

Salt Lake School for the Performing Arts
A Charter School in Partnership with Highland High School
And the Salt Lake City School District

School Information

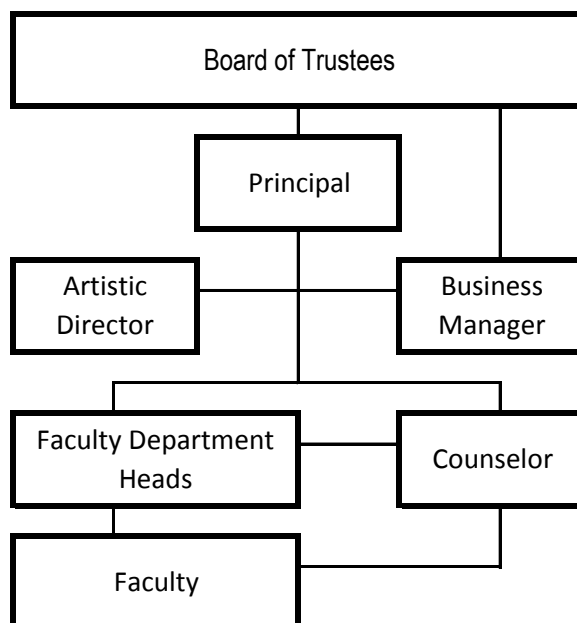
Name: Salt Lake School for the Performing Arts
Address: 2291 South 2000 East
City: Salt Lake City
State: UT
Zip: 84105
Phone: 801-466-6700
Fax: 801-485-1707
Website Address: www.saltlakespa.org
School district: Salt Lake City School District

Grade Levels or Student Ages to be served: Grades 9 – 12
Number of Students to be served: 400

SCHOOL GOVERNANCE

1. Administrative Structure:

A Board of Trustees will govern the SLSPA. The school's Principal will sit on the board as an ex-officio member. The administrative structure of the school will be as follows:



2. Governing Board:

The Board of Trustees of the corporation will be the Board of Trustees of the school. The Board of Trustees' powers and behavior shall be governed by Article 4 of the corporation's bylaws. (See documentation, Articles of Incorporation and Bylaws.)

The members of the Board will select one member each to serve as President, Vice-President, and Secretary. These officers' powers and behavior shall be governed by Article 5 of the corporation's bylaws. Employees of the school may not serve as Board Officers.

The Board has the authority for running the school with the following responsibilities:

- Hire/dismiss SLSPA's Principal and Business Manager.
- Evaluate performance of the Principal and Business Manager.
- Oversee school fundraising.
- Assure financial responsibility and accountability.
- Approve budget and oversee adherence.
- Contract for an approving independent audit.

The Board will meet to:

- Promote the mission of SLSPA.
- Fulfill primary responsibilities.
- Discuss logistics of school operations.
- Consider and approve new or amended policies and/ or procedures.
- Hear Board members' reports or concerns.
- Consider concerns and/or questions from parents, teachers, students and community.
- Address any other school issues.

3. Chief Administrative Officer:

The Chief Administrative Officer will be the Principal of the school. The selection and supervision of the Principal will be the responsibility of the Board. The Principal will be responsible for the day-to-day management of the school. The Principal will be responsible to oversee financial expenditures, hold regular faculty meetings, supervise teachers and other staff, ensure school curriculum meets the State of Utah requirements, implement Board decisions, and promote the school's mission, philosophy, and goals. The Principal will hire necessary administrative staff as needed and approved by the Board. All administrative staff members and teachers report to the Principal.

The Principal will assume all duties assigned by the Board of Directors as outlined in the current job description.

SLSPA will seek applicants for the position of Principal who possess some or all of the following skills and/or experience:

- Master's degree in the field of education.
- Administrative license.
- Prior teaching experience.
- A demonstrated ability to treat faculty, parents, and students with respect and communicate effectively.
- A demonstrated ability to incorporate stakeholders (parents, students, Board, community, etc.) in the problem-solving and decision-making process.

- Experience managing and monitoring business goals and outcomes.
- Experience managing performance and holding others accountable for performance.
- Additional certifications, degrees, or training relevant to middle and high-school education.

