

**HighMark Charter School
Board of Directors Meeting**

Date: August 17, 2026

Time: 7:00PM

Location: 2467 E South Weber Dr, South Weber, UT 84405



The mission of HighMark Charter School is to equip students with the highest quality education while fostering an entrepreneurial spirit by integrating practical business applications throughout the core curriculum.

AGENDA

CALL TO ORDER

PUBLIC COMMENT (Limited to three minutes per person)

CONSENT ITEMS

- June 3, 2026 Board Meeting and Closed Session Minutes
- Ratify New Hires

REPORTS

- Principal's Report
- Budget Report

VOTING AND DISCUSSION ITEMS

- Curriculum Associates Purchase
- LEA Specific Licenses
- Policies:
 - Capitalization and Expense
 - Electronic Resources (this has a separate procedure that's also done)
 - Paid Parental and Postpartum Recovery Leave
 - Procurement
 - Sex Education Instruction
 - Weapons on School Property

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.

CALENDARING

- Next Board Meeting—October 19, 2026

ADJOURN

HIGHMARK CHARTER SCHOOL BOARD OF DIRECTORS



EXECUTIVE SUMMARY

PRINCIPALS REPORT

See board meeting documentation folder for the most up to date report.

Action: *No action needed*

BUDGET REPORT

See board meeting documentation folder for the most up to date report.

Action: *No action needed*

CURRICULUM PURCHASE

Board approval is necessary to renew i-Ready Mathematics and Reading for the 2026–2027 school year. Curriculum Associates determined that a campus-wide site license is approximately \$4,000 less than purchasing individual licenses at the STEM grant-contracted rate. The site license will provide both math and reading access for up to 800 students at a discounted cost of **\$24,843.48**.

Action: *Board Vote*

LEA SPECIFIC LICENSES

The license areas, and endorsements shall be valid for three (3) academic years as indicated on the attached spreadsheet which contains the associated educator information and rationale for the request. All LEA-Specific licenses will expire on June 30th of the final academic year approved. The (school name) Board of Directors additionally acknowledges that LEA-Specific educator licenses, license areas, or endorsements may be renewed by the Utah State Board of Education (USBE). These renewals will be approved or denied on a case-by-case basis.

Action: *Board Vote*

POLICIES

Amending Capitalization and Expense Policy

Federal regulations (2 CFR § 200.313) and the Utah Division of Finance's Capital Assets Policy 9-1 were amended to increase the capitalization threshold from \$5,000 to \$10,000. The school's Capitalization and Expense Policy has been revised accordingly. The school's accountant supports this policy change.

Amending Electronic Resources Policy

This policy and the corresponding administrative procedures have been revised to comply with the changes to law, including those in SB 88 from the 2026 legislative session. The changes include specifying that the policy must be reviewed and approved at least every three years, that all rules and procedures applicable to the policy must be available for review at the school, that AI glasses are now included in the definition of "electronic device," and that parents may request administration to allow their student to briefly use a privately-owned electronic device during non-instructional time at a specified location designated by the school. The changes also include clarifying the definition of "obscene" and "harmful to minors" and explaining that the school's technology protection measures

include a parent-accessible monitoring system that allows parents to review the activity of their children on school-owned electronic devices.

Amending Paid Parental and Postpartum Recovery Leave Policy

HB 329 from the 2026 legislative session expanded paid leave benefits for qualified LEA employees. The bill requires LEAs to provide an additional three (3) weeks of paid leave to a qualified employee who adopts a child under six (6) years of age (this leave is in addition to the three (3) weeks of parental leave already available to a qualified employee who adopts a child). The bill also creates a separate category of foster leave, requiring LEAs to provide four (4) weeks of paid leave to a qualified employee who becomes a foster parent of a child. Unlike adoption leave, foster leave is not in addition to parental leave because the bill removes foster leave from the parental leave category and establishes it as a separate leave benefit. The Paid Parental and Postpartum Recovery Leave Policy has been revised to incorporate these changes, and its title has been updated to the Paid Parental, Postpartum Recovery, Adoption, and Foster Leave Policy.

Amending Procurement Policy

The school's Procurement Policy has been revised to comply with changes to R33-105, including with respect to quotes for purchases between \$5k and \$50k, professional services, and construction projects. A provision was also added regarding the school following federal procurement requirements, if applicable, when using federal grant funds to procure goods and services.

Amending Sex Education Instruction Policy

HB 281 from the 2025 legislative session revised the definition of "sex education instruction." It also modified the list of sex education related topics that are not allowed to be taught in school (e.g., adding abortion or abortive methods to the list of prohibited topics). In addition, HB 281 revised health curriculum requirements for junior high and high school students (e.g., requiring instruction in "situational awareness" and the "success sequence"). The school's Sex Education Instruction Policy and admin procedures have been revised to comply with the updated definitions and requirements from HB 281. Other proposed revisions to the policy and procedure have also been made, including specifying that parent or staff complaints about the school's sex education instruction materials should be addressed in accordance with the school's applicable grievance policy. Although HB 281 was passed in 2025, the changes relative to sex education instruction go into effect beginning July 1, 2026.

Amending Weapons on School Property Policy

HB 84 clarifies that individuals may not carry a firearm on school property, whether openly or concealed, unless authorized by law. The bill also clarifies that an individual with a concealed firearm permit may carry a firearm only in a concealed manner, unless the individual is lawfully responding to an active threat or another statutory exception applies. The Weapons on School Property Policy has been amended to reflect these changes.

Action: Board Vote

**HighMark Charter School
Board of Directors Meeting**

Date: June 3, 2026

Time: 1:00 PM

Location: 1255 Park Ave, Park City, UT 84060

In Attendance: Richard Bigler, Blake Petersen, Rory Ukena, Lori Drake

Others In Attendance: Shawn Miehlike, Krystal Taylor, Brandon Fairbanks, Priscilla Stringfellow



MINUTES

CALL TO ORDER

Richard Bigler called the meeting to order at 1:40 PM.

