. During this appointment, parents or guardians should discuss with the teacher expectations for change and solutions to the situation which will address teacher, student, and parent or guardian concerns.
- In a situation where a parent or guardian feels that the meeting with the teacher did not produce satisfactory results, the parent or guardian should arrange a meeting with the teacher and the School Leader to review the concern and the lack of satisfaction in the results.
- During the meeting with the parent or guardian, the teacher, and the School Leader, specific goals and expectations will be set by the School Leader along with a timeline for implementation. A date will be determined to meet again and discuss progress toward the goals and expectations. These goals and expectations shall be set by the School Leader with the needs of parents or guardians, teachers, and students in mind, and may include goals for any or all parties involved.

- At the appointed time, the School Leader will contact and meet again with parents or guardians and discuss progress toward the goals and expectations established at the previous meeting. If no marked progress toward the goals or expectations has been made, discussion will begin regarding moving the student to another class. The School Leader will consider class size, based on current policy, in offering a student a position in another class.

4.5 Class Size Expansion

Mana Academy is committed to keeping class sizes and teacher-student ratios small, and therefore limits class size to 25 students. At the same time, the school recognizes that on occasion there may be extenuating circumstances that justify a class size increase above 25 students. Class size is critical to the success of students, teachers, and the school as a whole; therefore, the option to expand class size above 25 students should only be exercised in rare instances and when no other option exists. Depending upon the circumstances at hand, the School Leader may decide at his or her discretion whether or not to allow a class size increase, or to seek the guidance/decision of the Board of Directors.

4.6 Student acceleration and retention policy

We recognize that special consideration may need to be given to some students for grade placement. Decisions regarding student retention or acceleration should be made only after all the needs and abilities of the student have been assessed and reviewed by a school team and have been determined to meet appropriate criteria.

Administration Policy

The Administration recognizes that schools should offer students opportunities for acquiring skills, and for cognitive, academic, social, and emotional development. Ideally, individual student needs can be met by differentiated instruction while they remain with their own peer group. In certain cases, student retention or acceleration may be considered using the following guidelines.

A. **Referral** A student referral for retention or acceleration shall be made after a review is conducted by the student's teacher, the School Leader, or a student's parent(s)/legal guardian(s).
B. **Evaluation** A student shall be evaluated by an Evaluation Team comprised of the School Leader, parent(s)/legal guardian(s), and teacher. The Team should follow the guidelines in this policy.
C. **Criteria** When considering a student for acceleration or retention, the Team shall review the student's maturity, assessment results, social behavior, grades, and school performance. Students should be

retained or accelerated only if the student's best interests are served in all educational areas.

D. **Team Decision** The Team is charged with determining whether retention or acceleration criteria have been met according to the these administrative guidelines. The Team, including parent(s)/legal guardian(s), will meet to share the evaluation results and make a recommendation. Any reports, forms, and/or recommendations from this team shall become part of the student's cumulative record.

E. The decision of retention or acceleration may be reviewed by the team at any time during the student's educational experience.

Approved:
Revised: February 7, 2017

4.7 Instructional and Library Materials Policy

Mana Academy's Instructional and Library Materials Policy is to support the School's charter, mission, vision, goals, and curriculum. Mana Academy is committed to protecting Mana students from the harmful objective instructional materials deemed harmful, as outlined in Utah Code §§ 53G-10-103, 53G-4-402, and 53G-5-404.

Mana Academy shall document every textbook, reading materials, in its possession and make a list available to parents, and which materials have been accessed by their student.

In the event that a parent wants to challenge a reading material in Mana Academy's possession, they may do so by following the process outlined in the policy.

Approved: 10.28.2026

5.0 PARENTS

5.1 Parent Responsibility

Parents/guardians have the responsibility to:

- Read and understand the Mana Academy Parent Student Handbook. All families must agree to abide by all school rules as outlined therein.
- Send students to school on time daily and prepared to learn.
- Parents are encouraged to volunteer. While volunteering is optional, we encourage parents to reach out to teachers for volunteering opportunities in the classroom.
- Oversee student work and encourage each to put forth their best effort.
- Demonstrate respect for all persons in the school community, including students, staff, and other parents.
- Develop a partnership with the teacher to support student education.
- Communicate regularly with the teacher regarding individual student progress and achievement.
- Sign and return all papers and communications requested by teachers and staff members.
- Refrain from smoking inside Mana Academy or on Mana Academy property.
- Refrain from carrying weapons inside Mana Academy or on Mana Academy property except for State and Local Law Enforcement or those with a valid Concealed Firearms Permit recognized by the State of Utah. Concealed Firearms Permit holders must keep the firearm continually in the permit holder's physical possession and concealed unless there is imminent danger of death or serious injury. Use of the firearm is outside the scope of our liability coverage and will be the sole responsibility of the individual.
- Put forth his/her best effort to participate in volunteer opportunities or contribute to the school in other capacities as able.
- Keep student and/or school information confidential.
- Pick up students on time. Monday through Thursday the latest a student can be picked up is 3:40pm. On Friday, the latest a student can be picked up is 1:40 p.m.

5.2 Volunteering

A "volunteer" at Mana Academy is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration. **VOLUNTEERING IS STRICTLY OPTIONAL.**

Mana Academy believes that parent involvement is key to a successful school and optimal student achievement. Parents who enroll their children in Mana Academy should do so with the understanding that their involvement is crucial to the success of their child's education and of the school.

Mana Academy Parents Association (MAPA) serves as the conduit for organizing committees and coordinating parental involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances.

Responsibilities and Expectations
Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, MAPA Presidency member, or board member and will have the approval of school administration to perform such volunteer services. Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies.

If at any point during volunteer service the assigned school employee, MAPA Presidency member, or board member believes that there is a conflict of interest with the volunteer, they are authorized to remove the volunteer from service for the day. The facts leading to temporary removal of a volunteer from service will be reviewed by the Board and Administration. After review of relevant information, the Board and Administration will determine if the person will be authorized to continue providing volunteer service. Once a determination has been made the volunteer will be contacted by the School Leader, or the Board Chair to discuss the results.

While volunteering at Mana Academy, volunteers may handle confidential information. Volunteers shall keep said information in the strictest confidence. As such, when dealing with sensitive information, volunteers will be required to sign a Mana Academy Confidentiality Agreement. If a volunteer is not clear as to the confidential nature of documents or information, he/she is expected to ask the supervisor for clarification.

Mana Academy requires all potential volunteers who are given unsupervised access to a student in connection with their volunteer assignment to submit to fingerprinting and a criminal background check as a condition of volunteer appointment.

At no time shall any volunteer be permitted to be alone in a room with a single child, even those volunteers who have been fingerprinted and had a background check.

Any parent who plans to volunteer at the school is highly encouraged to have the fingerprinting and background check done.

- The associated costs are to be paid for by the applicant; however, Mana Academy will reimburse for the costs for the background check for any volunteer.
- Information regarding fingerprinting and background checks is available at the school office and on the school website. If the background check is returned with anything other than a cleared status, the case will be reviewed by the Board Executive Committee to determine if the individual will be allowed to volunteer at the school.