SLSPA will expect its Principal to fulfill the following responsibilities:

Overarching Duties:

- Demonstrate commitment to SLSPA's vision and mission, and communicate them to school personnel, students, families, and the community.
- Model school values for students, parents, faculty, staff, and the Board.
- Function as a visible leader who maintains frequent contact with students, faculty, and staff.
- Exercise a participatory management style with faculty and staff.
- Communicate effectively by written and oral methods.
- Facilitate activities for families and staff to encourage community and shared purpose.

Specific Educational Leadership Duties:

- Participate in the hiring and evaluation of staff.
- Oversee planning and evaluation of programs and set priorities for programs.
- Coordinate design of curriculum with Board, faculty, staff, and Artistic Director.
- Administer all school-based programs.
- Administer services of resource personnel.
- Assist faculty and staff in evaluating their methods and instructional materials.
- Oversee the design and implementation of the Master Schedule.
- Develop cooperation and teamwork within faculty and staff.
- Assist staff in accommodating individual student needs and abilities.
- Monitor student progress, discipline, health, and safety.
- Provide perspective on educational issues with the Board on a regular basis.
- Recommend plans for improvement of instruction, school philosophy, and school policies.
- Assist the Board in evaluating the school's progress on established priorities.

Community Relations Duties:

- Promote and develop a professional relationship with the Board, faculty, and staff.
- Seek and consider opinions of others in a timely fashion.
- Provide information to community, media, and interested parties about the school, its programs, and progress towards goals.
- Develop all printed materials needed for the operation of the school.
- Serve in a liaison capacity with requisite State entities on an administrative and/or educational matter.
- Assist with the recruiting, scheduling, and training of volunteers within the school.
- Serve as the liaison between SLSPA, Highland High School, and the Salt Lake City School District.

Managerial Duties:

- Approve and authorize building usage, budget items, permanent record maintenance, building maintenance, all school-based activities and schedules, purchase and utilization of material resources, equipment, textbooks, and supplies.
- Plan and implement the staff development program.
- Delineate all responsibilities and authorities.
- Establish lines of communication and supervision.
- Promote positive morale among faculty, staff, and parents.
- Actively lead and participate in the development of the master budget.

4. Artistic Director:

The Principal and Artistic Director will manage the school's performing arts curriculum. The selection of the Artistic Director will be the responsibility of the Principal. The Artistic Director will assist the Principal in ensuring the coordination of the school's performing arts tracks, ensuring the school's curriculum meets the requirements of the State of Utah, implementing Board decisions, and promoting the school's mission, philosophy, and goals. The Artistic Director will be responsible for identifying and applying for grants that will assist the school with its performing arts mission.

SLSPA will seek applicants for the position of Artistic Director who possess some or all of the following skills and/or experience:

- Master's degree or equivalent work experience in the field of performing arts education.
- Prior teaching experience, especially within the performing arts curriculum.
- A demonstrated ability to treat faculty, parents, and students with respect and provide honest communication.
- A demonstrated ability to incorporate parents, students, board, community, and all interested parties into the problem-solving and decision-making process.
- Experience in managing and monitoring performing arts goals and outcomes.
- Additional certifications, degrees, or training relevant to high school education in performing arts.

SLSPA will expect its Artistic Director to fulfill the following responsibilities:

Overarching Duties:

- Demonstrate a commitment to SLSPA's vision and mission, and communicate that vision and mission to faculty, staff, students, families, and the community.
- Model school values for students, parents, faculty, staff, and the Board.
- Function as a visible leader, maintaining frequent contact with students, faculty and staff.
- Exercise a participatory management style with faculty and staff.
- Communicate effectively by written and oral methods.
- Manage SLSPA's website and social media outlets.
- Facilitate activities for families and staff to encourage community involvement and shared purpose.
- Implement and coordinate recruiting strategies for new students.
- Implement and coordinate fundraising and grant writing strategies.

Specific Educational Leadership Duties:

- Assist in planning, evaluation, and setting of priorities of the performing arts programs.
- Under direction of the Board and Principal, coordinate design of the performing arts curriculum seeking input from Board, faculty, and staff.
- Assist faculty in their instructional methods and materials.
- Develop cooperation and teamwork within SLSPA staff.
- Assist faculty and staff in accommodating individual student needs and abilities.
- Regularly provide perspective on performing arts educational issues with the school's Board.
- Recommend plans for improvement of instruction, school philosophy, and school policies.
- Assist the Principal in evaluating the school's progress on established priorities.
- Coordinate school performing arts productions.