CONSENT ITEMS

- April 28, 2026 Board Meeting Minutes
- Ratify New Hires

Blake Petersen made a motion to approve the April 28, 2026 Board Meeting Minutes and to ratify the new hires as presented. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

REPORTS

- Director's Report
Shawn Miehlike presented the June 2026 Principal's Report, highlighting continued academic growth and literacy gains, including recognition from the Utah State Board of Education for increasing early-grade reading proficiency and achieving strong progress monitoring outcomes. Enrollment is projected to increase to 690 students, and Acadience assessment results showed notable improvement in both reading and math from the beginning to the end of the school year. The Board was informed of several new staff hires, upcoming summer facility improvement projects, and the school's ongoing focus on increasing academic proficiency, closing achievement gaps, and strengthening school culture through targeted instruction and family partnerships.
 - Title IX Report
Shawn Miehlike provided an update on the school's compliance with Title IX, including any reports received, related training, and ongoing efforts to maintain a learning environment free from sex-based discrimination and harassment.
- Budget Report
Kim McVey presented the year-end budget report, including a review of current revenues and expenditures and projected year-end financial outcomes. The Board also reviewed the amended FY2025-2026 budget, which reflects updated financial assumptions and expenditures based on actual operational needs throughout the year. Additionally, the proposed FY2026-2027 budget was presented for consideration, outlining anticipated revenues, expenditures, and priorities to support the school's educational programs and strategic goals. The Board discussed the budgets and asked clarifying questions regarding key assumptions and financial planning for the upcoming fiscal year.
- Annual Commitment to Ethical Behavior
Board members reviewed the school's ethics policy and committed to abiding by it and to conducting themselves in a manner consistent with a high standard of ethics and in compliance with applicable law. Each board member signed the commitment.
- Fraud Risk Assessment
The Board reviewed the annual Fraud Risk Assessment required by the Utah Office of the State Auditor, which evaluates the school's internal controls and identifies areas of potential financial risk, including separation of duties, financial oversight, employee training, purchasing procedures, and safeguards against the misuse of public funds. The required signatures were obtained.

VOTING AND DISCUSSION ITEMS

- Final Amended Budget 2025/2026
The Board reviewed the Final Amended Budget for 2025/2026, reflecting final adjustments to the prior school year's financials based on actual revenues and expenditures. Variances from the originally approved budget were primarily due to changes in enrollment, program costs, staffing adjustments, and unanticipated expenses and/or savings realized throughout the year.
- Proposed Budget 2026/2027
The Board reviewed the Proposed Budget for 2026/2027, a balanced budget designed to support the organization's mission while ensuring compliance with all financial policies and regulations.
- Eide Bailly Statement of Work
The Board reviewed the Eide Bailly Statement of Work for audit attestation services, including audited financial statements, agreed-upon procedures for student enrollment, state compliance procedures, and, if applicable, a single audit.

Rory Ukena made a motion to approve the Final Amended Budget 2025/2026, the Proposed Budget 2026/2027, and the Eide Bailly Statement of Work, and to authorize the Director to sign. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Teacher Student Success Act Plan (TSSA Plan)
The Board reviewed the Teacher and Student Success Act (TSSA) Plan, which outlines how funds will be allocated to support student achievement and teacher effectiveness, with periodic amendments made as needed to align spending with identified priorities and address evolving school needs.
- Sex Education Committee
The Board reviewed the proposed membership of the Sex Education Committee, composed of parents, health professionals, school health educators, and administrators, with at least as many parent members as school employee members.

Lori Drake made a motion to approve the Teacher and Student Success Act Plan and the Sex Education Committee membership. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Cheerleading & Student Government Uniform Invoices
Item tabled. The overall dollar amount will not reach board threshold.
- Chromebook Purchase
The Board reviewed a proposed purchase of Chromebooks to refresh and maintain student devices and ensure students have updated, reliable technology to support instruction.
- Classroom TVs Purchase
The Board reviewed a proposed purchase of classroom televisions to support instruction and classroom presentation needs.

Rory Ukena made a motion to approve the Chromebook purchase in an amount up to \$70,000 and the classroom TV purchase in an amount up to \$85,000. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

The Board took a break from 3:00 PM to 3:08 PM.

- Policies:
 - Amended Salary Supplement for Highly Needed Educators Program Policy
The Board reviewed the amended Salary Supplement for Highly Needed Educators Program Policy, which provides additional compensation to attract and retain qualified educators in high-need subject areas and assignments. The proposed amendments update the policy to reflect current program requirements and the school's compensation practices.

- Re-Approve Parent and Family Engagement Policy
The Parent and Family Engagement Policy was presented for re-approval to ensure it remains current, compliant with applicable requirements, and reflective of the school's commitment to partnership with parents and families. No substantive revisions were recommended.
- Review Sex Education Instruction Policy
The Sex Education Instruction Policy was presented for scheduled periodic review. No revisions were recommended and no Board action was required. The most recent county health data was also provided to the board in the documentation email.
- Purchasing Policy
The Purchasing Policy was presented for Board review and approval, including proposed increases to the levels of purchasing amounts.

Lori Drake made a motion to approve the Amended Salary Supplement for Highly Needed Educators Program Policy, to re-approve the Parent and Family Engagement Policy, and to approve the Purchasing Policy. Rory Ukena seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- HighMark Honorees
The Board recognized the HighMark Honorees, celebrating HighMark community members and staff for outstanding achievement and contributions to the school community.

Richard Bigler made a motion to add Brandon Fairbanks to the list of honorees. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Board Member Terms and Elected Officers
The Board reviewed member terms and officers. Blake Petersen and Rory Ukena have terms ending June 30, 2026. The board discussed renewing both members term for a period of 4 years.

Lori Drake made a motion to approve the Board member terms and elected officers as presented. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

- Director Agreement and Compensation
The Board reviewed the Director Agreement and Compensation in a closed session.

Rory Ukena made a motion to approve the Director agreement and compensation as discussed. Lori Drake seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

CLOSED SESSION- to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a).

At 3:30 PM, Rory Ukena made a motion to move into closed session to discuss the character, professional competence, or physical or mental health of an individual pursuant to Utah Code 52-4-205(1)(a). Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

At 3:40 PM, Richard Bigler made a motion to come out of closed session. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

The Board took a break at 3:41 PM and resumed at 3:46 PM.

CALENDARING

- Board Meeting Calendar 2026/2027 School Year
The Board reviewed the proposed Board Meeting Calendar for the 2026/2027 school year.

