



Board Meeting Materials

Wasatch Peak Academy will provide a meaningful educational experience focused on student growth to inspire students with an appreciation for community, and enthusiasm for learning, and a drive for academic excellence.

November 13, 2025

**Wasatch Peak Academy
Board of Directors Meeting
Thursday, November 13, 2025**

Location: 414 North Cutler Dr, North Salt Lake, UT 84054



Zoom Link: <https://us02web.zoom.us/j/85640072335?from=addon>

Meeting ID: 856 4007 2335

Mobile: (669) 900-9128

NOTE: It is possible that the WPA Board of Directors may be utilizing an electronic meeting component with one or more of their members.

Wasatch Peak Academy will provide a meaningful educational experience focused on student growth to inspire students with an appreciation for community, and enthusiasm for learning, and a drive for academic excellence

AGENDA

8:15 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Marlowe Wolferstan

PUBLIC COMMENT (Comments will be limited to 3 minutes each)

REPORTS

- Administration
 - State of the School
 - ✓ [Toilet Training Administrative Procedures](#)
- Board of Directors
 - Satellite Review
 - [Financial Report](#)

SCHOOL LAND TRUST COUNCIL

- SLT Board Training Assurances
- [Review SLT FY25 Final Report](#)
- [Review SLT FY26 Plan Implementation](#)
- Discuss Needs for Upcoming School Plan

CONSENT ITEMS

- [October 29, 2025, Electronic Board Meeting Minutes](#)

VOTING ITEMS

- [6th Grade Teton Trip Expense](#)
- [Hotline Complaint Policy](#)

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

- [Amend Bullying & Hazing Policy](#)
- [Amend LAND Trust Council Membership & Election Procedures](#)
- [Amend Paid Parental and Postpartum Recovery Leave Policy](#)

DISCUSSION ITEMS

- Calendaring Items
 - Schedule December 11th Board Meeting (calendar and next steps for satellite)
 - Next PreBoard Meeting January 5th
 - Next Board Meeting January 15th (Can we reschedule this to maybe January 22nd? It's AW's Legislative Review with Chris Bleak)
 - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

CLOSED SESSION to discuss the character, professional competence, or physical or mental health of an individual and/or to discuss deployment of security personnel, devices, or systems pursuant to Utah Code 52-4-205(1)(a) & (f) respectively [IF NEEDED]

ADJOURN

WPA UPCOMING CALENDAR ITEMS

January

2026-2027 School Fee Schedule (1st Public Viewing)
 Update Family Handbook
 Audit Review
 2026-2027 School Calendar
 Curriculum Purchases (2 Public Comment Periods)

March

2026-2027 School Fee Schedule (2nd Public Viewing)
 Present 2024-2025 SLT Final Report (can be an email)
 2026-2027 School LAND Trust Plan (Comm. Signature Pages)
 SLT Training Assurances
 Annual Open Meetings Act Training
 Building Evaluation
 Board Vacancies

May

Audit Engagement Letter
 EOY Bonus
 2026-2027 TSSA Plan
 Capital Improvements
 Review Positive Behavior Plan *[Can email to board or approve if changes]*

June

2025-2026 Final Amended Budget
 2026-2027 Annual Budget
 Ratify Board Members & Terms
 Ratify Board Officers
 2026-2027 Sex Ed Committee Membership
 Set 2026-2027 Board Meeting Schedule
 Fraud Risk Assessment/Ethical Behavior
 Mental Health Screening Determination *[if changed]*
 Board Member Agreement *[if applicable]*
 Annual PPP Training & Review

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Toilet Training Administrative Procedures

These procedures are established in accordance with the Toilet Training Policy established by the School's Board of Directors.

Students Who are not Toilet Trained

In the event a student seeking to enroll in the School is not toilet trained, or if a student who is already enrolled in the School is found to not be toilet trained, the School shall:

- (a) consider whether the student's lack of toilet toileting may be a sign of a disability that could impact the student's education, including by conducting an initial evaluation consistent with the School's child find obligations, if appropriate; and
- (b) determine whether the student is not able to be toilet trained because of a disability that is described in the student's IEP or Section 504 plan.

The School may, consistent with its lottery and enrollment policies, enroll a new student or maintain the enrollment of an existing student who is found to not be toilet trained if the School determines that the student is not able to be toilet trained because of a suspected disability that is subject to federal child find requirements or that is described in an IEP or Section 504 plan.

However, if the School determines that neither of these exceptions apply with respect to the student, the School shall:

- (a) in the case of a student seeking to enroll in the School, not enroll the student in the School; and
- (b) in the case of a student who is already enrolled in the School, unenroll the student from the School.

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WPA Board of Director's Meeting Thursday, November 13, 2025

Board Report: *Financial Package Updates*

Items of Note:

Financial Items

- October 2025 Financials are included. We are 33.3% of the way through the year. Overall revenues are slightly ahead of schedule.
 - Revenue from local sources are at 65.5%, mainly due to interest income on the PTIF. Current PTIF interest rates are roughly 4.2%.
- Overall expenses are at 30.1%, there are currently 3 accounts that are higher than 33.3%
 - 300 Purchased Prof & Tech Services 34.6% – mostly related to annual PD for 95 Percent Group & Whole School Mindfulness
 - 400 Purchased Property Services 41.1%– Front Foyer project & summer projects (xeriscaping, seeding, and irrigation repair work)
 - 600 Supplies & Materials 40.1% – annual textbook purchase & curriculum purchases (iReady, Lexia, and Curriculum Associates/Mountain State Depository)
 - 800 Debt Service & Misc 58.9% – annual principal payment in October, and semi-annual interest payment October and April
- Overall cash is up \$2.3 million compared to this time last year. Last year's balance was lower as the school was wrapping up the expansion project. Long-term liabilities increased as a result of the issuance of the new bonds. Overall, net income is \$383,244

Invoices for Approval (over \$20,000):

- Teton Science School - \$30,078.95

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Wasatch Peak Academy Statement of Activities

Created on November 10, 2025
For Prior Month

	Annual June 30, 2026 Budget	Year-to-Date October 31, 2025 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	171,859	112,520	65.5 %
Revenue From State Sources	5,964,565	2,083,875	34.9 %
Revenue From Federal Sources	175,734	0	0.0 %
Total Income	<u>6,312,158</u>	<u>2,196,395</u>	<u>34.8 %</u>
Expenses			
Instruction/Salaries	3,176,712	758,765	23.9 %
Employee Benefits	861,982	182,341	21.2 %
Purchased Prof & Tech Serv	423,965	146,496	34.6 %
Purchased Property Services	340,500	140,030	41.1 %
Other Purchased Services	139,228	41,206	29.6 %
Supplies & Materials	624,944	250,633	40.1 %
Property	0	25,104	0.0 %
Debt Services & Miscellaneous	455,907	268,575	58.9 %
Total Expenses	<u>6,023,238</u>	<u>1,813,150</u>	<u>30.1 %</u>
Total Net Income	<u>288,920</u>	<u>383,245</u>	<u>132.6 %</u>

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Wasatch Peak Academy
Statement of Financial Position
Created on November 10, 2025
For Prior Month

	Period Ending 10/31/2025 <u>Actual</u>	Period Ending 10/31/2024 <u>Actual</u>
Assets & Other Debits		
Current Assets		
Operating Cash	3,431,362	1,120,246
Accounts Receivables	3,328	4,465
Total Current Assets	<u>3,434,690</u>	<u>1,124,711</u>
Restricted Cash	<u>1,349,260</u>	<u>988,931</u>
Net Assets		
Fixed Assets	8,301,471	7,079,772
Depreciation	(1,807,639)	(1,583,497)
Total Net Assets	<u>6,493,832</u>	<u>5,496,275</u>
Total Assets & Other Debits	<u>11,277,782</u>	<u>7,609,917</u>
Liabilities & Fund Equity		
Current Liabilities	<u>59,633</u>	<u>56,974</u>
Long-Term Liabilities	<u>6,534,664</u>	<u>4,245,098</u>
Fund Balance	<u>4,300,241</u>	<u>3,698,191</u>
Net Income	<u>383,244</u>	<u>(390,346)</u>
Total Liabilities & Fund Equity	<u>11,277,782</u>	<u>7,609,917</u>

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Wasatch Peak Academy Final Report 2024-2025

2024 - 2025

▼

Financial Proposal and Report

This report is automatically generated from the approved School Plan (entered in spring of 2024), Amendments, and the LEA's data entry of the School LAND Trust expenditures coming from the Utah Public Education Finance System (UPEFS).

