Endeavor Hall

Parent and student handbook

Endeavor Hall serves students desiring to acquire superior writing skills in the context of an academically challenging curriculum in preparation for collegiate studies and careers.
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Endeavor Hall
School Hours
Class begins every day at 8:00 am. Students may not arrive at school earlier than 7:30 am.

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

Classes end at 2:45pm on Monday through Thursday. Classes will end at 2:15pm on Fridays. Parents must make arrangements for students to be picked up directly after school.

Students must be picked 30 minutes after school gets out, as this is a valuable time for teachers and staff to plan for the following school day and staff cannot supervise children.

Two aftercare options are available at Endeavor Hall with either low or no cost, and are fee waiver eligible. As of printing for the 2019-2020 school year.

- U.S. Dream Academy is available to students in 2nd-6th grade at no cost. This program offers supervision, tutoring, activities, field trips, snacks and hot meals. Students must be picked up at 6:00 PM on regular school days and 4:00 PM on half days when school releases at 12:45 PM.

- Endeavor Hall offers an aftercare program for students in Kindergarten and 1st grade. This program offers supervision, tutoring, snacks, and a hot meal. Students must be picked up at 6:00 PM on regular school days and 4:00 PM on half days when school releases at 12:45 PM. The cost for this program is minimum, and all fees go toward the cost to run the program. Fee waivers are also offered.
Nutrition and Wellness

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

Opportunities for Physical Education and Physical Activity
A quality physical education program is an essential component for student health and learning. A sequential developmentally appropriate curriculum shall be utilized to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives, consistent with the State Core Physical Education Curriculum. Physical activity includes regular instructional physical education, participation in an outdoor program, as well as extracurricular activities.

Opportunities for Nutrition Education
A quality nutrition education program is an essential component for all students in order to influence students’ eating behaviors toward lifelong health. Nutrition education topics shall be integrated within the School’s lunch program, science program, physical education program and other subjects at each grade level. The nutrition education program shall focus on students’ eating behaviors, lifestyle, and nutritional science, based on theories and methods proven effective by published research and consistent with the State Core Health Education Curriculum.

Nutrition Guidelines for Foods Available in Schools
Food served through the school lunch program shall meet or exceed the federal regulations and guidance for reimbursable school meals. Other food items on school grounds and at school-sponsored activities during the instructional day will include healthy snack options.

Parents are responsible to complete the Free and Reduced Application and submit it to the meal provider each year. This document is vital for school funding. Parents need to complete this form regardless of income.
Safe Walking

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

1. Endeavor Hall cannot assume liability for students unless they are on school grounds. Parents shall plan and review their children’s walking/biking route with them and shall be responsible for their safety prior to their arrival on campus.

2. Endeavor Hall will provide carpool supervision by the school entrance every school day during designated arrival and departure hours as published by administration each year. Students may not arrive at school earlier than 30 minutes before school begins, or wait for carpools later than 30 minutes after the final classes have been dismissed.

3. If a student’s walking route to school has stretches with no sidewalk, and/or intersections with no crossing guard, parents must teach and ensure that children use caution, stay well off the street, and cross only after looking both ways. Bikers should wear helmets and stay to the far right side of the street.

4. Students are encouraged to find walking partners to walk to and from school together, avoid talking to strangers, and never approach unfamiliar cars. Students should scream and run away if they feel they are in danger, and tell a crossing guard, another mother with kids, or a teacher at school what happened.

5. Once on school grounds, students shall dismount bicycles, and stay on sidewalks. Parking of bicycles shall be only in designated areas.

Carpool Procedures

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

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

Carpool procedures will be posted on the Endeavor Hall website. These may change without notice. Please check the website often.
School Fees and Waivers

1. Classes and Activities During the Regular Academic Day
   1. No fee may be charged for any class or activity in kindergarten through sixth grade, including assemblies and field trips.
   2. Donations may be requested but not required for any class or activity in kindergarten through sixth grade.
   3. Students must be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and highest grades. They may do this without paying a fee or participating in a fundraising activity with the following exceptions:
      1. Students of all grade levels may be required to provide materials for their optional projects.
      2. Student supplies must be provided for elementary students. A student may, however, be required to replace supplies provided by Endeavor Hall that are lost, wasted, or damaged by the student.