- Assist the development and maintenance of physical facilities to support the performing arts coursework and productions.

- Coordinate with the Artistic Advisory Board of professional performing artists in the community.

Community Relations Duties:

- Promote and develop a professional relationship with the school's Board, Principal, faculty, and staff.
- Provide information to community, media, and interested parties about the school, its programs, and progress towards goals.
- Assist in developing printed materials needed for the promotion of the school.
- Serve in a liaison capacity with State, District, and Highland High School on performing arts educational matters.
- Assist with the recruiting, scheduling, and training of volunteers within the school.

Managerial Duties:

- Assist Principal in delineating responsibilities and authority of the performing arts faculty.
- Promote positive morale among faculty, staff, students, and parents.
- Actively lead and participate in the development of the master performing arts curriculum.

The Artistic Director will assume all duties assigned by the Board of Directors as outlined in the current job description.

5. Parent Involvement:

Parental involvement is crucial to the success of SLSPA. We value parental input and feedback. Parents will be encouraged to volunteer and participate in the Parent Teacher Organization and/or serve on the governing Board. Other volunteer opportunities will be communicated to parents through a newsletter and school website. All parents will be encouraged to provide constructive criticism and offer alternative solutions. When issues or concerns are raised, interested parents may be asked to participate in a research committee to study the issue and offer alternatives/solutions to the governing Board for consideration. In particular, we will seek public parent input so interested parents can voice concerns, make suggestions for change, and participate in other meaningful ways.

By volunteering, parents will be key in easing some of the burdens on faculty and staff. Parental involvement may also allow teachers to focus more on their teaching by relieving them of some of the everyday tasks required in the classroom, provide parents a feeling of ownership in the school and their children's education, and develop strong parent-teacher relationships that will be effective in enhancing and maximizing the learning experience of every child.

Parents will be encouraged to volunteer in a number of ways that may include committees, fundraising, office help, field trips, classroom help, tutors, assemblies, and others. A volunteer coordinator will be recruited to oversee volunteerism. The coordinator will organize and plan volunteer schedules, track volunteer hours, and disperse volunteer schedules.

Parents will have the opportunity to become a member of the Parent Advisory Council that will address the needs of the school community. Parents are encouraged to attend the monthly Board meetings. At Board meetings, parents are invited to make comments and suggestions related to school policies, procedures, programs, curriculum, and other issues being discussed at the meetings.

6. Communication with Parents:

Parents of the students attending SLSPA are vital to the success and operation of the school. Parents may serve as committee chairs and participate in the parent organization. In addition, parents will be asked to provide feedback and suggestions through surveys. Parents who have complaints or suggestions they would like to have considered will be invited to present them in writing to the Principal or to the governing Board. Parents will be encouraged to provide alternative suggestions, and may be asked to lead a special committee to research and present options.

Communication with parents is vital to the school's success. SLSPA will be subject to all State and Federal laws regarding this issue. Parents will be welcome to visit the school or classroom any time as long as they do not cause a disturbance to classroom instruction.

6. Complaints:

Parent complaints will be taken seriously by SLSPA. Specific complaints will be addressed according to the following guidelines:

- Individuals with complaints should initially attempt to resolve the problem by addressing the parties directly involved.
- If disagreements cannot be resolved individually, the Principal may serve as mediator to resolve concerns and facilitate understanding.
- Problems that cannot be resolved with the Principal may be presented to the Board for consideration. The issue should be stated in writing and should specify the prior attempts at resolution both individually and with the Principal. The Board will investigate the complaint and provide equitable solutions.

STUDENTS

1. Selection:

An Open Enrollment Period will be established during which applications will be received by the Board via mail, e-mail, and personal delivery. Within two weeks of receiving an application, the Board will notify applicant of receipt. An application will not be considered complete until such notice has been received. The Open Enrollment Period will allow for at least 30 days for receiving applications.

