



Policy Manual

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Anti-discrimination Policy

John Hancock Charter School provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, military status, or status as a Vietnam-era or special disabled veteran in accordance with applicable federal and state laws. This policy applies to all terms and conditions of employment. (14 December 2006)

Anti-harassment Policy

Harassment in any manner or form is prohibited and will not be tolerated by the school. Harassment is prohibited whether it is based on sex, race, national origin, religion, age, or disability. Everyone is responsible for maintaining a work environment free from harassment.

The term "harassment" includes but is not limited to unwelcome slurs, jokes, verbal or written comments, graphic communications, or physical contact relating to an individual's race, religion, sex, age, national origin, or disability.

Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Complaint Procedure. Any employee who feels that he or she has suffered or is suffering harassment or discrimination must immediately report the harassment or discrimination to the Director or any member of the Board. All complaints will be investigated promptly and as confidentially as such investigation will permit.

Non-retaliation. No employee who complains of harassment or discrimination, or who participates in an investigation of harassment or discrimination, will suffer retaliation of any kind. (14 December 2006)

Attendance Policy

No Child Left Behind mandates that students attend at least 95% of the school year, which equals nine or less absences during one academic year. This is accomplished by many students, but we have recently seen an increase of absences. It is the belief of JHCS that exhibiting or permitting a casual attitude toward school attendance can damage a child's chance for success. To demonstrate our commitment to academic excellence, JHCS will institute the following consequences (for excess absenteeism):

After 5 Absences

- Note or phone call home
- Loss of recess

After 9 Absences

- The same as listed above
- Loss of privileges (i.e., field trips assemblies, etc)
- Before or after school make up sessions

After 13 Absences

- The same as listed above
- Saturday school to make up missing days. Mandatory to avoid possible retention
- Summer school to make up missing days. May be mandatory to avoid possible retention
- Possible retention - not advancing to the next grade level
- Possible referral to the legal system and the Department of Children and Family Services

JHCS understands there are, at times, extraordinary circumstances beyond the control of parents and children. If such circumstances cause absenteeism beyond the levels described above it is the responsibility of the parent to notify the teacher and director and request special

consideration. Notification of such circumstances does not, however, guarantee full or partial relief from the consequences listed above.

Advance notice of such circumstances is recommended whenever possible so JHCS may try to help parents provide cohesive learning experiences to the extent possible before, during, and after the absence. Such efforts are subject to availability and discretion of JHCS staff and do not guarantee full or partial relief from the consequences listed above. (9 July 2007)

Students who do not show up during the first five days of school will be dropped and notified in writing. (30 July 2002)

Behavior Policy

John Hancock Charter School Code of Behavior

A Patriot is honest, honorable, compassionate and courageous.

Student conduct will be based on the following principles:

- Students have a right to learn free from disruptions
- Teachers have a right to teach, free from disruptions
- Students shall receive consequences for their behavior, either positive or negative
- Students and teachers have the right to a safe, nurturing school environment

To ensure these principles, students are expected to:

- Respect and use kind words toward others
- Listen and follow directions
- Respect school property and the property of others
- Show consideration for others at all times

Consequences for students who break the rules:

- Safe School Violations: The following are possible consequences for safe school violations: In school suspension, out of school suspension, detention, loss of privilege and/or expulsion.
- Think Time. If a student violates the rules listed above, the student will be sent to think time in a cooperating teacher's classroom. During think time the student will reflect on why he or she was sent to think time and then proceed to fill out a form describing the objectionable behavior. A copy of this form will be given to the sending teacher, the Director and mailed home for parent review. Monthly the school will have a think time reward in which students may participate if he/she did not receive the predestinated number of think times during the previous month.
- If a student has three infractions of any kind within one month the following procedure will take place:

A conference with the teacher or director, which conference may result in, but is not limited to, one or more of the following results: apology, repair of damage, time out, loss of recess, loss of a privilege.

The teacher or director contracts the parents to inform them of the behavior and to discuss consequences for the child. The teacher or director may set up a conference with the parents.

A conference with the director, which conference may result in, but is not limited to, one or more of the following consequences: before or after school detention, loss of privilege, loss of recess, in-school suspension or suspension.

Block Grants Policy

JHCS will follow USBE policies concerning block grants. (4 June 2002)

Blood and Bodily Fluids Policy

Prior to handling any blood or bodily fluids, teachers and staff must put on latex gloves, which will be provided by the school. (11 June 2009)

Child Abuse - Neglect Reporting Policy

A school employee must notify the building director of the neglect or abuse. However, such a report to a director, supervisor, school nurse or psychologist does not satisfy the employee's personal duty to report to law enforcement or DCFS. Employees should document the date, time, and agency (DCFS or Law Enforcement) and name of the person to whom the suspected child abuse or neglect was reported. The anonymity of those reporting or investigating child abuse or neglect shall be preserved in a manner required by (Utah Code, Section 62A-4a-412). Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that otherwise might arise from those actions, as provided by law. (1 November 2019)

Cleaning Materials Policy

Teachers and staff shall not bring cleaning materials from home to JHCS. All cleaning materials will be provided by the school. (11 June 2009)

Data Governance Policy

1 PURPOSE

Data governance is an organizational approach to data and information management that is formalized as a set of policies and procedures that encompass the full life cycle of data; from acquisition, to use, to disposal. The Utah Board of Education and *JOHN HANCOCK CHARTER SCHOOL*

takes seriously its moral and legal responsibility to protect student privacy and ensure data security. Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401 requires that *JOHN HANCOCK CHARTER SCHOOL* adopt a Data Governance Plan.

1 SCOPE AND APPLICABILITY

This policy is applicable to all employees, temporary employees, and contractors of the Agency. The policy must be used to assess agreements made to disclose data to third-parties . This policy must also be used to assess the risk of conducting business. In accordance with Agency policy and procedures, this policy will be reviewed and adjusted on an annual basis or more frequently, as needed. This policy is designed to ensure only authorized disclosure of confidential information. The following 8 subsections provide data governance policies and processes for *JOHN HANCOCK CHARTER SCHOOL*:

1. Data Advisory Groups
2. Non-Disclosure Assurances for Employees
3. Data Security and Privacy Training for Employees
4. Data Disclosure
5. Data Breach
6. Record Retention and Expungement
7. Data Quality
8. Transparency

Furthermore, this *JOHN HANCOCK CHARTER SCHOOL* Data Governance Plan works in conjunction with the Agency Information Security Policy, which:

· Designates *JOHN HANCOCK CHARTER SCHOOL* as the steward for all confidential information maintained within *JOHN HANCOCK CHARTER SCHOOL*.

- Designates Data Stewards access for all confidential information.
 - Requires Data Stewards to maintain a record of all confidential information that they are responsible for.
 - Requires Data Stewards to manage confidential information according to this policy and all other applicable policies, standards and plans.
- Complies with all legal, regulatory, and contractual obligations regarding privacy of Agency data. Where such requirements exceed the specific stipulation of this policy, the legal, regulatory, or contractual obligation shall take precedence.
 - Provides the authority to design, implement, and maintain privacy procedures meeting *JOHN HANCOCK CHARTER SCHOOL* standards concerning the privacy of data in motion, at rest and processed by related information systems.
 - Ensures that all *JOHN HANCOCK CHARTER SCHOOL* board members, employees, contractors, and volunteers comply with the policy and undergo annual privacy training.
 - Provides policies and process for
 - Systems administration,
 - Network security,
 - Application security,
 - Endpoint, server, and device Security
 - Identity, authentication, and access management,
 - Data protection and cryptography
 - Monitoring, vulnerability, and patch management
 - High availability, disaster recovery, and physical protection
 - Incident Responses
 - Acquisition and asset management, and
 - Policy, audit, e-discovery, and training.

2 DATA ADVISORY GROUPS

2.1 Structure

JOHN HANCOCK CHARTER SCHOOL has a three-tiered data governance structure to ensure that data is protected at all levels of Utah’s educational system.

2.2 Group Membership

Membership in the groups require board approval. Group membership is for two years. If individual members exit the group prior to fulfilling their two-year appointment, the board may authorize *JOHN HANCOCK CHARTER SCHOOL*’s Chief Officer to appoint a replacement member.

2.3 Individual and Group Responsibilities

The following tables outlines individual *JOHN HANCOCK CHARTER SCHOOL* staff and advisory group responsibilities.

Role	Responsibilities
<p>John Hancock Charter School Student Data Manager</p>	<ol style="list-style-type: none"> 1. authorize and manage the sharing, outside of the education entity, of personally identifiable student data from a cumulative record for the education entity 2. act as the primary local point of contact for the state student data officer. 3. A student data manager may share personally identifiable student data that are: <ol style="list-style-type: none"> a. of a student with the student and the student's parent b. required by state or federal law c. in an aggregate form with appropriate data redaction techniques applied d. for a school official e. for an authorized caseworker or other representative of the Department of Human Services or the Juvenile Court f. in response to a subpoena issued by a court. g. directory information

	<p>h. submitted data requests from external researchers or evaluators,</p> <p>4. A student data manager may not share personally identifiable student data for the purpose of external research or evaluation.</p> <p>5. Create and maintain a list of all LEA staff that have access to personally identifiable student data.</p> <p>6. Ensure annual LEA level training on data privacy to all staff members, including volunteers. Document all staff names, roles, and training dates, times, locations, and agendas.</p>
<p>IT Systems Security Manager</p>	<p>1. Acts as the primary point of contact for state student data security administration in assisting the board to administer this part;</p> <p>2. ensures compliance with security systems laws throughout the public education system, including:</p> <ol style="list-style-type: none"> 1. providing training and support to applicable <i>JOHN HANCOCK CHARTER SCHOOL</i> employees; and 2. producing resource materials, model plans, and model forms for LEA systems security; <p>3. investigates complaints of alleged violations of systems breaches;</p> <p>4. provides an annual report to the board on <i>JOHN HANCOCK CHARTER SCHOOL</i>'s systems security needs</p>
<p>Educators</p>	<p>Teachers and all staff members will receive Privacy and Security materials and training annually and will adhere to the requirements.</p>
<p>Other</p>	

2.3.1 Table 1. Individual *JOHN HANCOCK CHARTER SCHOOL* Staff Responsibilities

3 EMPLOYEE NON-DISCLOSURE ASSURANCES

Employee non-disclosure assurances are intended to minimize the risk of human error and misuse of information.

3.1 Scope

All *JOHN HANCOCK CHARTER SCHOOL* board members, employees, contractors and volunteers must sign and obey the *JOHN HANCOCK CHARTER SCHOOL* Employee Non-Disclosure Agreement (See Appendix A), which describes the permissible uses of state technology and information.

3.2 Non-Compliance

Non-compliance with the agreements shall result in consequences up to and including removal of access to *JOHN HANCOCK CHARTER SCHOOL* network; if this access is required for employment, employees and contractors may be subject to dismissal.