2. Activities Outside of the Regular Academic Day
   1. Fees may be charged in connection with any Endeavor Hall-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student’s grade or ability to participate fully in any course taught during the day.

   1. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the Board of Directors in accordance with this policy.
   
   The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student’s damaging or losing school property. Endeavor Hall may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
   2. Charges for yearbooks, spirit items and clothing, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.
Endeavor Hall
Fee Schedule

1. K-2 Aftercare.......................................................................................................................... $200.00/month
   $100.00/month per add. sibling

2. After School Clubs................................................................................................................. $10.00 may be applicable
Attendance Policy

Regular school attendance is required by law and is a major key to students’ success. Frequent absence of students from day-to-day classroom instruction disrupts the learning process. A quality education requires a continuity of instruction, class participation, learning experience, and study. Activities, discussions, simulations, and presentations take place every day and cannot be duplicated even by after-school instruction or make-up work.

According to Utah Compulsory Attendance Laws (Utah Code 53A-11-101-105), parents and students are responsible for regular school attendance. Occasionally a student must be absent from school for reasons which are acceptable to the school and the courts, such as illness, medical appointments, family emergencies, or death of a family member.

When a student is absent, parents will send a signed note to school explaining the absence. If a student is absent for three (3) consecutive days because of illness, a doctor’s letter must be sent to the school explaining the absence.

A student will be considered “truant” if that student has missed school at least five (5) times without a valid excuse or, in other words, for reasons other than those authorized under school policy. A student will be considered “habitually truant” if that student is twelve (12) years of age or older and has missed school at least ten (10) times without a valid excuse.

After five (5) or more days of unexcused absences within a school year, the school will mail the parents a Truancy Letter asking for the parent’s help with their student’s attendance and warning of consequences of further truancy. Please note, a student must be in attendance four (4) hours a day to receive credit for a full day.

After ten (10) days of unexcused absences within a school year, the school will mail the parents a Habitual Truancy Notice. This requires the parents to meet with the administration to discuss the situation. The administration may also consider referring the student to the Division of Child and Family Services regarding educational neglect.

According to Utah State Code R277-419, if a student has more than ten consecutive unexcused absences, the student will be exited after the 10th day, and consequently the student does not generate membership from that day on.

Administrators will meet with school-age minors and their parents or guardians to resolve disputes whenever parents or guardians contest notices of truancy, the designation of absences as “unexcused,” or the implementation of academic or disciplinary consequences due to absences. Unresolved disputes may be appealed to the Board of Trustees.

Parents and students may check student attendance using the Compass student information system used by Endeavor Hall.

Whenever possible, a student anticipating an excused absence should contact the teacher in advance of the absence in order to acquire guidance for study and work while absent. If a student has been legitimately absent from class, he/she must contact the teacher regarding make-up work.
when he/she returns (a younger student may utilize the help of a parent or guardian in this process).

If a student must leave school during the school day, parents or guardians must telephone the office to confirm an early checkout prior to the student’s departure during the school day. The student must check out with the main office and there record his/her name, indicate the reason for early departure, and indicate the time of early departure.

Classroom teachers are required to record and verify daily student attendance. Classroom teachers will notify the Administration if a student’s attendance is irregular or excessive (more than two consecutive or more than five total), or if the absence seems to be “unexcused” or inexplicable.

Individual teachers will, in accordance with school policy, develop grading and credit guidelines that promote attendance, class participation, and academic achievement.

Individual teachers will, in accordance with school policy, record tardiness and report the excessive tardiness of any student to the Administration. At the discretion of the Director, excessive student tardiness will receive academic and/or disciplinary consequences in accordance with school policy. This may include, but is not limited to, after school detention, lunch detention, exclusion from certain school activities, community service, and/or loss of privileges.
**Enrollment Policy**

**Statement of Disclosure**

Endeavor Hall is a public charter school open to all Utah students without discrimination and on the same basis as other public schools. Endeavor Hall will consider the application of any student who submits a timely application. Endeavor Hall does not discriminate on the basis of race, religion, gender, ability, ethnicity, socioeconomic status, proficiency in English, or national origin. Admissions, enrollment, and transfer procedures comply with Utah Code 53A-1a506.5 which governs such processes in the State of Utah. Endeavor Hall charges no tuition and only those fees allowed by law.