TRAINING & STRATEGIC PLANNING SESSION

- Open and Public Meetings Act Training
- Management vs. Governance Training
- Forward Planning

Shawn Miehle presented the results of a community survey regarding a potential transition to a four-day school week, noting that 73.3% of responding families supported exploring the model and nearly 70% indicated it would have a positive impact on their family. The presentation reviewed potential benefits, including increased family time, reduced absences, improved staff recruitment and retention, and reduced burnout, while also addressing concerns related to childcare, academics, and student services. The Board discussed possible implementation options, including a one-year pilot program with clearly defined success metrics and ongoing evaluation of academic, operational, and community outcomes. Brandon Fairbanks also provided the Board's annual Open and Public Meetings Act training, including a review of key requirements and an interactive discussion focused on governance versus management roles through practical scenarios and exercises.

ADJOURN

At 5:16 PM, Rory Ukena made a motion to adjourn. Blake Petersen seconded. Motion passed unanimously. Votes were as follows: Richard Bigler, Aye; Blake Petersen, Aye; Rory Ukena, Aye; Lori Drake, Aye.

HighMark Charter School Board of Directors Closed Session

Meeting Date: June 3, 2026

Location: 2467 E. South Weber Drive
South Weber, UT 84405



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for HighMark Charter School entered into a closed session for the sole purpose of discussing the character, professional competence, or physical or mental health of an individual in accordance with Utah Code Ann. 52-4-2(1)(a).

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the 3rd day of June, 2026, at 1255 Park Ave, Park City, UT 84060.

Richard Bigler, Board Chair

HighMark Charter School
Statement of Financial Position
Created on August 10, 2026
For Prior Month

	07/01/2026 Through 07/31/2026 <u>Actual</u>	Year Ending 06/30/2026 <u>Actual</u>
Assets & Other Debits		
Current Assets		
Operating Cash	4,138,346	3,871,599
Accounts Receivables	2,731	9,957
Other Current Assets	20,000	108,930
Total Current Assets	<u>4,161,077</u>	<u>3,990,486</u>
Restricted Cash	<u>421,438</u>	<u>420,017</u>
Net Assets		
Fixed Assets	13,834,662	13,834,662
Depreciation	(4,065,170)	(4,065,170)
Total Net Assets	<u>9,769,492</u>	<u>9,769,492</u>
Total Assets & Other Debits	<u>14,352,007</u>	<u>14,179,995</u>
Liabilities & Fund Equity		
Current Liabilities	171,234	522,799
Long-Term Liabilities	<u>8,568,118</u>	<u>8,568,118</u>
Fund Balance	<u>5,089,077</u>	<u>4,137,610</u>
Net Income	<u>523,578</u>	<u>951,468</u>
Total Liabilities & Fund Equity	<u>14,352,007</u>	<u>14,179,995</u>

HighMark Charter School

Statement of Activities

Created on August 10, 2026
For Prior Month

	Annual June 30, 2027 Budget	Year-to-Date July 31, 2026 Actual	% of Budget
Net Income			
Income			
Revenue From Local Sources	321,000	22,207	6.9 %
Revenue From State Sources	7,874,619	750,230	9.5 %
Revenue From Federal Sources	113,316	0	0.0 %
Total Income	8,308,935	772,437	9.3 %
Expenses			
Instruction/Salaries	4,939,080	30,898	0.6 %
Employee Benefits	775,840	3,522	0.5 %
Purchased Prof & Tech Serv	612,000	48,381	7.9 %
Purchased Property Services	224,900	6,354	2.8 %
Other Purchased Services	96,500	10,829	11.2 %
Supplies & Materials	487,000	25,646	5.3 %
Property	190,000	68,088	35.8 %
Debt Services & Miscellaneous	687,852	55,141	8.0 %
Total Expenses	8,013,172	248,859	3.1 %
Total Net Income	295,763	523,578	177.0 %

Curriculum Associates®

Prepared For:

Shawn Miehke
Highmark CS
2467 E South Weber Dr,
South Weber, UT 84405

8/3/2026

Dear Shawn Miehke,

Thank you for requesting a price quote from Curriculum Associates. The chart below provides a summary of the products and i-Ready Partner Services included. If you have any questions or would like any changes, please contact us.

Implementation Starting: 2026-2027 Quote ID: 468740.3 Quote Valid through: 12/31/2026

Product	List Price	Net Price
i-Ready	\$24,330.00	\$23,164.00
Professional Learning	\$500.00	\$0.00
i-Ready Partners Services	\$2,000.00	\$0.00
List Total:		\$26,830.00
Savings:		\$3,666.00
Shipping/Tax/Other:		\$1,679.38
Total:		\$24,843.38

Thank you again for your interest in Curriculum Associates.

Sincerely

Joel Kongaika
(801) 319-4832
jkongaika@cainc.com

i-Ready Partners Services Includes:

- Initial Implementation Services: Provisioning, Initial Rostering, Hosting, Technology Assessment
- Implementation Management: Implementation Guidance, Realtime Achievement Data After Every Assessment, Ongoing Data Management
- Staff Development Consultation and Resources: Consultative services to help you plan and make the most of Professional Learning sessions, and i-Ready Central Self-Service Resources
- Technical Support: Proactive Network Monitoring & Issue Notification, Annual Health Check, Technical Support

Please submit this quote with your purchase order

Curriculum Associates®

Quote ID: 468740.3

Date: 8/3/2026

Quote Valid through: 12/31/2026

Prepared For:

Shawn Miehke

Highmark CS

2467 E South Weber Dr,

South Weber, UT 84405

smiehke@hmcharterschool.org

8014764627

Your Representative:

Joel Kongaika

(801) 319-4832

jkongaika@cainc.com

i-Ready

Product Name	Item #	ISBN	Qty	List Price	Net Price	Total
i-Ready Upgrade to Assessment and Personalized Instruction Math and Reading Site License 501-800 Students 1 Year	17794.0	978-1-4957-2043-7	1	\$24,330.00	\$23,164.00	\$23,164.00
i-Ready Subtotal:						\$23,164.00

Professional Learning

Product Name	Item #	ISBN	Qty	List Price	Net Price	Total
Online Educator Learning Site License - Digital PL Courses and Personalized Learning to Complement Professional Learning Sessions	40124.0	978-1-6630-0817-6	1	\$500.00	\$0.00	\$0.00
Professional Learning Subtotal:						\$0.00

i-Ready Partners Services

Product Name	Item #	ISBN	Qty	List Price	Net Price	Total
i-Ready Partners Implementation Support - Provisioning + Tech Support + Hosting + Data Management + Implementation Planning + Data Reviews + and Check ins 1 Year	27939.0	978-1-7280-1479-1	1	\$2,000.00	\$0.00	\$0.00
i-Ready Partners Services Subtotal:						\$0.00

Total		
	List Total:	\$26,830.00
	Savings:	\$3,666.00
	Merchandise Total:	\$23,164.00
	Voucher/Credit:	\$0.00
	Estimated Tax:	\$1,679.38
	Estimated Shipping:	\$0.00
	Total:	\$24,843.38

Special Notes

F.O.B.: N. Billerica, MA 01862
Shipping: Shipping based on MDSE total
Terms: Net 30 days, pending credit approval
Fed. ID: #26-3954988

Please submit this quote with your purchase order

N1

Submitting Your Order

Placing an order is easy! Simply refer to the guide below when preparing your Purchase Order.