3.3 Non-Disclosure Assurances

All student data utilized by *JOHN HANCOCK CHARTER SCHOOL* is protected as defined by the Family Educational Rights and Privacy Act (FERPA) and Utah statute. This policy outlines the way *JOHN HANCOCK CHARTER SCHOOL* staff is to utilize data and protect personally identifiable and confidential information. A signed agreement form is required from all *JOHN HANCOCK CHARTER SCHOOL* staff to verify agreement to adhere to/abide by these practices and will be maintained in *JOHN HANCOCK CHARTER SCHOOL* Human Resources. All *JOHN HANCOCK CHARTER SCHOOL* employees (including contract or temporary) will:

1. Complete a Security and Privacy Fundamentals Training.
2. Complete a Security and Privacy Training for Researchers and Evaluators, if your position is a research analyst or if requested by the Chief Privacy Officer.
3. Consult with *JOHN HANCOCK CHARTER SCHOOL* internal data owners when creating or disseminating reports containing data.
4. Use password-protected state-authorized computers when accessing any student-level or staff-level records.
5. NOT share individual passwords for personal computers or data systems with anyone.
6. Log out of any data system/portal and close the browser after each use.
7. Store sensitive data on appropriate-secured location. Unsecured access and flash drives, DVD, CD-ROM or other removable media, or personally owned computers or devices are not deemed appropriate for storage of sensitive, confidential or student data.
8. Keep printed reports with personally identifiable information in a locked location while unattended, and use the secure document destruction service provided at *JOHN HANCOCK CHARTER SCHOOL* when disposing of such records.
9. NOT share personally identifying data during public presentations, webinars, etc. If users need to demonstrate child/staff level data, demo records should be used for such presentations.
10. Redact any personally identifiable information when sharing sample reports with general audiences, in accordance with guidance provided by the student data manager, found in Appendix B (Protecting PII in Public Reporting).
11. Take steps to avoid disclosure of personally identifiable information in reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.
12. Delete files containing sensitive data after using them on computers, or move them to secured servers or personal folders accessible only by authorized parties.

13. NOT use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information. If users receive an email containing such information, they will delete the screenshots/text when forwarding or replying to these messages. If there is any doubt about the sensitivity of the data the Student Data Privacy Manager should be consulted.
14. Use secure methods when sharing or transmitting sensitive data. The approved method is *JOHN HANCOCK CHARTER SCHOOLS* Secure File Transfer Protocol (SFTP) website. Also, sharing within secured server folders is appropriate for *JOHN HANCOCK CHARTER SCHOOL* internal file transfer.
15. NOT transmit child/staff-level data externally unless expressly authorized in writing by the data owner and then only transmit data via approved methods such as described in item ten.
16. Limit use of individual data to the purposes, which have been authorized within the scope of job responsibilities.

3.4 Data security and privacy training

3.4.1 Purpose

JOHN HANCOCK CHARTER SCHOOL will provide a range of training opportunities for all *JOHN HANCOCK CHARTER SCHOOL* staff, including volunteers, contractors and temporary employees with access to student educational data or confidential educator records in order to minimize the risk of human error and misuse of information.

3.4.2 Scope

All *JOHN HANCOCK CHARTER SCHOOL* board members, employees, and contracted partners.

3.4.3 Compliance

New employees that do not comply may not be able to use *JOHN HANCOCK CHARTER SCHOOL* networks or technology.

3.4.4 Policy

1. Within the first week of employment, all *JOHN HANCOCK CHARTER SCHOOL* board members, employees, and contracted partners must sign and follow the *JOHN HANCOCK CHARTER SCHOOL* Employee Acceptable Use Policy, which describes the permissible uses of state technology and information.
2. New employees that do not comply may not be able to use *JOHN HANCOCK CHARTER SCHOOL* networks or technology. Within the first week of employment, all *JOHN HANCOCK CHARTER SCHOOL* board members, employees, and contracted partners also must sign and obey the *JOHN HANCOCK CHARTER SCHOOL* Employee Non-Disclosure Agreement, which describes appropriate uses and the safeguarding of student and educator data.
3. All current *JOHN HANCOCK CHARTER SCHOOL* board members, employees, and contracted partners are required to participate in an annual Security and Privacy Fundamentals Training Curriculum within 60 days of the adoption of this rule.
4. *JOHN HANCOCK CHARTER SCHOOL* requires a targeted Security and Privacy Training for Data Stewards and IT staff for other specific groups within the agency that collect, store, or disclose data. The Chief Privacy Officer will identify these groups. Data and Statistics Coordinator will determine the annual training topics for these targeted groups based on *JOHN HANCOCK CHARTER SCHOOL* training needs.
5. Participation in the training as well as a signed copy of the Employee Non-Disclosure Agreement will be annually monitored by supervisors. Supervisors and the board secretary will annually report all *JOHN HANCOCK CHARTER SCHOOL* board members, employees, and contracted partners who do not have these requirements completed to the IT Security Manager.

4.1 Purpose

Providing data to persons and entities outside of the *JOHN HANCOCK CHARTER SCHOOL* increases transparency, promotes education in Utah, and increases knowledge about Utah public education. This policy establishes the protocols and procedures for sharing data maintained by *JOHN HANCOCK CHARTER SCHOOL*. It is intended to be consistent with the disclosure provisions of the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, 34 CFR Part 99 and Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401.

4.2 Policy for disclosure of Personally Identifiable Information (PII)

4.2.1 Student or Student's Parent/Guardian Access

Parents are advised that the records maintained by *JOHN HANCOCK CHARTER SCHOOL* are provided to *JOHN HANCOCK CHARTER SCHOOL* by the school district in which their student is/was enrolled, and access to their student's record can be obtained from the student's school district. In accordance with FERPA regulations 20 U.S.C. § 1232g (a)(1) (A) (B) (C) and (D), LEAs will provide parents with access to their child's education records, or an eligible student access to his or her own education records (excluding information on other students, the financial records of parents, and confidential letters of recommendation if the student has waived the right to access), within 45 days of receiving an official request. LEAs and *JOHN HANCOCK CHARTER SCHOOL* is not required to provide data that it does not maintain, nor is *JOHN HANCOCK CHARTER SCHOOL* required to create education records in response to an eligible student's request.

4.2.2 Third Party Vendor

Third party vendors may have access to students' personally identifiable information if the vendor is designated as a "school official" as defined in FERPA, 34 CFR §§ 99.31(a)(1) and 99.7(a)(3)(iii). A school official may

include parties such as: professors, instructors, administrators, health staff, counselors, attorneys, clerical staff, trustees, members of committees and disciplinary boards, and a contractor, consultant, volunteer or other party to whom the school has outsourced institutional services or functions.

All third-party vendors contracting with *JOHN HANCOCK CHARTER SCHOOL* must be compliant with Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401. Vendors determined not to be compliant may not be allowed to enter into future contracts with *JOHN HANCOCK CHARTER SCHOOL* without third-party verification that they are compliant with federal and state law, and board rule.

4.2.3 Internal Partner Requests

Internal partners to *JOHN HANCOCK CHARTER SCHOOL* include LEA and school officials that are determined to have a legitimate educational interest in the information. All requests shall be documented in *JOHN HANCOCK CHARTER SCHOOL*'s data request ticketing system.

4.2.4 Governmental Agency Requests

JOHN HANCOCK CHARTER SCHOOL may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program reporting requirement, audit, or evaluation. The requesting governmental agency must provide evidence the federal or state requirements to share data in order to satisfy FERPA disclosure exceptions to data without consent in the case of a federal or state

- a) reporting requirement
- b) audit
- c) evaluation

The Coordinator of Data and Statistics will ensure the proper data disclosure avoidance are included if necessary. An Interagency Agreement must be reviewed by legal staff and must include "FERPA-Student Level Data Protection Standard Terms and Conditions or Required Attachment Language."

4.3 Policy for External disclosure of Non-Personally Identifiable Information (PII)

4.3.1 Scope

External data requests from individuals or organizations that are not intending on conducting external research or are not fulfilling a state or federal reporting requirement, audit, or evaluation.

4.3.2 Student Data Disclosure Risk Levels

JOHN HANCOCK CHARTER SCHOOL has determined four levels of data requests with corresponding policies and procedures for appropriately protecting data based on risk: Low, Medium, and High. The Coordinator of Data and Statistics will make final determinations on classification of student data requests risk level.

4.3.2.1 Low-Risk Data Request Process

Definition: High-level aggregate data

Examples:

- Graduation rate by year for the state
- Percent of third-graders scoring proficient on the SAGE ELA assessment

Process: Requester creates a ticket, Data Request forwarded to appropriate Data Steward. Data Steward fulfills request and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. The Data Steward closes the ticket.

4.3.2.2 Medium-Risk Data Request Process

Definition: Aggregate data, but because of potentially low n-sizes, the data must have disclosure avoidance methods applied.

Examples:

- Graduation rate by year and LEA
- Percent of third-graders scoring proficient on the SAGE ELA assessment by school
- Child Nutrition Program Free or Reduced Lunch percentages by school

Process: Requester creates a ticket, Data Request forwarded to appropriate Data Steward, Data Steward fulfills request, applies appropriate disclosure avoidance techniques, and sends to another Data Steward for Quality Assurance (ensuring student data protection). If it passes QA, data are sent to requester and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. Data Steward closes the ticket. If it does not pass QA, the data are sent back to the Data Steward for modification.

4.3.2.3 High-Risk Data Request Process

Definition: Student-level data that are de-identified.

Examples:

- De-identified student-level graduation data
- De-identified student-level SAGE ELA assessment scores for grades 3-6.

Process: Requester creates a ticket, Data Request forwarded to Data and Statistic Coordinator for review. If the request is approved, an MOA is drafted and sent to legal, placed on the board consent calendar, reviewed by the Superintendent, sent to the Purchasing/Contract Manager, sent to Coordinator of Data and Statistics, appropriate Data Steward fulfills request, de-identifies data as appropriate, and sends to another Data Steward for Quality Assurance (ensuring student data protection). If it passes QA, data are sent to requester and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. The Data

Steward closes the ticket. If it does not pass QA, the data are sent back to the Data Steward for modification.

4.4 Data Disclosure to a Requesting External Researcher or Evaluator

Responsibility: The Coordinator of Data and Statistics will ensure the proper data are shared with external researcher or evaluator to comply with federal, state, and board rules.

JOHN HANCOCK CHARTER SCHOOL may not disclose personally identifiable information of students to external persons or organizations to conduct research or evaluation that is not directly related to a state or federal program audit or evaluation. Data that do not disclose PII may be shared with external researcher or evaluators for projects unrelated to federal or state requirements if:

1. A *JOHN HANCOCK CHARTER SCHOOL* Director, Superintendent, or board member sponsors an external researcher or evaluator request.
2. Student data are not PII and are de-identified through disclosure avoidance techniques and other pertinent techniques as determined by the Coordinator of Data and Statistics.
3. Researchers and evaluators supply the *JOHN HANCOCK CHARTER SCHOOL* a copy of any publication or presentation that uses *JOHN HANCOCK CHARTER SCHOOL* data 10 business days prior to any publication or presentation.

Process: Research Proposal must be submitted using this form:

<http://www.schools.utah.gov/data/Data-Request/ResearcherProposal.aspx>.

Research proposals are sent directly to the Coordinator of Data and Statistics for review. If the request is approved, an MOA is drafted and sent to legal, placed on the board consent calendar, reviewed by the Superintendent, sent to the Purchasing/Contract Manager, sent to Coordinator of Data and Statistics, appropriate Data Steward fulfills request, de-identifies data as appropriate, and sends to another Data Steward for Quality Assurance (ensuring student data protection). If it

passes QA, data are sent to requester and saves the dataset in a secure folder managed by the Coordinator of Data and Statistics. The Data Steward closes the ticket. If it does not pass QA, the data are sent back to the Data Steward for modification.

5 Data breach

5.1 Purpose

Establishing a plan for responding to a data breach, complete with clearly defined roles and responsibilities, will promote better response coordination and help educational organizations shorten their incident response time. Prompt response is essential for minimizing the risk of any further data loss and, therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals.

5.2 Policy

JOHN HANCOCK CHARTER SCHOOL shall follow industry best practices to protect information and data. In the event of a data breach or inadvertent disclosure of personally identifiable information, *JOHN HANCOCK CHARTER SCHOOL* staff shall follow industry best practices outlined in the Agency IT Security Policy for responding to the breach. Further, *JOHN HANCOCK CHARTER SCHOOL* shall follow best practices for notifying affected parties, including students, in the case of an adult student, or parents or legal guardians, if the student is not an adult student.

