



The Mission of Promontory School of Expeditionary Learning is to provide a rich educational environment that views learning as an Expedition and uses the study of Great Thinkers to cultivate the value of excellence and the love of knowledge. Using investigation and discovery to make connections to ideas and our community, we empower children to embrace challenge, act with humanity, and become the Great Thinkers of the 21st century.

BOARD OF DIRECTORS MEETING AGENDA

October 23, 2025

7:00PM

1051 W 2700 S

Perry, UT 84302

Join via zoom at:

<https://us02web.zoom.us/j/7462007176?pwd=Ma0Zb09xR1bqDBWrXVleWtR206ZCfp.1&omn=85664081249>

Meeting ID: 746 200 7176

Passcode: PSEL1234

7:00 PM – **CALL TO ORDER:** Becca Ashby

- Welcome/Mission Statement and Pledge: Amber Jenks

7:10 PM – **MINUTES**

- September 3, 2025 Emergency Board Meeting Minutes
- September 18, 2025 Minutes

7:20 PM- **TRAINING:** School Land Trust Training

7:30 PM – **FINANCE REPORT**

- Budget Review – Brian Cates

7:40 PM-**POP UPDATE**

7:50 PM – **BUSINESS ITEMS**

- Board Agreements
- Building Use Policy
- Board Retreat/Christmas Update

8:10 PM --**ACTION ITEMS**

- Carnival Fundraiser Proposal
- Administration of Medications
- Wellness Policy
- Volunteer and Visitor Policy
- Mental Health Policy
- Fieldwork and Overnight Policy
- After School Activities

8:40 PM **DIRECTOR'S REPORT**

- Staffing Update
- Enrollment/Lottery
- Student Achievement
- Professional Development
- Public Relations

9:00 PM – **PUBLIC COMMENT**

** PUBLIC PLEASE NOTE: All public input will be taken into consideration, but not be discussed by the board during this meeting. Comments will be limited to two minutes each. We appreciate your input and invite your comments. - Promontory Board of Trustees*

9:15 PM CLOSED MEETING:

9:30 PM – ADJOURN

*Next scheduled Board Meeting Thursday, November 20, 2025.

In compliance with the American with Disabilities Act, persons needing auxiliary communicative aids and services for these meetings should contact Tammy Stutznegger at tstutznegger@promontoryschool.org giving at least three working days notice. "This institution is an equal opportunity provider and employer.

Finance Manager : School Budget | Current Yr Budget

Current Yr Budget

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
Promontory School of Expeditionary Learning - Revenue - 1000 Local Revenue - 21.7% (12 School Budget records)							
1510 Interest on Investments	\$86,857	\$27,881	\$110,000	\$0	\$110,000	25.0%	25.3%
1610 Lunch Program	\$50,622	\$10,775	\$56,000	\$0	\$56,000		19.2%
1720 Yearbook Income	\$2,392		\$0	\$0	\$0		
1720 Bookfair Income	\$2,338		\$0	\$0	\$0		
1720 Uniforms	\$81	\$105	\$0	\$0	\$0		
1741 Middle School Fees	\$3,288	\$1,652	\$5,000	\$0	\$5,000		33.0%
1920 Fieldwork/Expedition Donations	\$7,422		\$6,000	\$0	\$6,000		
1920 Community Donations	\$9,555	\$50	\$3,000	\$0	\$3,000		1.7%
1923 POP Income	\$2,585		\$3,000	\$0	\$3,000		
1923 Adventure			\$0	\$0	\$0		
1923 Corporate Donations	\$5,558	\$532	\$3,000	\$0	\$3,000		17.7%
1990 Miscellaneous/Background Checks/Fines	\$3,384	\$20	\$3,000	\$0	\$3,000		0.7%
TOT	\$174,083	\$41,016	\$189,000	\$0	\$189,000		
Promontory School of Expeditionary Learning - Revenue - 3000 State Revenue - 24.3% (36 School Budget records)							
3010 Regular School Prgm K-12	\$1,347,406	\$456,641	\$1,826,562	\$0	\$1,826,562	25.0%	25.0%
3020 Professional Staff	\$80,684		\$0	\$0	\$0		
3105 Special Education -- Add-On	\$312,730	\$113,674	\$454,696	\$0	\$454,696	25.0%	25.0%
3110 Special Education -- Self-Contained	\$8,913	\$3,889	\$15,554	\$0	\$15,554	25.0%	25.0%
3120 Special Education -- Extended Year	\$2,978	\$1,015	\$4,061	\$0	\$4,061	25.0%	25.0%
3125 Special Education -- State Programs	\$6,449	\$2,432	\$9,726	\$0	\$9,726	25.0%	25.0%
3128 Special Education -- Stipends for ESY	\$3,390		\$0	\$0	\$0		
3153 Students At-Risk Add-on	\$102,231	\$33,933	\$135,733	\$0	\$135,733	25.0%	25.0%
3211 Gifted and Talented	\$3,846		\$0	\$0	\$0		
3230 Class Size Reduction - K-8	\$139,974	\$47,898	\$191,465	\$0	\$191,465	25.0%	25.0%
3410 Flexible Allocation	\$830	\$42,728	\$170,856	\$0	\$170,856	25.0%	25.0%
3520 School Land Trust		\$69,051	\$69,051	\$0	\$69,051	100.0%	100.0%
3566 Professional Learning	\$3,623		\$0	\$0	\$0		
3579 Mental Health Grant			\$37,137	\$0	\$37,137		
3582 Beverly T. Sorenson Elem Arts	\$33,000		\$36,000	\$0	\$36,000		
3596 School Safety Grant			\$200,000	\$0	\$200,000		
3655 Digital Teaching & Learning	\$22,537		\$26,000	\$0	\$26,000		
3719 Charter School Local Replacement	\$1,112,577	\$401,801	\$1,607,204	\$0	\$1,607,204	25.0%	25.0%
3725 Charter School Admin Costs	\$62,282	\$21,250	\$85,000	\$0	\$85,000	25.0%	25.0%
3770 School Lunch (Liquor Tax)	\$25,303		\$27,000	\$0	\$27,000		
3800 TSSA Program	\$110,250	\$35,825	\$143,301	\$0	\$143,301	25.0%	25.0%
3800 Suicide Prevention	\$1,000	\$1,000	\$1,000	\$0	\$1,000	100.0%	100.0%
3800 Educator Professional Time	\$9,893	\$46,560	\$58,193	\$0	\$58,193	80.0%	80.0%
3800 CSI Grant			\$49,988	\$0	\$49,988		
3800 Salary Supplement for Highly-Needed Educators		\$4,818	\$19,273	\$0	\$19,273	25.0%	25.0%
3800 School-Based Education Support Professionals Stipends			\$62,493	\$0	\$62,493		
3800 Schools Fees PEESRA		\$3,805	\$0	\$3,805	\$3,805	100.0%	100.0%
3813 Stipends For Future Educators		\$6,500	\$0	\$6,500	\$6,500	100.0%	100.0%
3814 Master Pilot Grant			\$40,235	\$0	\$40,235		
3846 Innovation Grant	\$50,000		\$0	\$0	\$0		
3868 Teacher Materials and Supplies	\$4,357	\$9,550	\$11,935	\$0	\$11,935	80.0%	80.0%
3870 PCBL Competency Based Learning			\$65,000	\$0	\$65,000		
3872 Substance Prevention	\$4,000		\$4,000	\$0	\$4,000		
3876 Educator Salary Adjustment	\$242,068	\$92,520	\$370,082	\$0	\$370,082	25.0%	25.0%
3878 Special Education- Extended Year			\$0	\$0	\$0		
3880 Enhancement of School Meal Pgm			\$0	\$0	\$0		
TOT	\$3,690,320	\$1,394,891	\$5,721,545	\$10,305	\$5,731,850		
Promontory School of Expeditionary Learning - Revenue - 4000 Federal Revenue - 14.1% (12 School Budget records)							
4079 Foods for Local Schools Co-op			\$0	\$0	\$0		