Description	Planned Expenditures (entered by the school)	Amended Expenditures (entered by the school)	Actual Expenditures (entered by the LEA)
Carry-Over from 2023-2024	\$0.00	\$0.00	\$0.00
Distribution for 2024-2025	\$75,091.11	\$0.00	\$75,091.11
Total Available for Expenditure in 2024-2025	\$75,091.11	\$0.00	\$75,091.11
Salaries and Benefits	\$15,000.00	\$0.00	\$0.00
Contracted Services	\$0.00	\$0.00	\$0.00
Professional Development	\$0.00	\$0.00	\$0.00
Student Transportation Field Trips	\$10,000.00	\$0.00	\$0.00
Books Curriculum Subscriptions	\$25,000.00	\$0.00	\$0.00
Technology Related Supplies	\$15,000.00	\$0.00	\$0.00
Hardware, etc.	\$0.00	\$0.00	\$0.00
Software	\$1,500.00	\$0.00	\$0.00
Technology Device Rental	\$0.00	\$0.00	\$0.00
Video Communication Services	\$0.00	\$0.00	\$0.00
Repair Maintenance	\$0.00	\$0.00	\$0.00
General Supplies	\$5,000.00	\$0.00	\$0.00
Remaining Funds (Carry-Over to 2025-2026)	\$3,591.11		\$75,091.11

Description	Planned Expenditures (entered by the school)	Planned Expenditures (entered by the school)	Actual Expenditures (entered by the LEA)	
Services Goods Fees	\$0.00	\$0.00	\$0.00	
Other Needs Explanation	\$0.00	\$0.00	\$0.00	
Non Allowable Expenditures	\$0.00	\$0.00	\$0.00	
Total Expenditures	\$71,500.00	\$0.00	\$0.00	
Remaining Funds (Carry-Over to 2025-2026)	\$3,591.11		\$75,091.11	

Goal #1

close

Goal Statement

close

Students will be able to master core math concepts at their appropriate grade level by using consumable math books and online programs.

Academic Area

close

- Mathematics

Measurements

close

Measurements

This is the measurement identified in the plan to determine if the goal was reached.

RISE test scores, Acadience Math Scores, IReady Math Scores, teacher survey of school wide needs

Please choose one of the following two options to complete the Measurements section:

- Explain how academic performance was improved or not, and describe how the before and after measurement data supports the improvement.
- Explain how academic performance was improved or not, and attach measurement data from before and after plan implementation in the Attachments Section below. (If you choose this option, please put a note in your explanation to "see attached document").

Action Plan Steps and Expenditures

close

These are the Action Steps identified in the plan to reach the goal:

Hire a math specialist, provide training and supports, maintain and update student devices, provide instruction, meet with teachers to update and improve instruction, review end of year data and programs.

Were the Action Steps (including any approved Funding Changes described below) implemented and associated expenditures spent as described?

Yes

Digital Citizenship/Safety Principles Component

close

No

Goal #2

close

Goal Statement

close

Students will increase their reading and writing abilities by focusing on keyboarding and reading programs and increasing access to technology resources through weekly practice and technology support provided by teachers.

Academic Area

close

- English/Language Arts

Measurements

close

Measurements

This is the measurement identified in the plan to determine if the goal was reached.

RISE test scores, Acadience Reading Scores, writing samples, teacher survey of school wide needs

Please choose one of the following two options to complete the Measurements section:

1. Explain how academic performance was improved or not, and describe how the before and after measurement data supports the improvement.
2. Explain how academic performance was improved or not, and attach measurement data from before and after plan implementation in the Attachments Section below. (If you choose this option, please put a note in your explanation to "see attached document").

Action Plan Steps and Expenditures

[close](#)

These are the Action Steps identified in the plan to reach the goal:

Buy books and materials, provide training and supports, maintain and update student devices, provide instruction, meet with teachers to update and improve instruction, review end of year data and programs.

Were the Action Steps (including any approved Funding Changes described below) implemented and associated expenditures spent as described?

Yes

Digital Citizenship/Safety Principles Component

[close](#)

No

Goal #3

[close](#)

Goal Statement

[close](#)

Students will increase their science abilities by focusing on hands-on experience and increasing access to technology resources through field trips and classroom activities. We aim for all students to experience a field trip or hands-on science activity to inspire creativity and innovation while making real-world connections to their curriculum at a deeper level.

Academic Area

[close](#)

- Science

Measurements

[close](#)

Measurements

This is the measurement identified in the plan to determine if the goal was reached.

RISE test scores, teacher survey of school wide needs, parent feedback

Please choose one of the following two options to complete the Measurements section:

1. Explain how academic performance was improved or not, and describe how the before and after measurement data supports the improvement.
2. Explain how academic performance was improved or not, and attach measurement data from before and after plan implementation in the Attachments Section below. (If you choose this option, please put a note in your explanation to "see attached document").

Action Plan Steps and Expenditures

close

These are the Action Steps identified in the plan to reach the goal:

Hire a music specialist, provide training and supports, maintain and update student devices, Plan field trips, provide instruction, complete field trips, meet with teachers to update and improve instruction, review end of year data and programs.

Were the Action Steps (including any approved Funding Changes described below) implemented and associated expenditures spent as described?

Yes

Digital Citizenship/Safety Principles Component

close

No

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Software < \$5,000	\$1,500.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	\$15,000.00
Books, Ebooks, online curriculum/subscriptions	\$25,000.00
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$5,000.00
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	\$10,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$15,000.00
Total:	\$71,500.00

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	1	2024-04-15

School Plan 2025-2026 - Wasatch Peak Academy

Goal #1

close

Goal Statement

close

Students will be able to master core math concepts at their appropriate grade level.

Academic Area

close

- Mathematics

Measurements

close

Progress on Utah RISE Scores

Action Steps

close

- We will purchase student devices to access math software and textbooks.
- We will purchase softwear licenses (as needed if other grant funding is available.)
- We will provide training to teachers on the math software and textbook programs
- We will utilize the programs
- We will assess the students, review the data, and make changes to instruction as needed.

Planned Expenditures

close

Category	Description	Estimated Cost
Books, Ebooks, online curriculum/subscriptions	1	\$15,000.00
Software < \$5,000	2	\$5,000.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	1	\$15,000.00
	Total:	\$35,000.00

No

Goal #2

close

Goal Statement

close

Students will increase their reading and writing abilities.

Academic Area

close

- English/Language Arts

Measurements

close

Growth on ELA RISE Tests

Action Steps

close

1. We will purchase student devices to access literacy software and textbooks.
2. We will provide training to teachers on the literacy software and textbook programs
3. We will utilize the programs
4. We will assess the students, review the data, and make changes to instruction as needed.

Planned Expenditures

close

Category	Description	Estimated Cost
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	1	\$5,000.00
Books, Ebooks, online curriculum/subscriptions	1	\$10,000.00
	Total:	\$15,000.00

No

Goal #3

close

Goal Statement

close

Students will participate weekly in Fine Arts and PE programs.

Academic Area

close

- Fine Arts
- Physical Education

Measurements

close

Students participating in Fine Arts and PE will demonstrate an increase in school engagement, resulting in a corresponding 5% increase in the number of students meeting or exceeding growth scores in end-of-year assessments.

Action Steps

close

1. We will hire teachers
2. The teachers will work with students in Physical education and the arts.
3. We will assess the students, review the data, and make changes to instruction as needed.