Concerns about security breaches must be reported immediately to the IT security manager who will collaborate with appropriate members of the *JOHN HANCOCK CHARTER SCHOOL* executive team to determine whether a security breach has occurred. If the *JOHN HANCOCK CHARTER SCHOOL* data breach response team determines that one or more employees or contracted partners have substantially failed to comply with *JOHN HANCOCK CHARTER SCHOOL*'s Agency IT Security Policy

and relevant privacy policies, they will identify appropriate consequences, which may include termination of employment or a contract and further legal action. Concerns about security breaches that involve the IT Security Manager must be reported immediately to the Superintendent.

JOHN HANCOCK CHARTER SCHOOL will provide and periodically update, in keeping with industry best practices, resources for Utah LEAs in preparing for and responding to a security breach. *JOHN HANCOCK CHARTER SCHOOL* will make these resources available on its website.

6 Record retention and expungement

6.1 Purpose

Records retention and expungement policies promote efficient management of records, preservation of records of enduring value, quality access to public information, and data privacy.

6.2 Scope

JOHN HANCOCK CHARTER SCHOOL board members and staff.

6.3 Policy

The *JOHN HANCOCK CHARTER SCHOOL*, staff, Utah LEAs and schools shall retain and dispose of student records in accordance with Section 63G-2-604, 53A-1-1407, and shall comply with active retention schedules for student records per Utah Division of Archive and Record Services. In accordance with 53A-1-1407, the *JOHN HANCOCK CHARTER SCHOOL* shall expunge student data that is stored upon request of the student if the student is at least 23 years old. The *JOHN HANCOCK CHARTER SCHOOL* may expunge medical records and behavioral test assessments. *JOHN HANCOCK CHARTER SCHOOL* will not expunge student records of grades, transcripts, a record of the student's enrollment or assessment information. *JOHN HANCOCK CHARTER SCHOOL* staff

will collaborate with Utah State Achieves and Records Services in updating data retention schedules.

JOHN HANCOCK CHARTER SCHOOL maintained student-level discipline data will be expunged after three years.

7 Quality Assurances and Transparency Requirements

7.1 Purpose

Data quality is achieved when information is valid for the use to which it is applied, is consistent with other reported data and users of the data have confidence in and rely upon it. Good data quality does not solely exist with the data itself, but is also a function of appropriate data interpretation and use and the perceived quality of the data. Thus, true data quality involves not just those auditing, cleaning and reporting the data, but also data consumers. Data quality at is addressed in five areas:

7.1.1 Data Governance Structure

The *JOHN HANCOCK CHARTER SCHOOL* data governance policy is structured to encourage the effective and appropriate use of educational data. The *JOHN HANCOCK CHARTER SCHOOL* data governance structure centers on the idea that data is the responsibility of all *JOHN HANCOCK CHARTER SCHOOL* sections and that data driven decision making is the goal of all data collection, storage, reporting and analysis. Data driven decision making guides what data is collected, reported and analyzed.

7.1.2 Data Requirements and Definitions

Clear and consistent data requirements and definitions are necessary for good data quality. On the data collection side, the *JOHN HANCOCK CHARTER SCHOOL* communicates data requirements and definitions to LEAs through the Data Clearinghouse Update Transactions documentation (see

<http://www.schools.utah.gov/computerservices/Data-Clearinghouse.aspx>).

The *JOHN HANCOCK CHARTER SCHOOL* also communicates with LEA IT staff regularly, at monthly Data Warehouse Group meetings and at biannual Data Conferences. Where possible, *JOHN HANCOCK CHARTER SCHOOL* program specialists are invited to these meetings and the same guidance is given to the appropriate LEA program directors. On the data reporting side, the production and presentation layers provide standard data definitions and business rules. Data Stewards coordinate data releases through the Data Stewards Group meetings. All data released includes relevant data definitions, business rules, and are date stamped. Further, Data and Statistics produces documentation, trainings and FAQs on key statistics and reports, such as AYP, graduation rate and class size.

7.1.3 Data Collection

Data elements should be collected only once—no duplicate data collections are permitted. Where possible, data is collected at the lowest level available (i.e. at the student/teacher level). Thus, there are no aggregate data collections if the aggregate data can be derived or calculated from the detailed data.

For all new data collections, *JOHN HANCOCK CHARTER SCHOOL* provides to LEAs clear guidelines for data collection and the purpose of the data request. The *JOHN HANCOCK CHARTER SCHOOL* also notifies LEAs as soon as possible about future data collections. Time must be given to LEAs in order for them to begin gathering the data needed.

7.1.4 Data Auditing

Data and Statistics Data Analysts perform regular and ad hoc data auditing. They analyze data in the warehouse for anomalies, investigate the source of the anomalies, and work with IT and/or LEAs in explaining and/or correcting the anomalies. Data Analysts also work with School Finance to address findings from the Auditors.

7.1.5 Quality Control Checklist

Checklists have been proven to increase quality (See Appendix C). Therefore, before releasing high-risk data, Data Stewards and Data Analysts must successfully complete the data release checklist in three areas: reliability, validity and presentation.

8 Data Transparency

Annually, *JOHN HANCOCK CHARTER SCHOOL* will publicly post:

- *JOHN HANCOCK CHARTER SCHOOL* data collections
- Metadata Dictionary as described in Utah's Student Data Protection Act (SDPA), U.C.A §53A-1-1401

9 Appendix

Appendix A. *JOHN HANCOCK CHARTER SCHOOL* Employee Non-Disclosure Agreement

As an employee of the *John Hancock Charter School*, I hereby affirm that:
(Initial)

_____ I have read the Employee Non-Disclosure Assurances attached to this agreement form and read and reviewed Data Governance Plan *JOHN HANCOCK CHARTER SCHOOL* policies. These assurances address general procedures, data use/sharing, and data security.

_____ I will abide by the terms of the *JOHN HANCOCK CHARTER SCHOOL*'s policies and its subordinate process and procedures;

_____ I grant permission for the manual and electronic collection and retention of security related information, including but not limited to photographic or videotape images, of your attempts to access the facility and/or workstations.

Trainings

_____ I have completed *JOHN HANCOCK CHARTER SCHOOL*'s Data Security and Privacy Fundamentals Training.

_____ I will complete *JOHN HANCOCK CHARTER SCHOOL*'s Data Security and Privacy Fundamentals Training within 30 days.

Using *JOHN HANCOCK CHARTER SCHOOL* Data and Reporting Systems

_____ I will use a password-protected computer when accessing data and reporting systems, viewing child/staff records, and downloading reports.

_____ I will not share or exchange individual passwords, for either personal computer(s) or *JOHN HANCOCK CHARTER SCHOOL* system user accounts, with *JOHN HANCOCK CHARTER SCHOOL* staff or participating program staff.

_____ I will log out of and close the browser after each use of *JOHN HANCOCK CHARTER SCHOOL* data and reporting systems.

_____ I will only access data in which I have received explicit written permissions from the data owner.

_____ I will not attempt to identify individuals, except as is required to fulfill job or volunteer duties, or to publicly release confidential data;

Handling Sensitive Data

_____ I will keep sensitive data on password-protected state-authorized computers.

_____ I will keep any printed files containing personally identifiable information in a locked location while unattended.

_____ I will not share child/staff-identifying data during public presentations, webinars, etc. I understand that dummy records should be used for such presentations.

_____ I will delete files containing sensitive data after working with them from my desktop, or move them to a secured *JOHN HANCOCK CHARTER SCHOOL* server.

Reporting & Data Sharing

_____ I will not redisclose or share any confidential data analysis except to other authorized personnel without [*JOHN HANCOCK CHARTER SCHOOL*]'s expressed written consent.

_____ I will not publically publish any data without the approval of the Superintendent.

_____ I will take steps to avoid disclosure of personally identifiable information in state-level reports, such as aggregating, data suppression, rounding, recoding, blurring, perturbation, etc.

_____ I will not use email to send screenshots, text, or attachments that contain personally identifiable or other sensitive information. If I receive an email containing such information, I will delete the screenshots/text when forwarding or replying to these messages.

_____ I will not transmit child/staff-level data externally unless explicitly authorized in writing.

_____ I understand that when sharing child/staff-identifying data with authorized individuals, the only approved methods are phone calls or *JOHN HANCOCK CHARTER SCHOOL*'s Secure File Transfer Protocol (SFTP). Also, sharing within secured server folders is appropriate for *JOHN HANCOCK CHARTER SCHOOL* internal file transfer.

_____ I will immediately report any data breaches, suspected data breaches, or any other suspicious activity related to data access to my supervisor and the *JOHN HANCOCK CHARTER SCHOOL* Information Security Officer. Moreover, I acknowledge my role as a public servant and steward of child/staff information, and affirm that I will handle personal information with care to prevent disclosure.

Consequences for Non-Compliance

_____ I understand that access to the *JOHN HANCOCK CHARTER SCHOOL* network and systems can be suspended based on any violation of this contract or risk of unauthorized disclosure of confidential information;

_____ I understand that failure to report violation of confidentiality by others is just as serious as my own violation and may subject me to personnel action, including termination.

Termination of Employment

_____ I agree that upon the cessation of my employment from *JOHN HANCOCK CHARTER SCHOOL*, I will not disclose or otherwise disseminate any confidential or personally identifiable information to anyone outside of *JOHN HANCOCK CHARTER SCHOOL* without the prior written permission of the Student Data Manager of *JOHN HANCOCK CHARTER SCHOOL*.

Print Name: _____

Signed: _____

Date: _____

Appendix B. Protecting PII in Public Reporting

Data Gateway Statistical Reporting Method for Protecting PII

Public education reports offer the challenge of meeting transparency requirements while also meeting legal requirements to protect each student's personally identifiable information (PII). Recognizing this, the reporting requirements state that subgroup disaggregation of the data may not be published if the results would yield personally identifiable information about an individual student. While the data used by the *John Hancock Charter School (JOHN HANCOCK CHARTER SCHOOL)* and local education agencies (LEAs) is comprehensive, the data made available to the public is masked to avoid unintended disclosure of personally identifiable information at summary school, LEA, or state-level reports.

This is done by applying the following statistical method for protecting PII.