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
4500 SRSA (REAP) Grant	\$54,892	\$55,678	\$50,583	\$5,095	\$55,678	100.0%	100.0%
4522 IDEA Preschool			\$1,951	\$0	\$1,951		
4524 IDEA Part-B			\$83,214	\$0	\$83,214		
4571 National School Lunch Prgm	\$17,206		\$18,000	\$0	\$18,000		
4572 Free & Reduced Reimbursement	\$64,142		\$68,000	\$0	\$68,000		
4573 National School Breakfast	\$20,826		\$22,000	\$0	\$22,000		
4575 Supply Chain Assistance			\$0	\$0	\$0		
4801 Title IA			\$79,086	\$0	\$79,086		
4860 Title IIA	\$8,530		\$7,884	\$0	\$7,884		
4890 Title IVA			\$10,000	\$0	\$10,000		
4893 Stronger Connections Grant	\$46,517		\$50,000	\$0	\$50,000		
TOT	\$212,112	\$55,678	\$390,718	\$5,095	\$395,813		
Promontory School of Expeditionary Learning - Expense - 100 Salaries - 21.9% (15 School Budget records)							
121.24 Administration	-\$146,055	-\$70,842	-\$282,000	\$0	-\$282,000	25.0%	25.1%
131.1 Teachers	-\$947,846	-\$356,874	-\$1,343,000	\$0	-\$1,343,000	25.0%	26.6%
131.1 Merit Pay/Winter Bonus	-\$30,602	-\$2,000	-\$43,000	\$0	-\$43,000		4.7%
131.1 Special Education Teachers	-\$166,513	-\$68,918	-\$235,000	\$0	-\$235,000	25.0%	29.3%
131.1 Stipends	-\$43,290	-\$9,000	-\$150,000	\$0	-\$150,000		6.0%
132.1 Substitute Teachers	-\$47,275	-\$1,550	-\$51,000	\$0	-\$51,000		3.0%
132.1 PTO Cash Out		-\$12,250	-\$10,000	-\$2,250	-\$12,250		100.0%
142.21 Counselor	-\$43,407	-\$12,238	-\$56,500	\$0	-\$56,500	25.0%	21.7%
152.24 Office Salaries	-\$90,767	-\$41,466	-\$170,000	\$0	-\$170,000	25.0%	24.4%
161.1 Community Aides/ Literacy Aides	-\$269,058	-\$36,520	-\$316,000	\$0	-\$316,000	25.0%	11.6%
161.1 Special Education Aides	-\$124,400	-\$19,734	-\$120,000	\$0	-\$120,000	25.0%	16.4%
161.1 RTI / Title I	-\$74,343	-\$5,525	-\$121,000	\$0	-\$121,000		4.6%
162.22 Library Aide	-\$39,241	-\$6,315	-\$40,000	\$0	-\$40,000		15.8%
182.26 Custodial/Maintenance Salaries	-\$76,527	-\$27,960	-\$94,000	\$0	-\$94,000	25.0%	29.7%
191.31 Kitchen Salaries	-\$93,651	-\$19,204	-\$116,000	\$0	-\$116,000	25.0%	16.6%
TOT	-\$2,192,976	-\$690,397	-\$3,147,500	-\$2,250	-\$3,149,750		
Promontory School of Expeditionary Learning - Expense - 200 Employee Benefits - 19.1% (8 School Budget records)							
220 FICA	-\$162,561	-\$51,622	-\$230,000	\$0	-\$230,000	25.0%	22.4%
230 Retirement	-\$83,044	-\$28,653	-\$130,000	\$0	-\$130,000	25.0%	22.0%
241 Health Insurance	-\$389,278	-\$93,994	-\$545,000	\$0	-\$545,000	25.0%	17.2%
242 Life and Disability Insurance	-\$3,527	\$121	-\$5,300	\$0	-\$5,300		-2.3%
243 HRA/Flex Spending	-\$5,712	-\$3,455	-\$17,000	\$0	-\$17,000		20.3%
244 Dental Insurance	\$2,901	-\$1,591	-\$10,000	\$0	-\$10,000		15.9%
270 Worker's Compensation Fund	-\$9,975	-\$2,286	-\$16,000	\$0	-\$16,000		14.3%
280 Unemployment Insurance	-\$4,606	-\$1,266	-\$5,000	\$0	-\$5,000		25.3%
TOT	-\$655,802	-\$182,746	-\$958,300	\$0	-\$958,300		
Promontory School of Expeditionary Learning - Expense - 300 Professional and Technical Services - 12.9% (9 School Budget records)							
323.21 SpEd Services OT, Psych, other	-\$129,400	-\$11,675	-\$190,000	\$0	-\$190,000		6.1%
330.22 Expeditionary Learning Contract			\$0	\$0	\$0		
331.22 Professional Development	-\$7,689	-\$1,030	-\$14,000	\$0	-\$14,000		7.4%
345.23 Audit Services	-\$7,624	-\$8,400	-\$18,300	\$0	-\$18,300		45.9%
345.25 Business Services	-\$59,733	-\$20,508	-\$82,000	\$0	-\$82,000	25.0%	25.0%
345.25 Professional Services	-\$12,944	-\$1,050	-\$5,000	\$0	-\$5,000		21.0%
347.21 Speech Therapy Services	-\$86,798	-\$6,581	-\$103,000	\$0	-\$103,000		6.4%
349.23 Legal Services			-\$10,000	-\$10,000	-\$20,000		
350.25 Technical Services (IT)	-\$24,122	-\$11,983	-\$42,000	\$0	-\$42,000		28.5%
TOT	-\$328,311	-\$61,227	-\$464,300	-\$10,000	-\$474,300		
Promontory School of Expeditionary Learning - Expense - 400 Property Services - 29.6% (6 School Budget records)							
412.26 Water / Sewage / Garbage	-\$11,389	-\$4,291	-\$16,000	\$0	-\$16,000		26.8%
422.26 Lawn Care & Snow Removal	-\$2,825		-\$20,000	\$0	-\$20,000		
423.26 Custodial Services	-\$37,494	-\$8,308	-\$52,000	\$0	-\$52,000		16.0%
430.26 Repairs / Maintenance / Monitoring	-\$10,375	-\$35,261	-\$35,000	-\$261	-\$35,261		100.0%
443.25 Lease of Copy Machines	-\$17,290	-\$3,992	-\$22,000	\$0	-\$22,000		18.1%
450.46 Construction Services (West Side)	-\$16,459		-\$30,000	\$0	-\$30,000		
TOT	-\$95,832	-\$51,852	-\$175,000	-\$261	-\$175,261		
Promontory School of Expeditionary Learning - Expense - 500 Other Services - 28.8% (7 School Budget records)							

Budget Name	PY Amount	YTD Amount	Budget	Variance	Forecast	% Target	% of Forecast
518.21 Field Work Travel / Entrance Fees	-\$15,707	-\$466	-\$23,000	\$0	-\$23,000		2.0%
518.21 Adventure	-\$9,890	-\$128	-\$13,000	\$0	-\$13,000		1.0%
520.23 Liability, Property, D&O Insurance	-\$28,551	-\$6,294	-\$36,000	\$0	-\$36,000		17.5%
530.24 Telephone	-\$4,583	-\$1,497	-\$6,500	\$0	-\$6,500		23.0%
540.23 Marketing	-\$10,048	-\$21,218	-\$20,000	-\$1,218	-\$21,218		100.0%
580.22 Travel	-\$5,374	-\$686	-\$6,000	\$0	-\$6,000		11.4%
581 Board Expenses	-\$2,036	-\$194	\$0	\$0	\$0		
TOT	-\$76,189	-\$30,484	-\$104,500	-\$1,218	-\$105,718		
Promontory School of Expeditionary Learning - Expense - 600 Supplies and Materials - 42.1% (17 School Budget records)							
610.1 Classroom / Expedition	-\$22,602	-\$69,399	-\$95,000	\$0	-\$95,000		73.1%
610.1 Adventure Supplies	-\$97	-\$1,321	-\$4,500	\$0	-\$4,500		29.4%
610.1 Special Education Materials	-\$2,289	-\$2,153	-\$3,800	\$0	-\$3,800		56.6%
610.1 Student Activity Supplies	-\$840	-\$979	-\$1,000	\$0	-\$1,000		97.9%
610.22 Professional Development Supplies	-\$9,874	-\$5,721	-\$12,000	\$0	-\$12,000		47.7%
610.22 Yearbooks	-\$3,446		-\$3,500	\$0	-\$3,500		
610.23 Board Expenses			-\$2,000	\$0	-\$2,000		
610.24 Office Supplies	-\$17,175	-\$11,397	-\$33,000	\$0	-\$33,000		34.5%
610.33 POP Expenses	-\$3,000	-\$4,666	-\$5,000	\$0	-\$5,000		93.3%
622.26 Energy Supplies	-\$36,683	-\$16,312	-\$61,000	\$0	-\$61,000		26.7%
630.31 Food and Kitchen	-\$88,269	-\$20,302	-\$118,000	\$0	-\$118,000		17.2%
641.1 Textbooks & Curriculum	-\$3,830	-\$2,123	-\$40,000	\$0	-\$40,000		5.3%
644.22 Library	-\$4,608	-\$2,388	-\$8,000	\$0	-\$8,000		29.9%
644.22 Book Fair	-\$2,328		-\$2,300	\$0	-\$2,300		
650.21 Tech-Related Supplies	-\$1,800	-\$25	-\$5,000	\$0	-\$5,000		0.5%
670.1 Software	-\$13,360	-\$49,083	-\$40,000	-\$9,083	-\$49,083		100.0%
680.26 Maintenance & Cleaning Supplies	-\$20,592	-\$13,809	-\$31,000	\$0	-\$31,000		44.5%
TOT	-\$230,794	-\$199,677	-\$465,100	-\$9,083	-\$474,183		
Promontory School of Expeditionary Learning - Expense - 700 Property - 86.3% (4 School Budget records)							
733.1 Furniture and Fixtures	-\$2,711	-\$2,047	-\$10,000	\$0	-\$10,000		20.5%
734.1 Technology-Related Hardware	-\$73,641	-\$79,381	-\$50,000	-\$29,381	-\$79,381		100.0%
739.26 Maintenance Equipment			-\$3,000	\$0	-\$3,000		
739.31 Kitchen Equipment			-\$2,000	\$0	-\$2,000		
TOT	-\$76,353	-\$81,428	-\$65,000	-\$29,381	-\$94,381		
Promontory School of Expeditionary Learning - Expense - 800 Debt Service and Misc - 19.1% (5 School Budget records)							
810.24 Dues and Fees	-\$2,089	-\$1,099	-\$3,500	\$0	-\$3,500		31.4%
810.24 Charter School Association Dues	-\$80	-\$3,544	-\$3,700	\$0	-\$3,700		95.8%
810.25 Background Checks	-\$1,655	-\$160	-\$2,100	\$0	-\$2,100		7.6%
830 Facility Mortgage Payment	-\$327,131	-\$108,871	-\$554,989	\$0	-\$554,989		19.6%
890.21 Misc. Expenditures	-\$7,223	-\$84	-\$2,000	-\$30,132	-\$32,132		0.3%
TOT	-\$338,178	-\$113,758	-\$566,289	-\$30,132	-\$596,421		
Promontory School of Expeditionary Learning - Expense - 900 CapEx & Extra Ordinary - 54.4% (1 School Budget)							
720.26 Land & Site Improvement	-\$131,072	-\$21,772	-\$310,000	\$270,000	-\$40,000		54.4%
TOT	-\$131,072	-\$21,772	-\$310,000	\$270,000	-\$40,000		
TOT	-\$48,990	\$58,245	\$45,274	\$203,075	\$248,349		

Building Use Policy

Purpose

To provide guidelines on appropriate use of the school building for school purposes and appropriate fees for groups interested in using the building during available hours.

Policy

The school building is owned by a private entity and leased to the school for a defined period of time. The Board of Directors (the "Board") may, but is not required to, sub-lease the building to entities who wish to use the facilities during hours the school is not being utilized for educational purposes; provided such use does not violate any agreement, law or regulation by which the school is bound.