Planned Expenditures

close

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1	\$30,000.00
	Total:	\$30,000.00

Digital Citizenship/Safety Principles Component

close

No

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Software < \$5,000	\$5,000.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	\$20,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$30,000.00
Books, Ebooks, online curriculum/subscriptions	\$25,000.00
Total:	\$80,000.00

Publicity

- School newsletter or website

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	1	2025-03-19

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Wasatch Peak Academy

Electronic Board of Directors Meeting

Wednesday, October 29, 2025



Zoom Link: <https://us02web.zoom.us/j/83285797347?from=addon>

Meeting ID: 832 8579 7347

Mobile: (669) 900-9128

In Attendance: Marlowe Wolferstan, Emily Willey, Jennifer Royall, Katie Jones, Kristin Kano,

Excused: Brad Wyatt, Tristan Carlisle,

Others in Attendance: Amy Pilkington, Dawn Kawaguchi, Brandon Fairbanks, Chantel Wixon, Heidi Bauerle,

Wasatch Peak Academy will provide a meaningful educational experience focused on student growth to inspire students with an appreciation for community, and enthusiasm for learning, and a drive for academic excellence

MINUTES

10:07 AM – INTRODUCTORY ITEMS

- Welcome & Roll Call – Marlowe Wolferstan

There was no PUBLIC COMMENT.

10:11 AM – Marlowe Wolferstan made a motion to enter a CLOSED SESSION to discuss strategy sessions to discuss the purchase, exchange, or lease of real property, including any form of a water right or water shares pursuant to Utah Code 52-4-205(1)(d) on Zoom. Jennifer Royall seconded the motion. The roll votes were as follows:

Marlowe Wolferstan – Aye

Emily Willey – Aye

Jennifer Royall – Aye

Kristin Kano – Aye

Katie Jones – Aye

Motion passed unanimously.

11:08 AM – Marlowe Wolferstan made a motion to exit the CLOSED SESSION. Emily Willey seconded the motion. The votes were as follows:

Marlowe Wolferstan – Aye

Emily Willey – Aye

Jennifer Royall – Aye

Kristin Kano – Aye

Katie Jones – Aye

Motion passed unanimously.

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CONSENT ITEMS

- September 10, 2025 Board Meeting Minutes – There was no further discussion. **Marlowe Wolferstan made a motion to approve the consent items with the changes previously discussed via email. Jennifer Royall seconded the motion. The votes were as follows:**
- Marlowe Wolferstan – Aye**
 - Emily Willey – Aye**
 - Jennifer Royall – Aye**
 - Kristin Kano – Aye**
 - Katie Jones – Aye**
- Motion passed unanimously.**

VOTING ITEMS

- Satellite Application – There was no further discussion. **Jennifer Royall made a motion to approve the Satellite Application. Emily Willey seconded the motion. The votes were as follows:**
- Marlowe Wolferstan – Aye**
 - Emily Willey – Aye**
 - Jennifer Royall – Aye**
 - Kristin Kano – Aye**
 - Katie Jones – Aye**
- Motion passed unanimously.**

DISCUSSION ITEMS

- Calendaring Items – Marlowe Wolferstan
- Next PreBoard Meeting October 29th
 - Next Board Meeting November 13th (moved to Thursdays)
 - NCSC26 New Orleans, LA June 24-26 (Wed-Fri)

11:12 AM – Marlowe Wolferstan made a motion to ADJOURN. Katie Jones seconded the motion. The votes were as follows:

Marlowe Wolferstan – Aye
Emily Willey – Aye
Jennifer Royall – Aye
Kristin Kano – Aye
Katie Jones – Aye

Motion passed unanimously.

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WPA Board of Director's Meeting Thursday, November 13, 2025

Action Item: 6th Grade Teton Trip

Issue

In accordance with the purchasing policy, the Board of Directors is required to approve purchases over \$20,000.

Background

Each year the 6th grade goes to the Tetons. Their trip will take place on May 4th through May 7th. There are currently (66) students going on the trip. However, they typically lose about (5) students before the trip happens. There will be approximately (15) adult chaperones. Below is a breakdown of the trip approximate cost per person.

Activity	Cost per Person
Lodging	\$130
Meals	\$155
Program Fee	\$270
TOTAL	\$555

Recommendation

It is recommended that the Board approve the 6th grade trip to Teton Science Schools not to exceed \$37,000.

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Teton Science Schools

700 Coyote Canyon Rd
Jackson, WY 83001
Phone 307.733.1313 Fax 833.877.3291
www.tetonscience.org tax id # 83-0219163

Jackson Campus (Jackson, WY) - Youth Education Contract

Date of Contract: June 24, 2025

<u>Contact Information</u>		<u>Financially Responsible Entity</u>	
Organization Name:	Wasatch Peak Academy	Entity:	Wasatch Peak Academy
Mailing Address	414 North Cutler Drive North Salt Lake, UT 84054	Address:	414 North Cutler Drive North Salt Lake, UT 84054
Contact Person's Name:	Natalie Newman	Contact Person's Name:	Julie Nelson
Contact Person's Title:	Assistant Principal	Contact Person's Title:	Office Manager
Contact Work Phone:	801-936-3966	Work Phone:	801-936-3066
Contact Email:	nnewman@wasatchpeak.org	Email:	jnelson@wasatchpeak.org

Program Name: Wasatch Peak Academy 2026.5.4

Program Dates

Arrival Date: Monday, May 4, 2026 **Arrival Time:** 12:30 PM **First Meal:** Lunch
Departure Date: Thursday, May 7, 2026 **Departure Time:** 10:00 AM **Last Meal:** Breakfast

Program Costs

Meals, Lodging and Program Fee per student includes **3** nights lodging, **9** meals, program instruction, transportation to program areas and equipment. Any additional activities and services may require an additional charge.

Item	Price	Description
Lodging	\$127.02	Per Student
Meals	\$151.41	Per Student
Program Fee	\$268.46	Per Student

On-Campus Meal Times:

Breakfast: 7:30am-8:30am
Lunch: 12:00pm-1:00pm
Dinner: 5:30pm-6:30pm

If your group plans to arrive outside of these times, you will need to make alternate arrangements for your meal(s).
Departure Day Lunch will be a Sack/To-Go lunch packed during breakfast.

The cost of adults will be as follows if students are **5th grade or older**:

Number of students	Number of chaperones at no charge	Total chaperon/adults allowed at no charge
1-13	1 teacher/chaperone allowed	1
14-26	One more adult/chaperone allowed	2
27-39	One more adult/chaperone allowed	3
40-52	One more adult/chaperone allowed	4

...etc...		
→ 1 complimentary chaperone/teacher per 13 students → Should there be a request for more than the 1:13 ratio, please arrange approval in advance; each adult will pay the full per student rate		

- Students will be split into Field groups consisting of 12-13 students, 1 school chaperone/teacher and 1 Teton Science Schools Instructor for educational programming each day unless otherwise specified.
- JAC Airport Shuttles may incur additional costs for any requested drop offs or pickups prior to 8am.
- Chaperones are required to share rooms with other chaperones from their own school group and could be required to share rooms with students, based on dorm capacity during their program.
- The scheduling of additional activities outside of Teton Science Schools will incur additional charges and a ten percent booking fee.

Number of Participants

MINIMUM: 55 students. We are responsible to pay for **55** students even if the actual number of students falls below the minimum.

MAXIMUM: 68 students. This number dictates the number of beds reserved for our program.

Please note: TSS requires 1 adult per group of 13 students. Any additional adults exceeding this ratio will be charged the full student price.

Should there be a change in the number of students or adults outside Minimum/Maximum ranges, we will notify you immediately.

We understand that an increase in the number of participants is based upon availability of TSS resources.

(Additional students *may* be accepted but *must be approved in advance*.)