1. Underlying counts for groups or subgroups totals are not reported.
2. If a reporting group has 1 or more subgroup(s) with 10 or fewer students.
 - The results of the subgroup(s) with 10 or fewer students are recoded as "N<10"
 - For remaining subgroups within the reporting group
 1. For subgroups with 300 or more students, apply the following suppression rules.
 1. Values of 99% to 100% are recoded to $\geq 99\%$

2. Values of 0% to 1% are recoded to $\leq 1\%$
2. For subgroups with 100 or more than but less than 300 students, apply the following suppression rules.
 1. Values of 98% to 100% are recoded to $\geq 98\%$
 2. Values of 0% to 2% are recoded to $\leq 2\%$
3. For subgroups with 40 or more but less than 100 students, apply the following suppression rules.
 1. Values of 95% to 100% are recoded to $\geq 95\%$
 2. Values of 0% to 5% are recoded to $\leq 5\%$
4. For subgroups with 20 or more but less than 40 students, apply the following suppression rules.
 1. Values of 90% to 100% are recoded to $\geq 90\%$
 2. Values of 0% to 10% are recoded to $\leq 10\%$
 3. Recode the percentage in all remaining categories in all groups into intervals as follows
(11-19,20-29,...,80-89)
5. For subgroups with 10 or more but less than 20 students, apply the following suppression rules.
 1. Values of 80% to 100% are recoded to $\geq 80\%$
 2. Values of 0% to 20% are recoded to $\leq 20\%$
 3. Recode the percentage in all remaining categories in all groups into intervals as follows
(20-29,30-39,...,70-79)

Appendix C. Example Quality Control Checklist

Reliability (results are consistent)

1. Same definitions were used for same or similar data previously reported **or** it is made very clear in answering the request how and why different definitions were used
2. Results are consistent with other reported results **or** conflicting results are identified and an explanation provided in request as to why is different

3. All data used to answer this particular request was consistently defined (i.e. if teacher data and student data are reported together, are from the same year/time period)
4. Another *JOHN HANCOCK CHARTER SCHOOL* data steward could reproduce the results using the information provided in the metadata

Validity (results measure what are supposed to measure, data addresses the request)

1. Request was clarified
2. Identified and included all data owners that would have a stake in the data used
3. Data owners approve of data definitions and business rules used in the request
4. All pertinent business rules were applied
5. Data answers the intent of the request (intent ascertained from clarifying request)
6. Data answers the purpose of the request (audience, use, etc.)
7. Limits of the data are clearly stated
8. Definitions of terms and business rules are outlined so that a typical person can understand what the data represents

Presentation

1. Is date-stamped
2. Small n-sizes and other privacy issues are appropriately handled
3. Wording, spelling and grammar are correct
4. Data presentation is well organized and meets the needs of the requester
5. Data is provided in a format appropriate to the request
6. A typical person could not easily misinterpret the presentation of the data

Dispensing of Medication Policy - this still needs to be adopted

Donations, Gifts & Sponsorships Policy

A. Purpose

The purpose of this policy is to establish John Hancock Charter School policy and procedure governing the acceptance, valuation, and recognition of all types of donations, gifts, and sponsorships for John Hancock Charter School. This policy is intended to create practices that adequately safeguard public funds, provide for accountability, and ensure compliance with all state and federal laws. John Hancock Charter School encourages and supports community and business partnerships that enhance and supplement the public education system. John Hancock Charter School is committed to work effectively with donors and sponsors to provide donation receipts, as required by law, and to facilitate the donor's charitable intent to the extent that the intent of the donation is in harmony with John Hancock Charter School goals and the law, and is appropriately approved. John Hancock Charter School is ultimately responsible for the accounting, custody, expenditure, and allocation of all monies, including those that are obtained through donations, gifts, and sponsorships. John Hancock Charter School is accountable for and must comply with all federal and state laws and rules, regardless of the source of funds. The board also desires to protect students, parents, teachers, and school administrators from

over-commercialization and restrictions or requirements that are coercive, distracting, or disruptive to the education processes, threatening to the health and welfare of students, or lacking in educational merit. John Hancock Charter School reserves the rights to decline, restrict, or redirect donations, gifts, and sponsorships.

B. Scope

This policy applies to all John Hancock Charter School administrators, licensed educators, staff members, students, organizations, volunteers, and individuals who receive, authorize, accept, value, or record donations, gifts, or sponsorships for John Hancock Charter School. It is expected that in all dealings, John Hancock Charter School and school employees will act ethically, consistent with John Hancock Charter School's ethics training, the Utah Educators' Standards (R277-515), the Public Officers' and Employees' Ethics Act (Utah Code 67-16), and State procurement law (Utah Code 63G-6a).

C. General Policy Statements for John Hancock Charter School

1. "Public funds" are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including John Hancock Charter School [Utah Code 51-7-3(26)]. All monies received through donations, gifts, or sponsorships are considered public funds.

2. All funds, property, or goods donated become public funds and the property of John Hancock Charter School, and should be used for the purpose for which they were donated and in accordance with State and John Hancock Charter School policies.

3. John Hancock Charter School recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. John Hancock Charter School is committed to appropriate distribution of un-restricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair.

4. John Hancock Charter School is committed to principles of gender equity and compliance with Title IX guidance. John Hancock Charter School commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. John Hancock Charter School reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

5. Donors may donate directly to John Hancock Charter School's foundation, if applicable, for tax purposes. The donation or gift shall follow the foundation's policies and procedures.

6. John Hancock Charter School will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.

7. The collection of funds or assets associated with donations, gifts, or sponsorships will comply with John Hancock Charter School cash receipting policies. The expenditure of any public funds associated with donations, gifts, or sponsorships will comply with John Hancock Charter School cash disbursement policies.

8. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of John Hancock Charter School upon delivery.

9. John Hancock Charter School employees may not direct operating expenditures to outside funding sources to avoid John Hancock Charter School procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.).

10. John Hancock Charter School employees must comply with John Hancock Charter School procurement policies and procedures, including complying with obtaining competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

11. Donations and gifts should be accounted for at an individual contribution level.

12. Donations, gifts, and sponsorships shall be directed to John Hancock Charter School or John Hancock Charter School program(s). Donations, gifts, and sponsorships shall not be directed at specific John Hancock Charter School employees, individual students, vendors, or brand name goods or services.

13. Donated funds shall not compensate public employees, directly or indirectly.

14. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the foundation or the business administrator.

15. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students.

16. Donations, gifts, and sponsorships given by vendors to specific programs (e.g., drama, sports teams) or John Hancock Charter School employees shall be evaluated for compliance with Utah Code 63G-6a-2304.5, "Gratuities, Kickbacks, Unlawful use of position or influence." As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. John Hancock Charter School employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.

17. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from John Hancock Charter School for IRS purposes. The acknowledgment will be in the form of a receipt issued by the foundation or business administrator. These receipts will be generated from the information

D. Procedures for Donations, Gifts, and Sponsorships

1. Types of Donations, Gifts, and Sponsorships

a. Products John Hancock Charter School may accept donated products which carry the donor company's name, trademark, logo, or limited advertising on the product (e.g., cups, T-shirts, hats, instructional materials, furniture, office equipment, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.

b. Cash Donations

(1) Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations will be received in compliance with John Hancock Charter School's cash receipting policies.

(2) Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.

(3) Cash donations may not be used to hire regular classroom teachers, thereby altering the staffing ratios. However, classroom assistants, coaching assistants, or specialists of any kind, including individuals who may hold educator licenses, may be hired using the funds received. Donations to fund such positions shall be made to a program, school, division, or department—not directly to individuals—and employment will be processed through John Hancock Charter School's Human Resources Department and Payroll Department. John Hancock Charter School or school administration reserves the right to decline or restrict these types of donations if they create inequitable environments in the school or inequities that violate Title IX or other laws, are not economically in the best interest of John Hancock Charter School, interfere with educational goals, or for any other reason determined by John Hancock Charter School or school.

(4) Cash donations shall not be used to augment an employee's remuneration beyond the remuneration associated with the salary schedule of the employee's position.

c. Donor and Business Partner Recognition

(1) Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non Permanent recognitions may be placed on John Hancock

Charter School buildings or structures with written approval from the director. The board may grant approval for the naming of buildings, structures, rooms, or other facilities; see Section E.

(2) Principals may authorize banners, flyers, posters, signs, or other notices recognizing a donor or school business partner. Such materials shall feature the school-business partnership and not promote or endorse the business named.

d. Equipment, Supplies, or Goods

John Hancock Charter School may accept donated equipment, supplies, or goods for use in John Hancock Charter School or school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.

2. Approval and Acceptance of Donations, Gifts, and Sponsorships

a. Donations, gifts, and sponsorships valued at more than \$250 must be documented on John Hancock Charter School “Donation, Contribution, or Sponsorship” form. This form must be completed prior to the acceptance of money or goods, and must be retained in John Hancock Charter School or school accounting records. A copy of the completed form will be sent to the foundation or business administrator, and a receipt for charitable contribution purposes will be issued to the donor.

b. Approval levels are as follows:

(1) Money, goods, supplies, or in-kind donations, gifts, or sponsorships valued at \$250–\$10,000 must be documented on John Hancock Charter School “Donation, Contribution, or Sponsorship” form and be approved by the director.

(2) Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at \$10,000–\$50,000 must be documented on John Hancock Charter School “Donation, Contribution, or Sponsorship” form and be approved by the business administrator and director prior to acceptance.

(3) Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at more than \$50,000 must be documented on John Hancock Charter School “Donation, Contribution, or Sponsorship” form and be approved by John Hancock Charter School board prior to acceptance.

E. Capital Donations or Gifts/Large Donations or Gift Projects

1. All donations or gifts for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the business administrator, the director, and the board. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business administrator for evaluation and recommendation to the director:

a. Prospective construction, maintenance or renovation plans and estimated costs

b. Proposed naming opportunities

c. Proposed donation or gift timeline

d. Loans or financing agreements

e. Maintenance or upkeep requirements and costs

f. Assurances of compliance with Title IX 2. The director will make a recommendation to the board. The board reserves the right to tentatively approve plans, pending donations, gifts, equity, or other conditions.

3. All physical facilities are owned and operated by John Hancock Charter School. No part of any school facility or capital equipment may be named for a donor without the express written consent of the board.

4. John Hancock Charter School shall only grant naming opportunities that are consistent with the mission and educational objectives of John Hancock

Charter School. Decisions regarding naming opportunities are within the sole discretion of the board.

F. Advertising

1. John Hancock Charter School shall not be used for distribution of partisan, religious materials; nor shall such items be placed on vehicles parked on school grounds. Any commercial advertisements will be permitted at the board's discretion.

2. Principals may permit the school distribution of fliers, bulletins, newspapers, etc. with information regarding nonprofit community youth programs such as Boy Scouts of America, Girl Scouts of America, county and municipal programs, and little league-type recreation programs.

3. Students and employees of John Hancock Charter School, including teachers and administrators, shall not act as agents for commercial agents during school hours or contract time.

4. John Hancock Charter School employee's participation in a private, but education-related, activity must be separate and distinguishable from the employee's public employment. John Hancock Charter School employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. John Hancock Charter School employee's employment and experience can be used to demonstrate qualifications. The advertisement must clearly state that the activity is not school sponsored. See R277-107 for specific direction.

Approved by the John Hancock Charter School Board 1/26/2017

Drivers' Licenses Policy

The drivers' licenses of those transporting students during school hours must be checked annually, during the month of August, to ensure validity. (11 June 2009)

Dual Enrollment Policy

JHCS will only consider dual enrollment if students seeking such enrollment spend at least 75% of their school day at JHCS, which would allow the school to receive full funding for these students, and if the students show proficiency via testing at the end of the year before progressing to the next grade. Each case would also be determined on an individual basis. (1 November 2019)

Enrollment/Lottery Policies

Families have to submit an Intent-to-Enroll form every year in order to be included in the lottery. (19 May 2005)

JHCS will use the charter school standard application format. All intent-to-enroll forms and applications must be submitted to the John Hancock Charter School website by the third Friday in February. (17 January 2008)

Parents will be notified of the open enrollment dates via at least one announcement which may include: newspaper, JHCS website, community billboard, and JHCS marquee. The newspaper, website, and community center announcements will be available in both English and Spanish. (17 January 2008)

Parents of enrolled students must notify JHCS of their intentions to continue or terminate enrollment for the following year in writing by the third Friday in February. (17 January 2008)

The computer-generated random lottery will be held on the second Thursday of March or at the scheduled March board meeting. All parents

will be notified of their child's acceptance or position on the lottery by March 31 via email, a phone call, or a letter sent by the U.S.P.S. JHCS must receive written acceptance of the offer by the student's parent or legal guardian by the second Friday in April. Failure to provide written acceptance by this time will constitute a rejection of the position. JHCS will notify the student's current school when enrollment has been completed at JHCS no later than the second Friday in May. Parents must complete all necessary forms and provide the necessary documents to enroll a child at JHCS; this process must be completed within five working days after accepting a position at JHCS. (17 January 2008)

If a vacancy occurs because a student has withdrawn from JHCS, JHCS may immediately enroll a new student from the school's waiting list of applicants. (17 January 2008)

In the event that a student is eliminated from the lottery because of human error, the following will occur:

The school will determine how many children are on the lotteried waiting list of the class into which the child who was inadvertently denied a lottery position will be entering. If, for instance, there were 10 students, then the person performing the lottery would write the number 1 through 10 on pieces of paper, with each number corresponding to a child on the waiting list, and draw one at a board meeting after the board agrees that there should be some remedy. The new child that was denied the lottery would be positioned after the child numbered on the piece of paper. (11 November 2004)

Electronic Meetings Procedure

The JHCS board will hold electronic meetings in accordance with the open meeting policies and requirements of Utah State law. (22 June 2006)

Fee Policy

It is John Hancock Charter School's policy that no elementary school child (K-6) may be charged for anything that takes place or is used during the regular school day. That includes textbooks, classroom equipment and supplies, musical instruments, field trips and assemblies. Fees can be charged for programs, which take place before or after school or during school vacations (and for things used in those programs).