In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion while performing volunteer services for a school.

Serving as a volunteer in the educational setting is not an entitlement and schools are not required to utilize volunteer services. The opportunity to volunteer may be denied or terminated by school administration where services are no longer needed or where the presence of the volunteer may be disruptive to the educational environment.

Updated April 11, 2026
Board approved amendment April 13, 2022

5.3 Parent Concerns

Parents/guardians may occasionally have a concern regarding a particular aspect of the school. Open and honest communication between parents and the school is welcomed and encouraged. In order for the staff of Mana Academy to best meet the needs of the student and the school, parents are asked to adhere to the following procedure when addressing concerns:

- Begin by first addressing the concern with the teacher or individual with whom the concern is directly related, or person most able to address the concern, and no one else.
- If the teacher or individual is not able to resolve the concern to the parent's satisfaction, the concern should then be addressed with the appropriate Administrator, according to the Mana Academy Organizational Flow Chart. This flowchart can be found on the school's website.
- If the appropriate Administrator cannot resolve the issue satisfactorily, the concerns should then be addressed with the School Leader.
- If a parent/guardian does not feel their concern has been resolved after taking the above steps, they may bring their concern to the Board of Directors. The parent liaison will provide assistance with resolution and may bring the matter to the attention of the Board of Directors, if necessary.

- If the concern still persists beyond these steps, parents may choose to either present their case directly to the Board of Directors or have the case presented on their behalf by the Chair of the Board of Directors. The Board of Directors will respond as quickly as circumstances dictate, not to exceed 45 days. To reach the Board of Directors, email the director at: board@themanaacademy.org.

5.4 Family Educational Rights and Privacy Act (FERPA)

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

The Right to Inspect and Review

- Parents and eligible students have the right to inspect and review the student's education records within 45 days of the day the School receives a request for access.
- Parents or eligible students should submit to the Mana Academy Director a written request that identifies the record(s) they wish to inspect.
- The Mana Academy Director will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

Right to Amend Record and Appeal

- Parents and eligible students have the right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- Parents or eligible students who wish to ask the School to amend a record should write to the Mana Academy Director, clearly identify the part of the record they want changed, and specify why it should be changed.
- If the Mana Academy Director decides not to amend the record as requested by the parent or eligible student, the Mana Academy Director will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

Right to Privacy

- Parents and eligible students have the right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Mana Academy may disclose to:

    - officials with legitimate educational interests. A school official is a person employed by 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 School Board;
    - a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist);
    - a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Right to File Complaint
Parents and eligible students have 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 Avenue, SW
Washington, DC 20202-8520

Custody of Student Records
Mana Academy contracts with third-party vendors to provide distance learning services to online students. Mana Academy has sole custody of all student records of onsite and distance learning students, secured onsite in a locked cabinet. As such, Mana Academy may disclose student information to contracted third-party vendors if it meets the following criteria:

1. An educational agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student.

2. The officers, employees, and agents of a party that receives information may only use the information for the purposes for which the disclosure was made.

In the event that the contract between Mana Academy and a third-party vendor is terminated, Mana Academy will retain custody of the student record until it is officially requested by another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

Release of Directory Information

The Family Educational Rights and Privacy Act (FERPA) requires that Mana Academy, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, Mana Academy may disclose appropriately designated "directory information" without written consent, unless parents have notified Mana Academy in writing they do not want student information disclosed for this purpose.

The primary purpose of directory information is to allow the Mana Academy to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a performance or production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation or ceremony 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 and Division of Child and Family Services. 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.

Requests for Nondisclosure

Mana Academy notifies students and their parents annually of the rights accorded to them by FERPA. Parents and eligible students' requests for nondisclosure will be honored by Mana Academy for no more than one academic year. Re-authorization to

withhold student information must be filed annually by submitting a letter to the Mana Academy Director by August 1st of each school year.

Mana Academy has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Dates of attendance
- Grade level
- Participation in officially recognized activities, performances, and sports
- Honors and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.

5.5 Parent Rights

Parents/guardians have the right to:

- Prevent disclosure of student information, as allowed under FERPA
- Review and inspect curriculum
- Receive an annual briefing regarding parental rights
- Exempt children from specific school curriculum based on personal judgment or beliefs
- Communicate with or have access to the School Leader and/or the Board of Directors in a timely manner, as deemed necessary
- Visit the school and enter into classrooms in accordance with the school being open to parents/legal guardians. All visitors will be required to check-in at the office to obtain a visitor pass. In order to prevent disruption of the learning process, infants and preschool age children and otherwise distracting behavior will not be allowed in the classroom.

Approved: 5/17/2017
Revised: 05/2017

5.6 Parent/Guardian Grievance Policy

Purpose

The purpose of this policy is to ensure that parents understand how to pursue the resolution of grievances, concerns, or disputes involving Mana Academy Charter School (the "School"). The School's Board of Directors (the "Board") values open communication between parents, faculty, staff, administration, and the Board. The Board encourages active parent participation in their children's education, and hopes that parents will feel empowered to voice their opinions, volunteer at the School, and work as a team to provide the best education for their children. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. If a situation arises that cannot be resolved between the parties involved, then this policy shall be used.

Policy

Concerns Involving School Personnel

A parent who has a complaint against a faculty or staff member (including members of the administration) shall first address the issue with the other individual involved and work reasonably and in good faith to resolve the issue.

A parent that is not able to personally resolve a complaint against a faculty or staff member (other than a Principal or the Head of School) may then raise the issue with the School's Principal. The parent shall first send to the Principal a written complaint specifying the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of an attempt to rectify the situation, and the requested solution. After sending the written complaint to the Principal, the parent and the Principal shall schedule a time to discuss the issue in person or via telephone. In the event the parent and the Principal are unable to resolve the complaint and the parent wishes to bring the issue to the Head of School's attention, the parent shall send the written complaint to the Head of School along with details regarding the parent's attempt to resolve the complaint with the Principal. After sending this information to the Head of School, the parent and the Head of School shall schedule a time to discuss the issue in person or via telephone.

If a parent's complaint is against a Principal, the parent shall first address the issue with the Principal and work reasonably and in good faith to resolve the issue. The parent is not required to send the Principal a written complaint in this situation. However, in the event the parent and the Principal are unable to resolve the parent's complaint and the

parent wish to bring the issue to the Head of School's attention, the complaint shall be directed to the Head of School in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem (including with the Principal), and the requested solution. After sending this information to the Head of School, the parent and the Head of School shall schedule a time to discuss the issue in person or via telephone.

If a parent's complaint is against the Head of School, the parent shall first address the issue with the Head of School and work reasonably and in good faith to resolve the issue. The parent is not required to send the Head of School a written complaint in this situation.

In the event a parent and the Head of School are unable to resolve the parent's complaint and the parent wishes to bring the issue to the Board's attention, the complaint shall be directed to the Board in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board shall then consider the complaint and take whatever action it deems appropriate.