Use of school facilities for civic or other purposes shall not interfere with any school function or purpose.

In addition, the school's Director (the Director) or Board may, in their sole discretion, for any reason or no reason, deny use of the School Facilities. As such, this policy is not legally binding on the school to any extent.

Approval of use of facilities by a group or organization does not constitute endorsement of the group or organization's objective.

Type of Use

School-Sponsored Programs and Parent Organization Activities

The school's Parent Organization and individual classes shall be granted free use of facilities for qualifying school-related activities so long as the activity does not disrupt the functions of the school. Qualifying activities may include but are not limited to: activities related to the educational curriculum, class performances, or school-wide fundraisers. *These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out.*

Events that require use of the kitchen or require use of personnel may be subject to a fee depending on the number of school personnel required.

Charitable and Non-Profit Use

Charitable and Nonprofit rates apply to community organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, cities and counties. *These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out.*

Generally a nonprofit organization will have a tax exempt IRS number.

The Director may grant free use to public service organizations who perform strictly public services,

such as civic groups, Boy Scouts, and Girl Scouts when custodial and other services are not required beyond the regularly scheduled duty and when no additional school funds are used to subsidize these meetings.



Other Groups and Individuals

These activities shall be approved by the Director and scheduled with the Facility Coordinator prior to notice of the event going out. This includes groups such as businesses, religious institutions, home school, higher education institutions, recreational groups, private groups and other organizations or individuals. Regular fees may be assessed for these groups.

Procedures

The Director or designee may qualify applications on a case-by-case basis. Applications should be approved at least two weeks prior to use.

The Director or designee shall require a completed copy of the Building Use Agreement from the user with all appropriate signatures, obtain all indemnification paperwork and collect all associated deposits and fees prior to the date of the rental.

Scheduling

Scheduling of activities will be the responsibility of the facility coordinator. A single application may be made for a series of meetings of like character. However, if any of the meetings/activities are found to conflict with school programs, such meetings will be cancelled and/or rescheduled.

Prior to scheduling individual classrooms for use, the facility coordinator will coordinate with classroom teachers and school staff.

Building Use schedules will be posted at least one week in advance in order to inform teachers, employees and custodial staff of building/class usage.

The school has the absolute right of cancellation without liability. Every effort will be made to provide the user 24 hour notice.

Personnel

The Director or designee is responsible for determining the number and type of personnel required for a particular activity in compliance with this policy. A user who does not agree with this determination may appeal to the Board.

General supervision/security is required if the Director or designee determines the building use activity requires such. General supervision of the facility may be assigned to an activity supervisor (teacher, administrator or other qualified school personnel). In rare cases, a non-employee activity supervisor may be approved. This requires a signature from the director and the board.

In some instances, an approved non-employee activity supervisor may receive authorization to be issued a key for facility use when school staff is not present. The named supervisor shall read and adhere to the school's key policy and submit an Application for Key Form. Upon approval, the key will

be checked out through the facility coordinator. The approved supervisor is responsible to unlock and secure the facility being used. Keys may not be loaned to others and must be returned to the school office immediately following contracted use. The named supervisor shall be held responsible for any damages or losses sustained to the building, school facilities or equipment while in possession of keys.

Building Use Policy
11/7/2012



At least one member of the school lunch staff is required for rental of the kitchen. Computer lab and library use requires the presence of an approved school personnel. Payment of wages for personnel providing supervision or other services in support of building rental shall be paid in compliance with the signed Building Use Agreement.

Special Conditions

Facilities such as computer lab, media center, or kitchen (unless approved by the Board and school appropriate personnel are present during the entire time of the function) shall not be rented.

Insurance/Waiver Of Liability

The user of school facilities must hold Promontory School of Expeditionary Learning, its Governing Board, and school employees harmless from any and all claims by any person arising from the use of the premises except for the sole negligence of the School.

Each application for use of facilities shall provide proof of bodily injury and property damage liability coverage. The Certificate shall be for no less than one million dollars (\$1,000,000) per occurrence, and the school shall be named as an additional insured. Applicants will be responsible to contact their individual insurance providers to obtain a copy of insurance coverage.

Applicants (the "Applicant") may request an exception for the Certificate with the Director. Exemptions must be approved by the Board.

Fees

As applicable, the Director shall charge for the use of facilities as outlined In the Building Use Fee Schedule.

Collection of fees for building or equipment is the responsibility of the Director or designee and shall be made in advance.

All rental times shall be computed from the time of requested opening to closing of the doors. Persons lingering in the building shall be the responsibility of the activity supervisor, and closing time shall be the time when all persons associated with the rental have left the building and the building is completely secured. The fee will be adjusted for additional time taken beyond the scheduled rental.

The Director or designee shall establish additional charges for school equipment (spot lights, projectors, televisions, risers, microphones, etc.) and supplies used by the lessee.

Renters shall pay for any damage caused to the building or to any school equipment including recovery-associated costs.

Security Deposit

At the discretion of the Director or designee, the lessee may be charged a refundable security deposit

of up to \$500. The Director or facility coordinator shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the applicant in a separate check and deposited by the Director or designee.

Building Use Policy

11/7/2012



Following the rental period, the Director or designee shall inspect the facility for damage or excess mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit and the remaining security deposit shall be refunded to the applicant in the form of a check to the applicant. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded to the applicant in the form of a check.

Applicant/User General Information and Responsibilities

- Use of facility and/or equipment is permitted only during the agreed upon date and time.
- Areas not specifically designated for use are not available and may not be used. Groups may only use the areas agreed upon in the User Application/User Agreement.
- School personnel or an approved non-employee activity supervisor shall be on site at all times during an approved use. Approved non-employee supervisors will be made known to the Board prior to use of the facility.
- The applicant must provide acceptable and adequate supervision for all activities applied for. The school reserves the right to review the planned activity and to determine adequate levels of supervision.
- School sponsored student events require onsite supervision by school personnel in addition to other volunteer adult supervisors who may be in attendance.
- The applicant will not give authorization for other individuals or groups into the building during time of use.
- No one will be admitted to the building until the supervisor is present.
- The activity supervisor is responsible for making sure that all participants are out of the building before leaving. Children may not be left unattended to wait for rides. Children must be supervised at all times.
- The activity supervisor must secure facilities after scheduled use.
- Unless prior arrangements have been made and fees assessed for the school to provide custodial services, the user is responsible for total cleanup of areas used. Any cleanup required on the part of the school as the result of failure to fulfill this responsibility may be billed to the user organization and/or the named activity supervisor.
- The user must report all facility problems to the Director. Damages to the facility when used by a group become the responsibility of the applicant.

- Any accident involving injury to participants or damages to facilities or equipment occurring during the use of facilities or equipment will be reported to authorities immediately.
- Any loss or damage resulting from the activity use will be deducted from the security deposit. If damages sustained are greater than the security deposit, the remaining balance shall be billed to the applicant. Damage fees are in addition to the established use fee.
- Equipment and property shall not be loaned or removed from the building without prior approval from the Director or designee and scheduled through the facility coordinator.
- Requests to use school furniture or equipment must be stated on the application and approved.
- The users of school equipment must accept liability for and damage or loss to such equipment that occurs while it is in their use. Users shall be financially liable for damage or loss to the facilities and property within.
- Users are responsible for special set-up requirements and clean up unless specifically requested in the application. Users shall be responsible for returning the facility to its original condition immediately following the event.



Building Use Policy
11/7/2012

- Alterations to the facilities are prohibited without prior approval. This may include such things as hanging signs, erecting backstops, placing goals, using masking tape on walls and floors, etc.
- Decorations are subject to the approval of the director. No open flame decorations shall be permitted, and no decorations shall be fastened to the floor, walls or ceiling with nails, screws, tape, wax, or other fasteners that will damage the finish of the building surface.
- Courtesy and respect should be shown to all building employees and others who may be using the facility. Abusive conduct or language is not permitted in the facility.
- The user is subject to adherence to the standards of behavior of the school and Utah State Law.
- Smoking, alcohol, tobacco or drugs are not allowed on school property, or within 500 feet of school grounds.
- Firearms, explosives or other weapons either real or play are prohibited on school grounds as defined by law.

- The users must be familiar with the location and operation of lights and emergency systems prior to facility use.
- The user agrees to be responsible for full compliance with the Americans with Disabilities Act pertaining to its use of the Facility.
- All national, state and local laws and rules of police and fire departments must be complied with by the persons or organizations using the buildings.
- Corridors, exits, and stairways must be free of obstructions at all times. Members of audiences must never stand or sit so they block exits, stairways, or aisle ways.
- Violation of any of these standards is grounds for termination of the use agreement and the immediate removal of those individuals associated with the rental. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.

Use of Fees Collected

Funds collected for use of the facilities will be deposited in the school's general fund. After deducting 10% for overhead, the balance will be allocated by the Director to items on the wish list developed by the Director in consultation with the Parent Advisory Crew and other school committees.

Fee Schedule

Building use fee schedules shall be established by the Board and are subject to periodic review.

Building Use Policy
11/7/2012



Building Use Fee Schedule

BUILDING USE FEE SCHEDULE

FACILITY REGULAR CHARITABLE/NON-PROFIT Parking Lot \$40/day \$10/day Cafeteria \$50/hour \$25/hour Stage/Kiva \$50/hour \$25/hour Classroom (each) \$30/hour \$15/hour Commons Area (each) \$30/hour \$15/hour **Computer lab, library , and kitchen shall not be rented unless approved by the Board and school personnel are present during the entire time of the function.** Computer Lab \$80/hour \$40/hour Library \$40/hour \$20/hour

Kitchen (When renting the kitchen facility, it is charge. mandatory to have at least one kitchen staff member \$80/hour \$40/hour present for which there is an additional personnel

PERSONNEL REGULAR CHARITABLE/NON-PROFIT Building Supervisor \$35/hour \$35/hour Additional Staff \$20/hour \$20/hour Kitchen Staff \$25/hour \$25/hour **OTHER FEES REGULAR CHARITABLE/NON-PROFIT**

Equipment Fee-- This fee is set on a case by case basis. Fees are set by the Director or designee. Fee shall be

documented in the Building Use Agreement.