As of **06/24/2025** we anticipate that we will bring the following number of students and agree to notify TSS of any changes to these numbers:

female students: 28	male students: 40	total students: 68
female adults: 8	male adults: 7	total adults: 15

Payment

- DEPOSIT: 50% of minimum attendance x cost. Deposit Due = **\$15,039.48**
- **Deposit is due by: September 19, 2025**
- Please mail the deposit to 700 Coyote Canyon Rd., Jackson, WY 83001 Attn: Finance
- If the deposit is not received by : **September 19, 2025** your contract will be considered null and void.
- The balance due will be determined at the conclusion of the program and an invoice will be emailed to lead teacher and financially responsible entity. Balance is due one month after the conclusion of the program.
- Estimated Program Total Based on Minimum # of Students: **\$30,078.95**
- Program Cancellation from time of contract signature to 121 days of program arrival date forfeits full deposit.
- Program Cancellation within 120 days of program arrival date forfeits Estimated Program Total. If the program must be cancelled due to local, state, or national public health orders, deposits can be returned or applied to future programming with Teton Science Schools.

Program Details

Teton Science Schools Provides:

- Creation of curriculum and schedule in collaboration with visiting contact person
- Implementation of integrated science curriculum that connects to the curriculum of your organization and challenges the students to apply and expand their knowledge, skills and experiences in a hands-on, inquiry-based approach
- Lodging and food services at the Jackson Campus (Jackson, WY)

Visiting Organization Provides:

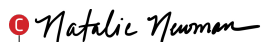
- Each participant will provide their own linens: towels, sleeping bag, pillow case and flat sheet. Rate per student does not include TSS providing linens. **If linens are needed or any one item forgotten, linen rental rate: \$33.00 per person** for duration of stay. (bedding, and/or towel and/or sheet and/or pillowcase)
- Organization and timely completion of all necessary paperwork
- Training, organization, and preparation of students and adult chaperones for their visit to the Jackson Campus (Jackson, WY)
- Transportation to and from the Jackson Campus (Jackson, WY), unless other arrangements are made in advance.

- Adult supervision throughout your visit to the Jackson Campus (Jackson, WY). TSS requires 1 adult per group of 13 students, in addition to the trip leader
- Teton Science Schools is: No Smoking/Drug Free facilities
- Ongoing assistance in keeping TSS Property clean and orderly consistent with TSS's culture of Hands-To-Work. Participants and chaperones under the supervision of TSS staff shall leave TSS Property clean and orderly to the satisfaction of TSS staff. This could include, but not limited to, cleaning of vehicles, TSS gear, dining facility, lodges and bathrooms, and classrooms.

We understand:

- The visiting organization is financially responsible for damages to facilities and lost or broken equipment
- Adult and student medical, risk release, & standards of behavior forms, lodge floor plans, and the field group roster must be completed and sent to the Teton Science Schools 2 weeks prior to the program. Student participation is contingent upon the review and approval of their risk release and medical forms.
- Dietary Restrictions and Food Allergies: At Teton Science Schools, participant safety is our first priority. Teton Science Schools, in coordination with our food vendors and school partners, strive to accommodate dietary restrictions and allergies whenever possible. Replacements of menu items due to restrictions vary based on the specific request and/or allergy. Please carefully review the information in our Parent/Guardian and Chaperone Information Documents for more details.
- TSS does not cancel programming due to weather. Should weather affect travel to or from TSS, TSS will make every effort to accommodate travel changes, based on availability. TSS will offer to extend the program when resources are available. Final invoices issued at the close of your stay will reflect the price quoted in the contract.
- Contract must be signed and returned by: **September 5, 2025**

I have read and agree to the terms and conditions outlined above.



7/28/2025



8/14/2025

Visiting Organization's Contact Person

Date

Visiting Organization's Fiscal Officer

Date





6/24/2025

6/24/2025

TSS Director of Partner Sales

Date

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WPA Board of Director's Meeting Thursday, November 13, 2025

Action Item: *Hotline Complaint Policy*

Issue:

The School is required to have a Hotline Complaint Policy.

Background:

R277-123 requires each school to have on its website a link to the school's local education hotline or a link to the USBE's public education hotline so that the public can report alleged violations. The school does not have its own local hotline but does have a link on its website to the USBE's public education hotline. R277-123 also now requires each school to adopt a hotline complaint policy.

Per R277-123, this policy must establish how a school will respond to hotline complaints and contain steps a school must go through when responding to such complaints. The proposed Hotline Complaint Policy tracks the requirements in R277-123. It also explains that if a hotline complaint received by the school should have been addressed via the school's applicable grievance policy, the school may inform the USBE's Internal Audit Department (the department who handles USBE hotline complaints). This policy emphasizes that complainants should not use the hotline to bypass the school's grievance policies.

Recommendation:

It is recommended that the Board approve the Hotline Complaint Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Wasatch Peak Academy Hotline Complaint Policy



PURPOSE

The purpose of this policy is to outline, in accordance with Utah Administrative Code R277-123-7, how Wasatch Peak Academy (the “School”) responds to and resolves Utah State Board of Education (“USBE”) public education hotline complaints received as referrals from the USBE Internal Audit Department.

POLICY

After the School receives a hotline complaint, if contact information for the complainant is available, designated School personnel will contact the complainant promptly and document (a) the School personnel that contacted the complainant; (b) the type of contact made (phone, email, etc.); (c) the date of the contact; and (d) the resolution of the concern or action steps to be taken.

The School will make at least two good faith attempts to contact a complainant when contact information is available.

The School will investigate, respond to, and attempt to resolve hotline complaints in accordance with the requirements set forth in R277-123-7 and School policy. If the School determines that a hotline complaint should have been addressed by way of the School’s applicable grievance policy, the School may inform the USBE Internal Audit Department. To the extent allowed by R277-123 and applicable law, complainants should not use the hotline to bypass the School’s grievance policies.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



WASATCH PEAK ACADEMY

HOTLINE TRAINING ACKNOWLEDGEMENT

Training Link: <https://www.youtube.com/watch?v=gwbqoAHS0rI>

This training explains the requirements of Utah Board Rule [R277-123](#), which establishes an optional process for reporting violations of statute and rule in public education. It outlines how the Public Education Hotline and LEA-level hotlines function, the responsibilities of the Utah State Board of Education's Internal Audit Department, and the duties of local boards and LEA administrators in receiving, investigating, and resolving hotline complaints.

ACKNOWLEDGMENT

By signing below, I confirm that I have completed this training.

Signature _____
Amy Pilkington

_____ Date

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

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WPA Board of Director's Meeting Thursday, November 13, 2025

Action Item: *Amending Bullying & Hazing Policy*

Issue:

Amending the School's Bullying & Hazing Policy.

Background:

SB 223 from the 2025 legislative session amended the definition of bullying and broke it down into "staff bullying" and "student bullying." Both of these bullying definitions require repeated misconduct or a single egregious act that involves an imbalance of power. In light of SB 223, the USBE amended its bullying rule in R277-613 to not only incorporate the new definitions of staff bullying and student bullying, but to make other changes as well. These other changes include, but aren't limited to, amending the definition of "civil rights violation," prohibiting students and employees from creating or distributing sexually explicit or nonconsensual intimate images, and adding "safe digital citizenship" to the list of bullying and hazing topics schools must train on. The school's Bullying and Hazing Policy has been revised to comply with the changes brought about by SB 223 and the revised rule in R277-613.

Recommendation:

It is recommended that the Board approve the Amended Bullying & Hazing Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



Purpose

The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving Wasatch Peak Academy (the "School") students and employees. The School's Board of Directors (the "Board") has determined that a safe, civil environment in School is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, cyber-bullying, hazing, retaliation, and abusive conduct disrupts both a student's ability to learn and the School's ability to educate its students in a safe environment.

Policy

Prohibited Conduct

Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and employees are against federal, state, and local policy and are not tolerated by the School. The School is committed to providing all students with a safe and civil environment in which all members of the School community are treated with dignity and respect. To that end, the School has in place policies, procedures, and practices that are designed to reduce and eliminate this conduct – including, but not limited to, civil rights violations – as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and/or employees by students and/or employees will not be tolerated in the School. Likewise, abusive conduct by students or parents or guardians against School employees is prohibited by the School and will not be tolerated in the School.