John Hancock Charter School does have fees for 7th & 8th Grades. A Fee Schedule is posted on the bulletin board in the Red Brick Building as well as in the hall of the Satellite Building. It is clearly stated on the Fee Schedule that Fee Waivers are available for qualified families. A 7th & 8th Grade Fee Schedule is included in the Yearly Student Update Packet and the New Student Registration Packet.

John Hancock Charter School will announce field trips in advance and will accept donations towards that field trip. Verbiage in the prior notice will be: "We are forbidden by state law from charging a fee to cover the cost of this activity, which is costing the school a total of \$_____. We can, however, seek donations. If you can donate to cover the cost of this activity, please do so by _____ (date)."

The Fee Waiver Application, Fee Chart, Fee Policy, and Declaration of Household Income (with Instructions) are included in John Hancock Charter School's Yearly Registration Packet and New Student Registration Packet.

Fiscal Management

Banking Check deposits

The business administrator does the following:

1. Processes the checks upon receipt and enters the amounts into Quickbooks.
2. Attaches the check deposit tag to the deposit summary and files them.

Cash deposits

The business administrator does the following:

1. Counts all cash deposits
 2. Counts the cash to confirm the amount.
 3. Enters the deposit amount into Quickbooks.
 4. Attaches the deposit tag to the deposit summary and files them. All bank statements are reconciled upon receipt and filed with summaries.
- All checks written for purchases require two signatures from authorized board members. The business administrator can inquire about all JHCS accounts. He/She does not sign any checks.

Classroom Funds

The JHCS Board approves yearly the amount of funds available to each classroom.

The monies distributed by the USOE are applied to each class, and the remainder is distributed to bring the amount to the amount approved by the JHCS Board.

Any grants or donations awarded to a particular classroom are segregated in the Class section in Quickbooks, and approved expenditures are deducted first from those monies.

Teachers cannot spend more than is available in their fund unless approved first by the director.

Classroom funds (excluding grants or donations)

Credit card purchases must include fund information.

Credit card payments are made promptly upon receipt of the monthly statement.

Online credit card payments require the initials of two approved signers, which include the director and authorized board members.

Payroll and Employee Financial/Health Information

All salaries, hourly wages, and health benefits are approved yearly by the JHCS Board.

Retirement benefits are approved yearly by the JHCS Board and paid in one payment by June 30 for that fiscal year.

Employee files contain the following information:

1. W-4 and I-9
2. Information obtained for insurance purposes
3. Other deductions and appropriate forms

Payroll information is entered into Quickbooks.

Part-time employees' payroll schedule: 1st to the 14th are paid on the 15th of each month 15th to the end of the month are paid on the 1st of the next month Contracted and yearly salaried employees' payroll schedule: 1st to the end of the month are paid on the 1st of the next month If the 15th or 1st falls on Saturday, payroll will be processed on Friday. If the 15th or 1st falls on Sunday, payroll will be processed on Monday. Hourly Employees All hourly employees enter their hours in the time book, located in the teacher lunchroom. Time books are gathered on the 15th and 1st of the month for director approval and payroll processing.

Checks

The business administrator processes the three-part checks as follows:

1. Attaches the bottom pay stub to the time sheet and payroll summary and files them by month.
2. Seals the check and top pay stub in an envelope.
3. Puts the envelope in the appropriate employee's mailbox.

Salaried employees Annual salaries are divided by 12 and processed on the first of each month year round. Teacher call and visit logs are due the day before the monthly salary is paid and must be put in the designated box in the teacher lunchroom for director approval and processing.

Checks

The business administrator processes the three-part checks as follows:

1. Attaches the bottom pay stub to the call and/or visit logs and to the payroll summary and files them by month.
2. Seals the check and top pay stub in an envelope.
3. Puts the envelope in the appropriate employee's mailbox.
4. During the summer months the checks are available on the day of payroll after 2:00 P.M.

Purchases

The director is authorized to make individual purchases up to \$2,000. All individual purchases over \$2,000 must be approved by the JHCS Board. Any purchase over \$5000.00 must have at least three bids. Any purchase over \$10,000.00 must go through the RFP (request for proposal) process. It will be posted in a local newspaper and multiple contractors/suppliers will be contact to see if they want to participate in the RFP. The board of directors will open all bids in an open board meeting and will determine the best provider.

Reimbursements

Teacher reimbursement for classroom purchases The business administrator does the following:

1. Reviews the receipts and reimbursement form for accuracy.
2. Writes the check, which is approved by the director and signed by two authorized board members.
3. Attaches the check stub and receipts to the reimbursement form.
4. Subtracts dispersed funds from classroom fund allowance. All other reimbursements

The business administrator does the following:

1. Ensures director authorization for the purchase.
2. Reviews the receipts and reimbursement form for accuracy.
3. Writes the check, which is approved by the director and signed by two authorized board members.
4. Attaches the check stub and receipts to the reimbursement form.

Reports and Audits

The JHCS Board must give approval for reports to be completed by the hired accounting firm; signatures from authorized board members may also be required. All audits are authorized by the JHCS Board. The business administrator makes available to the auditor all necessary records and information.

The following USOE-required reports are executed in a timely manner: Monthly Financial Report S-3 Budget Annual Financial Report Annual Program Report Sp Ed Upload to Data Clearinghouse All testing Preprint and All Student Files School Land Trust Plan Report Safe & Drug Free Schools Incident Report CACTUS Educator Updates October 1 Fall Enrollment Audit Financial Audit Wage and Benefit Adjustment Report

The following state reports are executed in a timely manner: Budget Utah Money Management Annual Financial Report Immunization Report Vision Screening Report Legislative Audits Legislative Surveys State Tax Reports State Unemployment Reports The following federal reports are executed in a timely manner: 941 990 W-2 Summaries 1099 Summaries Grant Reports

Student Records

All student records are stored by grade and alphabetical sequence in locked file cabinets.

All students registered with JHCS must complete the Registration Packet, which includes the following forms (these are found in each student's file): Student Information Parent/Guardian Information Medical Information & Emergency Information Student Health Information Special Programs Information Acknowledgement of Special Notices (2 pages) Annual Acceptance of Policy Field Trip Permission Fee Policy & Fee Waiver Policy Fee Waiver Application Declaration of Household Income Fee Schedule and Receipt of Payment (7th and 8th Grade ONLY) Utah Association of Public Charter Schools Mailing List Approval John Hancock Charter School Current Year Calendar Parents must also provide the following at registration (these are found in each student's file): A copy of the student's original birth certificate A copy of the student's Social Security card (voluntary) Proof of Immunizations or an exemption form If a student is transferring from another school, the Transfer of Records form must be filled out. All student test scores, report cards, current immunization records, and special honors are also filed in their cumulative file. All student data is entered into the SIS system. A SSID number is also obtained from the SSID system using the proper USOE-outlined procedures.

When a student voluntarily leaves JHCS The business administrator does the following:

1. Copies the student's cumulative file
2. Upon request, mails the original documents to the new school
3. Files the copies of the student's documents alphabetically in the Withdrawn File

When an eighth-grade student graduates from JHCS The business administrator does the following:

1. Copies the student's cumulative file
2. Upon request, mails the original documents to the new school. If there is no request, the business administrator contacts the parent or likely school to determine where the student is enrolled.

3. Files the copies of the student's documents alphabetically and chronologically in the Graduates File.

A student's cumulative file is available his or her teachers, parents, special education team, school administrators, and school Nurse. A log is kept of all inquiries.

All clearinghouse reports are filed as per USOE requirements.

Taxes and Reports

Employee payroll taxes are due within two days of payroll. As per IRS rules, 941s are filed quarterly. Utah withholding taxes are due within the month following the payroll month. Yearly reconciliation is due by the end of January of the next year. The Department of Workforce Services Report and Utah unemployment money is due quarterly. W-2s are distributed by the end of January for the preceding year. 1099s are distributed by the end of February for the preceding year. The 990 is completed by an accounting firm and filed in a timely manner.

Financial information is made available to persons inquiring with a GRAMA request.

The JHCS Board has unlimited access to all financial records. Vendors All bills are paid upon receipt of invoice unless otherwise agreed, with packing slips matched to invoices. Upon payment of each bill, the business administrator attaches the check stub to the original bill and files it in the appropriate file.

Financial Policies

Audit Committee:

The Board of Directors shall establish an audit committee, which shall:
Be responsible for the appointment, compensation, retention, and oversight of the work of any independent accountants engaged for

the purpose of preparing or issuing an independent audit report or performing other independent audit, review, or attest services.

The committee should periodically review this policy, no less than once every five years to assess its continued adequacy. Be made up of members of the Board and possess knowledge of or obtain a basic understanding of financial reporting and auditing. The committee should be no fewer than three members. Review the annual audit, or any other work performed by a contracted auditor, and provide a report to the Board of Directors.

Cash Receipts:

All receipting of funds at the school should be done at the frontoffice/desk. No receipting should take place in the classroom or in unapproved off-site locations. Employees shall instruct payers to take all cash and checks to the front office for receipt. Provisions should be made for cash receipting/collection at approved activities or functions.

All funds shall be kept in a secure location controlled by the front office/desk until they are deposited in a school-approved fiduciary institution. Funds should be deposited daily or within three days after receipt, in compliance with Utah Code 51- 4-2(2)(a), in a school-approved account. Employees should never hold funds in any location for any reason.

If a cashier has left for the day or funds are receipted on the weekends, employees should seek the assistance of administrators to lock cash receipts or cash boxes in a secure school location until the next business day.

Cash receipts should not be taken home by employees or volunteers for any reason, or left in offices. All checks are to be made to John Hancock Charter School and restrictively endorsed upon receipt.

Checks are not to be made payable to an employee, a specific department, or a program. Appropriate internal controls and segregation of duties should be implemented for all cash activity. These may include tickets, pre-numbered receipts, deposit slips; cash tally sheets, receipt registers, lists, cash reconciliations, reports, etc.

Cash should always be verified and counted by two individuals. All funds (cash, checks, credit card payments, etc.) received must be receipted by student name, if possible, and recorded in the school's accounting records. A prenumbered receipt will be issued for each transaction.

Passwords should be established on the accounting system computers and changed periodically. Documents should be available, and should demonstrate that proper cash controls are in place (signatures for approval, tally sheets, reconciliations, etc.). Under no circumstances are disbursements to be made directly from cash receipts (i.e., for purchases, reimbursements, refunds, or to cash personal checks).

Periodic and unscheduled audits or reviews should be performed for all cash activity.

All payments of fees shall correspond with the approved fee schedule, as required by Board Administrative Rule 277-407.

Fundraising Fundraising is permitted within the LEA to allow the school to raise additional funds to supplement school-sponsored academic and co-curricular programs.