Concession Fee—(any user

charging admission will require
this additional fee)
TBD TBD \$50 \$25

Security Deposit— TBD by director

Promontory School of Expeditionary Learning

Financial Summary

As of 9/30/25

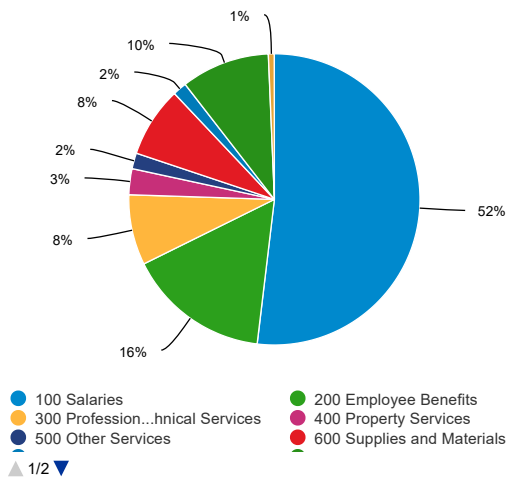
Financial Summary

	Category	YTD Amount	Total Budget	Total Forecast	% Target	% Forecast
Revenue (3 School Category records)						
	1000 Local Revenue	\$41,016	\$189,000	\$189,000	14.6%	21.7%
	3000 State Revenue	\$1,394,891	\$5,721,545	\$5,731,850	24.3%	24.3%
	4000 Federal Revenue	\$55,678	\$390,718	\$395,813	14.1%	14.1%
TOT		\$1,491,584	\$6,301,263	\$6,316,663		
Expense (9 School Category records)						
	100 Salaries	-\$690,397	-\$3,147,500	-\$3,149,750	21.7%	21.9%
	200 Employee Benefits	-\$182,746	-\$958,300	-\$958,300	23.6%	19.1%
	300 Professional and Technical Services	-\$61,227	-\$464,300	-\$474,300	4.3%	12.9%
	400 Property Services	-\$51,852	-\$175,000	-\$175,261	-0.0%	29.6%
	500 Other Services	-\$30,484	-\$104,500	-\$105,718	-0.0%	28.8%
	600 Supplies and Materials	-\$199,677	-\$465,100	-\$474,183	-0.0%	42.1%
	700 Property	-\$81,428	-\$65,000	-\$94,381	-0.0%	86.3%
	800 Debt Service and Misc	-\$113,758	-\$566,289	-\$596,421	-0.0%	19.1%
	900 CapEx & Extra Ordinary	-\$21,772	-\$310,000	-\$40,000	-0.0%	54.4%
TOT		-\$1,433,339	-\$6,255,989	-\$6,068,314		
TOT		\$58,245	\$45,274	\$248,349		

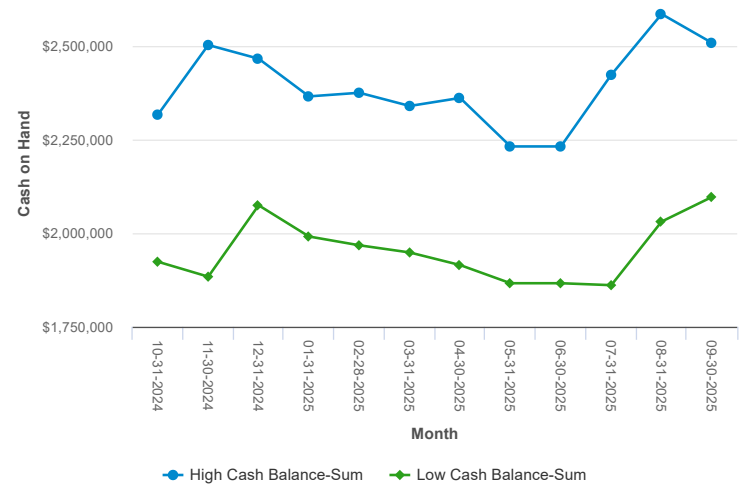
Financial Metrics

	Financial Metric	Covenant	Target	Forecast
	Operating Margin		4.0	4.56
	Debt Service Ratio	1.15	1.30	1.52
	% Building		<16	8.8
	Unrestricted Days Cash	40	100	151

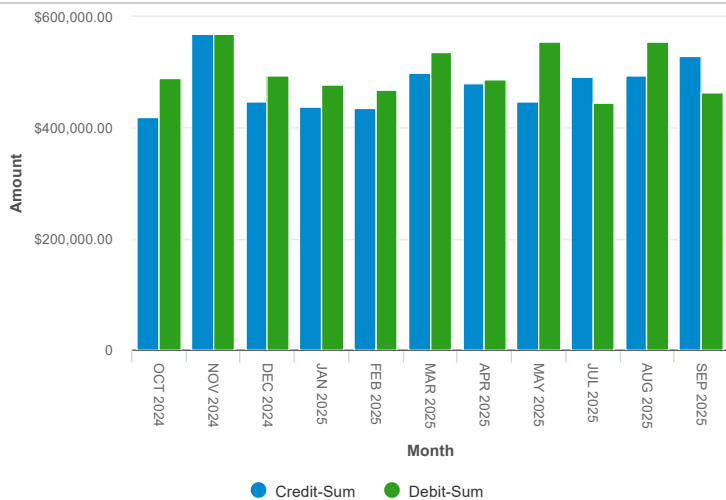
Expense Distribution



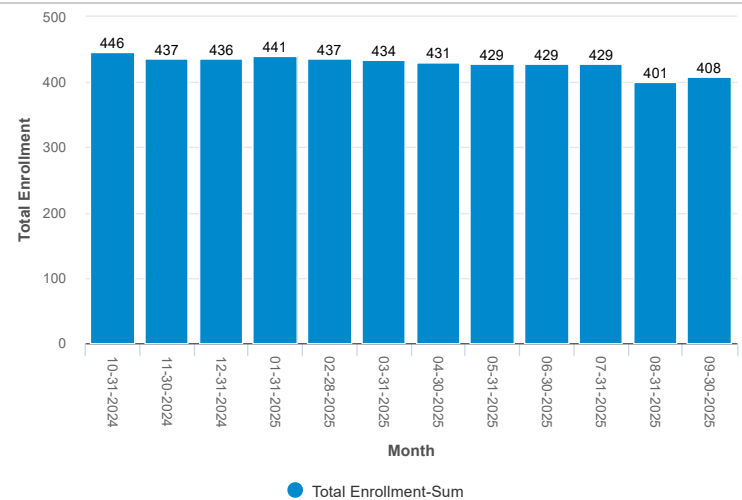
Cash Balance



Revenue vs Expenses



Enrollment Trend



STATEMENT OF ACCOUNT

PTIF

UTAH PUBLIC TREASURERS' INVESTMENT FUND

Marlo M. Oaks, Utah State Treasurer, Fund Manager

PO Box 142315

350 N State Street, Suite 180

Salt Lake City, Utah 84114-2315

Local Call (801) 538-1042 Toll Free (800) 395-7665

www.treasurer.utah.gov

PROMONTORY SCH OF EXPEDITIONARY

BRIAN CATES

1051 WEST 2700 SOUTH

PERRY, UTAH 84302

Account**Account Period****8282**

July 01, 2025 through September 30, 2025

Summary

Beginning Balance	\$ 1,656,950.41	Average Daily Balance	\$ 1,709,968.67
Deposits	\$ 119,132.70	Interest Earned	\$ 19,132.70
Withdrawals	\$ 0.00	360 Day Rate	4.3783
Ending Balance	\$ 1,776,083.11	365 Day Rate	4.4391

Date	Activity	Deposits	Withdrawals	Balance
07/01/2025	FORWARD BALANCE	\$ 0.00	\$ 0.00	\$ 1,656,950.41
07/31/2025	REINVESTMENT	\$ 6,289.41	\$ 0.00	\$ 1,663,239.82
08/19/2025	CONTRIBUTION	\$ 100,000.00	\$ 0.00	\$ 1,763,239.82
08/31/2025	REINVESTMENT	\$ 6,467.54	\$ 0.00	\$ 1,769,707.36
09/30/2025	REINVESTMENT	\$ 6,375.75	\$ 0.00	\$ 1,776,083.11
09/30/2025	ENDING BALANCE	\$ 0.00	\$ 0.00	\$ 1,776,083.11

{Effective: 07/31/2025} The GASB Fair Value factor at June 30, 2025 is 1.00198542



FIELDWORK AND OVERNIGHT POLICY

PURPOSE

Fieldwork is an essential part of Promontory's Expeditionary Learning model. In order to maintain the safety, welfare, and educational interests of students, teachers, and volunteers, the following policy shall apply.

PRIOR APPROVAL

All proposed fieldwork must be approved by the School Director in advance of any trips. Reasonable guidelines shall be established that provide adequate advance notice to parents and students and sufficient time for review and preparation by the Director and other relevant personnel.

In addition, fieldwork that involves overnight travel, camping, or travel outside the state of Utah must receive prior approval from both the Director and the Board of Trustees. This requirement ensures that additional safety, liability, and supervision considerations are fully reviewed before students participate in extended or out-of-state fieldwork.

STUDENT PARTICIPATION

Fieldwork, including overnight fieldwork, is considered part of the instructional day and is required for all students unless an exemption is formally approved by administration for medical, disability-related, or safety reasons. Students shall not be penalized for missing due to approved exemptions. Students who do not participate and do not have an approved exemption will be assigned an alternative educational activity.

PARENTAL CONSENT & COMMUNICATION

1. Prior to any fieldwork, parents or guardians must provide written consent for their student to participate.
2. Prior to any fieldwork parents or guardians shall receive a detailed itinerary including dates, times, locations, and purpose of the trip, as well as any special instructions.
3. Parents or guardians shall ensure the school has updated medical and emergency contact information for their student prior to any fieldwork. The school will maintain these records in compliance with FERPA and share them only with personnel who have a direct supervisory role during the fieldwork.