Submit Your Purchase Order and Corresponding Quote To: orders@cainc.com

Need Help Placing an Order? Contact: orders@cainc.com or 1 (800) 225-0248

1. Purchase Order Number and Date

2. Bill-To or Invoice-To Name and Address

3. Ship-To Name and Address

4. Items and Quantities

Does your quote include a “for budgeting” note? Ensure all items and quantities are final.

5. Subtotals for Merchandise, Freight, Tax, and the Purchase Order Grand Total

A current tax-exempt certificate must be on file to honor exemption status.

1 Purchase Order

Pleasant Meadows
Regional School District

Purchase Order: 312773
Date: 7/1/2025

2 Bill To:
Pleasant Meadows School District
ATTN: Accounts Payable
47 Whipple Rd
Pleasant Meadows, MA 01234
(978) 123-4567
Vendor Name: Curriculum Associates

3 Ship To:
Pleasant Meadows School District
ATTN: Adam Smith, Warehouse Mgr
47 Whipple Rd
Pleasant Meadows, MA 01234
(978) 123-4567

Product	Quantity	Unit Price	Extended Amount
23456.0 Reading Student Book G2	75	\$15.00	\$1,125.00
23456.9 Reading Teacher Book G2	3	\$30.00	\$90.00
23457.0 Math Student Book G2	75	\$15.00	\$1,125.00
23457.9 Math Teacher Book G2	3	\$30.00	\$90.00
12345.0 Digital School License	1	\$7,000.00	\$7,000.00

5 Subtotal	\$9,430.00
Freight	\$267.30
Tax	\$0.00
Total	\$9,697.30

Notes:

- 6** Reference Quote # 12456.1
- 7** Pack materials by school site. Deliver between 7/14/25–7/25/25.
- 8** Warehouse open Monday–Thursday 8 a.m.–3 p.m. in July.

9 *Sarah Johnson*
Purchasing Manager

6. Quote Number
Quote total and Purchase Order total must match.

7. Delivery Window
Must be at least seven to 10 days

8. Delivery Instructions
For example, please indicate weekdays and times the location is open for deliveries.

9. Signature of Authorized Official
If required by your administration

Note: We are unable to accept requisitions or signed quotes.

White-Glove Delivery:

Available upon request for \$500 per shipment location, subject to our carrier partner’s availability. Please notify us of this request prior to submitting your Purchase Order so we can include the service on your quote properly.

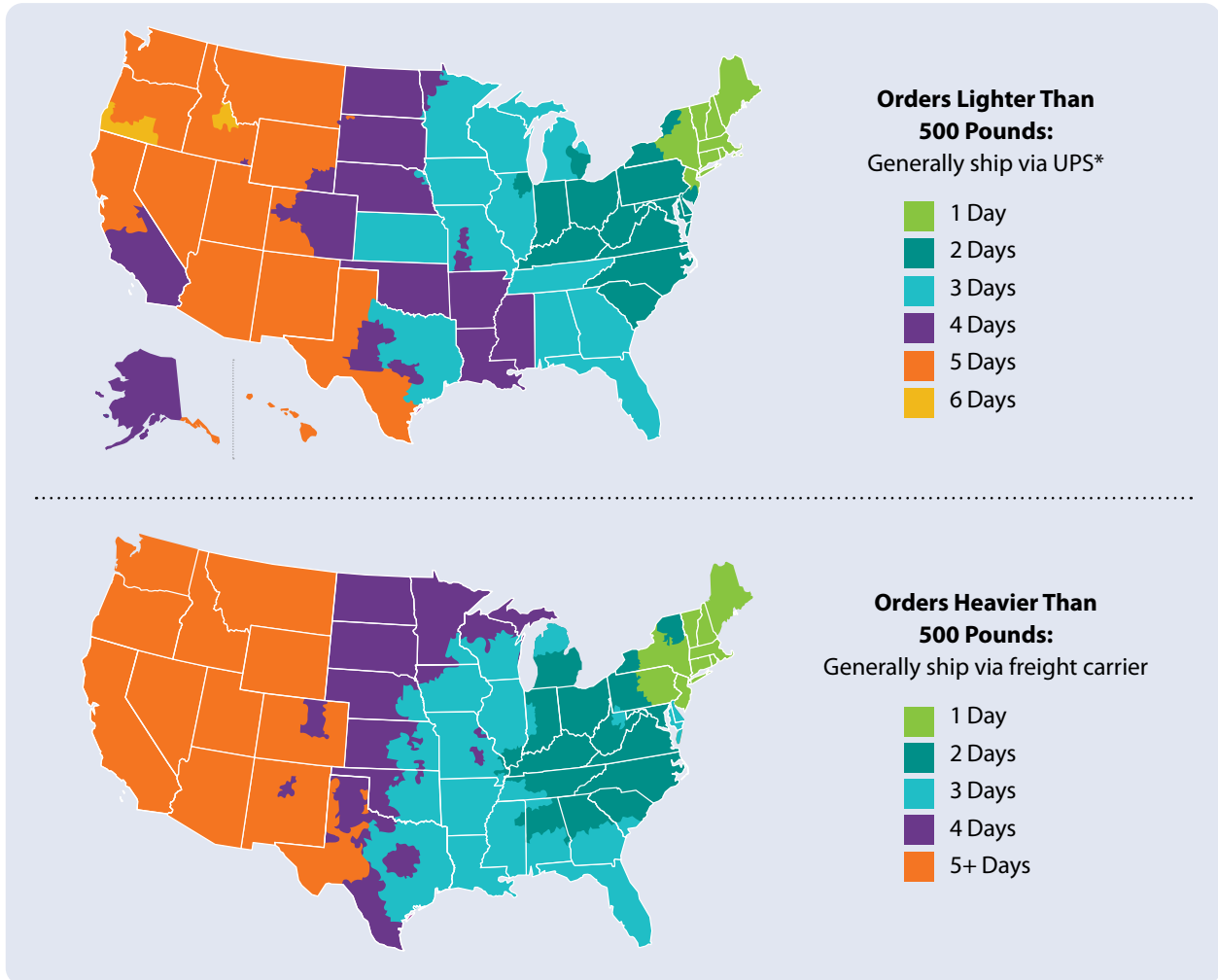
Please Consider Processing and Transit Times as You Are Preparing to Place Your Order

Orders lighter than 500 pounds are shipped via UPS. Orders heavier than 500 pounds are shipped via freight carrier. Reference the maps on the following page for our estimated transit times.