In accordance with the foregoing, a parent shall not direct a complaint against a faculty or staff member to the Board unless and until the parent has worked in good faith to resolve the issue with the other individual, with the Principal, and with the Head of School, as applicable.

Concerns Involving Board Policy

If a parent has a concern regarding Board policy, the parent may communicate with any or all members of the Board in person, via telephone, or through mail or email at board@themanaacademy.org. A parent may also address the Board during the "public comment" portion of a Board meeting, if available. Parents may also request to be added to the Board meeting agenda by contacting the Board President at least three (3) working days prior to the scheduled meeting date. However, the Board President has discretion over the Board meeting agenda items and may elect not to place the item on the agenda.

Concerns that involve administrative practices or procedures shall be addressed with the Principal or Head of School rather than the Board.

Concerns Involving Instructional Materials

There may be times a parent finds certain lessons, books, or other materials taught at the School objectionable for various reasons. If a parent objects to any such materials, the parent shall contact his/her student's teacher via e-mail. Teachers shall work with such parents to find, where possible, alternative materials to meet the educational objectives. The assessment for the lesson related to the objection must still be completed by the student to show that the educational objectives have been met, unless the parent has exempted the student from the assessment.

Approved 3/09/2022

6.0 HEALTH AND SAFETY

6.1 Child Abuse/Neglect Policy

Mana Academy supports early intervention in suspected incidents of child abuse and also supports taking early protective measures to prevent said cycle. The daily contact of education personnel with children places them in unique and ideal positions for identifying and referring suspected cases of abuse or neglect. As educators one of our greatest duties is the protection and safety of our students. All school district employees are mandated reporters of suspected child abuse (UT Admin code R277-401: http://www.rules.utah.gov/publicat/code/r277/r277-401.htm)

Any school employee who knows or reasonably believes that a child has been neglected, or physically or sexually abused, shall immediately notify the School Leader who will notify law enforcement and/or the office of the state Division of Child and Family Services (DCFS).

Mana Academy shall cooperate with social services and law enforcement agency employees authorized to investigate charges of child abuse and neglect. Mana Academy shall also ensure the anonymity of those reporting or investigating child abuse or neglect in a manner required by Section 62A-4a-412 of the Utah State Code.

6.2 Emergency Care

Each student must have a current and complete Health Information Form (completed during registration) on file indicating persons to be called in case of student illness or emergency. In addition to the parents/guardians, at least one additional contact person must be provided. It is important that the school have accurate and up-to-date home and work phone numbers, as well as any other emergency contact information. Please keep the school informed of any residence, work, or emergency contact information changes.

The school must be informed of any student health condition that warrants particular awareness, such as allergies, diabetes, asthma, history of seizures, etc. Additionally, any medical restrictions (e.g. no administration of blood products) should be noted on the Health Information Form. In the case of an extreme medical emergency, the school will call 911. All efforts will be made to notify parents immediately.

All accidents/injuries on campus are to be reported to the front office where immediate care can be arranged. Students injured at school are not to leave school without contacting parents and receiving proper administrative authorization. Schools cannot release any student unless a parent is contacted. If a student becomes ill, s/he should

report to the office for assistance. Students and parents may expect these procedures to be followed in the event of an accident at school:

1. The student should report to the teacher their injury and what happened.
2. If minor medical attention is needed, the teacher will bring the student to the front office.
3. In a more serious situation, the parents will be called immediately.
4. School personnel shall not take a child to a health care provider unless it is an absolute emergency and given permission by parent/guardian.
5. We do not diagnose ailments or administer any medications in connection with an accident.

Parents will be notified if their student is injured at school; additionally, teachers and staff will submit an oral or written report to the School Leader regarding these injuries. A written report, in addition to the oral report, must be submitted to administration and the student information system regarding serious injuries and filed in the student's record.

6.3 Head Injury/Concussion Policy

The purpose of this policy is to protect Mana Academy students while participating in any and all physical activities sponsored by and through the school, including but not limited to recess, P.E., class, field days, games, or other activities. Mana Academy 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, procedures have been developed to aid in ensuring 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.

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

Recognition of Concussion

What is a 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 loses consciousness.

The following are common signs and symptoms of physical activity-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 with concentrating
- Problems with 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 activity, game, or practice and will not return to play until cleared by a written statement from a licensed medical provider.

Management and Referral Guidelines for All Staff

The following situations indicate a medical emergency and require activation of the Emergency Medical System:

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

- 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.
- A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.
- Deterioration of neurological function
- Decreasing level of consciousness
- Decrease or irregularity in respirations
- Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
- Mental status changes: lethargy, confusion, or agitation
- Seizure activity

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.

Parents or Legal Guardians of Mana Academy students are required to complete a Concussion & Head Injury Information Release Form and turn it into the school prior to the student participating in any intramural sports activity.

6.4 Medical Needs

Each student must complete a health form as part of the enrollment process each year. This form allows the parent to notify the school of any health concerns, chronic illness, or need of medication during school hours. The form also notifies the school of the appropriate contact in case of an emergency if the parents cannot be reached immediately. The health form is used to allow the school to administer medication, including providing Tylenol or Motrin as needed. Additionally, the health form releases Mana Academy of liability for administering medication, and also frees the school from financial obligation should 911 be called for a student.

Immunizations: Mana Academy adheres to all immunization laws (as required by Utah Code 53A-11-302). Prior to the start of school, every student must have the following immunizations:

- 4-5 DPT
- 4 doses of polio
- 3 Hepatitis B
- 2 Hepatitis A
- 1 Varicella
- 2 MMR or 1 rubella, 1 mumps, 2 measles

- Students born after July 1, 1993 and entering 7th grade must have 1 Td booster

A Utah Certificate of Immunization form or equivalent, signed by the physician, is required at registration. Occasionally, additional vaccinations may become required by law. The school reviews all immunization forms and will notify parents of missing immunizations. It is the parent's responsibility to ensure all requirements for the student are met or that the student is on track to receive all scheduled doses.

Illness: The school utilizes reasonable precautions to ensure a healthy environment for all students. Children should be kept home from school if they have one or more of the following:

- fever
- vomiting
- diarrhea
- conjunctivitis (pink eye)
- stomach pain
- sore throat
- rash

Children must be free from the symptoms above for at least 24 hours before returning to school. Some communicable diseases require a longer exclusion from school. In the event that any of the previous symptoms appear in school, the following procedures will be followed:

- If a child becomes ill at school, he/she will be taken to the front desk to be isolated from other children.
- The child's parent(s) or legal guardian will be notified that their child is ill and must be picked up from school. Children are to be picked up within one hour of notification.
- If a parent cannot be reached, the emergency contact person will be called.
- In case of a serious or life threatening injury or illness, the school will call 911 for medical assistance. All efforts will be made to notify the parents immediately. Emergency personnel will decide if the child needs to be transported to a hospital. Mana Academy is not responsible for any bills incurred by calling for emergency personnel.