In order to promote a safe, civil learning environment, the School prohibits all forms of bullying of students and School employees (a) on School property, (b) at a School-related or sponsored event, or (c) while the student or School employee is traveling to or from School property or a School-related or sponsored event.

The School prohibits all forms of bullying, cyber-bullying, hazing, abusive conduct of or retaliation against students and School employees at any time and any location.

Students and School employees are prohibited from retaliating against any student, School employee or an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation.

Students and School employees are prohibited from making false allegations of bullying, cyber-bullying, hazing, abusive conduct, or retaliation against a student or School employees.

Students and School employees are prohibited from sharing a recording of an act of bullying, cyber-bullying, hazing, abusive conduct, and retaliation in order to impact or encourage future incidents.

Students and School employees are prohibited from creating or distributing sexually explicit or nonconsensual intimate images.

In addition, School employees, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing, bullying, cyber-bullying, or abusive conduct and shall not plan, direct, encourage, assist, engage or participate in any activity that involves hazing, bullying, cyber-bullying, or abusive conduct.

Any bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is found to be targeted at a federally protected class is further prohibited under federal anti-discrimination laws and is subject to OCR compliance regulations.

Definitions

Abusive Conduct – For purposes of this policy, “abusive conduct” means verbal, nonverbal, or physical conduct of a parent or guardian or student directed toward a School employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.

Action Plan – For purposes of this policy, “action plan” means a process to address an incident of bullying, cyber-bullying, hazing, or retaliation ~~as described in Utah Code § 53G-9-605.5.~~

Bullying – For purposes of this policy, “bullying” means student bullying and staff bullying ~~a School employee or student intentionally committing a written, verbal, or physical act against a School employee or student that a reasonable person under the circumstances should know or reasonably foresee will have the effect of:~~

~~(1) causing physical or emotional harm to the School employee or student;~~

~~(2) causing damage to the School employee’s or student’s property;~~

~~(3) placing the School employee or student in reasonable fear of:~~

~~(a) harm to the School employee’s or student’s physical or emotional well-being; or~~

~~(b) damage to the School employee’s or student’s property;~~

~~(4) creating a hostile, threatening, humiliating, or abusive educational environment due to:~~

~~(a) the pervasiveness, persistence, or severity of the actions; or~~

~~(b) a power differential between the bully and the target; or~~

~~(5) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.~~

~~This conduct constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition, bullying is commonly understood as aggressive behavior that is intended to cause distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.~~

~~Bullying may also include relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation.~~

Civil Rights Violations – For purposes of this policy, “civil rights violations” means violations as outlined in the following federal laws: bullying, cyber-bullying, harassment, abusive conduct, or hazing that is targeted at a federally protected class.

- (1) Title VI of the Civil Rights Act of 1964 (prohibits discrimination on the basis of race, color, or national origin);
- (2) Title IX of the Education Amendments of 1972 (prohibits discrimination on the basis of sex);
- (3) Section 504 of the Rehabilitation Act of 1973 (prohibits discrimination on the basis of disability); or
- (4) Title II of the Americans with Disabilities Act (prohibits discrimination on the basis of disability).

Cyber-bullying – For purposes of this policy, "cyber-bullying" means using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.

~~*Federally protected class*—For purposes of this policy, “federally protected class” means any group protected from discrimination under federal law, such as:~~

- ~~(1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin.~~
- ~~(2) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex.~~
- ~~(3) Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability.~~
- ~~(4) Other areas included under these acts which include religion, gender, and sexual orientation.~~

Hazing – For purposes of this policy, “hazing” means a School employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a School employee or student that:

- (1) (a) endangers the mental or physical health or safety of a School employee or student;
- (b) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- (c) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a School employee or student; or
- (d) involves any activity that would subject a School employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a School employee or student to extreme embarrassment, shame, or humiliation; and

- (2) (a)(i) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a School or School sponsored team, organization, program, club, or event; or
- (ii) is directed toward a School employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a School or School sponsored team, organization, program, club, or event in which the individual who commits the act also participates.
- (3) The conduct described above constitutes hazing, regardless of whether the School employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Incident – For purposes of this policy, “incident” means a verified incident of bullying, cyber-bullying, hazing, abusive conduct, or retaliation that is prohibited in Utah Code § 53G-9-601 *et seq.*

Retaliate or Retaliation – For purposes of this policy, “retaliate or retaliation” means an act or communication intended:

- (1) as retribution against a person for reporting bullying or hazing; or
- (2) to improperly influence the investigation of, or the response to, a report of bullying or hazing.

School Employee – For purposes of this policy, “School employee” means an individual working in the individual’s official capacity as:

- (1) a School teacher;
- (2) a School staff member;
- (3) a School administrator; or
- (4) an individual:
- (a) who is employed, directly or indirectly, by the School; and
- (b) who works on the School’s campus(es).

Staff Bullying – For purposes of this policy, “staff bullying” means a School employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another School employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:

- (1) creates an environment that a reasonable person would find hostile, threatening, or humiliating; and
- (2) substantially interferes with a student’s or employee’s educational or professional performance, opportunities, or benefits.

Student Bullying – For purposes of this policy, “student bullying” means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

- (1) creates an environment that a reasonable person would find hostile; and

(2) interferes with a student's educational performance, opportunities, or benefits.

"Student bullying" and "staff bullying" do not mean instances of:

- (1) ordinary teasing, horseplay, argument, or peer conflict;
- (2) reasonable correction of behavior by a School employee; or
- (3) reasonable coaching strategies and techniques by a School employee who is a coach.

Verification – For purposes of this policy, "verification" means that an alleged incident has been found to be substantiated through a formal investigation process done by the School as outlined in this policy.

Volunteer – For purposes of this policy, "volunteer" means a non-employee with significant, unsupervised access to students in connection with a School assignment.

Reporting Prohibited Conduct

Students who have been subjected to or witnessed bullying, cyber-bullying, hazing, or retaliation, and students who have witnessed abusive conduct, must promptly report such prohibited conduct to any School personnel orally or in writing. School personnel who receive reports of such prohibited conduct must report them to the Director.

School employees who have been subjected to or witnessed hazing, bullying, cyber-bullying, abusive conduct, or retaliation must report such prohibited conduct to the School's Director orally or in writing.

Each report of prohibited conduct shall include:

- (1) the name of complaining party;
- (2) the name of person subjected to the prohibited conduct (if different than complaining party);
- (3) the name of perpetrator (if known);
- (4) the date and location of the prohibited conduct; and
- (5) a statement describing the prohibited conduct, including names of witnesses (if known).

In connection with a report of prohibited conduct, students and School employees may request that their identity be kept anonymous, and reasonable steps shall be taken by the Director and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible. School employees must take strong responsive action to prevent retaliation, including assisting students who are subjected to prohibited conduct and his or her parents or guardians in reporting subsequent problems and new instances of prohibited conduct.

The Director or his/her designee shall promptly make a reasonably thorough investigation of all complaints of prohibited conduct, including, to the extent possible, anonymous reports, and shall, in accordance with the Consequences of Prohibited Behavior section below, administer appropriate discipline to all individuals who violate this policy. Formal disciplinary action is prohibited based solely on an anonymous report.

The Director may report to OCR all incidents of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that he/she reasonably determines may be violations of a student's or employee's civil rights.

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

Investigation of Alleged Incidents

The School will investigate all allegations of bullying, cyber-bullying, hazing, retaliation, and abusive conduct in accordance with this policy and applicable law. The Director or his/her designee will investigate such allegations, and the School-and-will shall ensure that the investigator-have is provided adequate training to conduct such an investigation. The Director will be the point person with training and expertise to assist, direct, and supervise training of other employees in the responsibilities set forth in this paragraph.