All complete applications will be added to an applicant pool. Prospective students will be given the opportunity to enroll regardless of race, color, national or ethnic origin, religion, sex, social or economic status, or special needs. The first priority for enrollment will be given to children of founding members. After which, students will be selected by a computer-generated random draw conducted in an open meeting. This random draw will begin with the 12th grade. When a student's name is drawn, the siblings of the applicant will also be invited to enroll, provided there are openings. The random draw will continue to the 11th grade, and then the 10th grade, etc. Students already enrolled will be given preference to re-enrollment during subsequent years. Siblings of enrolled students will also be given preference over other applicants. Applicants will be notified in writing of their status or any change of status following the original lottery and subsequent lotteries. This notice will be provided within 30 days of the application deadline.

2. Standards:

SLSPA will assemble a student handbook including clear behavioral expectations and consequences. Parents and students will be provided with this handbook and will be expected to sign a behavioral contract agreeing to abide by these guidelines. The behavioral policy will be guided by the following ideals:

- Mutual respect between all parties.
- Issues should be addressed with the related person(s).
- Zero tolerance for bullying, cyber-bullying, hazing, sexual harassment, discrimination, illegal drugs and alcohol, etc.
- SLSPA will meet, as a minimum, the policies of the SLCSD.

The school dress code policy for SLSPA students is the same as that for Highland High School.

3. School Discipline

Ultimately student discipline will be conducted at the discretion of the Principal and he/she may utilize any lawful and/or prudent means he/she feels is necessary to ensure a safe learning environment. If a student does not comply with the expectations outlined in the student handbook, SLSPA will attempt to resolve the problem by employing any or all of the following steps:

Step 1 – Parent/Guardian Notification: This may be written and/or verbal. This notification may be given by teachers, the Principal, or any other supervising adult. Notification may require parent signature and/or a conference with the referring adult.

Step 2 – Principal Intervention & Parent/Guardian Notification: This will include a mandatory meeting with the Principal, the parent/guardian, the student and/or any other involved parties.

Step 3 – Suspension and/or Parent/Guardian Supervised Attendance: The principal may suspend a student for up to 9 school days, with re-admission after a conference with the principal, parent/guardian, student, and others parties as determined by the principal within 9 school days.

Step 4 – Expulsion: A student may be expelled for the remainder of the semester and/or school year after a hearing by the Board. The Board will determine eligibility for re-instatement. This hearing will be conducted within 9 days of the student's suspension.

The Principal will be responsible for understanding the legal requirements for discipline in relation to students with disabilities. In most cases, behavioral expectations will be the same for all students at the school, unless the behavior is a manifestation of a student's disability and/or special considerations have been made relative to a student's IEP. Ultimately, ensuring the safety of all students and school personnel will be the main priority.

FACULTY AND STAFF

1. Screening and Selection:

SLSPA will select its personnel directly and in compliance with all Federal and State rules and regulations. All teaching staff will be evaluated on a yearly basis. The Board will be responsible for evaluating the performance of the Principal annually. The Principal and the Board will review all contracts annually.

Background checks and/or finger printing will be conducted on prospective and/or current employees. Volunteers who have unsupervised contact with the student body will also be required to submit to background checks and/or finger printing. These policies will comply with the current policies of the Salt Lake City School District.

2. Qualifications:

The qualifications of the SLSPA Principal are outlined above. SLSPA will hire teachers in accordance with Utah State requirements for public school teachers. This includes certification and/or alternative certification as required by Utah law per Utah Charter School law 53A-1a-512.4. Ongoing employment at SLSPA is contingent upon meeting and maintaining these requirements. SLSPA also intends to hire part-time employees that are not certified. Such employees will meet minimum skill requirements for teaching at the school.

In addition, SLSPA will seek teachers with the following skills and experience:

- Prior teaching experience, especially within the chosen curriculum and/or chosen life skills processes.
- A demonstrated commitment to learn new curriculum, as well as to propose improvements.
- A demonstrated ability to treat colleagues, parents, and students with respect and honest communication.
- A demonstrated willingness to collaborate with teachers, faculty, and parents to creatively solve problems and make innovative decisions that will benefit the school.
- Demonstrated use of technology, both as a learning tool and to manage classroom activities.
- Confidence in managing volunteer efforts.
- Additional certifications, degrees, or training relevant to high-school education.
- Leading instruction sessions in the chosen curriculum.
- Teaching and adapting instruction to various development levels.
- Certifications in specific curriculum instruction.