**Enrollment**

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

**Preferences**

While the lottery selects students at random, preference is given to the following individuals in any lottery consistent with applicable state and federal law:

- Children of faculty and staff
- Children of members of the Board of Trustees
- Siblings of currently enrolled students
  - Sibling preference is granted beginning with the highest available grade and moving down. If preference is granted to a sibling, that student is placed in the next available slot on appropriate grade list following “children of founding parents” and “children of teacher” status students. Sibling preference is in place only while the first-placed student remains enrolled. If the first-placed student, who qualified siblings for preferential enrollment, is withdrawn before October 1, any siblings will lose sibling preference and move back into their place in the lottery.

**Lottery**

If a lottery is necessary, it will begin on the date posted on the school Calendar. Notifications regarding placement will be sent via email according to posted dates. If subsequent lottery drawings are required, dates will be posted and announced to the public in a timely manner.
The lottery will first choose the highest grade applicants and proceed down the grades through the lowest, giving preference to the first drawn names and then to the siblings of those first drawn. The lottery will also determine the priority list position for all other applicants at specified grade levels. Applications for admission received after a scheduled lottery will be considered in the following lottery.

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

Endeavor Hall is committed to a safe, civil, and inviting education environment for all its students, employees, volunteers, and patrons. Such an environment must be free from harassment, intimidation, or bullying of any kind.

Endeavor Hall expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities. Endeavor Hall expects students of all levels to demonstrate a proper regard for the rights, welfare, and intellectual freedom of other students, school staff, volunteers, and patrons. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other policies or by general classroom, program, and facility rules.

**Harassment, intimidation, and/or bullying:**

“Endeavor Hall is committed to a safe, civil, and inviting education environment for all its students, employees, volunteers, and patrons. Such an environment must be free from harassment, intimidation, or bullying of any kind.”  Endeavor Hall Charter School Board

Harassment, intimidation, and/or bullying are generally defined as any written, verbal, or physical act that is intended to physically harm a student, damage school property, or to create an intimidating or threatening educational environment. Endeavor Hall expects students of all levels, employees, volunteers and patrons to demonstrate a proper regard to the rights, welfare, and intellectual freedom of others.

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

Infractions defined as bullying and harassment shall be handled in accordance with the Discipline Policy of Endeavor Hall and shall follow specified procedures as outlined in that policy.

Endeavor Hall considers bullying a major infraction, in most cases, subject to the discretion of the Administration. Like other major infractions, bullying may be grounds for a suspension or expulsion. Other consequences for bullying may include but are not limited to admonishment, work projects, classroom or administrative detentions, temporary removal from the classroom, in-school half or full-day suspensions, community enrichment, etc. Consequences for bullying or harassment may also include mandatory meetings between students and Administrators, mandatory meetings between students, parents, and Administrators, as well as the establishment of a contract of behavior whose content will be that deemed appropriate by the Administration.

**Discretionary Privilege of the Administrators and Faculty:**
In the interest of their students’ development and growth, the Administration and Faculty retain the privilege and acknowledge the obligation to determine disciplinary consequences based on the following factors related to student infractions:

- The age of the child or children involved;
- The degree of harm inflicted;
- The surrounding circumstances;
- The nature and severity of the behavior(s);
- The relationship between the parties involved;
- The context in which the alleged incident(s) occurred;
- The pattern of behavior demonstrated by an individual student.

**Student Discipline Procedure**

The primary goal of Endeavor Hall is to serve students desiring to acquire superior writing skills in the context of an academically challenging curriculum in preparation for collegiate studies and careers. Proper discipline and order is essential to accomplish this.

Students will be expected to adhere to the expectations set forth by the administration of Endeavor Hall. Faculty will be expected to enforce the discipline policy set forth by the school. The school atmosphere should enable faculty to create an optimal learning environment for the students of Endeavor Hall. **While the discipline procedure applies to all students at all grade levels, the age and maturity level of the student will be considered when violations occur.**

Endeavor Hall policy and educational best practices requires that most of the discipline be handled in the classroom setting. Teachers will develop a classroom list of expectations that will be established at the beginning of the school year, and will be reinforced as needed through the year. This will include a list of positive and negative consequences. These consequences will be monitored by the teacher.

Only the most serious violations of the discipline model will result in an office referral with further follow up from the Administration of Endeavor Hall.