The School will investigate these alleged incidents by interviewing:

- (1) the ~~students~~ individual who was allegedly targeted ~~subjected to the alleged incident;~~
- (2) the individual who is alleged to have engaged in the prohibited conduct;
- (3) the parents or guardians of the students who were allegedly targeted ~~subjected to the alleged incident~~ and the individual who is alleged to have engaged in prohibited conduct;
- (4) any witnesses;
- (5) School staff familiar with the student who was allegedly targeted ~~subjected to the alleged incident;~~
- (6) School staff familiar with the individual who is alleged to have engaged in prohibited conduct; or
- (7) Other individuals who may provide additional information.

The individual who investigates an alleged incident will inform an individual being interviewed that (1) to the extent allowed by law, the individual is required to keep all details of the interview confidential; and (2) further reports of bullying will become part of the review. However, the confidentiality requirement described in this paragraph does not apply to conversations with law enforcement, requests for information pursuant to a warrant or subpoena, a state or federal reporting requirement, or other reporting required by R277-613.

In conducting this investigation, the School may (1) review disciplinary reports of involved students; and (2) review physical evidence, including video or audio, notes, email, text messages, social media, or graffiti.

The School will report alleged incidents of bullying, cyber-bullying, hazing, retaliation, and abusive conduct to law enforcement when the Director reasonably determines that the alleged incident may have violated criminal law.

The School shall follow up with the parents or guardians of all parties to:

- (1) inform parents or guardians when an investigation is concluded;
- (2) inform parents or guardians what safety measures will be in place for their child, as determined by the investigation;
- (3) provide additional information about the investigation or the resolution consistent with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g ("FERPA"); and
- (4) inform parents or guardians of the School's Parent Grievance Policy if the parents or guardians disagree with the resolution of the investigation.

If the investigation results in a verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall create and implement an action plan for each such incident in accordance with Utah Code § 53G-9-605.5 and R277-613.

In addition, following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the Director may, if he/she determines it is appropriate:

- (1) ~~take positive restorative justice practice action~~ use accountability practices in accordance with policies established by the School;
- (2) provide supportive services designed to preserve the student's access to educational opportunities and a sense of safety ~~;- or~~
- ~~(3) develop a communication process.~~

However, a student to whom an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct is directed is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in prohibited conduct. If the School would like any student to participate in a restorative justice practice, the School will notify the student's parent or guardian of the restorative justice practice and obtain consent from the student's parent or guardian before including the student in the process.

Parental Notification

The Director or his/her designee will timely notify a student's parent or guardian if:

- (1) the student threatens suicide; or
- (2) the student is involved in an incident (including if the student is subjected to the incident or is the person who caused the incident) and of the action plan to address the incident.

The Director or his/her designee will attempt to contact the parent or guardian by telephone to provide this notification and to discuss the matter. If the parent or guardian is not available by

telephone, the Director or his/her designee will provide the parent or guardian the required notification by email.

The Director or his/her designee will produce and maintain a record that:

- (1) verifies that the School notified each parent or guardian as required above. If an in-person meeting takes place, the Director or his/her designee may ask the parent or guardian to sign the record acknowledging that the notification was provided. If a telephone conversation takes place, the Director or his/her designee may document on the record such details as the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If an email is sent, the Director or his/her designee will retain a copy of the email; and
- (2) tracks implementation of the action plan addressing the incident, if applicable.

The School will retain the record for at least as long as the student is enrolled at the School and will provide or expunge the record in accordance with Utah Code § 53G-9-604. The School will maintain the confidentiality of the record in accordance with the state and federal student data privacy laws referenced in Utah Code § 53G-9-604.

In addition to notifying the parent or guardian as set forth above, the Director or his/her designee will provide the parent or guardian with the following:

- (1) suicide prevention materials and information as recommended by the Utah State Board of Education in accordance with Utah Code § 53G-9-604(2)(b);
- (2) information on ways to limit a student's access to fatal means, including firearms or medication; and
- (3) information and resources on the healthy use of social media and online practices as provided in R277-613.

Action Plan to Address Incidents

Following verification of an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct, the School shall develop and implement an action plan. The action plan shall include:

- (1) with respect to the targeted student ~~to whom the incident was directed~~ and in direct coordination with the student's parent or guardian:
 - (a) a tailored response to the incident that addresses the student's needs;
 - (b) a mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident;
 - (c) notification of the consequences and plan to address the behavior of the student who caused the incident, to the extent allowed by FERPA;
 - (d) support measures designed to preserve the student's access to educational services and opportunities; and
 - (e) to the extent available, access to other resources the parent requests for the student; and

- (2) with respect to the student who caused the incident and in direct coordination with the student's parent or guardian:
 - (a) a range of tailored and appropriate consequences, making reasonable effort to preserve the student's access to educational services and activities;
 - (b) a process to determine and provide any needed resources related to the underlying cause of the incident;
 - (c) supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students; and
 - (d) a process to remove the student from School in an emergency situation, including a description of what constitutes an emergency.

The School may not include in an action plan a requirement that the student to whom the incident was directed change the student's:

- (1) educational schedule or placement; or
- (2) participation in a School sponsored sport, club, or activity.

The School shall try to involve the parent or guardian of a student who was involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct in the development and implementation of an action plan. However, if, after the School attempts to involve a parent or guardian in the development and implementation of an action plan, the parent or guardian chooses to not participate in the process, the School may develop and implement an action plan without the parent or guardian's involvement.

The School shall communicate with the parent or guardian of each student involved in an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct about the implementation of the action plan. Specifically, the School shall provide regular updates on the implementation of the action plan to each such parent or guardian. The updates shall include:

- (1) the outcome of the School's investigation (if not already provided at the conclusion of the investigation);
- (2) a discussion of safety considerations for the student who is the subject of the incident; and
- (3) an explanation of the School's process for addressing the incident.

The Director or his/her designee shall oversee the implementation of the action plan, monitor the implementation of the communication plan/requirements within the action plan, and assist the School with case-specific needs when the School is addressing an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct.

Consequences of Prohibited Behavior

If, after an investigation, a student is found to be in violation of this policy by participating in or encouraging conduct prohibited by this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code § 53G-8-205 and School policy, removal from participation in School activities, and/or discipline in accordance with regulations of the U.S. Department of Education Office for Civil Rights (OCR).

If, after an investigation, a School employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination, reassignment or other appropriate action.

School officials have the authority to discipline students for off-campus or online speech that causes or threatens a substantial disruption to School operations, including violent altercations or a significant interference with a student's educational performance and involvement in School activities.

Grievance Process for School Employees

As explained above, a School employee who has experienced abusive conduct must report the abusive conduct to the School Director orally or in writing. If the School employee is not satisfied with the Director or designee's investigation of the abusive conduct and/or the resulting disciplinary action (or recommended disciplinary action) against the perpetrator, the School employee may address/raise the issue in accordance with the School's Staff Grievance Policy.

Grievance Process for Parents and Guardians

A parent or guardian of a student who caused an incident of bullying, cyber-bullying, hazing, retaliation, or abusive conduct may appeal one or more of the consequences included in an action plan in accordance with the School's Parent Grievance Policy.

Additional Provisions

The Director will ensure compliance with OCR regulations when civil rights violations are reported, as follows:

- (1) Once the School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the School must take immediate and appropriate action to investigate.
- (2) If it is determined that the bullying, cyber-bullying, or hazing of a student did occur as a result of the student's membership in a protected class, the School shall take prompt and effective steps reasonably calculated to:
 - (a) end the bullying, cyber-bullying, or hazing;
 - (b) eliminate any hostile environment; and
 - (c) prevent its recurrence.
- (3) These duties are the School's responsibilities even if the misconduct is also covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the School to take action, or identifies the bullying, cyber-bullying, or hazing as a form of discrimination.

The Director will take reasonable steps to ensure that any person subjected to prohibited conduct will be protected from further hazing, bullying, cyber-bullying, abusive conduct, and retaliation and that any student or School employee who reports such prohibited conduct will be protected from retaliation.