If a student feels ill but exhibits no obvious symptoms of illness, the front desk or administrative assistant may invite the student to rest for 15–30 minutes to determine if the symptoms will subside. If the student is not feeling better after resting, the parent(s) or legal guardian will be contacted to determine how the school should proceed. The

student may either be sent back to class or the parent may be required to pick the student up from school.

Medications All medication should be given to students at home whenever possible. However, if necessary, prescription medication, over-the-counter drugs, herbs, and essential oils may be administered to students at school only upon the specific written request of the student's parent or guardian and the child's medical doctor. A signed Authorization of Student Medication is required for Mana Academy staff to administer medication.

If a student is required to take medication during school hours, the following procedures must be to:

- The parent or guardian must hand-deliver the medication to the school nurse or secretary. Students are not to carry any medications to or from school at any time.
- All medications must be delivered in the original pharmacy or manufacturer labeled container. Any medication not delivered in the appropriate containers cannot be administered and will be returned to the parent/guardian.
- All medication and its accompanying prescription must be stored in a locked cabinet or refrigerator, as appropriate, at the front desk.
- All medication must be administered by the designated personnel in the exact dose and time frame listed on the prescription. A record of the amount, time, and person administering the medication must be kept for each student and medication. This medication record will be placed in the student's file upon completion of the medication or the medication is discontinued for the following reasons:
    - Medication expires
    - Discontinued per student or parent/legal guardian request.
- Unused medication must be picked up from the school by the parent/guardian at the end of the school year or it will be discarded.
- Expired medication will not be administered.
- Sharing of medications, even over-the-counter types, is not allowed at school.
- Any prescription or over-the-counter medication that by volume constitutes a medical or health hazard must be approved for use in the school.

Acetaminophen (Tylenol) or ibuprofen (Motrin) may be administered at school only if prior parental permission has been given through a signed Permission Form. Provided this written parental permission has been given, designated school personnel may give acetaminophen or ibuprofen to students with the following symptoms:

- Fever (100 degree F or above) after the parent has been notified to pick up their student.
- dysmenorrhea (menstrual cramps)
- headache
- Toothache

If a student has been given acetaminophen or ibuprofen at school, the parents will be notified through a phone call or by sending a note home with the student.

Students are allowed to possess and self-administer asthma medication and diabetes medication, as appropriate, providing certain requirements are met as outlined in Utah State Code Section 53A-11-602 and 53A-11-604, respectively. Appropriate forms are available in the office as developed by the Utah Department of Health.

As outlined in Utah State Code Section 26-41-104, at least one or more school personnel shall receive training from a qualified individual regarding the storage and emergency use of an epinephrine auto-injector, as well as all follow-up procedures such as calling 911 and notifying parents if possible.

Upon receiving a signed statement from a parent/guardian of a student with diabetes certifying that glucagon has been prescribed for the student, the school will appropriately train required personnel in the administration of glucagon, as well as adhere to all related requirements as outlined in Utah State Code Section 53A-11-603.

Students who have particular health concerns will be flagged with a Health Alert Folder which is kept in the front desk. This folder will have detailed instructions on the procedures to follow in case of an emergency, as well as any parental permission required. Teachers will receive a copy of these instructions as well. The health concerns of any student who has a Health Alert Folder will be discussed with the teachers, office staff, and School Leader to ensure the child's needs are met.

6.5 Nutrition and Physical Activity Policy

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

Opportunities for physical education and physical activity
A quality physical education program is an essential component for all students to learn about and participate in physical activity. A sequential developmentally appropriate curriculum shall be utilized to help students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives, consistent with the State Core Physical Education Curriculum. Physical activity should include regular instructional physical education as well as extracurricular activities in the Jr. High and recess in the elementary.

Opportunities for nutrition education
A quality nutrition education program is an essential component for all students to learn in an effort to positively influence students' eating behaviors. Nutrition education topics shall be integrated within the sequential, comprehensive health education program Mana presents to students. The nutrition education program shall focus on students' eating behaviors, be based on theories and methods proven effective by published research, and be consistent with the State Core Health Education Curriculum.

Nutrition guidelines available through schools
Food served through a federally sponsored school lunch program shall meet or exceed the federal regulations and guidance for reimbursable school meals. Other food items on school grounds and at school-sponsored activities during the instructional day are encouraged to include healthy snack options.

Monitoring and Policy Review
The School Leader will ensure compliance with this policy in the school and will report on the school's compliance to the Board. The Board will, as necessary, revise this policy and develop work plans to facilitate its implementation.

Approved: 5/17/2017
Revised: 06/19/2019

7.0 Student

7.1 Student Code of Conduct

Students benefit from a learning environment that is physically safe, emotionally nurturing, and free from discrimination, harassment, and bullying. In order to achieve an optimal learning environment, students shall conduct themselves in a reasonable and appropriate manner that contributes to a productive atmosphere for themselves and their classmates. Students are expected to be attentive, cooperative, and industrious while in the classroom.

Mana Academy teaches values and concepts that encourage students to act in a positive manner. As students learn and focus on positive behaviors which make them happy, healthy, and responsible, the school's climate takes on those same characteristics.

Students' rights and responsibilities
Along with the rights enumerated in the United States Constitution, students at Mana Academy also enjoy the right to an educational environment free from bullying in any form, harassment, hazing, and any other behavior that is disruptive or detrimental to their well-being. Students have a responsibility to themselves and their classmates to abstain from these behaviors and to encourage such abstention in their classmates.

The Mana Academy Code of Conduct includes the following:

- **Respect** All students and staff will demonstrate correct behavior with regard to their physical selves. Hands and feet will be kept to oneself, and respect will be shown by walking in an orderly manner in the hallways and in other school areas. Interaction will be friendly and helpful, without horseplay or other physical demonstrations that are inappropriate.
- **Dress** All students are required to adhere to the guidelines set forth in the Mana Academy Uniform Dress Code Policy.
- **Hygiene and cleanliness** Students will keep their desks clean and pick up after themselves.
- **Language and communication** Students shall speak with respect and kindness at all times. Voices will be kept quiet, with no shouting or yelling inside the school. Language and communication that is positive and promotes the school's mission will be taught, modeled, and fostered. Students and staff will notice positive behavior in others, and will commend others for their efforts. Language that builds, supports, and encourages will be frequently and consistently used.
- **Assemblies and activities** Assemblies and school activities are considered special student privileges where participation is contingent upon appropriate

behavior. Students shall show respect to all performers. Students who disturb, disrupt, or show disrespect shall lose the privilege of attending.

- **School facilities and equipment:** All school property will be used appropriately in such a way that it is preserved and protected. Students may be disciplined for improper use or treatment of school facilities and/or equipment.
- **The Flag of the United States of America:** Our country's flag shall be appropriately displayed at the school in keeping with customary and accepted practices. Students shall show proper respect for our country's emblem. The daily school routine will include the recitation of the Pledge of Allegiance by students and teachers. Discourteous treatment of the flag or other national symbols is not appropriate.
- **Cheating of any kind is not acceptable.**

7.2 Uniform Dress Code Policy

In order to ensure compliance with the Mana Academy Uniform Dress Code Policy, parents and students should carefully review all uniform dress code guidelines contained within this policy.