**MINOR DISCIPLINE**

After a classroom teacher has exhausted the list of classroom consequences, the teacher may refer the student to the office for in-school suspension. The student will be required to make a phone call to a parent or guardian detailing the infraction, and explaining the consequence. If the event occurs before lunch, the in-school suspension will be for the rest of that school-day. If the event occurs after lunch, the in-school suspension will be in place for the remainder of the school-day and all of the following day.

- Disruption of class - anything that prevents others from learning and the teacher from teaching.
- Minor damage of property
- Rough play- such as hitting, pushing, tying up, kicking, poking, holding, tripping, etc.
- Swearing or hurtful language, written or spoken
- Public display of affection (hugging, kissing, inappropriate touching, or any other behavior deemed inappropriate by faculty and administration)
- Disrespect to faculty or any adult, including talking back

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MAJOR DISCIPLINE

Students will be sent to the Director’s office immediately for the following. The immediate consequence shall be suspension (out of school). The student will be required to make a phone call to a parent or guardian detailing the infraction, and explaining the consequence. The length of the suspension will be at the discretion of the Director. The student and a parent/guardian will meet with the Director on the first day back in school at the conclusion of the suspension.

- Cheating
- Lying or presenting false information with the intent to get another student into trouble

- Harassment (physical, sexual, verbal)
- R-rated swearing (f-word), comments, speech or lewd gestures
- Vandalism or destruction of property
- Possession of, or use of electronic media for pornography
- Extortion
- Theft
- Threats or any form of intimidation
- Fighting
- Plagiarism
- Willful Disobedience

***SEVERE BEHAVIOR CLAUSE***

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

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

MANDATORY EXPULSION K-12

Expulsion is a long or permanent removal and exclusion of the student from school. Endeavor Hall will use all methods at disposal to assist a student with guidance and counsel. The expulsion of the student will be imposed when it is judges that the continued presence of the student in the school setting is detrimental to the student or to others. The decision to expel a student is a very serious one and only occurs when all resources have been exhausted and there is no other viable recourse. The administration makes the safety of all students a main priority.

Any student whose behaviors or actions threatens the safety of him/herself or any other person in the school building or is in possession of, or brings onto school property, any article or substance

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that endangers him/herself or any other person in the school building will be suspended immediately and may be subject to expulsion.

SAFE SCHOOL VIOLATIONS AS LISTED BELOW

- Carrying, bringing, using, or possessing a deadly weapon without authorization. A deadly weapon includes, but is not limited to a firearm, loaded or unloaded; knife; bludgeon; or any other weapon or instrument which is the manner used or intended to be used is capable of causing death or serious bodily injury. Also the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material including matches and lighters, is prohibited. A facsimile weapon will also be treated in the same manner and the student goes before the board.

- The sale, exchange, distribution, or gift of drugs or controlled substances, as defined by state law, including anabolic steroids and prescription drugs, as defined in section 58-37b-2 of Utah Code, or drug paraphernalia, as defined in section 58-37a-3 of Utah Code.

- The commission of an act which, if committed by an adult, would be robbery or assault, as defined by law.

- Use or possession of tobacco, drugs or alcohol. Students who are in possession of alcoholic beverages, as defined in section 32A-1-105 of Utah Code. Students who come to school intoxicated.
Dress Code

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

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

1. The official school shirt must be Hunter Green, Black, Gray or white polo. It must have a collar and buttons with no logos, patches, lettering, and stripes of any kind.
2. Students may wear a plain Gray or Forest Green zip up hoodie or pullover in the building (No Black hoodies permitted or anything with a logo unless it is an Endeavor Hall sweatshirt). Green fleece zip up jackets may also be worn in the building. When students go outside for recess they may wear any appropriate outerwear for the weather conditions.
3. White, Gray, or Black undershirts, camis, turtlenecks, or under armor without lace, lettering or logos of any kind may be worn underneath the official school shirt.
4. Shirts must be long enough that no bare skin is showing at their midriff when standing, bending or sitting.
5. Docker style, Khaki or black colored pants or knee length shorts ar permitted. No cargo pockets, skinny pants, leggings, leggings or denim fabric.
6. Khaki or black colored, knee length appropriate style skirts or jumpers may be worn by all girl's.
7. Leggings in White, Black or Gray will be allowed under dress code appropriate skirts and jumpers (They may not be worn as pants).
8. NO BLACK ON BLACK
9. Shoes are not to have lights, make sounds, or have wheels. Shoes must be worn with the appropriate socks, leggings, or tights. All shoes must have a closed toe, or the shoes must cover the toes. Flip flop sandals are not permitted. Only blocked short heels are allowed.
10. A minimum amount of jewelry is acceptable. Students may wear earrings. No gages, bull rings, septum piercings or tongue rings. Tattoos are not allowed, and existing ones must be covered at all times. Fake tattoos are not allowed. All jewelry, if worn must be appropriate for school and must not be a distraction.
11. Hair must be kept neat, groomed and clean cut. Boys must be clean shaven. Hair styles must be appropriate for school. This is determined by the Administration
12. Makeup must be appropriate for school. This is determined by the Administration.
13. Student dress code will be worn during field trips.
14. Any dress code items not specifically covered above are not allowed. Students that do not meet these guidelines will be required to be in compliance or will be subject to the school procedure for Dress Code violations.
1. Withdrawal and Transfer
According to Utah Code §53A-1a-506.5 the parent of a student enrolled in a charter school may withdraw the student from the charter school for enrollment in another charter school or a school district by submitting to the charter school:

(a) on or before June 30, a notice of intent to enroll the student in the student's school of residence for the following school year;
(b) after June 30, a letter of acceptance for enrollment in the student's school district of residence for the following year;
(c) a letter of acceptance for enrollment in the student's school district of residence in the current school year;
(d) a letter of acceptance for enrollment in a nonresident school district; or
(e) a letter of acceptance for enrollment in a charter school.
Statewide Mandated Testing

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

1. Reading;
2. Language arts;
3. Mathematics; and

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

Confidentiality of Student Information and Student Records

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

Management of Student Records

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

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

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

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

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

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

Parents will complete a medical release at the beginning of each school year that will be kept on file in the front office. Teachers will access this release on the day of the field trip. The medical release must accompany students on the field trip.

Parents who volunteer as chaperones must complete and sign a chaperone form and a medical release.
Technology and Network Protection Policy

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

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

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

Legal Reference

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

Electronic Resources: Procedure

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

Network

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

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

Endeavor Hall will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by its own negligence or any other errors or omissions. Endeavor Hall will not be responsible for unauthorized financial obligations resulting from the use of, or access to, Endeavor Hall’s computer network or the Internet.
Filtering and Monitoring
Filtering appliances are used to block or filter access to visual depictions that are obscene and all child pornography in accordance with the Children’s Internet Protection Act (CIPA). Filtering software is not 100% effective. While filters make it more difficult for objectionable material to be received or accessed; filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;

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

Copyright
Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes are permitted when such duplication and distribution fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately. All student work is copyrighted. Permission to publish any student work requires permission from the parent or guardian.

Network Security and Privacy
System logins and accounts are to be used only by the authorized owner of the account, for authorized Endeavor Hall purposes. Students and staff are responsible for all activity on their account and must not share their account password.
Student Data is Confidential
Endeavor Hall staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).
Endeavor Hall
Student Computer and Internet Use Agreement

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

Acceptable network use by Endeavor Hall students includes:

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

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

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

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

Expectation of Privacy

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

Disciplinary Action

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

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

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

__________________________________________  __________________________
Student Name                                      Date

__________________________________________  __________________________
Teacher and grade

__________________________________________  __________________________
Parent signature                                Date

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

The School seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, administration shall develop procedures to ensure that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

Administration, Physical Education Specialists and/or Committees shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

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

Non-Policy tools and procedures
Recognition of Concussion
A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or does not lose consciousness.

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent
- Moves clumsily (altered coordination)
- Balance problems
● Personality change
● Responds slowly to questions
● Forgets events prior to hit
● Forgets events after the hit
● Loss of consciousness (any duration)

Symptoms (reported by student):

● Headache
● Fatigue
● Nausea or vomiting
● Double vision, blurry vision
● Sensitive to light or noise
● Feels sluggish
● Feels “foggy”
● Problems concentrating
● Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by an appropriate health care professional.

Management and Referral Guidelines for All Staff

1) The following situations indicate a medical emergency:

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

   b) Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.
c) A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle.

1. Deterioration of neurological function
2. Decreasing level of consciousness
3. Decrease or irregularity in respirations
4. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
5. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
6. Seizure activity

2) A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student’s primary care provider, or seek care at the nearest emergency department, on the day of the injury.