If the Director believes that any person who was subjected to or who caused conduct prohibited by this policy would benefit from counseling, the Director may refer such individuals for counseling.

If the Director believes that it would be in the best interests of the individuals involved, the Director may involve the parents or guardians of a student who was subjected to or a student who caused hazing, bullying, cyber-bullying, or retaliation in the process of responding to and resolving conduct prohibited by this policy.

Incidents of bullying, cyber-bullying, hazing, and retaliation will be reported in the School's student information system as required.

Student Assessment

~~Subject to the parental consent requirements of Utah Code § 53E-9-203, t~~The Director or his/her designee will ~~solicit student assessments of~~ the prevalence of bullying, cyber-bullying, ~~and hazing, and retaliation~~ in the School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas.

Training

The Director will ensure that School students, employees, coaches, and volunteers receive training on bullying, cyber-bullying, hazing, retaliation, and abusive conduct from individuals qualified to provide such training. The training shall meet the standards established by the Utah State Board of Education's rules and include information on:

- (1) bullying, cyber-bullying, hazing, retaliation, and abusive conduct;
- (2) discrimination under the following federal laws:
 - (a) Title VI of the Civil Rights Act of 1964;
 - (b) Title IX of the Education Amendments of 1972;
 - (c) Section 504 of the Rehabilitation Act of 1973; and
 - (d) Title II of the Americans with Disabilities Act of 1990;
- (3) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination;
- (4) how bullying, cyber-bullying, hazing, retaliation, and abusive conduct are prohibited based upon ~~the students' or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, or religion, gender identity, sexual orientation, or other physical or mental attributes or conformance or failure to conform with stereotypes; and~~
- (5) the right of free speech and how it differs for students, employees, and parents or guardians; ~~and~~
- ~~(5)~~(6) safe digital citizenship.

The training will also complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with

Section 53G-9-704(1), and also include information on when issues relating to R277-613 may lead to student or employee discipline.

The training shall be offered to:

- (1) new school employees, coaches, and volunteers within the first year of employment or service;
- (2) all School employees, coaches, and volunteers at least once every three years after the initial training; and
- (3) all students (regardless of whether they are involved in athletics or extracurricular activities or clubs) at a frequency determined by the Director.

In addition to the training requirements described above, any student, employee, or volunteer coach participating in a School sponsored athletic program, both curricular and extracurricular, or extracurricular club or activity, shall, prior to participating in the athletic program or activity, participate in bullying, cyber-bullying, hazing, retaliation, and abusive conduct prevention training. This training shall be offered to new participants on an annual basis and to all participants at least once every three years. The School will inform student athletes and extracurricular club members of prohibited activities under R277-613 and potential consequences for violation of the law and the rule.

The School will maintain training participant lists or signatures and provide them to the Utah State Board of Education upon request.

Liaison to Utah State Board of Education

The Director or his/her designee shall act as the School's liaison to the Utah State Board of Education regarding bullying, cyber-bullying, hazing, abusive conduct, and retaliation.

Distribution of Policy and Signed Acknowledgement

The ~~Director~~-School will inform students, parents or guardians, School employees, and volunteers that hazing, bullying, cyber-bullying, abusive conduct, and retaliation are prohibited by distributing a copy of this policy to such individuals annually. A copy of this policy will also be posted on the School's website and included in any student conduct or employee handbooks issued by the School.

On an annual basis, School employees, students who are at least eight years old, and parents or guardians of students shall sign a statement indicating that they have received this policy.

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WPA Board of Director's Meeting Thursday, November 13, 2025

Action Item: *Amend LAND Trust Council Membership & Election Procedures*

Issue:

Amending the School LAND Trust Council Membership and Election Procedures.

Background:

The Utah State Board of Education (USBE) recently updated its model Charter Trust Land Council Election Procedures and is recommending that Charter School Boards adopt them to ensure compliance. While the model procedures allow for some flexibility, the administration has collaboratively reviewed the options and developed a recommendation tailored to accommodate specific needs and operational context of the LEA.

Recommendation:

It is recommended that the Board approve the Amended LAND Trust Council Membership & Election Procedures.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.



LAND Trust Council Membership & Election Procedures

Wasatch Peak Academy (the “School”) has established a Charter LAND Trust Council (the “LAND Council”) to prepare a plan for the use of School LAND Trust Program money in accordance with state law and administrative rule.

1. **LAND Council Size & Composition.** The LAND Council shall consist of no fewer than five (5) and no more than thirteen (13) members. The LAND Council shall determine the size of its membership by a majority vote. The number of LAND Council members who are parents or grandparents of students enrolled at the School *shall* exceed all other members combined by at least two. Parents or grandparents must have a student actively enrolled at the charter school to be eligible to run or serve on the council.
 - a. If the School’s governing board meets the size and composition requirements above, the governing board will serve as the LAND Council.
 - b. If the governing board does not serve as the Council, the Council shall consist of parents and/or grandparents. In addition, membership may also include staff members, School’s Principal, and other members that desire to serve on the Council.
2. **Election Procedures for Parents/Grandparents.** On or before September 1st each year, the Principal will notify parents/guardians about Council membership opportunities and the necessary steps to become a member. Notification will be posted via email communication as well as on the school website.
 - a. If the number of interested individuals exceeds the number of open positions, an election will take place. If an election is required, the school will notify families of the election process at least ten (10) days before voting commences.
 - i. Only parents of students currently attending the school are eligible to vote.
 - ii. Each parent will be given one (1) vote regardless of the number of family members that attend the school.
 - iii. Voting by secret ballot will be done electronically on an electronic survey platform such as Google Forms and instructions for voting (including when voting opens/closes, submission information as well as the candidate list will be included in the election notice described in paragraph 2(a) above.

- iv. Absentee voting is not allowed.
 - v. If two or more candidates receive the same number of votes, the person who informed the Principal of their desire to serve first, based on date and time of email to Principal, will be given the place on the Council. Notice of desire stated in paragraph 2(a) above.
 - vi. The school's Principal will oversee the election to ensure compliance with these election procedures.
 - b. If the number of interested individuals is less than or equal to the number of open positions, an election is not required. Appointments by the Principal will be made to fill any open seats.
3. **Parent/Grandparent Terms.** Terms shall be a 2-year term, and members are eligible for re-election.
4. **Staff and Other Members Terms.** Terms shall be for a 1-year term, and members are eligible for re-election.
5. **Officers.** Once established, the Council members shall elect from its membership a parent or grandparent of a student enrolled at the school to serve as Chair. The Principal may not hold an officer position.
6. **Filling Vacancies.** If a Council member resigns a replacement will be appointed by the Principal using the elections list if an election was held. If no election was held then the Principal will appoint a willing parent/grandparent to finish the incomplete term if the Council is not a parent majority or less than five (5) Council members.
7. **Quorum.** A quorum consists of a majority of the current members of the Council.
8. **Meetings.** The Chair shall schedule, provide notice, and convene the meetings of the Council consistent with the School Community Council Open and Public Meeting Act, 53G-7-1203.
9. **Council Responsibilities.** In accordance with state board rule regarding charter trust land council expenditures and funding limits, a Council shall:
- a. Prepare a plan for the use of School LAND Trust Program money.
 - b. Work with students, families, and educators and hold at least an annual discussion with charter school administrators to develop and incorporate safety principles at the school level.
 - c. Provide input to the school's Principal on a Positive Behaviors Plan.

~~2. **Election Procedures.** If the School's governing board does not serve as the LAND Council, membership shall consist of the required number of parents or grandparents of students, the School's director, and may also include other School employees.~~

~~a. The School will notify parents/guardians about the LAND Council and provide information on becoming a member of the School's LAND Council.~~

~~b. If the number of interested individuals exceeds the number of open positions, an election will take place. Families will be notified of the election process at least ten (10) days before voting commences, and each family will be given the opportunity to vote. Voting will be anonymous. The School's director will oversee the elections.~~

~~c. If the number of interested individuals is less than or equal to the number of open positions, an election is not required.~~

~~d. Terms shall be for a period of one (1) year, and members are eligible for re-election.~~

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WPA Board of Director's Meeting Thursday, November 13, 2025

Action Item: *Amend Paid Parental & Postpartum Recovery Leave Policy*

Issue:

Amending the School's Paid Parental & Postpartum Recovery Leave Policy.