CHAPERONES & TRANSPORTATION



Promontory relies on volunteers, typically parents or members of the school community, to chaperone and transport students during fieldwork and other school-sponsored activities.

- To ensure the safety and well-being of all students all volunteers are subject to the requirements of the volunteer policy, including background checks.
- All volunteers must be 18 years old to chaperone fieldwork, and must be 21 years old in order to drive students on any fieldwork.

When large or small groups are leaving campus for any school-sponsored activity a school bus can be used or volunteers can transport students in their own vehicles.

- **Prior to transporting students**, volunteer drivers shall submit their current driver's license and proof of insurance to be photocopied and kept on file in a secure location at the school.
- **Volunteer drivers and chaperones shall not be given access to private student information** (including IEPs, 504 Plans, or medical records) unless necessary for the direct safety or supervision of a student, in compliance with FERPA.
- All students must wear seat belts while being transported in any vehicle, with the exception of a school bus.
- Only vehicles with enclosed passenger areas and approved safety restraints may be used to transport students.
- Drivers must follow all applicable traffic laws and school guidelines while transporting students.

SAFETY & SUPERVISION

1. The School Director shall develop safety protocols for fieldwork that include, but are not limited to:
 - a. criminal records background checks for volunteers;
 - b. frequent "roll calls" and other means of assuring attendance;
 - c. clear supervision responsibilities for volunteers and staff;
 - d. special medical consideration for designated students;
 - e. communication methods and procedures both within the excursion group and from the group to the school, including procedures and guidelines to be followed in the event of an emergency.
 - i. Each fieldwork group must carry emergency contact information, student medical details (as needed), and a printed copy of the school's **Emergency Policy** summary.



- ii. All trip leaders must have access to a charged communication device with key emergency numbers, including the School Director, office, and local emergency services.
 - iii. Check-ins between trip leaders and the school office shall occur at departure, arrival at the off-site location, and return, and at least once daily during overnight fieldwork.
- f. A student-to-adult ratio no greater than 8:1 and the principle of two deep adult leadership will be maintained on all day trips.
- 2. All fieldwork shall follow Promontory's emergency policies and safety plans.
 - a. In case of a serious injury, illness, or threat:
 - i. Call 911 immediately.
 - ii. Contact the School Director or front office as soon as safely possible.
 - iii. Contact parents of students immediately.
 - iv. Follow emergency communication and reunification protocols.
 - b. Each fieldwork group will have a designated Emergency Contact Lead.
 - c. A written incident report must be completed within 24 hours of any emergency event.
 - d. If a trip must evacuate, return early, or alter plans due to weather, illness, or safety concerns, the Director will coordinate family communication following Promontory's policies.
 - e. If a student experiences a medical event or emergency during fieldwork:
 - i. If the student's condition allows and the parent/guardian and School Director agree, the student may continue participating in the fieldwork with appropriate supervision.
 - ii. If the student's condition requires additional medical intervention or poses a safety risk to themselves or others, the parent/guardian will be asked to pick up the student or arrange transport home.

MEDICATION ADMINISTRATION DURING FIELDWORK

All medication administration during fieldwork and overnight trips shall comply with Promontory's Medication Administration Policy and Utah Administrative Code R277-600.

- Parents must complete a school medication authorization form prior to departure.
- Medications will be administered only by trained school personnel designated by the Director.
- All medications must be stored securely and documented when given.



- Emergency medications (such as EpiPens, inhalers, or insulin) must remain readily available to designated students and supervising adults.
- Parents are responsible for providing medications in their original labeled containers.

STUDENT CONCERNS

Should their child break the rules, as part of the fieldwork agreement, parents accept the responsibility of picking up and transporting their child home from a trip at any time. The School Director will establish and provide a clear written procedure outlining how this process will be communicated and carried out if such a situation arises (e.g., notification steps, temporary supervision, transfer location, and timeframes).

DEFIANT OR UNSAFE BEHAVIOR DURING FIELDWORK

If a student displays defiant, disruptive, or unsafe behavior that endangers others or prevents participation, staff will act immediately to maintain safety.

- The student will be calmly removed from the activity and supervised by two adults.
- The Director will be notified and will contact parents for possible early pickup. Parents agree, as part of the fieldwork consent, to be available if removal from the fieldwork becomes necessary.
- Staff will complete a brief incident report within 24 hours and debrief with the student and parent after returning to school.
- If a student has shown repeated or serious behavior concerns, parents may be requested to attend with their student.
 - Repeated or serious behavior may result in loss of future fieldwork privileges until a support plan is in place, and student has shown capability.

STUDENTS WITH IEPs OR 504 PLANS

1. All IEP and 504 accommodations shall apply during fieldwork. The school is responsible for ensuring appropriate supports, including health care needs and specialized instructional accommodations, to guarantee equal access under IDEA and Section 504.
2. Parent attendance or participation shall not be required as a condition of the student's participation, but may be requested.



3. For students with an IEP or Section 504 Plan, all behavioral responses and interventions during fieldwork will follow the supports and procedures outlined in that plan, in compliance with IDEA and Section 504.
4. If safety requires temporary removal from fieldwork, it will not constitute a disciplinary change in placement. Any further action will involve the student's IEP or 504 team to determine appropriate supports for future participation.
 - a. If a student has repeated or serious behavior concerns, parents may be asked to attend with their child on future trips. Continued participation will require evidence of readiness or an updated support plan developed collaboratively with school staff and, when applicable, the IEP or 504 team.

This procedure complies with Utah Admin. Rules R277-609 (Student Discipline), R277-607 (Overnight/Extended Trips), and aligns with Promontory's discipline, safety, and special education policies.

The Director or other relevant personnel will review all fieldwork incident and emergency reports to identify improvements for future planning.

OVERNIGHT FIELDWORK

~~Overnight trips must fall within the following guidelines. Fieldwork and extended day must be approved by the director of the school.~~ Overnight fieldwork is an extension of the classroom that provides students with unique, hands-on learning experiences. All overnight **fieldwork** must be approved by the director and the board of trustees.

Middle School and Upper Elementary (5th-8th) Students:

For clear and compelling educational opportunities, overnight **fieldwork** may be proposed by the teachers.

Lower Elementary (K-4th) Students:

Will typically have day trips only. If there is a rare, clear, and compelling educational opportunity which cannot be had by other means, an **overnight fieldwork** may be proposed by the teachers; this **proposed fieldwork must be close to the school campus with parental supervision**.

ADDITIONAL MEASURES FOR ALL OVERNIGHT FIELDWORK

1. **Additional information and training shall be provided for students, staff, and volunteers participating in overnight fieldwork.**



- a. Parents or guardians will receive a detailed fieldwork itinerary (including date, time, location, and purpose) and packing list.
 - b. Any chaperones will complete a Chaperone Agreement outlining expectations prior to any overnight trip.
 - c. Teachers and staff will review safety and emergency procedures with students and chaperones before departure, and conduct a debrief upon return.
2. All overnight fieldwork must include at least one staff member with current First Aid and CPR certification.
3. Generally accepted safety policies and procedures shall be rigorously adhered to on all camping trips. Such practices include, but are not limited to:
 - a. Minimum two-deep adult leadership in all circumstances (including hikes, outings, activities, etc.).
 - b. No one-on-one grouping of adult with student. If, for instance, a private conference is needed, this must be done in view of other adults and students.
 - c. All participants are expected to be trained in and properly prepared with clothing and gear appropriate for the fieldwork activities.
 - i. Participants are responsible for their own personal clothing and equipment. The school may supply items needed for group activities or shared use.
 - d. A student-to-adult ratio no greater than 6:1 on all overnight fieldwork.

LODGING

4. In camping situations that involve tent lodging:
 - a. two or more adult chaperones and a teacher(s) may share a large tent with students, provided that the sleeping arrangements for the adults are on one side of the tent, and students' accommodations are on the opposite side (with an unobstructed separation of at least 3 feet between adults and students).
 - b. In all other situations, teachers must sleep alone in their own tents, and adult chaperones sleep in their own tents. Chaperones may sleep in the same tent with their own child(ren) and no others.
5. In hotel/motel lodging situations:
 - a. Teachers shall not sleep in the same room as students (except as described in 5c below).
 - b. Adult chaperones sleep in their own rooms. In some cases, chaperones may sleep in the same room with students where there are two or more chaperones



present. Adults may not sleep in the same bed as a student unless the student is their own child.

- c. In large, open-room lodging situations:
 - i. Students and chaperones will be divided by sex at birth and assigned to separate rooms.
 - ii. The room will be clearly divided into a student sleeping area and an adult sleeping area.
 - iii. Appropriate measures will be taken to maintain individual privacy.
 - iv. For the safety of all involved, teachers are strongly encouraged to find and use large, open-room lodging accommodations where possible (don't forget your earplugs).
6. **Tents** will be separated according to sex-at-birth.
7. Parents and students shall receive and provide signed consent to abide by the safety rules and submit to the consequences of breaking rules.
 - a. Fieldwork is an extension of the school boundaries. Consequently, all rules related to the prohibition of alcohol, tobacco, drugs, and weapons with regard to both adults and students apply in all aspects of the trip including night-time, while in transport, and at all fieldwork locations.
 - b. As part of this agreement parents accept the responsibility, as a consequence of their child breaking the rules, to pick up and transport their child home from a trip at any time during the trip should the need arise. **The School Director will establish and provide a clear procedure outlining how this process will be communicated and carried out if such a situation arises.**

If, at any time, a student or parent is uncomfortable with the sleeping arrangements on overnight fieldwork, they may contact either the administration or the teachers planning the fieldwork. These concerns will be addressed on a case-by-case basis. Our goal as a school is for all involved to feel comfortable with arrangements and ready to make learning the top priority.

All supervision and lodging arrangements shall be made in compliance with R277-607 (Overnight/Extended Trips) and R277-609 (Student Discipline). Students with disabilities will be provided accommodations in lodging and supervision consistent with their IEP or 504 Plan.

FIELDWORK EXPENSES

The school will manage all fieldwork within the budget that has been allocated for the experience.