“School Sponsored” means activities, fundraising events, clubs, camps, clinics, programs, sports, etc., or events, or activities that are authorized by the school, school board, administration, or board committees, including the parent organization or authorized curricular school clubs, activities,

sports, classes or programs that also satisfy one or more of the following criteria. The activity:

1. Is managed or supervised by school administration, staff or authorized volunteers
2. Uses the school's facilities, equipment, or other school resources
3. Is supported or subsidized, or than inconsequently, by public funds, including the school's activity funds or minimum school program dollars.

All monies raised through fundraisers for school-sponsored activities are considered public funds. All funds shall follow the Cash Receipt section of this policy and other applicable school policies and state laws and rules. This includes all donations to the school, regardless of whether or not such donations are part of any fundraising activity or event.

Properly approved school-sponsored activities may:

1. Use the school's name, facilities, and equipment
2. Utilize school employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
3. Be insured under the school's liability insurance policy.
4. Provide additional compensation or stipends for school employees with the approval of the director or immediate supervisor and under school payroll policies and consistent with the school's budget

School-sponsored activities must comply with all fee approval and fee waiver provisions established in Utah Code and Utah State Board of Education rules and school policies.

Donations, Gifts and Sponsorships

The school may accept donated products that carry the donor company's name, trademark, logo, or limited advertising on the product (e.g. cups, T-Shirts, hats, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are

offered in exchange for the donation or gift, this may alter the contribution amount.

Cash Donations:

1. Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities.

All cash donations will be received in compliance with the school's cash receipting policies.

2. Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.

Donor and Business Partner Recognition

1. Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on the school's buildings or structures with written approval from the director. The board may grant approval for the naming of buildings, structures, rooms or other facilities.

2. The director may authorize banners, flyers, posters, signs or other notices recognizing a donor or school business partner.

Equipment, Supplies, or Goods

The school may accept donated equipment, supplies or goods for use in the school or school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.

Furniture Policy

No cloth-covered furniture shall be allowed in the classrooms. (11 June 2009)

Traumatic Head Injury Policy

A copy of this policy shall be distributed to and acknowledged by any employee or volunteer who supervises any of the following events which are organized, operated, managed, or sponsored by John Hancock Charter School ("JHCS"):

1. a game;
2. a practice;
3. a sports camp;
4. a physical education class;
5. a competition; or
6. a tryout.

In addition, each parent will receive a copy of this policy and return a signed acknowledgment and consent to abide by this policy before his or her child participates in any of the foregoing events.

A "traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:

1. transient confusion, disorientation, or impaired consciousness;
2. dysfunction of memory;
3. loss of consciousness; or
4. signs of other neurological or neuropsychological dysfunction, including:

- a. seizures;
- b. irritability;
- c. lethargy;
- d. vomiting;
- e. headache;
- f. dizziness; or
- g. fatigue.

If a child suffers a traumatic head injury, the child's further participation in sporting events may lead to greater injury.

Therefore, if an employee or volunteer supervising the foregoing events suspects that a child has sustained a traumatic head injury (or concussion), that child shall immediately be removed from participating in the event. Furthermore, the child shall not be permitted to resume participation in the event until he or she is evaluated by a qualified health care provider who is trained in the evaluation and management of a concussion, and the qualified health care provider provides JHCS with a written statement stating that:

1. The qualified health care provider has, within three years before the day on which the written statement is made, successfully completed a continuing education course in the
evaluation and management of a concussion; and
2. The child is cleared to resume participation in the event.

Health Insurance Policy

JHCS administrators and educators certified with CACTUS who have an FTE (full-time equivalent) of .75 are considered three-quarter-time employees and are therefore eligible for health insurance benefits through JHCS.

If an administrator or educator certified with CACTUS has an FTE between .75 and .875, he or she may choose to participate in the benefits programs offered by JHCS. If, as a three-quarter time employee, he or she chooses to participate in the benefits program, he or she may choose either to have JHCS pay 50 percent of his or her annual health insurance premium or receive \$150.00 monthly from JHCS in lieu of a premium contribution.

If an administrator or educator certified with CACTUS has an FTE between .876 and 1.0, he or she is required to participate in the benefits program, or provide proof of benefits with another program. As a full-time employee, he or she may choose either to have JHCS pay 75 percent of his or her annual health insurance premium or receive \$300.00 monthly from JHCS in lieu of a premium contribution.

Administrators and educators certified with CACTUS who have opted for in-lieu-of-contribution payments may only re-enroll in JHCS health insurance during the open-enrollment period or if they experience a qualifying life-changing event, as specified by the insurance provider. (18 December 2008)

Identification Policy

All visitors to JHCS must sign in at the front desk and receive a name tag, which they are to wear at all times while on campus. (11 June 2009)

Immunizations Policy

All immunizations must be completed by the first five days of school. (30 July 2002)

Library Policies

JHCS accepts in principle the Alpine School District Media Selection Policy, Library Bill of Rights, and Guidelines for Controversial Issues. (discussed 14 May 2002 but not officially approved)

Line of Authority in an Emergency Policy

The line of authority during any emergency is as follows: director, Julie Adamic; Business Administrator, Craig Frank; then Tammy Cloward, or current administrative assistant. (11 June 2009)

Lockout/Tagout Switches Policy

Employees must never remove or energize a switch with a lockout/tagout tag. (11 June 2009)

Medical Recommendations Policy

1. Purpose:

To clarify for school personnel and parents/guardians the recommendations or directions that school personnel may make or give to parents/guardians about seeing health care professionals or using specific medications for their children.

2. Policy:

2.1. School personnel may provide information and observations to parents/guardians about their children. Such information or reports may include observations and concerns in the following area:

2.1.1. progress

2.1.2. health and wellness

2.1.3. social interactions

2.1.4. behavior

2.1.5. topics consistent with the Utah Family Education Rights and Privacy Act (UCA 53A-13-302) 2.2. School personnel may communicate information and observations between school personnel regarding a child.

2.3. In accordance with John Hancock Charter School guidelines and procedures, school personnel may refer students to other appropriate personnel and agents, including referrals and communication with a school counselor working within the school.

2.4. School personnel may consult or use appropriate health care professionals in the event of an emergency while the student is at school consistent with student emergency information provided at student enrollment.

2.5. With the exception of school counselors as outlined in section 2.7, school personnel may not:

2.5.1. recommend to a parent/guardian that a child take or continue to take a psychotropic medication

2.5.2. require that a child take or continue to take a psychotropic medication as a condition for attending school

2.5.3. recommend that a parent/guardian seek or use a type of psychiatric or psychological treatment for a child

2.5.4. conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child except where this conflicts with the Individuals with Disabilities Education Act (IDEA).

2.6. In compliance with State Law (UCA 62A-4a-403), school personnel are required to report suspected child abuse, however; unless failure to take action would present a serious, imminent risk to the child's safety or the safety of others; school personnel may not make a child abuse or neglect report to authorities solely or primarily on the basis that a parent or guardian refuses to consent to:

2.6.1. a psychiatric, psychological, or behavioral treatment for a child, including the administration of a psychotropic medication to a child

2.6.2. a psychiatric or behavioral health evaluation of a child.

2.7. A school counselor or other mental health professional acting in accordance with Title 58, Chapter 60, Mental Health Professional Practice Act, or licensed through the State Board of Education, working within the school system may:

2.7.1. recommend, but not require, a psychiatric or behavioral health evaluation of a child

2.7.2. recommend, but not require, psychiatric, psychological, or behavioral treatment for a child

2.7.3. conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a child in accordance with the Utah Family Educational Rights and Privacy Act

2.7.4. provide to a parent/guardian, upon the specific request of the parent/guardian, a list of three or more health care professionals or providers, including licensed physicians, psychologists, or other health specialists.

2.8. Nothing in this policy shall be interpreted as discouraging general communication not prohibited by this policy between school personnel and a student's parent/guardian. (1 November 2019)

Ongoing Disruptive Behavior Policy

Parents of students with ongoing disruptive behaviors will be notified of the number of disruptions, resources available on campus and guidance to appropriate juvenile court in accessing student school records.

Overnight Field Trips Policy

The school encourages day trips only, though there is no policy forbidding overnight trips. Any overnight field trip must be approved by the board, and teachers must outline in great detail the specifics of the field trip before bringing any proposal before the board. (18 March 2004)

Passing/Holding Back Kindergartners Policy

The school/teacher will establish a minimum set of criteria kindergartners must meet in order to continue to first grade. If the student meets that criteria but the teacher still thinks the child's not ready to continue, parents decide whether to pass their child. If the parents decide to let the child pass, so be it; if the parents decide not to pass the child, the kindergarten class size will be bumped up to 21 (22 is limit) to accommodate that child. If the student clearly doesn't meet the requirements, he or she can pass on to

first grade if intervention is taken prior to entering next grade. If no intervention is taken, he or she will be held back, and the kindergarten class will be bumped up to 21 (22 is the limit) to accommodate that child. (9 January 2003)

Passing/Holding Back Other Students Policy

If a student is failing/has failed, the teacher/school will alter the parents to this fact and give them the option of holding the student back or passing the student along to the next grade, with the requirement that to be guaranteed a spot at the next grade level, the parents will have to provide some type of intervention (at home, own tutor, any local tutoring provider, etc.; this intervention must be determined and designed by the teacher/parents who can tailor it to fit the student's needs). If parents provide intervention but the school still decides to hold the student back, the student will be guaranteed a spot in the grade to be repeated. If no intervention is provided, the student will be placed on the next grade's waiting list just below those with sibling preference but above those without preference. (9 January 2003)

Personal Computer Usage Policy

No one has expectation of privacy for any electronic device brought on campus; this includes personal storage devices as well as computer and other electronic devices. (11 June 2009)

Personal Electronic Devices Policy

The bringing of all electronic devices (cell phones, i-pods, etc.) is strongly discouraged. Personal electronic devices must remain off during school hours, including during recess. Personal electronic devices must be kept outside the classroom. Any violation of this policy will result in confiscation of the personal electronic device, which may only be retrieved by a parent. JHCS assumes no liability for lost or stolen devices. Any exception to the policy for school use will be subject to administrator discretion and written approval. (11 June 2009)

Pets Policy

No pets shall be allowed on school grounds. (11 June 2009)

Search and Seizure Policy

The Administration is responsible for protecting both the health and safety of the enrolled students and the effective operation of the school. As such, the Administration is occasionally asked to weigh an individual's interest in privacy against public safety assurances that can be obtained by conducting a search or seizure. The following are John Hancock Charter School's guidelines for when and how school officials may conduct searches and seize property.

1. Only the Administration is authorized to conduct a search. A second Administration member or the police should supervise the search. If a police officer or additional supervisory Administration member is impractical because of an immediate concern for safety, the search should be conducted in view of another member of the school's staff.
2. Searches should be conducted out of view of the general student body. Student searches should be performed by the Administration in a manner that minimizes embarrassment to the student.
3. Unless the Administration reasonably believes that immediate action is necessary to prevent bodily harm to student or another person, the Administration must contact the parent/guardian of the student prior to conducting any search. If contact is possible, the Administration must ask the parent/guardian if they would like to be present and, if an affirmative response is received, may not conduct the search until the parent/guardian has reasonable opportunity to attend. The Administration may detain a student in the school office for a reasonable amount of time while waiting for the parent to arrive.

4. The Administration may only search removed clothing and personal property if there is a reasonable concern that the clothing or personal property conceals something that may cause immediate harm to the student, other students, or the school staff. The Administration may require the student to removal all personal effects from the student's pockets. The Administration is not authorized to ask students to remove an item of clothing as part of a search, touch the students during the search, or conduct a strip search. The Administration must contact and refer the issue to the police if the Administration has a reasonable belief that a student is concealing an illegal item on their person.