3. Staffing Patterns:

Students will rotate among classes at both SLSPA and Highland High School. For example, SLSPA students will take academic courses such as English, Math, Science, etc., at Highland High School while arts courses such as Dance, Art, Music, and Theater will be taken at SLSPA. Further, students of Highland High School will be able to take courses at SLSPA. Staffing requirements will be determined based on the number of students taking courses at each school and when the courses are offered.

4. Teaching Schedule:

Teaching schedules will follow the same A/B block or other class period schedule which is currently being used at Highland High School.

CURRICULUM AND INSTRUCTION

1. Purpose:

Salt Lake School for the Performing Arts seeks to instill in its students the life skills of creativity, confidence, collaboration, communication, and leadership. SLSPA encourages self-expression, nurtures self-esteem, and challenges the imagination. The school will provide students with the opportunity to learn from the finest performers and educators in their fields where the quality of the creative effort fosters confidence, joy, self-discipline, and a deep, abiding love of excellence and high achievement.

SLSPA was created with a focus on the performing arts that enhances learning. Both national and local educators agree that arts education is a stimulant for academic achievement as well as training for artists and the development of cultural appreciation. By focusing on the arts, our students and staff will generate a lively, happy, and successful community in which they thrive academically and socially.

Gifted young performers will be provided highly specialized and rigorous training in the arts while still focusing on important academic achievement. To learn, to sing, to dance, to play, to act...these are the aspirations of our young performers.

Some students need to discover success in a different way than those provided by traditional, competitive, and large high schools. There will be an overall desire within the school to see each and every one of our students unlock their gifts and talents so as to become the best people they can be despite the growing pressures and difficulties they face on their journey through adolescence. SLSPA will offer unique performing arts curriculum focused on the individual. The school will nurture, without exception, the values of individual accomplishment and independence. Since individual creativity is integral to the production of art, our faculty and staff will work with students individually and collectively to stimulate intellectual, artistic, and technical originality. By providing such an environment, we will strive to graduate people who can work independently and creatively.

The programs of the school will be designed for motivated students who desire the most from their efforts in the performing arts and in the classroom. Whether the choice is to make a career of their art or merely to participate in it briefly is of little importance. We desire to create a positive learning and performing experience for all students, and to provide the knowledge and inspiration to take their art to the next level.

2. Calendar:

SLSPA will provide a minimum of 178 common days that students will be required to attend per school year in compliance with Salt Lake City School District and Utah State requirements. SLSPA will align its calendar with the Salt Lake City School District and Highland High School calendar.

3. Extracurricular Activities:

SLSPA provides extracurricular activities. For example, the drama program competes at the Utah Shakespearean Festival competition. The theater arts department produces theater productions. The school participates at Region and State activities in music, drama, dance, etc. The dance department produces dance programs. The music department produces musical productions and concerts. All departments perform in the community and are ambassadors representing SLSPA.

In addition to activities related to the arts, students may be allowed to participate in extracurricular activities offered at Highland High School as per regulations of the Utah High School Activities Association.

4. Waivers:

SLSPA employs part-time teachers who are not certified and obtains any applicable waivers to comply with all existing regulations. SLSPA may also utilize alternative routes to certification available through the Utah State Office of Education.

6. Replicating and Sustaining SPA:

There are no current plans to replicate this charter school. Marketing and recruitment will be an ongoing process to maintain a stable enrollment at levels sufficient to generate necessary funds and serve students in a high-quality program.

STUDENT ASSESSMENT

1. Instruments and Procedures;

SLSPA participates in all district and statewide public education assessment programs and end-of-level core curriculum assessments.

2. Reporting and Use:

The following is used to disseminate information regarding student performance to parents and students:

- Report cards, both mid-term and quarterly
- Parent teacher conferences
- Student teacher conferences
- Learning objectives set by teacher and student
- Student feedback

Students will be required to develop personal education-occupation plans with the school counselor for the academic year.

FINANCES AND REPORTING

1. Accounting Policies and Procedures:

SLSPA complies with all fiscal policies and procedures to safeguard assets, provide compliance with State and Federal laws and regulations, and produce timely and accurate financial information.