In the event that a fieldwork experience includes a cost for students' families:

1. Parents or guardians will be notified of any associated costs well in advance to allow sufficient time for planning.
2. Families are expected to make a reasonable effort to cover costs through personal resources or borrowing equipment when possible.
3. No student will be excluded from participating due to financial constraints; the school will provide necessary funds, supplies, or equipment to ensure that all students can fully participate in the fieldwork experience.
4. The school encourages families to communicate any financial concerns early so that appropriate support can be arranged.

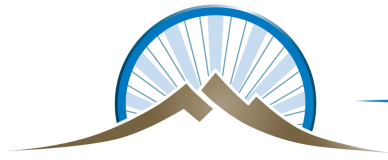
PARTICIPATION REQUIREMENTS

~~Overnight trips are intended to provide direct, rare, and compelling educational experiences. Consequently, the School hopes to have all students participate. However, in situations where parents prefer not to have their child participate in overnight trips, such participation is not required and students will not be penalized for failure to attend. Under circumstances of non-participation, the school is not responsible for any missed experiences that the students forgo for having elected not to attend.~~

~~Overnight trips are an extension of the instructional program and are a required component of Promontory's educational model. All students are expected to participate unless formally excused by the administration for medical, disability related, or significant safety reasons. In compliance with IDEA and Section 504, the school will provide accommodations to ensure that students with disabilities are included. Parent participation is always welcome, but will not be required for a student's participation.~~

CROSS REFERENCES

- Promontory Emergency Procedures Policy
- Volunteer and Background Check Policy
- Medication Administration Policy
- Student Conduct and Discipline Policy (R277-609)
- Overnight/Extended Trip Policy (R277-607)
- Utah Administrative Code R277-600: Student Health Services



PROMONTORY

school of expeditionary learning

MENTAL HEALTH POLICY

Mental health is defined as a person's emotional, psychological, and social well-being which can affect how a person thinks, feels, and acts including how a person handles stress, relates to others, and makes healthy choices.

Mental health is more than the absence of illness; it is an integral component of health and well-being. Promontory School understands the role mental health plays in the school context because it is central to our students' social, emotional, and academic success. When students' mental health is supported, they are better able to learn, make decisions, build relationships, cope with life's challenges, and thrive.

Mental health exists on a continuum and is determined by a complex interplay of individual, social and structural stresses, and vulnerabilities. Promoting mental wellness and reducing mental illness for all students is a priority that can be achieved by implementing school-based mental health policies and practices. These efforts are categorized by prevention, education, identification, intervention, and recovery.

Prevention

Prevention efforts at Promontory School include proactive strategies designed to promote student well-being and reduce future mental health challenges. These efforts focus on decreasing risk factors and strengthening protective factors such as resilience, feelings of safety and connection to school, healthy relationships with adults and peers, social-emotional competence, and developmental awareness.

Promontory School teaches the mental and emotional health standards outlined in the Utah Health Education Core Standards for grades K–8 and actively promotes social and emotional learning to support all students, including those who may be at risk or in need of additional assistance.

To support these goals, Promontory utilizes a tiered system of support to deliver social, emotional, and mental health interventions. Universal, school-wide programs—such as social-emotional learning and mental health literacy initiatives—aim to educate students and reduce stigma. Targeted and individualized interventions are provided for students identified as needing additional support through established assessment processes.

Promontory School may also offer therapy services provided by licensed Promontory professionals and/or through contracted community mental health providers, in accordance with applicable state laws and regulations. The availability of these services is determined by student needs and available resources. Promontory School provides such services only with prior written parental consent, as required by state code.

Parental consent is not required when Promontory School staff believe a student may be at risk of suicide, self-harm, or harming others. In such situations, staff may engage with the student to assess immediate safety concerns and refer the student to appropriate support or prevention services. The student's parents are to be immediately informed should such an event occur.

In an effort to understand students', parents', school personnel's, and other stakeholders' feelings of safety and connectedness, Promontory School may administer a School Climate Survey every other year in accordance with Utah Administrative Rule R277-623. The results of the school climate survey help inform the Promontory School Administration and School Board about how to improve the school environment.

Identification

Mental Health Screening

Routine mental health screenings are a key part of understanding youth mental health. Mental health screenings in schools, with active, written consent from parents, allow staff to identify potential mental health conditions early and connect students with appropriate help.

Promontory School [may](#) provide mental health screenings for students within the school setting for the purpose of identifying if a student is experiencing, or is at risk of experiencing, issues related to the student's mental health. [All mental health screenings will be conducted in accordance with state rules and laws.](#) Mental health screenings are NOT a diagnostic tool or process but rather, a system or process used by a student's teacher to observe behavior for the purpose of targeted learning interventions.

According to Utah Administrative Rule R277-625, mental health screenings may only screen for depression, anxiety, and suicidal ideation. At this time, no other mental health conditions may be screened. While behavioral screenings are not equivalent to mental health screenings, a screener that includes questions regarding depression, anxiety, or suicidal ideation does fall under the mental health screening program and must adhere to the same policies. USBE approved mental health screening tools are utilized by school professionals (53F-2-522 and R277-625).

Suicide Intervention

Purpose: These procedures are intended to guide staff in responding to students' risk level for suicidal ideation.

If a school employee believes a student is at-risk for suicidal behavior or physical self-harm the school employee will immediately make a report to the school director or their designee, such as the school counselor and/or school social worker. The director and/or their designee may intervene and ask a student questions regarding the student's suicidal thoughts or physically self-harming behavior for the purposes of referring the student to appropriate prevention services and informing the student's parent or legal guardian. Queries should be conducted under the philosophy of "minimal intrusion" to the student, that is, only to the extent necessary to gather enough information to accomplish appropriate referral and parental notification, and in accordance with state law.

Assessing suicidal ideation risk levels:

The director and/or their designee will assess a student's risk level using the teacher/school edition of the Columbia-Suicide Severity Rating Scale (C-SSRS). Staff response will be determined based on the student's answers to Questions 1-6 on the C-SSRS. Staff should always ask Questions 1, 2 & 6, but will only ask Questions 3, 4, & 5 if the student answers "Yes" to previous questions.

Questions:

1. Have you wished you were dead or wished you could go to sleep and not wake up?
2. Have you actually had any thoughts about killing yourself?
3. Have you been thinking about how you might do this?
4. Have you had these thoughts and had some intention of acting on them?
5. Have you started to work out or worked out the details of how to kill yourself? Did you intend to carry out this plan?
6. Have you done anything, started to do anything, or prepared to do anything to end your life?

Staff response if the answer is "Yes" to the following questions:

- Q1, Q2 (Yellow): Parent/Guardian contact, provided mental/behavioral health resources, discussion of healthy coping tools and supports.

- Q3 or Q6 (Orange): Parent/Guardian contact (includes counsel and other precautions), provide mental/behavioral health resources, discussion of healthy coping tools and supports
 - Consider evaluation by crisis response team (see below)
- Q4, Q5, Q6b (Red): Parent/Guardian contact (includes counseling and other precautions), provide mental/behavioral health resources, discussion of healthy coping tools and supports.
 - Attempt to obtain permission for evaluation by a crisis response team.
 - Contact the emergency department if there is an imminent risk of harm.

In-School Crisis Response for a High-Risk Student:

If the student is determined to be “High Risk” (Red) while in the school setting, then staff will attempt to obtain permission for evaluation by a crisis response team. *All actions taken, including contact attempts, time stamps, referrals provided, and any communication with parents/guardians, school personnel, or law enforcement, shall be documented*

- A. Parent/Guardian APPROVES crisis response evaluation:
 - a. School mental health professionals, administration, school board member(s), and outside professionals as needed meet at school with parents to assess risk and develop a student safety plan.
 - b. Director is contacted accordingly, and a school safety plan created if necessary.
 - c. When a student indicates suicidal intent, the school shall attempt to discuss safety at home, or “means *counseling*” with parent or guardian, limiting the student’s access to mechanisms for carrying out a suicide attempt (e.g., guns, knives, pills, etc).
- B. Parent/Guardian DECLINES crisis response evaluation:
 - a. Provide recommendations (including “means *counseling*” and other precautions), and provide mental/behavioral health resources.
 - b. Discussion with student on healthy coping tools and supports, including mental/behavioral health resources.
 - c. Document refusal of crisis response to the director and parent/guardian.
 - d. Any credible signs of wanting to harm self or others will follow with a referral to DCFS if precautions are not being taken by parent/guardian(s) or a safe environment does not seem available to the student.

Out-of-School Ideation Response Protocol

If school personnel receive information that a student may be experiencing suicidal ideation or self-harm concerns while the student is not in school, the following procedures shall be followed:

1. Parent/Guardian Notification

- a. School personnel shall immediately contact the student's parent or legal guardian to notify them of the concern.
 - i. If the parent/guardian cannot be reached after reasonable attempts, school personnel shall proceed to contact the designated emergency contact(s) listed in school records.
 - ii. If neither the parent/guardian nor emergency contact can be reached in a reasonable and timely manner and there is credible concern of imminent risk, school personnel shall:
 1. Contact local law enforcement to request a welfare check at the student's residence or known location.
 2. Provide law enforcement with the necessary information required to ensure student safety in accordance with FERPA emergency disclosure provisions.

2. Documentation

- a. All actions taken, including contact attempts, time stamps, referrals provided, and any communication with parents/guardians, school personnel, or law enforcement, shall be documented.

Response to Suicide Attempts

In-School Suicide Attempts

In the case of an in-school suicide attempt, the physical and mental health and safety of the student are paramount. In these situations:

1. First aid shall be rendered until professional medical services and/or transportation can be received, following school emergency medical procedures.
2. School staff shall supervise the student to ensure their safety.
3. Staff shall move all other students out of the immediate area as soon as possible.
4. Staff shall immediately notify the director and/or appropriate front office staff member.
5. The Director shall contact the student's parent or guardian.
6. The school shall engage a crisis team as necessary to assess whether additional steps should be taken to ensure student safety and well-being, including those students who may have had emotional or physical proximity to the victim.
7. Staff shall request a mental health assessment for the student as soon as possible.