5. Student lockers are considered school property. The Administration may search lockers at any time.

6. The Administration regulates the school's parking lots and should report any suspicious vehicles to the police.

7. The Administration may provide the results of a search to the police and may prosecute any criminal activity that occurs on school grounds to the full extent allowed by law.

8. The Administration may detain students conducting illegal activities, provided that the Administration promptly contacts both the police and the student's parent/guardian. (1 November 2019)

Sibling Preference Policies

Siblings receive preference only if students are in school; no alumni preference. (24 October 2002)

If there are more kindergartners with sibling preference than space available, enrollment will be based on time of enrollment. (24 October 2002)

When an opening occurs in any grade and a child with sibling preference denies admission, he or she goes to the bottom of the list of those with sibling preference. When waiting lists are relettered every year, they will not include those with sibling preference, and the order of preference for siblings will remain the same as the year before but subject to former proposal. (13 March 2003)

Starting 1 October of each year, parents of siblings have two weeks to enroll kindergartners; it is also when the 45-day open enrollment period begins. Those who do not fulfill hours will go into the regular lottery. (24 October 2002)

Sibling preference for JHCS students is discretionary with the board. Sibling preference will not be granted unless the parents of the prospective sibling student has completed all recommended hours of volunteer service as outlined in the Acceptance of Policy form, which hours are to be completed by the last day of the school year preceding the intended enrollment of the sibling. (16 November 2006)

Suicide Prevention Policy

John Hancock Charter School recognizes that:

- (a) physical, behavioral, and emotional health is an integral component of a student's educational outcomes;
- (b) suicide is a leading cause of death among young people;
- (c) it has a responsibility to take a proactive approach in preventing deaths by suicide; and
- (d) the school should provide an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide, and fosters positive youth development.

Toward this end, the school will implement methods and programs that focus on prevention of youth suicides; youth suicide intervention; and postvention for family, students and faculty. The purpose of this policy is to protect the health and well-being of all students by having procedures in

place to prevent, assess the risk of, intervene in, and respond to suicide. (1 November 2019)

Suspicious Items Procedure

When a suspicious item is discovered, those in the line of authority will initiate the school's bomb threat procedure. (11 June 2009)

Teacher Preference Policy

Teachers, teachers on ARL, and interns who are employed at John Hancock Charter School (JHCS) and who are licensed educators in CACTUS may receive enrollment preference for their children. This preference is given after founders' preference but before sibling preference, and it will only be given if the total number of students allowed under founders' preference does not exceed 20%. (17 January 2008)

Uniform Policy & Amendments

Uniform Regulations (Effective August 2014) Dress and Grooming Standards Uniforms at John Hancock Charter School are mandatory. Dress and grooming standards are part of the Uniform Regulations.

1) Uniform Wear

a) Uniforms must be worn during school hours, except under special circumstances, such as Dress of Choice Days and other special occasions as announced in the school newsletter. Uniforms must also be worn for all before and after school programs, as well as all tutoring and enrichment sessions, except on occasions when costumes may be required for dress rehearsals or performances.

b) Dress uniforms will be worn on Mondays and for programs. Children shall wear the teacher prescribed uniform for a given field trip or activity in order to attend a field trip or participate in the activity.

c) Optional school t-shirts or sweatshirts may be worn only on Fridays or other specially designated times.

d) Gym clothes may be required for athletic activities (see Athletic Uniform).

2) Student Presentation and Grooming

- a) Students must present a modest, clean, and neat appearance at all times, including Free Dress Days, regular school days and Full Dress Uniform days.
- b) All clothing must be clean, appropriately sized, and worn correctly. Pants/shorts/skirts must be worn at the waist. Shirts must be tucked in. Shoes must be tied or fastened, clothing must be worn right-side-out, appropriate underwear must be worn, etc. Uniforms are to be of appropriate size – not oversized or undersized. Clothing shall not be excessi shorts will be allowed.
- c) For Dress Uniforms Mondays and other designated Dress Uniform days, shirts must be buttoned and tucked in.
- d) Hair must be kept neat and have a combed appearance and appropriate for school. Bangs should not be below the eyebrows; boy's hair should not extend below the ear lobe or beyond the collar. Irregular coloring of hair or outlandish hair styles are inappropriate. Hair coloring and outlandish hair style parameters will be left to the discretion of the school director.
- e) Any makeup worn should be appropriate for school.
- f) Girls may wear jewelry or hair accessories that are appropriate for wear at school and are not a distraction. Boys may not wear earrings. All jewelry, if worn, must not be a distraction to the educational environment of the class or school.

3) Footwear Guidelines

- a) Shoes should be conservative in style and not distracting. No lights, wheelies, or characters are permitted. Closed toed shoes only. Tennis shoes are required for gym. Heels or soles may not be higher than safe or appropriate for school wear.
- b) Snow boots must be changed into school-approved shoes while inside the building.
- c) Socks for boys and girls should be in coordinating or neutral; socks may be ankle or knee length. Girls may wear appropriate smooth opaque and/or

cable knit tights. Ankle length leggings in navy blue or white may be worn under skirts or jumpers. Socks, tights, or leggings must always be worn. No nylon stockings may be worn.

4) Skirt, Jumper and Dress Guidelines

a) The hemlines in jumpers and skirts shall be no shorter than 2 inches above the kneecap; shorts and skorts will not be shorter than 4 inches above the kneecap.

b) Girls may wear inconspicuous shorts under skirts and jumpers. Pants that show underneath these articles of clothing are not allowed.

5) Outerwear

a) Outer wear that is worn for warmth to and from school and at outside recess is not considered a uniform item. Any sweaters or fleece worn inside the classroom must be an approved uniform item.

b) No hats of any kind, including baseball caps, or sunglasses, may be worn in the building. No hoods are to be worn in the building. If a hood is worn in the building the teacher or staff may ask the student to remove the sweater or coat.

6) Clothing Specifications

a) Uniforms do not need to be purchased from a specific vendor, but they must be either intended for uniform use or consistent with designated uniform clothing items.

b) Minor variations in the construction of clothing such as gathers, minor ruffles, and unobtrusive piping, seams, hems, buttons, or small bows are permitted but must be of the same color as the clothing and must not draw attention or be distracting in any way.

c) No logos (except for JHCS logos) on clothing are permissible.

Approved Uniform

Note: Uniforms do not need to be purchased from a specific vendor, but they must be either intended for uniform use or consistent with designated uniform clothing items.

1) Dress Uniform Dress uniforms will be worn on Mondays and for programs. Shirts must be buttoned and tucked in. Children shall wear the teacher prescribed uniform for a given field trip or activity in order to attend a field trip or participate in the activity.

GIRLS

Note: The hemlines in jumpers and skirts shall be no shorter than 2 inches above the kneecap; shorts and skorts will not be shorter than 4 inches above the kneecap.

DRESS WHITE BLOUSE with COLLAR, long sleeve or short sleeve (no logos) – must be tucked in

SKIRT or SKORT or SHORTS or JUMPER or PANTS, navy twill, or uniform blue plaid (no plaid allowed for pants or shorts) no outside pockets

CROSSOVER TIE, navy, red, or uniform blue plaid. Not mandatory – however must meet these requirements if worn.

BELT, blue, brown or black. Not mandatory – however must meet these requirements if worn.

SOCKS or TIGHTS, white, blue, red or neutral color SHOES, of a color and style that is not distracting

BOYS DRESS SHIRT, white, collared, long sleeve or short sleeve (no logos)- must be tucked in

PANTS or SHORTS, navy twill: pleat front, flat front, or pull on, no outside pockets TIE, navy, red, or uniform blue plaid- Not mandatory – however must meet these requirements if worn.

BELT, blue, brown or black- Not mandatory – however must meet these requirements if worn. SOCKS, of a color that is not distracting

SHOES, of a color that is not distracting.

2) General Uniform Uniforms must be worn during school hours and for all before and after school programs, as well as all tutoring and enrichment sessions.

GIRLS

Note: The hemlines in jumpers and skirts shall be no shorter than 2 inches above the kneecap; shorts and skorts will not be shorter than 4 inches above the kneecap. School uniform khaki does not include lighter stone-colored clothing. Minor variations in the construction of clothing must be of the same color as the clothing and must not draw attention or be distracting in any way (see Dress and Grooming Standards Section

6b).

SWEATER, cardigan, v-neck pullover, sweater vest, or cable-knit hooded sweater. Navy, red, or white, to be worn with collared shirt (vest or cardigan with sewn-in white shirt is also acceptable).

TWILL PANTS or SHORTS, navy or khaki, no outside pockets (no cargo-style)

SKIRT or SKORT, navy, khaki, or uniform blue plaid

JUMPER, navy, khaki or uniform blue plaid

POLO DRESS, navy or red

POLO SHIRT with COLLAR, short or long sleeve; white, navy or red – must be tucked in

TURTLENECK, long sleeve; red, navy or white- must be tucked in

SCHOOL T-SHIRT or SWEATSHIRT to be worn only on Fridays- T-shirts must be tucked in

FLEECE JACKET, navy, full zipper front, to be worn with collared shirt

FLEECE VEST, navy, full zipper front, to be worn with collared shirt

BELT, blue, brown or black- Not mandatory – however must meet these requirements if worn

UNDER SHORTS, (e.g. bike shorts), may be worn under skirt or jumper but not below the hem, coordinating color: black, navy, white, or neutral.

UNDERSHIRT, must be a coordinating color or white, may be worn under school shirts for warmth

BOYS

Note: School uniform khaki does not include the lighter stone-colored clothing.

SWEATER, cardigan, v-neck pullover, or sweater vest; in navy, red, or white, to be worn with collared shirt

TWILL PANTS or TWILL SHORTS, navy or khaki, no outside pockets (no cargo-style)

POLO SHIRT with COLLAR, short or long sleeve; white, navy or red- must be tucked in

TURTLENECK, long sleeve; red, navy or white- must be tucked in

SCHOOL T-SHIRT or SWEATSHIRT to be worn only on Fridays. T-shirts must be tucked in

FLEECE JACKET, navy, full zipper front, to be worn with collared shirt

FLEECE VEST, navy, full zipper front, to be worn with collared shirt

BELT, brown or black- Not mandatory – however must meet these requirements if worn.

UNDERSHIRT, must be a coordinating color or white, may be worn under school shirts for warmth

3) Athletic Uniform

T-SHIRT, grey, no logos

SHORTS, navy blue, must not exceed 4 inches above the kneecap.

Infractions

1) Dress items not specifically covered above but considered inappropriate or contrary to the Purpose statement in the Uniform Policy are subject to review and interpretation by the school governing board.

2) Dress code infractions will be dealt with in accordance with the JHCS discipline policy. The school should strive to achieve compliance through use of incentives and positive reinforcement measures, and should resort

to disciplinary action only when positive measures fail to result in compliance. The school will communicate with parents so that expectations, rationale and benefits are clearly published. When necessary, teachers will implement the following discipline policy: a. First infraction: Send home a note with the student noting the infraction, requiring a parent and the student to sign and return the note. b. Second infraction: Send home a note with the student noting the infraction, requiring a parent and the student to sign and return the note. c. Third infraction: The student will be sent to the office to call home and request the parent to bring the appropriate clothing to remedy the violation. d. Fourth infraction: The student will be sent to the office to call home and request the parent to bring the appropriate clothing to remedy the violation. e. Fifth infraction and all thereafter: The child and parent shall have a conference with the parent advocate immediately.