Estimated Transit Times

Please factor in the following lead times when arranging for delivery of our printed materials.

Shipping varies by location and shipping method from our warehouse in Littleton, MA. Locations considered to be remote, including locations within contiguous and non-contiguous states, may require additional transit days and special carrier services. See the maps below for further explanation.



*The threshold for UPS orders may be raised during peak season (i.e., June–September).
Please note that UPS deliveries may arrive over several days.

Additional Tips for Successful Delivery:

- Indicate on your Purchase Order if you would like to ship to a central location, such as a district warehouse, or to individual schools.
- Select a delivery window when someone will be at the delivery location to accept the order.
Notify others, such as front office or custodial staff, about the delivery.

Need Help Placing an Order?

Contact: orders@cainc.com or 1 (800) 225-0248



Unparalleled Service and Educator Support

The *i-Ready Partners* team was born from our core value: the quality of our services is as important as the quality of our products. Know that when you implement our programs, your local *i-Ready Partners* will be there to support your team every step of the way.

Service Components

Our *i-Ready Partners* team is tasked with helping you implement our programs to meet ambitious district goals. *i-Ready Partners* support includes:

- **An Account Manager You Know on a First-Name Basis:** Dedicated account managers are your point of connection to a powerful network of *i-Ready* experts focused on making your implementation successful.
- **Consultative Professional Development Planning:** Tailored professional development plans ensure that PD is tied to your implementation goals and that educators are equipped to optimize the use of our programs from day one.
- **Real-Time Achievement Data after Every Assessment:** Detailed student achievement analytics to empower data-driven practices in classrooms.
- **Educational Consultants to Help You Know What's Coming Next:** Educational consultants to keep you up to speed on our latest research, development, and best practices.
- **Technical Support and Health Checks:** Proactive support that anticipates and heads off issues before they start—and is there for you should they arise.



**Account
Management**



**Professional
Development**



**Educational
Consultants**



**Achievement
Analytics**



**Technical
Support**

Your *i-Ready* *Partners* Team

Dedicated to helping you implement *i-Ready* programs and achieve your district goals



Curriculum Associates®

Placing an Order

Email: Orders@cainc.com

Submit PO by Mail:

ATTN: CUSTOMER SERVICE DEPT.
Curriculum Associates LLC
153 Rangeway Rd
North Billerica, MA 01862-2013

Submit Order by Check:

Curriculum Associates, LLC
PO Box 936600
Atlanta, GA 31193-6600

Please visit CurriculumAssociates.com for more information about placing orders or contact CA's customer service department (1-800-225-0248) and reference quote number for questions.

Please attach quote to all signed purchase orders.

If tax exempt, please submit a valid exemption certificate with PO and quote in order to avoid processing delays. Exemption certificates can also be submitted to exempt@cainc.com.

Shipping Policy

Unless otherwise noted, shipping costs are calculated as follows:

Order Amount	Freight Amount
\$74.99 or less	Max charge of \$12.75
\$75.00 to \$999.99	12% of order
\$1,000 to \$4,999.99	10% of order

Order Amount	Freight Amount
\$5,000.00 to \$99,999.99	9% of order
\$100,000 and more	8% of order

Please contact your local CA representative or customer service (1-800-225-0248) for expedited shipping rates. The weight limit for an expedited order is **500lbs**.

The enhanced shipping and handling services listed below are available upon request subject to the availability of our carrier partners. Please notify us of these delivery requests prior to issuing your PO so that we can include the service on your quote appropriately:

- White Glove Delivery Service \$1000/delivery/site

If our carrier partners are unable to deliver to the location instructed on the PO or you need to change the time or location of delivery, one or more of the following fees may be applicable:

- Delivery Address Change \$500/shipment location
- Freight Storage \$1000/shipment location
- Freight Carrier Redelivery \$350/pallet

Unless otherwise expressly indicated, the shipping terms for all deliveries is FOB CA's Shipping Point (whether to a CA or third party facility). Risk of loss and title is passed to purchaser upon transfer of the goods to carrier, standard shipping charges (listed above) are added to the invoice or included in the unit price unless otherwise specified.

Supply chain challenges outside of Curriculum Associates' control may impact inventory availability for print product. We recommend submission of purchase orders as soon as possible to help ensure timely delivery.

Payment Terms

Payment terms are as follows:

- With credit approval: Net 30 days
- Without credit approval: payment in full at time of order
- Accounts must be current before subsequent shipments are made

To ensure payment processing is timely and environmentally conscious, CA encourages ACH payments. If you would like to pay via ACH, please request remittance information by emailing AR@cainc.com.

Please send any payment notifications to payments@cainc.com. Credit card payments are only accepted for purchases under \$50,000.

Invoice Receipt Preference

CA is pleased to offer electronic invoice delivery. Electronic invoice delivery allows CA to deliver your invoice in a timely and environmentally friendly manner. To request electronic invoice delivery please contact the CA Accounts Receivable team at invoices@cainc.com or by fax (1-800-366-1158). Please reference your quote number, provide a valid email address where the invoice should be directed, and indicate you would like to opt into electronic invoice delivery.

Terms of Service

Customer's use of i-Ready® shall be subject to the i-Ready Terms and Conditions of Use. By issuing a purchase order, shipment request, or payment against this quote, Customer agrees to the i-Ready Terms and Conditions of Use accessible at https://cdn.bfldr.com/LS6J0F7/at/37qc9fs38hw5np8cwqf4mtqn/3_iReady_Terms_Of_Use.pdf, including the Data Protection Addendum appended thereto as an exhibit, which are collectively incorporated herein by reference.