Background:

This policy is being revised to clarify that the maximum paid postpartum recovery leave period is 3 calendar weeks and the maximum paid parental leave period is 15 contract days. The revisions specify how the leave periods work and whether non-contracted workdays occurring during the leave period count or do not count toward the applicable and allotted leave period.

Recommendation:

It is recommended that the Board approve the Amended Paid Parental & Postpartum Recovery Leave Policy.

NOTE: Times on this agenda are estimated as a courtesy only. Actual times may vary.

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call (801) 444-9378 to make appropriate arrangements.

Wasatch Peak Academy

Paid Parental & Postpartum Recovery Leave Policy



In accordance with Utah Code § 53G-11-209, the School offers qualified employees paid parental and postpartum recovery leave to enable employees to care for and bond with their new child and to recover from childbirth. This policy is effective July 1, 2025.

Definitions

For purposes of this policy:

“Parental leave” means leave hours the School provides to a parental leave eligible employee.

“Parental leave eligible employee” means a School employee who receives regular paid personal time off (PTO) benefits from the School and is:

- (a) a birth parent as defined in Utah Code § 78B-6-103;
- (b) legally adopting a minor child, unless the individual is the spouse of the pre-existing parent;
- (c) the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement;
- (d) appointed the legal guardian of a minor child or incapacitated adult; or
- (e) a foster parent of a minor child.

“Postpartum recovery leave” means leave hours the School provides to a postpartum recovery leave eligible employee to recover from childbirth that occurs at 20 weeks or greater gestation.

“Postpartum recovery leave eligible employee” means an employee:

- (a) who receives regular paid personal time off (PTO) benefits from the School; and
- (b) who gives birth to a child.

“Qualified employee” means:

- (a) a parental leave eligible employee; or
- (b) a postpartum recovery leave eligible employee.

“Retaliatory action” means to do any of the following regarding an employee:

- (a) dismiss the employee;
- (b) reduce the employee’s compensation;
- (c) fail to increase the employee’s compensation by an amount to which the employee is otherwise entitled to or was promised;
- (d) fail to promote the employee if the employee would have otherwise been promoted; or
- (e) threaten to take an action described immediately above.

Paid Parental Leave

The School allows a parental leave eligible employee to use up to ~~three work weeks~~ (15 contracted workdays) of paid parental leave for:

- (a) the birth of the parental leave eligible employee's child;
- (b) the adoption of a child;
- (c) the appointment of legal guardianship of a child or incapacitated adult; or
- (d) the placement of a foster child in the parental leave eligible employee's care.

Parental leave as described above:

- (a) may not be used before the day on which:
 - (1) the parental leave eligible employee's child is born;
 - (2) the parental leave eligible employee adopts a child;
 - (3) the parental leave eligible employee is appointed legal guardian of a child or incapacitated adult; or
 - (4) a foster child is placed in the parental leave eligible employee's care;
- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period ~~may not be used intermittently~~, unless:
 - (1) by mutual written agreement between the School and the parental leave eligible employee; or
 - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the child;
- (d) runs concurrently with FMLA leave, if applicable to the parental leave eligible employee; and
- (e) runs consecutively to postpartum recovery leave, if applicable to the parental leave eligible employee.

A parental leave eligible employee's paid parental leave does not increase if the parental leave eligible employee:

- (a) has more than one child born from the same pregnancy;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

A parental leave eligible employee may not use more than ~~three work weeks~~ (15 contracted workdays) of paid parental leave within a single 12-month period, regardless of whether during that 12-month period the parental leave eligible employee:

- (a) becomes the parent of more than one child;
- (b) adopts more than one child;
- (c) has more than one foster child placed in the parental leave eligible employee's care; or
- (d) is appointed legal guardian of more than one child or incapacitated adult.

Paid Postpartum Recovery Leave

The School allows a postpartum recovery leave eligible employee to use up to three ~~work~~ calendar weeks (~~15 workdays~~) of paid postpartum recovery leave for recovery from childbirth that occurs at 20 weeks or greater gestation.

Postpartum recovery leave as described above:

- (a) shall be used starting on the day on which the postpartum recovery leave eligible employee gives birth, unless a health care provider certifies that an earlier start date is medically necessary;
- (b) shall be used in a single continuous period, unless otherwise authorized in writing by the Principal;
- (c) runs concurrently with FMLA leave, if applicable to the postpartum recovery leave eligible employee; and
- (d) runs consecutively to parental leave.

A postpartum recovery leave eligible employee's paid postpartum recovery leave does not increase if the postpartum recovery leave eligible employee has more than one child born from the same pregnancy.

Leave Period

The maximum amount of paid postpartum recovery leave available to qualified employees under this policy is three calendar weeks. Any non-contracted workdays (such as holidays, days during summer break, etc.) that occur during a qualified employee's paid postpartum recovery leave count toward the three-calendar week leave period.

The maximum amount of paid parental leave available to qualified employees under this policy is 15 contracted workdays. Any non-contracted workdays (such as holidays, days during summer break, etc.) that occur during a qualified employee's paid parental leave do not count toward the 15-contracted workday leave period.

Notice of Plan to Take Leave

Qualified employees shall give the School's Principal notice at least 30 days before the day on which the qualified employee plans to:

- (a) begin using parental leave or postpartum recovery leave; and
- (b) stop using postpartum recovery leave.

If circumstances beyond the qualified employee's control prevent the qualified employee from giving notice as described above, the qualified employee shall give the School each notice described above as soon as reasonably practicable.

All such notices shall be reviewed by the Principal. If the employee providing notice does not meet the definition of a qualified employee under this policy (and is therefore not entitled to paid parental or postpartum recovery leave), the Principal shall inform the employee. Employees may be required to provide documentation supporting the need for parental or postpartum recovery leave.

Other Leave

Except with respect to FMLA leave, the School may not charge parental leave or postpartum recovery leave against a qualified employee's regular paid personal time off (PTO) or any other leave a qualified employee is entitled to under the School's leave policies.

Employee Benefits During Leave

During the time a qualified employee uses parental leave or postpartum recovery leave, the qualified employee shall continue to receive all employment related benefits and payments at the same level that the qualified employee received immediately before beginning the parental leave or postpartum recovery leave, provided that the qualified employee pays any required employee contributions.

Employee Position after Leave

Following the expiration of a qualified employee's parental leave or postpartum recovery leave, the School shall ensure that the qualified employee may return to:

- (a) the position that the qualified employee held before using parental leave or postpartum recovery leave; or
- (b) a position within the School that is equivalent in seniority, status, benefits, and pay to the position that the qualified employee held before using parental leave or postpartum recovery leave.

Despite the foregoing, if during the time a qualified employee uses parental leave or postpartum recovery leave the School experiences a reduction in force and, as part of the reduction in force, the qualified employee's employment would have been terminated had the qualified employee not been using the parental leave or postpartum recovery leave, the School may terminate the qualified employee's employment in accordance with any applicable process or procedure as if the qualified employee were not using the parental leave or postpartum recovery leave. In addition, upon termination of a qualified employee's employment (for any reason), the employee is not entitled to be paid for any unused parental leave or postpartum recovery leave.

Retaliatory Action

The School may not interfere with or otherwise restrain a qualified employee from using parental leave or postpartum recovery leave in accordance with this policy. In addition, the School may not take retaliatory action against a qualified employee for using parental leave or postpartum recovery leave in accordance with Utah Code § 53G-11-209.

Part-Time Qualified Employees

In the event a qualified employee of the School is also a part-time employee, the employee shall be allowed to use the amount of parental leave or postpartum recovery leave available to the qualified employee under this policy on a pro rata basis.