Seventh- and eighth-grade students who are members of the JHCS orchestra are permitted to wear the official JHCS orchestra shirt on Fridays unless otherwise directed. (11 June 2009)

The JHCS logo is permitted on uniforms, and a girl-cut polo is permitted. (10 May 2007)

School sweatshirts may be worn indoors. (24 October 2002)

John Hancock Charter School Technology Security Policy

1. Purpose

The purpose of this policy is to ensure the secure use and handling of all district data, computer systems and computer equipment by District students, patrons, and employees.

2. Policy

2.1 Technology Security

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

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

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

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

It is the policy of *John Hancock Charter School* to fully conform with all federal and state privacy and data governance laws. Including the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 (hereinafter "FERPA"), the Government Records and Management Act U.C.A. §62G-2 (hereinafter "GRAMA"), U.C.A. §53A-1-1401 et seq and Utah Administrative Code R277-487.

Professional development for staff and students regarding the importance of network security and best practices are included in the procedures. The procedures associated with this policy are consistent with guidelines provided by cyber security professionals worldwide and in accordance with Utah Education Network and the Utah State Office of Education. *John*

Hancock Charter School supports the development, implementation and ongoing improvements for a robust security system of hardware and software that is designed to protect *John Hancock Charter School's* data, users, and electronic assets.

3. Procedure

3.1. Definitions:

3.1.1. Access: Directly or indirectly use, attempt to use, instruct, communicate with, cause input to, cause output from, or otherwise make use of any resources of a computer, computer system, computer network, or any means of communication with any of them.

3.1.2. Authorization: Having the express or implied consent or permission of the owner, or of the person authorized by the owner to give consent or permission to access a computer, computer system, or computer network in a manner not exceeding the consent or permission.

3.1.3. Computer: Any electronic device or communication facility that stores, retrieves, processes, or transmits data.

3.1.4. Computer system: A set of related, connected or unconnected, devices, software, or other related computer equipment.

3.1.5. Computer network: The interconnection of communication or telecommunication lines between: computers; or computers and remote terminals; or the interconnection by wireless technology between: computers; or computers and remote terminals.

3.1.6. Computer property: Includes electronic impulses, electronically produced data, information, financial instruments, software, or programs, in either machine or human readable form, any other tangible or intangible item relating to a computer, computer system, computer network, and copies of any of them.

3.1.7. Confidential: Data, text, or computer property that is protected by a security system that clearly evidences that the owner or custodian intends that it not be available to others without the owner's or custodian's permission.

3.1.8. Encryption or encrypted data – The most effective way to achieve data security. To read an encrypted file, you must have access to a secret key or password that enables you to decrypt it.

3.1.9. Personally Identifiable Information (PII) - Any data that could potentially identify a specific individual. Any information that can be used to distinguish one person from another and can be used for de-anonymizing anonymous data can be considered Protected data

3.1.10. Security system: A computer, computer system, network, or computer property that has some form of access control technology implemented, such as encryption, password protection, other forced authentication, or access control designed to keep out unauthorized persons.

3.1.11. Sensitive data - Data that contains personally identifiable information.

3.1.12. System level – Access to the system that is considered full administrative access. Includes operating system access and hosted application access.

3.2. Security Responsibility

3.2.1. *John Hancock Charter School* shall appoint, in writing, an IT Security Officer (ISO) responsible for overseeing District-wide IT security, to include development of District policies and adherence to the standards defined in this document.

3.3. Training

3.3.1. *John Hancock Charter School*, led by the ISO, shall ensure that all District employees having access to sensitive information undergo annual IT security training which emphasizes their personal responsibility for protecting student and employee information. - Training resources will be provided to all District employees.

3.3.2. *John Hancock Charter School*, led by the ISO, shall ensure that all students are informed of Cyber Security Awareness.

3.4. Physical Security

3.4.1. Computer Security

3.4.1.1. *John Hancock Charter School* shall ensure that any user's computer must not be left unattended and unlocked, especially when logged into sensitive systems or data including student or employee information. Automatic log off, locks and password screen savers should be used to enforce this requirement.

3.4.1.2. *John Hancock Charter School* shall ensure that all equipment that contains sensitive information will be secured to deter theft.

3.4.2. Server/Network Room Security

3.4.2.1. *John Hancock Charter School* shall ensure that server rooms and telecommunication rooms/closets are protected by appropriate access control which segregates and restricts access from general school or District office areas. Access control shall be enforced using either keys, electronic card readers, or similar method with only those IT or other staff members having access necessary to perform their job functions are allowed unescorted access.

3.4.2.2. Telecommunication rooms/closets may only remain unlocked or unsecured when because of building design it is impossible to do otherwise or due to environmental problems that require the door to be opened.

3.4.3. Contractor access

3.4.3.1. Before any contractor is allowed access to any computer system, server room, or telecommunication room the contractor will need to present a company issued identification card, and his/her access will need to be confirmed directly by the authorized employee who issued the service request or by *John Hancock Charter School's* Technology Department.

3.5. Network Security

3.5.1. Network perimeter controls will be implemented to regulate traffic moving between trusted internal (District) resources and external, untrusted (Internet) entities. All network transmission of sensitive data should enforce encryption where technologically feasible.

3.5.2. Network Segmentation

3.5.2.1. *John Hancock Charter School* shall ensure that all untrusted and public access computer networks are separated from main district

computer networks and utilize security policies to ensure the integrity of those computer networks.

3.5.2.2. *John Hancock Charter School* will utilize industry standards and current best practices to segment internal computer networks based on the data they contain. This will be done to prevent unauthorized users from accessing services unrelated to their job duties and minimize potential damage from other compromised systems.

3.5.3. Wireless Networks

3.5.3.1. No wireless access point shall be installed on *John Hancock Charter School's* computer network that does not conform with current network standards as defined by the Network Manager. Any exceptions to this must be approved directly in writing by the Information Security Officer.

3.5.3.2. *John Hancock Charter School* shall scan for and remove or disable any rogue wireless devices on a regular basis.

3.5.3.3. All wireless access networks shall conform to current best practices and shall utilize at minimal WPA encryption for any connections. Open access networks are not permitted, except on a temporary basis for events when deemed necessary.

3.5.4. Remote Access

3.5.4.1. *John Hancock Charter School* shall ensure that any remote access with connectivity to the District's internal network is achieved using the District's centralized VPN service that is protected by multiple factor authentication systems. Any exception to this policy must be due to a service provider's technical requirements and must be approved by the Information Security Officer.

3.6. Access Control

3.6.1. System and application access will be granted based upon the least amount of access to data and programs required by the user in accordance with a business need-to-have requirement.

3.6.2. Authentication

3.6.2.1. *John Hancock Charter School* shall enforce strong password management for employees, students, and contractors.

3.6.2.2. Password Creation

3.6.2.2.1. All server system-level passwords must conform to the Password Construction Guidelines posted on the *John Hancock Charter School* Technology Website.

3.6.2.3. Password Protection

3.6.2.3.1. Passwords must not be shared with anyone. All passwords are to be treated as sensitive, Confidential information.

3.6.2.3.2. Passwords must not be inserted into email messages or other forms of electronic communication.

3.6.2.3.3. Passwords must not be revealed over the phone to anyone.

3.6.2.3.4. Do not reveal a password on questionnaires or security forms.

3.6.2.3.5. Do not hint at the format of a password (for example, "my family name").

3.6.2.3.6. Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

3.6.2. Authorization

3.6.2.1. *John Hancock Charter School* shall ensure that user access shall be limited to only those specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

3.6.2.2. *John Hancock Charter School* shall ensure that user access should be granted and/or terminated upon timely receipt, and management's approval, of a documented access request/termination.

3.6.3. Accounting

3.6.3.1. *John Hancock Charter School* shall ensure that audit and log files are maintained for at least ninety days for all critical security-relevant events such as: invalid logon attempts, changes to the security policy/configuration, and failed attempts to access objects by unauthorized users, etc.

3.6.4. Administrative Access Controls

3.6.4.1. *John Hancock Charter School* shall limit IT administrator privileges (operating system, database, and applications) to the minimum number of staff required to perform these sensitive duties.

3.7. Incident Management

3.7.1. Monitoring and responding to IT related incidents will be designed to provide early notification of events and rapid response and recovery from internal or external network or system attacks.

3.8. Business Continuity

3.8.1. To ensure continuous critical IT services, IT will develop a business continuity/disaster recovery plan appropriate for the size and complexity of District IT operations.

3.8.2. *John Hancock Charter School* shall develop and deploy a district-wide business continuity plan which should include as a minimum:

- Backup Data: Procedures for performing routine daily/weekly/monthly backups and storing backup media at a secured location other than the server room or adjacent facilities. As a minimum, backup media must be stored off-site a reasonably safe distance from the primary server room.
- Secondary Locations: Identify a backup processing location, such as another School or District building.
- Emergency Procedures: Document a calling tree with emergency actions to include: recovery of backup data, restoration of processing at the secondary location, and generation of student and employee listings for ensuing a full head count of all.

3.9. Malicious Software

3.9.1. Server and workstation protection software will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.

3.9.2. *John Hancock Charter School* shall install, distribute, and maintain spyware and virus protection software on all district-owned equipment, i.e. servers, workstations, and laptops.

3.9.3. *John Hancock Charter School* shall ensure that malicious software protection will include frequent update downloads (minimum weekly), frequent scanning (minimum weekly), and that malicious software protection is in active state (real time) on all operating servers/workstations.

3.9.4. *John Hancock Charter School* shall ensure that all security-relevant software patches (workstations and servers) are applied within thirty days and critical patches shall be applied as soon as possible.

3.9.5. All computers must use the District approved anti-virus solution.

3.9.6. Any exceptions to section 3.9 must be approved by the Information Security Officer.

3.10. Internet Content Filtering

3.10.1. In accordance with Federal and State Law, *John Hancock Charter School* shall filter internet traffic for content defined in law that is deemed harmful to minors.

3.10.2. *John Hancock Charter School* acknowledges that technology based filters are not always effective at eliminating harmful content and due to this, *John Hancock Charter School* uses a combination of technological means and supervisory means to protect students from harmful online content.

3.10.3. In the event that students take devices home, *John Hancock Charter School* will provide a technology based filtering solution for those devices. However, the District will rely on parents to provide the supervision necessary to fully protect students from accessing harmful online content.

3.10.4. Students shall be supervised when accessing the internet and using district owned devices on school property.

3.11. Data Privacy

3.11.1. *John Hancock Charter School* considers the protection of the data it collects on students, employees and their families to be of the utmost importance.

3.11.2. *John Hancock Charter School* protects student data in compliance with the Family Educational Rights and privacy Act, 20 U.S. Code §1232g and 34 CFR Part 99 ("FERPA"), the Government Records and Management Act U.C.A. §62G-2 ("GRAMA"), U.C.A. §53A-1-1401 et seq, 15 U.S. Code §§ 6501–6506 ("COPPA") and Utah Administrative Code R277-487 ("Student Data Protection Act").

3.11.3. *John Hancock Charter School* shall ensure that employee records access shall be limited to only those individuals who have specific access requirements necessary to perform their jobs. Where possible, segregation of duties will be utilized to control authorization access.

3.13. Security Audit and Remediation

3.13.1. *John Hancock Charter School* shall perform routine security and privacy audits in congruence with the District's Information Security Audit Plan.

3.13.2. District personnel shall develop remediation plans to address identified lapses that conforms with the District's Information Security Remediation Plan Template.

3.14. Employee Disciplinary Actions shall be in accordance with applicable laws, regulations and District policies. Any employee found to be in violation may be subject to disciplinary action up to and including termination of employment with the *John Hancock Charter School*.

Vending Machine Policy

JHCS will not provide vending machines (12 March 2009)

Volunteer Hours Policy

Two-parent families will be required to complete no fewer than 40 volunteer hours during the school year, and single-parent families will be required to complete no fewer than 20 hours per school year. (11 June 2009)