Out-of-School Suicide Attempts

If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member shall:

1. Call 911 (police and/or emergency medical services)
2. Inform the student's parent or guardian
3. Inform the director

Return to Learn

Students may need to leave school temporarily to access more intensive mental health support. Promontory School supports students returning to school by partnering with community providers, parents, the student, and legal counsel if necessary to develop a transition plan.

Student Return to Learn Safety Plan

Student Name:	Grade:
---------------	--------

What warning signs can you spot? <i>(Places, emotions, thoughts, behaviors, physical signs)</i>
What ways of coping have you used in the past that could help you now?
Who will you reach out to for help and support? <i>Counselor or Trusted School Adult:</i> <i>Friend:</i> <i>Family Member:</i> <i>Health Professional:</i> <i>SafeUT App:</i> <i>Other:</i> What is the best way for these people to support you?
Where is a safe place for you to go at school?

Who do you need to check in with before you go there?

What would you say to a friend who was feeling this way?

Additional Information:

Useful Supports	Online Supports
SafeUT App: Find in App Store or Google Play • <i>Free access to professionals 24/7 for intervention or emotional support</i> Safe Fam: 1-(833) 723-3326 • <i>For anyone, with any problem, at any time</i> National Suicide Lifeline: 1 (800) 273-8255 • <i>Available 24/7</i> Bear River Mental Health Crisis: (435) 752-0750 • <i>Locally available 24/7</i>	National Alliance on Mental Illness https://www.nami.org/ • <i>Crisis Assistance, Education, and Information</i> Suicide Prevention Lifeline https://suicidepreventionlifeline.org/ • 988 • <i>Crisis Assistance, Education, and Information</i> The Trevor Project / LGBTQ https://www.thetrevorproject.org • <i>24/7 Crisis Line 1-866-488-7386</i>

Student Signature:	Date:
Parent Signature	
School Representative Signature	

A copy of this plan was given to the school and parents: YES NO

Student was given the option to take a picture of this Safety Plan: YES NO

ADA Compliant December 2022

Supporting the School Community After a Death

The director or designee shall confirm the death and determine the cause of death through communication with the student’s parent or guardian, the coroner’s office, local hospital, or police department.

If confirmed, the school will communicate with the parents or guardian to determine their preference about information released to the school community. If the cause of death has been confirmed as suicide, but the parent or guardian prefers the cause of death not be disclosed, the school may release a general statement without disclosing the student’s name (e.g., “We had a ninth-grade student die over the weekend”). If the parents do not want to disclose cause of death, an administrator or mental health professional from the school who has a good relationship with the family shall be designated to speak with the parents to explain the benefits of sharing mental health resources and suicide prevention with students. If the family refuses to permit disclosure, schools may state “The family has requested that information about the cause of death not be shared at this time.” Staff may use the opportunity to talk with students about grief, loss and suicide, and offer available resources.

Contact the crisis team leader at your school:

- Alert the crisis leader to the situation. Determine a time/location to meet as a team (could be face-to-face or online)
- Assign crisis leader to activate the team
- Review notification procedures and action items with the team

Contact the family with the following goals:

- Express sympathy and condolences
- Ask if information can be shared with students and parents in the community
 - It is best for the healing of kids to know the truth of the situation. In the case of death by suicide, ask if the death can be referred to as a death by suicide.
- Inform parents of the role of the crisis team at the school (to support the well-being and grief of the school community). As such, gather the following:
 - Names of their child's best friends/significant others
 - Names of students who may have been with their child before or at the time of the death
- Invite the parents to clean out their child's locker in a private time after school

Organize student records and belongings:

- [Contact the registrar to inactivate the student's record.](#)
- Locate file records, test scores, schoolwork, gather belongings, etc.
- Keep the student's locker intact until the family can come and remove belongings. If necessary, move the locker partner to another locker.
- Contact the school photography company and order a bereavement package. These pictures should be shared with the family to use at the funeral or as a keepsake.

External Communication

Please refer all media requests to the Director. The spokesperson shall:

- Keep the director and school crisis response coordinator informed of school actions relating to the death.
- Prepare a statement for the media, which may include the facts of the death, postvention plans, and available resources. The statement shall **not** include confidential information, speculation about victim motivation, means of suicide, or personal family information.
- Answer all media inquiries. If a suicide is reported by news media, the spokesperson shall encourage reporters to follow safe messaging guidelines, including:

- Avoid making it a front-page story
- Do not use pictures of the suicide victim
- Avoid using the word “suicide” in the caption
- Do not describe the method of suicide
- Avoid using the phrase “suicide epidemic”
- Encourage media not to speculate about the reason for suicide and instead provide information on suicide risk factors, warning signs, and available resources.

Notification Procedures

- **NEVER** use social media or PA announcements to announce the death of a student or staff member.
- Do **NOT** announce at the end of the school day when there is no time to provide services and support.
- **NEVER** mention the means used in the suicide, as this can create additional trauma for staff and students.

Messaging

- Approved messages will be drafted by school staff to inform the Promontory community via Parent Square.
- Work with the Director to contact families before school if possible. Facts may be challenging, but rumors are harder; timely notification is essential.
- For deaths by suicide, parental permission is required before labeling it a suicide. If parents do not disclose, refer to it as an “unexpected death.”

Notify Staff

- Administrators shall personally call teachers who currently have the student in their classes or coaches/advisors who work directly with the student.
- Administrators shall send an e-mail to all faculty and staff.
- Be mindful of staff for whom this could be particularly triggering (e.g., recent losses, prior experiences with suicide).
- Hold an emergency faculty meeting (face-to-face or online) to process the crisis before faculty share information with students:
 - Review confirmed details vs. rumors
 - Allow discussion of feelings, concerns, and support
 - Answer questions
 - Provide handouts on warning signs, resources, and healthy coping
 - Express that the situation may be difficult and that the crisis team is available

- Prepare a statement for teachers to share with students at the beginning of the school day:
 - Relate only confirmed facts
 - Direct students to the school crisis center for support
 - Do not resume classwork until needs are met
 - It is appropriate to share emotions (sadness, shock, grief) but avoid lecturing or religious answers
 - Monitor students for additional support needs
 - Share funeral date/time if available

Notify Parents of All Students

- Notify parents of highly impacted students via phone before sending electronic communication.
- With permission from the deceased student's parent, contact all parents electronically.
- Sensitive communication is key—only share information with permission.

Notify Students

- If possible, notify close friends personally before group announcements.
- Share information at the beginning of school, the day following the crisis.
- Ensure staff are informed first.
- Create a statement for class:
 - Only include known facts approved by the family
 - Share once at the start of the school day; avoid repeating in multiple classes
 - If the teacher is impacted or absent, a crisis team member or administrator may read the statement

Supporting Students

- Assign a service provider to attend every class period for the deceased student.
- Decide which counselor/adult will follow the student's schedule; choose a well-known counselor/crisis team member if possible.
- Follow up individually with highly impacted students, considering:
 - Clubs, sports, or teams involvement
 - Names provided by parents (friends, relatives)
 - Fragile students, recent losses, previous suicide attempts, ongoing mental health support

- Invite the most highly impacted students to the crisis center before classroom announcements.
- All adults should monitor wandering, highly emotional, or isolated students; crisis team members patrol halls/restrooms.

Establish a Temporary Crisis Center

- Provide a primary location (counseling office, library) for support.
- Identify smaller spaces (conference rooms, offices) for individual or small-group support.
- Counselors, psychologists, social workers remain in the crisis center as needed.
- Keep the crisis center open as long as necessary; stock tissues, water, snacks; provide lunch for staff if needed.
- Have students sign in; share sign-in with the attendance secretary at the end of the day.

Debriefing and Follow-Up

- Reconvene faculty meetings for highly impactful crises:
 - Assess faculty/staff needs
 - Address rumors
 - Share names of struggling students and monitor them
 - Plan for the next day
 - Offer community crisis team services
- Reconvene the crisis team within a few days:
 - Reflect on practices
 - Identify strengths/weaknesses of intervention
 - Review students needing additional attention
 - Plan follow-up actions and family support
 - Allow emotional debriefing

Funeral Arrangements

- School remains open during the funeral
- Send representatives to viewing/funeral (administrator recommended)
- Arrange faculty/staff attendance (with subs if needed)
- Allow parental excuse for students attending
- Actively check in with siblings, faculty, and at-risk students as needed
- Proactively support students and staff during milestones (birthdays, graduation, anniversaries of death)

Cross References

- Absenteeism, truancy, and dropout prevention as found in Promontory Attendance Policy
- Bullying prevention
- Child abuse and human trafficking prevention
- Gang prevention
- Substance use prevention
- Suicide prevention



ADMINISTRATION OF MEDICATION POLICY

PURPOSE

The purpose of this policy is to authorize personnel of Promontory School of Expeditionary Learning to administer medication to students consistent with applicable law.

Promontory's Board of Directors acknowledges that medication should typically be administered by a student or the student's parent or guardian. However, the Board recognizes that situations may arise where the health of a student may require administration of medication during the course of a school day by School personnel.

As long as authorized personnel act in a prudent and responsible manner, Utah law provides that school personnel who provide assistance in substantial compliance with a student's licensed health care provider's written statement are not liable civilly or criminally for any adverse reaction suffered by the student as a result of taking the medication or discontinuing the administration of medication. The Board hopes that this policy will help ensure that Promontory personnel act in a prudent and responsible manner in order to protect the health of students and the interests of school personnel.

The Board also desires to set forth policies regarding acceptable self-administration of medication by students.

Additionally, Promontory will comply with statutory provisions regarding other emergency medications, including seizure rescue medications, adrenal crisis medications, and medical cannabis, in accordance with Utah Code Ann. §§ 53G-9-609 through 53G-9-611.

POLICY

Administration of Medication by School Personnel

Promontory will comply with applicable state and federal laws, including, but not limited to Utah Code Ann. § 53A-11-601, regarding the administration of medication to students by school personnel. Accordingly, pursuant to this policy, authorized Promontory personnel may provide assistance in the administration of medication to students at the school during periods when the student is under the school's control.