These policies include:

- Following all the relevant laws and regulations that govern Utah charter schools. Additionally, any State or Federal government laws and/or regulations from private sources that relate to grant funding will be adopted as the funding is received.
- Providing accurate and auditable records of all financial transactions. SLSPA will maintain all books, records, and accounts in conformity with Generally Accepted Accounting Principles (GAAP), which include Generally Accepted Governmental Auditing Standards.
- Applying the State Office of Education guidelines for budgeting, accounting, and auditing for Utah Schools in administering and reporting school revenue and expenditures.
- The Board is responsible for preparation and submission of all financial and school reports to the State. This includes, but is not limited to, the State Accountability Report, Financial Audit Report, and the Financial and Enrollment Report as required by the State Office of Education.

The Principal and Business Manager will prepare an annual operating budget of revenues and expenditures, a cash-flow projection, and a capital budget. These budgets and projections are reviewed by and approved by the Board of Directors annually.

The Board of Directors has the authority to approve and record in its minutes:

- Approval of the annual operating budget.
- Incurrence of debt and mortgages.
- Investments and/or purchase or sale of property.
- Opening or closing checking or savings accounts.
- Selection of a certified public accountant.
- Other activities associated with the operations of the Charter School.

Financial statements displaying budget vs. actual results will be prepared by the school's Business Manager and reviewed by the Principal monthly. The Business Manager will present this budget update to the Board. The Board of Directors will arrange for an independent certified public accounting firm to conduct an audit of the charter School's financial statements annually.

Fiscal Procedures:

The following procedures will govern the appropriation of funds approved in the annual budget:

- The President of the Board of Directors, Principal, and Business Manager are the only individuals with signatory authority and are responsible for authorizing all cash transactions. Individual checks greater than \$5,000 will require dual signatures prior to check issuance.
- Petty cash payments are made from a fund not to exceed \$150, and are for the purpose of local expense reimbursements and small-dollar vendor purchases. Petty cash payments require proper documentation with each request. No individual payment shall be greater than \$75. The Business Manager will manage these funds and will provide a monthly statement of this account activity.

- Travel reimbursements must be pre-approved by the Principal and/or Business Manager. Employees will be reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business-related travel. All employees requesting such mileage reimbursement are required to furnish a Travel Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by invoices, if applicable.
- All short-term and long-term debt must be approved by the Board of Directors and may not exceed the duration of the Charter without consent of the Board of Education. When applicable, short-term debt consists of financing expected to be paid within one year of the date of the annual audited financial statements. Long-term debt consists of financing that is not expected to be repaid within one year. All debt incurred must be paid during a realistic time frame that is consistent with the approved budget. The Board of Directors reserves the right to pay off debt sooner if budget allows.
- All lease agreements will be evidenced by a lease or sublease agreement approved by the Board of Directors and signed by the President of the Board of Directors. The agreement will identify all the terms and conditions of the lease.
- SLSPA reserves the right to reallocate funds from one line item to another if purchasing practices or conservation result in an expenditure different than the budgeted amount to the extent allowed by law and the guidelines of the funding source.

Budget Policies and Procedures:

The following policies relate to the development and implementation of the yearly budget:

- The School's fiscal year will run concurrently from July 1 to June 30. SLSPA's operating funds will be generated from State WPU programs, on-going State programs (determined by the Legislature), Federal funds and grants, and private grants and donations. Fundraising may be done, but will not be part of the annual budget for SLSPA.

Expenditures:

- SLSPA may purchase goods and services through the contracts in effect with the State and its vendors.
- Any undistributed reserves at the end of a fiscal year shall be added to the next year's budget.
- SLSPA will include reserves in its budget to meet any unexpected or emergency expenditures.

Responsibility:

SLSPA agrees to maintain appropriate financial records in accordance with all applicable Federal, State, and local laws, rules, and regulations, and makes such records available to the State and District as requested.

SLSPA engages a certified public accountant to audit all its financial and administrative operations annually. The results of the audit will be provided to the Board of Directors and the State in written form within the statutory time limits required by the State and shall be published and posted as required by law. Any cost associated with the audit of the school is borne by SLSPA. The school will maintain a comparison of actual expenditures to budgeted expenses.

4. Insurance:

Insurance coverage for SLSPA will include General Liability Insurance, Property/Lease Insurance, Workers Compensation Insurance, and Health Insurance for teachers and selected staff.

General Liability Insurance: The SLSPA will obtain General Liability Insurance provided by the State of Utah Risk Management Division or contract with a private vendor.