Guidelines and Procedures for Coaches and Teachers Supervising Contests and Games:

Recognize concussion

a) All educators and agents of the school should become familiar with the signs and symptoms of concussion that are described above.

b) Educators and agents of school shall have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees’ responsibilities for supervising students and athletes.

Remove from activity

Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional. **When in doubt, sit ‘em out!**

Refer the athlete/student for medical evaluation

1. The agent of school is responsible for notifying the student’s parent(s) of the injury.

   a. Contact the parent(s) to inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport. (see Section II).
b. A medical evaluation is required before returning to play.

2. In the event that a student’s parent(s) cannot be reached, and the student is able to be sent home (rather than directly to medical treatment):

a. The school agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.

b. The school agent should continue efforts to reach a parent.

c. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A school agent should accompany the student and remain with the student until a parent arrives.

d. The school agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.

Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:

   (1) Asymptomatic at rest and with exertion (including mental exertion in school) AND

   (2) have written clearance from the student’s primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

2. Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by an school agent. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete’s physician).

3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. Stepwise progression as described below:

   (1) Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

   (2) Return to school full-time.

   (3) Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.

   (4) Running in the gym or on the field. No helmet or other equipment.

   (5) Non-contact training drills in full equipment. Weight training can begin.

   (6) Full contact practice or training.

   (7) Play in game. Must be cleared by physician before returning to play.

2) The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

**Potential Problem Areas**

While current Utah law designates that a student may be returned to play by “an appropriate health care provider”, school may limit the credentials from which it will accept clearance in its sole discretion. Generally, students will be required to provide a note from his/her health care provider before being allowed to return to play. This is a very important decision and will be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent(s). The school’s liability carrier may also be consulted.

School administration will not allow students clearly having concussion symptoms to return to play even if given clearance by a healthcare provider.
Electronic Devices on Campus
Cell phones and other electronic devices (MP3s, IPods, IPads, video games, etc.) are not to be used on campus. If such media is brought to school, it should be turned off and be in the student’s backpack or locker. Students may make urgent calls home using the phone in the main office. Parents are encouraged to confirm personal plans or arrangements outside of school hours.

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

1 POLICY

1.1 It is school policy to comply with existing state and federal law regarding religion and religious expression in public schools. Specifically, it is School policy to: 1) allow students and employees to engage in expression of personal religious views or beliefs within the parameters of current law, and 2) maintain official neutrality regarding sectarian religious issues; the School will neither advance nor inhibit religion.

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

2 RELIGION IN THE CURRICULUM

2.1 Teaching about religion: Religious instruction is the responsibility of parents and religious institutions, but teaching about religion and beliefs of conscience is a legitimate and appropriate part of a complete academic education on the elementary and secondary levels.

3 RELIGIOUS MUSIC

3.1 Religious music in schools: Seasonally appropriate and sacred religious music may be performed in schools, if presented in a balanced, prudent, and objective manner.

4 RELIGIOUS HOLIDAYS

4.1 No celebration: Religious and civic holiday such as Easter, Passover, Rosh Hashanah, Yom Kippur, Thanksgiving, Hanukkah, Christmas, Kwanzaa, and Ramadan, offer opportunities to teach about a variety of religious traditions and beliefs of conscience during the school year.

4.2 Other holidays: Activities and discussions related to cultural holidays such as Valentine’s Day, St. Patrick’s Day, and Halloween should be academic in nature. Because these holidays may be viewed by some parents as having religious connotations, requests for excusal in school activities associated with these holidays should be routinely granted.

4.3 Parties: Class parties associated with seasonal holidays are appropriate insofar as they are consistent with the approved curriculum. However, consistent with the School’s goal of maximizing instructional time, such parties must not unduly interfere with regular academic activities.
4.4 **Teaching about holidays:** The significance of holidays, whether religious or secular, may be explained or discussed in an objective manner as part of regular classroom instruction or as questions from students arise, so as to promote a better understanding among all students.