Purpose

A uniform-style dress code is an important part of the distinctive learning environment families find at Mana Academy. When students are dressed in a school uniform, they are more accepting of each other and they focus more on their school work and less on their appearance. Uniforms improve the classroom learning environment; build citizenship and a sense of community, and assist parents and families.

Enforcement

Students and parents at Mana Academy agreed to adhere to the school's Uniform Dress Code Policy when they enrolled at the school. In order to attain the desired benefits achieved through the wearing of a uniform-style dress code, consistent enforcement of the Uniform Dress Code Policy is necessary. Enforcement of the Uniform Dress Code Policy is overseen by the School Leader and school staff.

A dress code infraction occurs when a student comes to school out of compliance with the Mana Academy Uniform Dress Code Policy. Examples of infractions include a student wearing a dress code item selection that does not meet the prescribed code description (e.g., a commercial logo on a red polo shirt).

Policy and regulations

A uniform-style dress code is mandatory at Mana Academy and must be adhered to during school hours. Full uniform is worn every Monday through Thursday, and on

other special occasions as communicated by the school administrators. Fridays and early-out days are “Free Dress” days and uniforms are not required, unless otherwise specified by the administration.

The School Leader is allowed the discretion to occasionally and reasonably suspend specific uniform dress code requirements (e.g., blue jean day, spirit t-shirt day, crazy hair day, etc.).

Appearance

Whether it is uniform day or Free Dress Day, all Mana Academy students must present a clean, modest, and neat appearance at all times.

- All clothing must be worn right-side-out.
- All clothing must be appropriately sized and worn correctly.
- Pants, shorts, skirts, and skorts must be worn at the waist or hip. Sagging pants, shorts, skirts, and skorts are not allowed.
- Clothing must not be excessively worn or faded. Any clothing with large holes, tears, or rips is prohibited.
- Skirts/Shorts/Skorts must be no shorter than two inches above the knee.

Uniform style and color

Boys	Girls
Top: Red shirt, either short or long sleeve; red or black cardigan sweater or vest over red polo.	Top: Red shirt, either short or long sleeve; red or black cardigan sweater or vest over red polo.
Bottom: Black shorts or pants	Bottom: Black pants, shorts, skirt, skorts, or jumper
Shoes: All shoes should be closed toe and mostly black.	

Free Dress Days

Mana Academy has designated Fridays and early out days as “Free Dress” days, where students are not required to wear the standard school uniform, unless the administration notifies students otherwise. Occasionally, assemblies will fall on Fridays and students will be required to wear uniforms. Students will be required to conform to standards that avoid extremes and exemplify personal cleanliness. Any personal appearance in either clothing style or personal grooming is prohibited if:

- it tends to cause a material and substantial disruption of the educational process;
- it would endanger the welfare of the students or others;

- it causes undue attention to the anatomical features and/or details of the individual;
- it does not conform to the requirements of a special class or activity that requires special dress and grooming in which the student expects to participate; or
- it appears to attempt to challenge the policy or the authority of the school in its reasonable interpretation and enforcement.

School administration reserves the right to require any student to change attire if the clothing or adornment is a violation of the above guidelines. This policy applies to all school related functions except those special activities approved by the principal.

Guidelines:

- Students are required to wear appropriate footwear to school and must not mark or damage floors. Footwear must be worn at all times, except if a teacher indicates that shoes are optional for performances or other similar activities.
- Clothing which is ragged, tattered, or distracting in appearance must be avoided. Short shorts and short skirts (over 2 inches above the knees), halter-tops, tank tops, spaghetti straps, bare midriffs, or low-neck lines are not acceptable.
- Clothing that contains slogans or insignias that are contrary to the educational purpose of the school should not be worn. This includes, but is not limited to, vulgar words, profane or obscene slogans and pictures, or advertisements for alcohol, tobacco, and drugs.
- Students must remove their head wear when asked by the administration, teachers, or staff member.
- Any attire, which identifies, promotes, or suggests illegal or gang activity is not permitted. This includes: bandanas, headwear, jewelry, symbols, insignia, the manner in which the clothing is worn, and other adornment signaling gang affiliation or illegal activities. Hats must be worn appropriately .
- Sagging pants are unacceptable for all students. It is also unacceptable for undergarments to show at any time.

Checklist for unacceptable attire

- No shorts or skirts shorter than two inches above the knee.
- No bare shoulders or underarms (sleeve past shoulder seam of shirt required).
- No sagging pants.
- No clothing that reveals undergarments.
- No low necklines.
- No bare midriffs.
- No ads for alcohol, drugs, tobacco.
- No clothing displaying, representing, or suggesting illegal, vulgar, or obscene words or activities.

Students on the secondary campus are allowed to wear open toe shoes on Free Dress Fridays.

7.3 Personal items

Students at Mana Academy will refrain from bringing any sort of personal item to school that might distract other students and detracts from the educational environment of the school. Of particular note are valuables or objects that could cause harm to others. These personal items referred to above include, but are not limited to:

- weapons
- toys
- games
- unapproved electronic gadgets
- fireworks

Teachers may approve exceptions to the above policy for classroom projects or activities. Mana Academy is not responsible for items that are lost, damaged, or stolen on school property or at school-sponsored events.

7.4 Bullying / Cyber Bullying / Harassment / Hazing Prohibition and Prevention

This policy is meant to eliminate all types of bullying, cyber bullying, hazing, harassment, and retaliation by and/or against students and employees of Mana Academy Charter School. This will be accomplished through awareness efforts, training, identification, and disciplinary action (both students and employees) against those who violate this Policy.

Bullying, cyberbullying, harassment, and hazing of students and employees are against federal, state, and local policy, and are not tolerated by Mana Academy. Mana Academy is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect.

School officials have the authority to discipline students for off-campus threats and/or speech that causes or threatens a substantial disruption(s) on campus, including school-related activities, violent altercations, or a significant interference with a student's educational performance and involvement in school activities. If after an investigation a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, including suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904 and/or in accordance with the U.S. Department of Education

Office for Civil Rights. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, including termination.

A secondary purpose of this policy is to provide clear standards and a safe and accessible reporting process for victims of bullying, hazing, cyber bullying, harassment, and retaliation.

Definitions

"**Bullying**" means intentionally or knowingly committing an act that:

- endangers the physical health or safety of a school employee or student;
- involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- involves physical activity endangering the physical health and safety of a school employee or student; or
- involves physically obstructing a school employee's or student's freedom to move; and
- is carried out for the purpose of placing a school employee or student in fear:
- physically harms the school employee or student; or
- defaces property of the school employee or student.

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

"Civil Rights violations" means bullying (including cyber bullying), harassing, or hazing that is targeted at a federally protected class.

"Federally protected class" means:

- any group protected from discrimination under federal law Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.
- Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.
- Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.