Customer's professional learning sessions will expire two years following the date of your purchase order or the implementation year noted on your quote, whichever comes first and are subject to the Professional Learning Terms of Service, which can be found at <https://www.curriculumassociates.com/support/privacy-and-policies>.

Return Policy

For any non-print products — your subscription may be terminated and you may request a pro-rata refund for unused services within 90 days of license start date. For Professional Learning services, you may request a refund for unused services within 90 days of purchase date. After 90 days, your non-print products and Professional Learning purchase shall be final and no refunds are available. Except for materials sold on a non-refundable basis, purchaser may return, at purchaser risk and expense, purchased print materials with pre-approval from CA's Customer Service department within 12 months of purchase. Please examine your order upon receipt. Before returning material, call CA's Customer Service department (1-800-225-0248 option 2) for return authorization and documentation. When returning material, please include your return authorization number and the return form that will be provided to you by CA's Return department. We do not accept returns on unused i-Ready or Toolbox licenses®, materials that have been used and/or are not in "saleable condition," and individual components of kits or sets including but not limited to BRIGANCE® Kits, Ready® student and teacher sets, i-Ready Classroom® student and teacher sets, and Magnetic Foundation and Literacy classroom kits.

SY26-27 LEA-S(pecific) Requests

Effective 8/2021, the following are NOT allowed for LEA-S: Audiologist, Deaf Education, Preschool Special Ed., School Psychologist, School Social Worker, Special Ed (K-12), Speech Language Pathologist, Speech Language Therapist

LEA (District or Charter) Name	Date LEA's Board Met	CACTUS ID	Last Name	First Name	Is this a RENEWAL Request from SY25-26? (Y/N)	License Area 1	Endorsement 1	Endorsement 2	Endorsement 3	Rational/Motions	Is Educator's Assignment in CACTUS? (Y/N)	Has LEA Specific tab in CACTUS been completed? (Y/N)	Does Educator Have a current BACKGROUND check? (Y/N)	Does Educator Have a current ETHICS check? (Y/N)	Pedagogical Modules Completed and certificate received? (Y/N)	LEA Application Received? (Y/N)	CPR Cert # PE ONLY
Granite SD	1/5/2021	999999 Example	Educator		N	Secondary	Math Level 3	Chemistry		Educator is enrolling in EPP Fall 2021	Y	Y	Y	Y	Y	Y	N/A
HighMark Charter School	8/17/2026	722892 Fradette	Gina	N	Secondary	English Language Arts				Educator is enrolling in classes by Spring 2027	Y	N	Y	Y	N/A	N	N/A
HighMark Charter School	8/17/2026	716346 Germer	Alexandra	N		Physical Education K-12				Educator is enrolling in classes by Spring 2027	Y	N	Y	Y		N	N
HighMark Charter School	8/17/2026	821151 Lucus	Zoe	N		Science Integrated (Earth Sci 2)				Educator is enrolling in classes by Spring 2027	Y	N	Y	Y		N	N/A
HighMark Charter School	8/17/2026	693383 Sprinkel	Nicole	N	Secondary	Family & Consumer Sciences Comp				Educator is enrolling in classes by Spring 2027	Y	N	Y	Y		N	N/A
HighMark Charter School	8/17/2026	787416 West-Moss	Heather	N	Secondary	General Financial Literacy		Visual Art (K-12)	Business & Marketing Comprehensive	Educator is enrolling in classes by Spring 2027	Y	N	Y	Y	N	N	N/A
HighMark Charter School	8/17/2026	771638 Tomlinson	Casey	N	Elementary					Educator is enrolling in classes by Spring 2027	Y	N	Y	Y	N/A	N	N/A



Policy: Capitalization and Expense Policy

Adopted: March 18, 2010

Amended: March 13, 2023

Purpose

The purpose of this policy is to allow for accounting to depreciate rather than expense qualified inventory items.

Policy

Items, including associated components necessary to use the item, which (a) have a fair market value over ~~\$5,000.00~~ \$10,000.00 and (b) have a useful life of more than three (3) years shall be depreciated rather than expensed. The period of time items will be depreciated will be based on the length of the item's useful life.

HighMark Charter School
Policy: Electronic Resources Policy
Approved: 08.18.2025



Purpose

HighMark Charter School (the "School") recognizes the value of computer and other electronic resources to facilitate student learning and help the School's employees accomplish the School's mission. The School has therefore made substantial investments to establish a network and provide various electronic resources for its students' and employees' use. Because of the potential harm to students and the School from misuse of these resources, the School requires the safe and responsible use of computers; computer networks, including e-mail and the Internet; and other electronic resources. This policy is intended to ensure such safe and responsible use and to comply with Utah Administrative Rule R277-495, Utah Code § 53G-7-227, Utah Code § 53G-7-100¹² *et seq.*, the Children's Internet Protection Act, and other applicable laws.

Electronic Devices

The School recognizes that various forms of electronic devices are widely used by both students and employees and are important tools in today's society. The School seeks to ensure that the use of electronic devices, both privately-owned devices and devices owned by the School, does not cause harm or otherwise interfere with the learning, safety, or security of students or employees. The Principal shall therefore establish reasonable rules and procedures regarding the use of electronic devices at School and School-sponsored activities in compliance with applicable laws.

Internet Safety

It is the School's policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code). The Principal shall establish rules and procedures to accomplish these objectives and ensure compliance with applicable laws.

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal.

The Principal shall ensure that rules and procedures regarding students' use of the School's electronic resources are established and clearly communicated to students and their parents/guardians. The Principal will ensure that safeguards are in place to restrict access to inappropriate materials and that the use of the Internet and other electronic resources is monitored. The Principal shall ensure that students receive appropriate training regarding these rules and procedures.

Staff Acceptable Use of School Electronic Resources

Improper use of the School's electronic resources by employees has the potential to negatively impact students, damage the School's image, and impair the School's electronic resources. Therefore, this policy is intended to govern employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment.

The Principal shall establish rules and procedures regarding employees' use of the School's electronic resources.

Availability of Rules and Procedures

The Principal shall ensure that all rules and procedures established pursuant to this policy are available for review at the School.

Review and Approval

This policy will be reviewed and approved periodically at least every three years to ensure that it continues to meet the School's needs.

Electronic Resources Administrative Procedures

These procedures are established in order to comply with and implement the Electronic Resources Policy adopted by the School's Board of Directors.