5 **BIRTHDAYS**

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

We encourage teacher-led birthday recognition, and non-food items. However, if a parent chooses to celebrate their child’s birthday, this must be done at the end of the school day and with prior approval from the teacher. Any treats distributed to student’s must be store bought and individually wrapped. Please do not bring gifts such as and not limited to; balloon bouquets and flowers, this becomes a big distraction in the classroom.
Title I Compact

PARENT/GUARDIAN RESPONSIBILITIES
I want my child to achieve therefore I will:

● Make certain my child attends school regularly and on time.
● See that my child is well-rested and has breakfast each day.
● Set aside a specific time and place for homework, assisting as necessary.
● Attend at least two conferences and communicate regularly with my child’s teacher to ensure his/her academic success.
● Support the school and staff in maintaining proper discipline.
● Read with my child and let him/her see me read regularly.
● Encourage positive attitudes toward school.
● Volunteer in my child’s classroom as appropriate.
● Review information and work sent home and respond as necessary.

STUDENT RESPONSIBILITIES
It is important that I learn, therefore I will:

● Attend school regularly and on time.
● Complete assignments and homework.
● Bring homework and supplies to school each day.
● Work to the best of my ability.
● Work cooperatively with classmates, teachers and staff.
● Respect myself, other people, and my school.
● Follow all school rules.
● Accept responsibility for my own actions.

TEACHER RESPONSIBILITIES
It is important that my student achieve, therefore I will:

● Hold expectations high for all students, believing that all students can learn.
● Provide high-quality instruction in a supportive and non-threatening environment.
● Provide meaningful homework.
● Communicate regularly with my students and their families through conferences, notes, phone calls, etc.
● Provide opportunities for parents to assist in the classroom in meaningful ways and to observe classroom activities.

PRINCIPAL RESPONSIBILITIES
I support this compact therefore I will:

● Provide an equitable learning environment for all children.
● Encourage the staff to provide parents with information about the total school program.
● Encourage our staff to provide avenues for positive and meaningful parent involvement.
● Schedule annual parent-teacher conferences for parents of children to attend.
● Provide reasonable parent access to staff members.
● Provide a variety of opportunities for parents to volunteer in their child’s classroom.
● If needed and reasonable, provide parents opportunities to observe classroom activities.
Fundraising
The Endeavor Hall fundraising policy stems from the following principles:

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

The Endeavor Hall fundraising policy strives to avoid:

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

Endeavor Hall will ensure that all fundraising events and activities are legal, all necessary permits are obtained, and the site, equipment, and activities are safe and accessible for all participants.
Volunteers
Endeavor Hall recognizes the importance of parental involvement in facilitating and overall feeling of community. A partnership between parents, volunteers, and the school is necessary to help students see the importance of education and create a love of learning.

A Volunteer Organization (VO)-consisting of parents and legal guardians of enrolled students-will be organized with by-laws that complement the mission of Endeavor Hall and fit harmoniously within the administrative structure of the school. All parents and guardians have the opportunity to participate in the VO. One member of the VO will be a voting member of the Board of Directors serving a one year term, and may not serve more than two consecutive one-year terms.

Volunteer Organization
1. The VO officers will consist of a minimum of five but no more than nine volunteers who have students currently attending Endeavor Hall or will be attending the school for the year elected to serve. The VO officers will work directly under the direction of the Director.
2. Elections will be held in the spring of the previous year.
3. Once the VO officers have been elected, all officers may apply to be the VO officer on the Board of Directors and a voting member. If there is more than one candidate, the Board of Directors will vote and select one applicant to serve on the Board for a minimum of one year but no more than two years if elected to the VO.
4. The Board of Directors reserves the right to remove any or all of the VO officers if they see fit in accordance with the VO by-laws.

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

- Providing teacher support during class time or at home with special projects, enrichment activities, clerical duties, and other opportunities that arise in individual classrooms.
- Contribute as a special guest with information that enriches the curriculum being studied
- Serve on VO committees
- Volunteer in the library
- Support fundraising projects
- Provide other support as the need arises

Volunteers shall sign an agreement that authorizes them to work at the school. That agreement shall include:

- A description of potential work
- Authorization for the school to perform a criminal background check (required for all volunteers that have significant unsupervised access to students)
- A statement of confidentiality requirements

School administration shall ensure that these agreements are kept on file for each volunteer, and shall ensure that a list of authorized volunteers is kept at the school at all times. Administration
shall ensure that all volunteers who perform work on behalf of the school are properly authorized.

Homework

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

Grades 1-2: 10-20 minutes
Grades 3-4: 30-40 minutes
Grades 5-6: 50-60 minutes
Grade 7: 70 minutes
Grade 8: 80 minutes

Personal Items

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

Care of School Property

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

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

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

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

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