"Cyber bullying" means:

- the use of email, instant messaging, social and other networking sites or apps, chat rooms, cell phones, or other forms of information technology to;

- send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual;
- deliberately harass, threaten, or intimidate someone for the purpose of placing a school employee or student in fear of physical, emotional, or mental harm to the school employee or student;
- or harm to property of the school employee or student,
- regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- This includes demeaning, harassing, defaming, or impersonating a school employee or student.

“Harassment” means repeatedly communicating to another individual, in an objectively demeaning or disparaging manner, statements that contribute to a hostile learning or work environment for the individual. All students have the right to participate in all school activities without being subjected to conduct that is discriminatory, humiliating, demeaning, offensive or embarrassing. Harassment refers to sexual harassment, as well as ethnic, religious and general harassment.

“Sexual harassment” includes unwelcome sexual advances or sexual behaviors, including verbal behaviors, which might interfere with a student's educational benefits, opportunities or performance; or, a student's physical or psychological well-being; or, that is intimidating. Furthermore, sexual harassment consists of requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication that has the purpose or effect of substantially or unreasonably interfering with an individual's education or creating an intimidating, hostile or offensive educational or social environment on school property or at any school sponsored or related event or activity.

A student shall not engage in harassment relating to a person's sex, race, color, national origin, religion, height, weight, marital status, sexual orientation, or disability.

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

- is done for the purpose of initiation or admission into, affiliation with, holding office in, or as a condition for, membership or acceptance, or continued membership or acceptance, in any school or school sponsored team, organization, program, or event; or
- if the person committing the act against a school employee or student knew that the school employee or student is a member of, or candidate for, membership with a school, or school sponsored team, organization, program, or event to which the person committing the act belongs to or participates in;

- regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.
- endangers the health or safety of a school employee or student;
- involves any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- involves consumption of any food, liquor, drug, or other substance;
- involves other physical activity that endangers the physical health and safety of a school employee or student; or
- involves physically obstructing a school employee's or student's freedom to move.

"Parent" includes a student's biological or adoptive parent or student's legal guardian.

"Retaliate" means an act or communication intended:

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

"School employee" means:

- school teachers;
- school staff;
- school administrators; and
- all others employed, directly or indirectly, by the school or school board.

Prohibitions

- No school employee or student may engage in bullying, hazing, cyber bullying, or harassment of a school employee or student on school property, at a school related or sponsored event, on a school bus, at a school bus stop; or while the school employee or student is traveling to or from a location or event described above.
- No school employee or student may engage in hazing or cyber bullying a school employee or student at any time or in any location.
- No school employee or student may engage in retaliation against a school employee, a student, or an investigator for, or witness of, an alleged incident of bullying, cyber bullying, hazing, harassment, or retaliation.
- No school employee or student may make a false allegation of bullying, cyber bullying, hazing, harassment or retaliation against a school employee or student.
- Any bullying, harassing, or hazing that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to compliance regulations from the Office for Civil Rights.

Actions required of the school

The bullying policy will be available as part of the school policy manual and will include procedures allowing for anonymous reporting of bullying, cyber bullying, hazing, harassment or retaliation;

- In addition to the published procedures and notification above, the School Leader shall establish procedures and plans for the following in the Administrative Rules:
    - involving parents or guardians of a perpetrator or victim of bullying, cyber bullying, hazing, harassment, or retaliation in the process of responding to, and resolving, conduct prohibited in this Policy;
    - referring a victim of bullying, cyberbullying, harassment or hazing to counseling following parental notice and consent;
    - to the extent permitted by federal and state law, including the federal Family Educational Privacy Right Act of 1974, as amended, informing the parents or guardians of a student who is a victim of bullying, cyberbullying, harassment or hazing of the actions taken against the perpetrators of the bullying, cyberbullying, harassment or hazing;
    - publicizing this policy, preferably including electronic publication and availability, to school employees, to students, and parents/guardians of students; and training school employees and students to recognize and prevent bullying, cyber bullying, harassment, hazing, or retaliation.

Actions required if prohibited acts are reported

- Each reported complaint shall include: (1) name of complaining party; (2) name of offender (if known); (3) date and location of incident(s); (4) a statement describing the incident(s), including names of witnesses (if known). All complaints will be reviewed and considered for appropriate action. Data collected for students will be safeguarded in accordance with the Student Data Protection Act (Utah Code 53A-1-14).
- Each reported violation of the prohibitions noted previously shall be promptly investigated by a school administrator or an individual designated by a school administrator. Formal disciplinary action based solely on an anonymous report of bullying, cyberbullying, harassment, hazing, or retaliation is prohibited.
- Verified violations of the prohibitions noted previously shall result in consequences or penalties. Consequences or penalties will be in accordance with Mana Academy 7.5 Discipline Code Policy for students or 2.5 Employee Misconduct Policy for staff.

- All reported violations will be maintained until the school administration deems it no longer necessary and destroys the data in accordance with Utah Code 53A-1-1407.

Compliance with the Office for Civil Rights when civil rights violations are reported

- Once Mana Academy knows or reasonably should know of possible student-on-student bullying, cyberbullying, harassment, or hazing, the school must take immediate and appropriate action to investigate or otherwise determine what occurred.
- If it is determined that the bullying, cyberbullying, harassment or hazing did occur as a result of the student-victim's membership in a protected class, Mana Academy shall take prompt and effective steps reasonably calculated to (1) end the bullying, cyberbullying, harassment, or hazing; (2) eliminate any hostile environment; and (3) prevent its recurrence.
- These duties are Mana Academy's responsibilities even if the misconduct also is covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the school to take action, or identifies the bullying, cyberbullying, harassment, or hazing as a form of discrimination.
- Actions may include, as appropriate:
    - procedures for protecting the victim and other involved individuals from being subjected to (1) further bullying, harassment, or hazing, and (2) retaliation for reporting the bullying, harassment, or hazing;
    - prompt reporting to law enforcement of all acts of bullying, harassment, hazing, or retaliation that constitute suspected criminal activity;
    - prompt reporting to the Office for Civil Rights of all acts of bullying, harassment, hazing, or retaliation that may be violations of student or employee civil rights;
    - procedures for a fair and timely opportunity for the accused to explain the accusations and defend his actions prior to student or employee discipline;
    - procedures for providing due process rights under Utah's State Code Section 53A-8-102 (licensed staff), local employee discipline policies, or Section 53A-11-903 and local policies (students) prior to long term (more than 10 days) student discipline or employee discipline.

Parental notification of certain incidents and threats

The School Leader or other authorized school employee will:

- notify a parent if the parent's student threatens to commit suicide; or

- notify the parents of each student involved in an incident of bullying, cyber bullying, hazing, harassment, or retaliation.
- If the School Leader or other authorized school employee notifies a parent of an incident or threat required to be reported as stated above, the school will produce and maintain a record that verifies that the parent was notified of the incident or threat.
- The school may disclose a record as described above, including any information obtained to prepare the record to (1) the parent or the parent's student, or (2) to a person if required to disclose the record or information to a person pursuant to the terms of a court order.
- The school will not:
    - disclose a record as described above, including any information obtained to prepare the record, to a person other than a person authorized to receive the record as stated above; or
    - use a record as described above, including any information obtained to prepare the record, for the school's own purposes, including (1) for a report or study, (2) for a statistical analysis, or (3) to conduct research.