Electronic Devices

Definitions

"Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including but not limited to: a cellphone or smartphone, a smart or electronic watch, a tablet, ~~or~~ a virtual reality device, or AI glasses.

~~**"Instructional time"** means the hours during the School day designated by the School for class instruction.~~

"Privately-owned electronic device" means an electronic device that is not owned or issued by the School to a student or employee, including any emerging technology (which includes any device that has or will be able to act in place of or as an extension of an individual's cellphone).

"School dayhours" means the ~~hours that make up time from the beginning of the School day, as designated by~~ according to the School's bell schedule, until the end of the School day, as designated by the School's bell schedule, including all instructional time, lunch periods, recess, and transition times between classes.

"School-owned electronic device" means an electronic device that is owned, provided, issued, or lent by the School to a student or employee.

"School-sponsored activities" means field trips, curricular and extracurricular activities, and extended School-sponsored trips or activities, including School-provided transportation to and from such activities.

Student Use of Electronic Devices

Electronic devices may only be possessed and used by students during ~~the~~ School dayhours and during School-sponsored activities in accordance with the following standards:

- Electronic devices may not be used to view, access, download, store, or transmit pornography or other obscene or inappropriate material.

- Electronic devices may not be used to bully, threaten, humiliate, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees.
- Electronic devices may not be used in ways that violate local, state, or federal laws.
- Electronic devices may not be used during quizzes, tests, and standardized assessments except as otherwise provided herein.
- Electronic toys are not allowed in the School.
- Students may have privately-owned electronic devices at School during ~~the~~ School dayhours. However, privately-owned electronic devices must remain out of sight in a bag or backpack and be turned off or set to a mode where notifications can't be received during ~~the~~ School dayhours, unless an exception provided herein applies.
- Students may not use or respond to privately-owned electronic devices during ~~the~~ School dayhours, unless an exception provided herein applies.

Exceptions

The Principal may give permission for a student to possess and use a privately-owned electronic device during ~~the~~ School dayhours and during School-sponsored activities for good cause if the device does not distract from the instructional or educational process and is not otherwise used inappropriately.

Parents may request that the Principal allow a student to possess and use a privately-owned electronic device on active mode at all times during ~~the~~ School dayhours and during School-sponsored activities, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

Parents may also request that the Principal allow a student to briefly use a privately-owned electronic device during non-instructional time in a specified location designated by the School.

Students may use a privately-owned electronic device to address a medical necessity.

A student may possess and use a privately-owned electronic device on active mode at all times during ~~the-regular~~ School dayhours and during School-sponsored activities, including during assessments, if such an accommodation is specified in a written Section 504 plan, an Individualized Education Plan, or in connection with other legitimate circumstances determined by the Principal.

Privately-owned electronic devices may be possessed and used in the event of an emergency during the limited period of the emergency in order to protect the safety of a student or School employee, visitor or volunteer. This includes using a privately-owned electronic device to respond to an imminent threat to health or safety of an individual or to respond to a School-wide emergency. During a school-wide emergency, students' use of privately-owned electronic devices should not be excessive to avoid overloading

cell towers/the cellular network (so that they remain open and effective for first responders).

Students may also use a privately-owned electronic device during ~~the~~ School ~~day~~hours and during School-sponsored activities to use the SafeUT Crisis Line.

Parents may make other individualized requests for exceptions to these procedures to the Principal.

Consequences for Violation

A student will receive one warning prior to discipline for violating these procedures unless the violation involves cheating or constitutes a violation of the School's Student Conduct and Discipline Policy or Bullying and Hazing Policy or at the discretion of the Principal. On the second violation of these procedures, if the violation involves a privately-owned electronic device, the privately-owned electronic device will be confiscated, labeled, and held in a secure location. The Principal, teachers, and other individuals designated by the Principal may confiscate privately-owned electronic devices under these procedures.

Despite the foregoing, a privately-owned electronic device may be confiscated after an initial or other violation of these procedures if the violation is deemed serious by the Principal, teacher, or another individual designated by the Principal. Serious violations include but are not limited to a student using a privately-owned electronic device to:

- Threaten, harass, bully, or intimidate another person;
- Access pornography or obscene material;
- Engage in academic dishonesty;
- Participate in criminal behavior; or
- Repeatedly or egregiously disrupt classroom or other School instruction.

An individual other than a student that finds or confiscates a privately-owned electronic device may search the device for the purpose of determining the device's owner. Students may not search privately-owned electronic devices that do not belong to them. Privately-owned electronic devices that are used inappropriately may be subject to search by the Principal or other individuals designated by the Principal if there is a reasonable suspicion that the device contains obscene or pornographic material or has been used to cheat or to threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. School-owned electronic devices may be searched at any time by School officials, with or without cause.

The School is not responsible for loss, damage or theft of any privately-owned electronic devices. The School will make reasonable efforts to notify parents/guardians if the School has confiscated a student's privately-owned electronic device.

Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain un-retrieved privately-

owned electronic devices until the end of the School year, at which time the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

The Principal may, subject to applicable law, impose additional disciplinary consequences for a student's violation of these procedures, considering the nature of the violation and other disciplinary actions in which the student has been involved.

Such disciplinary actions may include:

- Loss of the privilege to possess or use electronic devices
- Disciplinary letter to the student's parent/guardian that is placed in the student's file
- Detention
- In-School suspension
- Suspension
- Expulsion
- Loss of the privilege of participating in School-sponsored activities or of receiving honor recognition

The School may contact law enforcement if School employees believe that a student has used an electronic device in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic devices.

Notice of the Policy and Procedures

The School will make the Electronic Resources Policy and these procedures accessible on the School's website, including in the same location as the School's Data Governance Plan required in R277-487.

~~Complaints about the policy and these procedures or their enforcement, or complaints about observed behavior regarding the policy and these procedures, should be addressed in accordance with the School's grievance policies.~~

Creative and Innovative Uses for Electronic Devices

Teachers and other School employees are encouraged to use electronic devices creatively in order to effectively communicate with students and parents/guardians and to enhance instruction. Creative uses might include notifying absent students of assignments, communicating with parents when students excel or if they are behind or absent, notifying students and parents of news articles or events that would enhance the learning experience, providing feedback to students on tests and assignments, parents notifying the School when students are absent or tardy.