Property/Lease Insurance: Property Insurance is for reasonable coverage as approved by the Board.

Workers Compensation Insurance: Workers Compensation Insurance is provided by the Workers Compensation Fund of Utah as required by State law.

Health Insurance: Public employees Health Plan (PEHP) is offered to teachers and staff, along with a choice to use services from the private sector.

5. Fees:

SLSPA charges student fees. This revenue is used to fund various activities throughout the year. Fee waivers are available to ensure that no student is denied the opportunity to participate because of an inability to pay the required fee. The school will provide a variety of alternatives for satisfying the fee requirement to those who qualify for fee waivers, in addition to the outright waiver of the fee. Fees and fee waivers associated with classes and/or activities of SLSPA students and HHS will be administered according to SLCSD policies.

SUPPORT SERVICES

1. Transportation:

Any transportation needs not provided by students or SLSPA will be contracted through a private carrier.

2. Food Services:

Students may eat lunch at Highland High School and must adhere to School and District policies regarding behavior, payments, and qualifications for free and reduced lunch.

3. Health and Safety:

SLSPA complies with all relevant health and safety codes. The school insures the building is clean and is well-maintained. A facilities audit is completed each year which reports any health/safety issues to the Board.

4. Emergencies:

SLSPA will use the same emergency procedures as Highland High School and will collaborate with staff at Highland to prepare for any potential emergencies. SLSPA will report these policies and procedures to SLCSD.

EVALUATION

School Improvement Plan:

SLSPA is a model of self-improvement. At all levels, there will be an expectation of goal-setting and self-evaluation. Each year the governing Board will set goals and create a School Improvement Plan that addresses the needs of students, parents, and faculty. The Principal and teachers will each be involved in bi-annual assessments of school, class, and self. We value constructive feedback and

encourage teachers to evaluate and offer suggestions for improvements in school policy, procedures, curriculum, and programs.

We live in a dynamic society where change is inevitable. SLSPA continually strives for excellence and seeks to incorporate it into every aspect of our school. Emphasis will be placed on utilizing methods and ideas which are founded in research. The Board's School Improvement Plan will ensure that all SLSPA's primary goals and objectives are consistent with the overall vision of the school. These goals will be reviewed semi-annually to assess progress and make revisions as necessary. Goals will be measurable, specific, and easily identifiable to better recognize achievements made.

Professional Development Plan:

The administration and faculty are expected to model SLSPA's vision of personal improvement. Each faculty member will create a Professional Development Plan in which he/she addresses interests and goals. These improvement plans will be an important part in evaluating a teacher's effectiveness.

Specific expectations will be established to help faculty members identify measurable goals, such as meeting State standards. We will also encourage teachers to set personal goals based on research, continuing education, and school leadership. Any areas for improvement identified by the administration will also be addressed in this plan. Bi-annual review of these plans will allow for assessment and personal improvement. The goal of these assessments will be to provide faculty members with feedback, encouragement, and support.

Student Education Occupation Plan (SEOP):

Students will participate in a Student Education Occupation Plan (SEOP). With the help of counselor and parents, students will create a plans and set goals for their education. Guidance will be provided to assist them in choosing age-appropriate and measurable goals. However, students will be encouraged to be creative and explore personal interests. Specific goals will be set to ensure that all students are learning and meet established State standards. Measurement of some of these goals will be based on mastery of material and acceptable performance on established tests of skill and knowledge. SEOP's will be reviewed annually or as needed to allow students and parents to assess progress and identify areas that need more attention. Students will learn to assess their own progress and accept responsibility for their accomplishments.

Parent involvement in a student's education is a high indicator of success. We believe parents are our greatest resource and will expect them to participate in their children's education. Parents are expected to attend Parent Teacher Conferences and to monitor their children's progress through Power School. Parents are expected to support their child, be actively involved in their student's education, and identify specific ways to support and become involved in the school community. Parents may include such things as helping students be on time, volunteering in classrooms, serving on the governing Board or Parent Advisory Council, etc.

Assessment of Student Achievement:

SLSPA will participate in all assessments required by Utah code, USOE, and SLCSO. The administrator, faculty, and Board of Directors will review the results annually and make recommendations as needed to assure high levels of student performance.