The School Leader will take appropriate action to protect the victim of substantiated bullying, cyberbullying, harassment, or hazing reports, regardless of the student's legal status. The School Leader will also report any significant incidents to appropriate local and state authorities. At the request of a parent, the School Leader may provide information and make recommendations related to an incident of bullying, cyber bullying, harassment, hazing, retaliation, or threat of suicide.

Investigations
Mana Academy will promptly and reasonably investigate allegations of bullying, cyberbullying, harassment, and/or hazing. At least two school employees (preferably one male and one female) in appropriate positions of authority shall be identified to receive reports through Administrative rule of this policy and will be responsible for handling all complaints by students and employees alleging bullying, cyberbullying, harassment, or hazing.

It is Mana Academy's policy, in compliance with state and federal law, that students have a limited expectation of privacy on the school's Internet system, and routine monitoring or maintenance may lead to discovery that a user has violated policy or law. Also, individual targeted searches will be conducted if there is reasonable suspicion that a user has violated policy or law. Personal electronic devices of any student suspected of violation of the above policy will be confiscated for investigation and may be turned over to law enforcement.

Training

- The training of school employees shall include training regarding bullying, cyber bullying, harassment, hazing, and retaliation.
- The training should include training on civil rights violations and compliance when civil rights violations are reported.
- In addition to training for all students and school employees, students, employees, and volunteer coaches involved in any extracurricular activity shall (1) participate in bullying, cyberbullying, harassment and hazing prevention training prior to participation; (2) repeat bullying, cyberbullying, harassment and hazing prevention training at least every three years; and (3) be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this Policy.
- Training may take place through an online program provided that there is documentation to prove participation.

Additional notes
Utah State Code 53A-11a-301 requires that this policy be developed with input from (1) students, (2) parents, (3) teachers, (4) school administrators, (5) school staff, or (6) law enforcement agencies. Nothing in this policy is intended to infringe upon the right of a school employee or student to exercise their right of free speech.

7.5 Discipline policy

The Mana Academy Discipline Policy is designed to solve problems and improve behavior. When corrections need to be made by staff members, this will be done privately whenever possible, and always in a respectful, kind manner. Positive language and encouragement will follow any necessary corrections. Good behavior will receive positive reinforcement through the frequent and consistent expression of gratitude by students and staff, both in word and in written form.

Mana Academy will use the following steps to handle behavioral problems:

> **Level 1- Verbal Warning** Level one behavioral problems encompass minor misbehaviors which require only a verbal warning or discussion between the student and the teacher. Depending upon the severity of the misbehavior, the teacher may decide to contact the parent(s) and discuss the concern with them as well as with the child.
>
> **Level 2- Loss of Privileges** At the teacher's discretion, if the misbehavior continues after a verbal warning/informal conference, the teacher may enforce a loss of privileges. Common loss of privileges include: loss of recess time, change

of seat assignments, or exclusion from a portion of a class activity. The teacher shall discuss with the child and inform the parent of the concern and loss of privilege. The teacher will document the loss of privileges and the report will be maintained in the student's citizenship record.

Level 3- Incident Report At the teacher's discretion, if the misbehavior continues after a loss of privileges, the teacher may complete an Incident Report form. The form will report the nature of the misbehavior as well as the corrective actions that were or need to be taken. The teacher will review the Incident Report with the student. The student will sign the report, take it home to be signed by a parent, and then return it to the teacher. Both the student and his or her parent will be afforded the opportunity to write personal comments on the Incident Report. The teacher shall contact the parent(s) and discuss the concern with them as well as with the child. Incident Reports may be maintained in the student's citizenship record and/or permanent record. An incident report may result in a referral to Administration.

Note: The exception to the above progression is the commission of a serious offense that may result in mandatory suspension, expulsion, and/or the involvement of law enforcement. The School Leader may exercise his/her personal judgment in the review of individual discipline incidents.

Potential consequences
Repeated incidents of misbehavior or the commission of a serious offense may result in the following consequences as appropriate for the situation:

A. Disciplinary probation/contract A student will be placed on probation when the School Leader determines that the behavioral pattern and discipline records indicate that the student is not abiding by school rules. While on probation, the student's privileges may be limited or denied. The student will be observed carefully to see if genuine effort is being made to improve attitudes and/or behaviors. The School Leader reserves the right to determine whether or not a student will be retained at the end of the probationary period.

B. In-School Suspension Students may be placed on In-School Suspension for one or more days as a result of non-compliance with school authority or rules. The number of days of In-School Suspension will be determined by the School Leader. During this suspension, adult supervision will be provided. Students under In-School Suspension will be removed from their regular class and excluded from school activities; they will engage in productive and meaningful activities, as determined by the School Leader.

C. Out-of-School Suspension A student may be suspended for severe offenses, such as fighting, obscene language, sexual harassment, and other like offenses. The School Leader has the authority to suspend a student from school for up to ten days in a nine-week period, as provided by law. This option is only enforced with severe or repeated behaviors. A child who is under Out-of-School Suspension will not be allowed inside of school facilities, onto school grounds, or allowed to participate in any school-sponsored activities. The student's parent/guardian will be required to provide adult supervision while the student is under Out-of-School Suspension. A strong school and family partnership is essential to prevent and resolve discipline problems. This partnership maintains a productive learning environment that will result in increased student participation and school success.

D. Expulsion: Expulsion from school occurs when a student is dismissed from school attendance by the action of the Mana Academy Board of Directors. A student may be expelled if he/she has been suspended three times in a school year. Expulsion will be used only as a last resort. Reinstatement to school attendance will take place if considered to be in the best interest of the student and the school.

E. Mandatory Expulsion: Per the School Leader's authority, mandatory expulsion from school will occur for the following offenses:

- Carrying, bringing, using, or possessing a deadly weapon. Deadly weapons include, but are not limited to, a firearm (loaded or unloaded), knife, bludgeon, or any other weapon or instrument that is capable of causing death or serious bodily injury when used as intended.
- The sale (including the exchange, distribution, or gift) of drugs or controlled substances, as defined by the state law, including anabolic steroids and prescription drugs.
- The commission of an act which if committed by an adult would be robbery or assault as defined by law.
- Contact of a sexual nature, as determined by school officials, parents, and/or the parties involved to be inappropriate, unwanted, and unsolicited, or as defined by the law.
- Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;

Due Process

The right to due process in disciplinary proceedings is applicable in all instances where the behavior of a student is being evaluated for suspension or expulsion. The student has the right to be fully informed about his/her alleged breach of behavior and must be

provided the opportunity to respond to such charges. Mana Academy adheres to the requirements of state and federal law and constitutional due process, including

- appropriate written notice,
- an impartial hearing,
- access to evidence,
- opportunity to present witnesses and evidence, and
- opportunity to have counsel present.