Glucagon is an emergency diabetic medication used to raise blood sugar. Promontory will comply with the requirements of Utah Code Ann. § 53A-11-604 in the event the school receives a glucagon authorization request from the parent or guardian of a student.

Promontory will comply with the requirements of Utah Code Ann. §§ 26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any school personnel seeks to become a



"qualified adult" under that provision.

The director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

The director will consult with the local health department and/or a registered health care professional as needed for assistance in developing procedures and training necessary for effective implementation of this policy. Promontory's director will ensure that school personnel and parents are provided with information about this policy, as needed.

Administration of Medication Procedures

The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form, as necessary.

Authorization forms must be renewed annually to remain valid.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law where the student's maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own. The director will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Self-administration shall be consistent with the provisions of Utah Code Ann. § 53G-9-609 through § 53G-9-611 and requires both a health care provider's statement and a parent/guardian authorization. Such authorization must be renewed annually.

Medical Recommendations by School Personnel

The director will ensure that appropriate school personnel receive training on the provisions of Utah Code Ann. § 53A-11-605 regarding medical recommendations by Promontory employees.

ADMINISTRATIVE PROCEDURES

Administration of Medication Procedures

These procedures are established in accordance with the Administration of Medication Policy adopted by Promontory's Board of Directors.



Administration of Medication by School Personnel

To ensure safe administration of medication to students, the procedures outlined here must be followed.

1. The director will designate a reasonable number of Promontory employees who will be responsible for administering medication to students in the school.
2. The director will arrange for the director and all designated school employees to receive adequate training from a licensed health care professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contra indications, and side effects.
3. The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form, as necessary.
4. The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
5. A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
6. Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.
7. The Student Medication Form and Student Medication Log will be retained in the student's records.
8. Teachers of the student receiving medication during school hours will be notified.
9. Medication (other than that carried by a student) must be delivered to the school by the student's parent or guardian or designated adult.
10. Medication should be delivered to the school in a container properly labeled by a pharmacy, manufacturer, or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.
11. Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that:
 - a. a. medications that require refrigeration must be stored appropriately.
 - b. b. insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area, so that they are available when needed.



12. Authorization for administration of medication by Promontory personnel may be withdrawn by the school at any time following written or verbal notice to the student's parent or guardian, as long as this action does not conflict with federal laws such as IDEA and/or section 504 of the Rehabilitation Act. The director may withdraw authorization for administration of medication in cases of noncompliance or lack of cooperation by parents or students unless the student's right to receive medication at school is protected by laws such as IDEA or section 504.

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication if:

1. The student's parent or guardian signs a statement:
 - a. Authorizing the student to self-administer the medication; and
 - b. Acknowledging that the student is responsible for, and capable of, self-administering the medication; and
2. The student's health care provider provides a written statement that:
 - a. It is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and
 - b. The name of the medication prescribed for the student's use.

Promontory will provide an acceptable form for parents to request that their student be allowed to possess and self-administer prescription medication.



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AUTHORIZATION OF SCHOOL PERSONNEL TO ADMINISTER MEDICATIONS

Name of Student: _____ DOB: _____

Address: _____ Home Phone: _____

Parent/Guardian: _____

Cell Phone: _____ Work Phone: _____

Emergency Contact: _____ Phone: _____

School/Teacher: _____

Name of licensed health care provider completing form: *(please print)*

Licensed Health Care Provider's Statement:

1. Name/Type of medication: _____

2. Dosage/Amount to be given: _____

3. Frequency/Times to be administered: _____

4. Duration (week, month, indefinite, etc.): _____

5. Anticipated reactions to medication (symptoms and/or side effects for underdose/overdose, etc.):

Signature of Licensed Health Care Provider

Date

Parent/Guardian Request/Approval:

I hereby request and give my permission for the above-named student to receive the specified medication as stated in the above instruction from the health care provider. I understand that the school administration will designate specific staff to administer medication, train staff, assure proper identification and safekeeping of medication, and maintain records of such administration of medication.

I further understand that school personnel who provide assistance (administration of specified medication so noted) or employer of such staff are not liable, civilly or criminally, for any adverse reaction suffered by my child as a result of taking the medication so indicated and discontinuing the administration of the medication in keeping with the procedure outlined above.

Signature of Parent/Guardian

Date

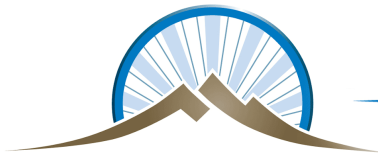


VOLUNTEERS AND VISITORS POLICY

We welcome families and visitors to Promontory School of Expeditionary Learning! In order to maintain the safety and security of our students, all visitors must comply with applicable Utah State Board of Education (USBE) rules, Utah state laws, and Promontory policies and procedures.

To ensure the safety and security of students, the following measures will apply:

- **Entry & Exit:** All visitors must enter through the school's main entrance and report to the front office to check in. No visitor may proceed beyond the office without clearance. Visitors must exit the building through the front office.
- **Visitor Management System:** Promontory shall maintain a visitor management system in accordance with applicable Utah laws and USBE rules, including provisions of R277. Every visitor's government-issued photo identification shall be reviewed through the school's visitor management system prior to being permitted entry into the building.
 - In accordance with applicable Utah laws and USBE rules, visitors without a government-issued photo identification may be admitted at the discretion of school administration following alternative identity verification procedures. Minors without identification must be accompanied by a parent, guardian, or approved school sponsor and comply with all other visitor requirements.
- **Visitor Badges:** Once cleared at the front office, visitors will be issued a visitor badge, which must be visibly worn at all times while on school property. Badges must be returned, and checked out in the front office upon exit.
- **Access Restrictions:** Individuals who do not successfully pass identification review or who refuse to comply with school policy will not be permitted on campus.
- **Supervision:** At no time shall any visitor or volunteer be permitted to be alone with a single student, except for their own child, even if the individual has cleared a background check.



VOLUNTEER SERVICE

Promontory families, board members, and other community members are encouraged to contribute their time and talents to support students and school programs. Promontory believes that family and community involvement is vital to a successful school and optimal student achievement.

Families who enroll their children in Promontory should do so with the understanding that their involvement is crucial to the success of their child's education and of the school. As such, family members will be invited to put forth their best efforts in contributing volunteer hours at Promontory.

~~Parents/Families~~ are encouraged to contribute 30 volunteer hours per school year. ~~Parent crews serve~~ The Parents of Promontory (PoP) organization serves as the conduit for organizing committees and coordinating family involvement throughout the school. Volunteer opportunities are diverse in nature to accommodate individual circumstances.

~~Volunteers, board members, and non-licensed employees spending significant time with students or time unaccompanied by licensed staff must clear a fingerprint background check, which will be kept on file. Background checks must be completed and cleared on an annual basis.~~

VOLUNTEER RESPONSIBILITIES AND EXPECTATIONS

A "volunteer" at Promontory is any person who donates service to the school without pay or other compensation, except for expenses actually and reasonably incurred as approved by school administration.

Volunteers must be at least 18 years old. All volunteers, including board members and non-licensed employees, who spend significant time with students or are unaccompanied by licensed staff must complete a fingerprint-based background check, which must be completed and cleared on an annual basis and kept on file.

Prior to volunteer services, all volunteers must review and sign a volunteer agreement form. This form outlines responsibilities and expectations, including a confidentiality agreement.

Volunteers must adhere to the following expectations:

- Volunteers will perform volunteer services under the supervision or direction of an assigned school employee, parent advisory crew member, or board of trustees member and shall have the approval of school administration to perform such volunteer services.

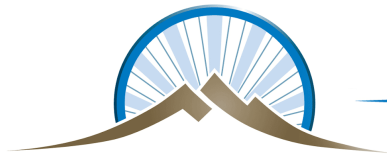


- Volunteers are expected to follow the direction of those to whom they have been assigned and to conform to all applicable laws, rules, and policies.
- In the course of volunteering at Promontory, volunteers may handle confidential information. It is the expectation of the school that volunteers shall keep said information in the strictest confidence. ~~As such, when dealing with sensitive information, volunteers will be required to sign a Promontory Confidentiality Agreement.~~ If a volunteer is not clear as to the confidential nature of documents or information, **they are** expected to ask the supervisor for clarification.
- In accordance with school and state policy, all volunteers must maintain strict neutrality regarding religion **and politics** while performing volunteer services for a school.
- The volunteers at Promontory **act** as role models to our students., ~~must meet the same student requirements in regards to modesty and attire.~~ Volunteers are not required to wear the school uniform, yet they are asked to meet the same expectations for students regarding modesty and attire. This request includes all events and adventures.
- **If at any point during volunteer service, the assigned school employee, parent advisory crew member, or board member believes that there is a concern or conflict of interest with the volunteer, they are authorized to remove the volunteer from service for the day. The circumstances leading to the temporary removal of a volunteer from service will be reviewed by the administration, or by the board of trustees as applicable. After reviewing the relevant information, the administration or board of trustees will determine whether the person will be authorized to continue providing volunteer service. Once a determination has been made, the volunteer will be contacted by the administration or a board member to discuss the results of the review.**

IMMUNITY FROM LIABILITY

Volunteers performing volunteer services under the general supervision of a school employee shall be immune from liability with respect to any decisions or actions, other than in connection with the operation of a motor vehicle, taken during the course of those services, unless it is established that such decisions or actions were grossly negligent, not made in good faith, or were made maliciously.

WORKERS' COMPENSATION



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An approved volunteer is considered a government employee for purposes of receiving workers' compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided by law.

A volunteer must complete the volunteer agreement form and have it on file with the school to receive the medical and liability coverage.

VISITOR/VOLUNTEER UNIFORMS

~~The volunteers at Promontory, as role models to our students, must meet the same student requirements in regards to modesty and attire. Volunteers are not required to wear the school uniform, yet they are asked to meet the same expectations for students regarding modesty. This request includes all events and adventures.~~