In the event that a parent/guardian disagrees with the School Leader's disciplinary decision to either suspend or expel a student, or has proof that the child is not at fault, an appeal may be made to the Mana Academy Board of Directors. The Board of Directors will then form an Appeals Panel to review each case of suspension or expulsion in which the parent/guardian requests an appeal and shall determine by means of a hearing if the recommendation to suspend or expel a student is supported by evidence. Such requests for an appeals hearing must

- be made in writing and
- within five school days of the suspension/expulsion.

Once notification has been received by the Appeals Panel, the student is entitled to receive a timely hearing. The hearing will be scheduled for no more than five school days following the request by the parent/guardian.

Allowance may be made to extend this timeframe by

- mutual agreement of the parties,
- inability of the school to contact the parent or guardian despite documented good faith efforts, or
- lack of cooperation by parent/guardian.

If school administration offers the student and parent/guardian the opportunity to have a hearing and the student or parent/guardian refuses or waives the right, due process is satisfied. The suspension or expulsion remains in effect during the appeal process.

The Mana Academy Board of Directors Appeals Panel is comprised of board members given the assignment/duty of Appeals. The Appeals Panel will ensure that procedural due process is satisfied throughout the hearing process. After the completion of the hearing the student and his/her parents/guardians will be notified either orally or in writing of the panel's decision to uphold, modify, or reverse the suspension or expulsion. Written notification must follow.

The Appeals Panel will decide which of the following actions is appropriate:

- Waive the charge(s)
- Reduce the charge(s)
- Modify the School Leader's recommendation and disciplinary action
- Support the School Leader's recommendation and disciplinary action
- Enhance the recommendation and disciplinary action

7.6 Academic Integrity, Plagiarism, and Cheating

All work submitted is assumed to have been completed only by the individual student. Students are responsible for observing the standards on plagiarism, cheating, and properly crediting all sources used during the composition of work. Students who fail to abide by these standards will be reported to the appropriate administrative authorities, which may result in a conference with principal and counselor, loss of credit for the courses, revoked access to course(s), and suspension or expulsion from Mana Academy.

Plagiarism is the unauthorized representation or use of the original ideas or writing of another individual or group as one's own work product.

At the discretion of the instructor and administration, depending on the nature of the offense, the student's grade or ability to earn credit for the course may be affected. All students who violate the principles of academic integrity will be reprimanded according to the following guidelines:

- The first offense will be handled between the teacher and the student; the teacher will provide additional instruction as to what constitutes plagiarism and/or cheating, and the student will receive a zero on the assignment. Depending on the severity of the infraction, the student may have an opportunity to make up the assignment at the discretion of the teacher.
- A second offense will result in a phone call to parents/guardians with an escalation to the student's academic coach and school administration, as well as a zero on the assignment, with no opportunity to make up the work.
- A third infraction will result in a meeting with the school administration. Students will not have an opportunity to make up questionable work. A grade of zero will be issued. Further action may be taken as needed following the discipline policy.
- In the case of a fourth infraction, the student will be removed from all Mana Academy courses with loss of credit and denied readmission.

Approved: February 15, 2017
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8.0 TECHNOLOGY

8.1 Personal Devices

Mana Academy, in accordance with Utah Code §53G-7-227. Device Prohibition and Senate Bill 69 School Device Revisions, personal electronic devices will not be allowed from bell to bell, meaning from 8:30 a.m to 3:30 p.m. Monday through Thursdays, and 8:30 a.m to 1:30 p.m. Fridays. This includes the following devices:

- Cellphones or tablets
- MP3 players
- Bluetooth speakers
- Headphones (wired or wireless)
- Smart watches with audio mic/speaker capabilities
- Personal computers (they must use the Chromebooks provided by the school)

Teachers may confiscate devices with or without warning if students have them out or in use during class. Teachers may return confiscated devices at the end of class or at the end of the day. If a student refuses to give up his or her device, the student will be sent to the School Leader, who will retain the confiscated device until the end of the school day. If a student refuses to give a device to office staff, parents will be notified. Repeat offenders will require a parent meeting to pick up the device.

Teachers may approve exceptions to the above policy for classroom projects or activities. Mana Academy is not responsible for items that are lost, damaged, or stolen on school property or at school-sponsored events.

Mana Academy is not responsible for devices damaged during school operational hours and when the device is confiscated.

If you must contact your student, please call the front desk at 801-972-6262. Students who need to contact parents will be able to call them from the front desk.

8.2 Computer and Internet Acceptable Use

Students will use computers and the internet at schools to support their learning. Mana Academy utilizes a firewall and monitoring software to prevent students from accessing inappropriate content. In order to use computers and the internet at school, students must agree to the following rules:

- The internet, school computers, or your school email account may not be used for illegal activity of any kind.
- Don’t copy others' material without proper citation.
- Don’t harass, threaten or annoy others.
- Don’t try to access mature or obscene materials.
- Don’t damage, disrupt, or waste school computer and technology resources.
- Don’t share passwords or use other people’s accounts.
- Don’t try to get access to restricted sites, or to damage or vandalize someone else’s data.
- Don’t use internet games unless instructed to do so by a teacher.
- Don’t provide your personal information over the internet.
- Don’t download apps or services that charge a fee.
- Don’t use the computer or internet to download video, music, or files that are not part of a school assignment.
- If you misuse your computer or internet privileges, they may be taken away.
- School computers are tools to enhance and supplement your education. Please treat them with respect.

Although Mana Academy provides monitoring and firewalls to prevent students from accessing inappropriate content, it is not entirely foolproof. In the event that inappropriate content somehow bypassed the filters on our school computers, students should immediately report to their teacher.

8.3 Mana Academy Computer Use Agreement

We acknowledge that the technology equipment identified below, together with the associated software, is the property of Mana Academy Charter School and is being assigned to the student only for educational purposes associated with enrollment as a student of the school. By signing this document, we agree to use the computer and associated peripherals and software in connection with the student’s education with the school and shall not permit any other person to possess or use the computer or the software. We shall not sell, lease, or otherwise grant anyone rights to the computer or the software. We shall adhere to the Acceptable Use Policy of the school and comply with all applicable copyright and other regulations regarding the software.

- We agree to promptly inform the school of loss or damage of the computer. In the event of a loss we agree to cooperate with the school in preparing any necessary report and to fully cooperate in any ensuing investigation.
- We understand that we are responsible for the full cost of replacing the computer if it is lost or for necessary repairs.

- We acknowledge that the computer is provided for the student's use only while he or she remains a student of the school. If the student ceases enrollment in the school, we will return the computer to authorized school personnel as soon as possible. The computer will be returned in the same condition as on the agreement date of issue, reasonable wear and tear accepted. If we fail to return the computer upon request, the school may treat this as a loss and that we will be responsible to replace it.
- We acknowledge that provisions of the school's Fee Waiver Policy apply and that the school may withhold the student's official transcript and take other actions for failure to pay the cost of repair or replacement.

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