Other Provisions

Picture taking or sound or video recording by students is prohibited in School unless authorized by a teacher or the Principal. Picture taking or sound or video recording by

students is prohibited in private areas of the School such as locker rooms, counseling sessions, washrooms, and dressing areas. Violations of this may subject students to discipline, and any suspected illegal activity may be reported to law enforcement.

Students bring privately-owned electronic devices on School property at their own risk. The School is not responsible for lost, stolen or damaged privately-owned electronic devices.

Students are responsible for their privately-owned electronic devices and may be subject to discipline if their device is misused by another.

Parents, guests and visitors to the School may use privately-owned electronic devices at School and at School-sponsored activities only in accordance with rules established by the Principal. Such individuals who use the School's electronic resources, including the School's equipment, services, or connectivity, whether on or off School property, may not use such resources to access inappropriate material or information.

Internet Safety

The School has established a policy to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act (section 254(h) of title 47, United States Code).

Definitions

Key terms are as defined in the Children's Internet Protection Act.

"Technology Protection Measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

[1-] Obscene, which means material that is obscene under as that term is defined in section 1460 of title 18, United States Code, and applicable United States Supreme Court precedent.

1-[2-] Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or

2-[3-] Harmful to minors.

"Harmful to Minors" means, as set forth in section 254 of title 47, United States Code, any picture, image, graphic image file, or other visual depiction that:

- 1- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- 2- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual

contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

- 3- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

“**Sexual Act**” and “**Sexual Contact**” have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

~~To the extent practical, t~~The School ~~will~~ employs technology protection measures (or “Internet filters”) to block or filter Internet access to—or other forms of electronic communications containing—inappropriate information over the School’s network or by School-owned electronic devices. These technology protection measures constitute the School’s preapproved content filtering system as described in Utah Code § 53G-7-1003, and they are employed by the School regardless of whether a parent requests them or not. The School also employs a parent-accessible monitoring system, which is a technology platform that enables a parent to review the activity of the parent’s student on School-owned electronic devices.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the Principal or designated representatives.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the School online computer network when using electronic mail, chat rooms, instant messaging, social media, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking” and other unlawful activities and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all School employees to educate, supervise and monitor appropriate usage of the School’s online computer network and access to the Internet in accordance with the Electronic Resources Policy and these procedures, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act. This includes educating students about

appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, as well as cyberbullying awareness and response. The School will also provide information regarding these matters to parents/guardians.

Student Acceptable Use of School Electronic Resources

The School makes various electronic resources available to students. These resources include computers and other electronic devices and related software and hardware as well as the School's network and access to the Internet. The School's goal in providing such electronic resources to students is to enhance the educational experience and promote the accomplishment of the School's mission.

Electronic resources can provide access to a multitude of information and allow communication with people all over the world. Along with this access comes the availability of materials that may be considered inappropriate, unacceptable, of no educational value, or even illegal. The School has initiated safeguards to restrict access to inappropriate materials, and use of the Internet and other electronic resources is monitored as well.

In order to use the School's electronic resources, students must be willing to abide by the rules of acceptable use. Use of the School's electronic resources is a privilege, and students have no expectation of privacy in connection with their use of the School's electronic resources.

Students who abuse this privilege by actions such as damaging the School's electronic resources; violating copyrights; bullying, hazing, intimidation, humiliation, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; hacking; invasion of the reasonable expectations of privacy of students or employees; or other unauthorized or inappropriate use, will be subject to discipline. Violation of policies and rules regarding use of the School's electronic resources may also result in confiscation of School-issued devices and denial of access to the School's electronic resources. This may result in missed assignments, inability to participate in required assignments and assessments, and possible loss of credit or academic grade consequences.

The School may contact law enforcement if School employees believe that a student has used School electronic resources in connection with a violation of criminal law, and criminal penalties may arise from inappropriate use of electronic resources. This applies to use of the School's electronic resources at any time and place, whether on or off School grounds.

Students are personally responsible for School electronic resources provided to them and the students and their parents/guardians may be held responsible for loss or damage to such electronic resources.

Parents play an important role in helping students understand what does and does not constitute acceptable use.

The School may establish agreements for students to sign acknowledging that they understand the rules for use of the School's electronic resources.

Staff Acceptable Use of School Electronic Resources

These procedures apply to employees' and volunteers' use of the School's electronic resources, and employees must agree to these terms as a condition of employment.

At-Will Employment

Nothing in the Electronic Resources Policy or these procedures is intended to create additional rights for any employee or to otherwise alter or amend the at-will nature of the employment relationship between the School and any employee.

The School's Rights

It is the School's policy to maintain an environment that promotes safe, ethical and responsible conduct in all activities involving the use of the School's electronic resources. The School recognizes its legal and moral obligation to protect the well-being of students and to preserve the integrity of its electronic resources. The School's rights in connection with its electronic resources include but are not limited to the following:

1. All data, files, programs, and materials downloaded with or used, sent, received, or stored upon the School's electronic resources are the School's property, and the School may deal with such items as it deems appropriate.
2. The School may log network use and monitor server space utilization by users and assumes no responsibility or liability for files deleted due to violation of server space allotments.
3. The School may remove a user account on the network with or without notice.
4. The School may monitor all user activities on the School's electronic resources, including but not limited to real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. The School may provide internal and external controls of network usage as appropriate and feasible, including but not limited to restricting online destinations through software or other means.
6. The School may limit or restrict, with or without notice, access to the School's electronic resources for those who do not abide by the Electronic Resources policy or these procedures or other direction governing the use of the School's electronic resources.

7. The School may determine, in its sole discretion, what materials, files, information, software, communications, and other content or activity are permitted or prohibited.
8. The School may delete or remove, with or without notice, any files, programs, data or other materials from any of the School's electronic resources.
9. The School may provide additional policies or guidelines regarding acceptable use of electronic resources.

Employees' Responsibilities Regarding Students' Use of Electronic Resources

Employees who supervise students, control electronic resources, or otherwise have the ability to observe student use of School electronic resources are responsible for educating students on appropriate use of the School's electronic resources. Such employees shall make reasonable efforts to monitor such use to ensure that it is consistent with applicable rules. Employees should make reasonable efforts to become familiar with the Internet and the use of the School's electronic resources to help ensure effective monitoring, instruction, and assistance.

User Responsibilities

Use of the School's electronic resources is a privilege intended to help employees fulfill their responsibilities and promote the School's mission. In order to maintain this privilege, users must agree to comply with the Electronic Resources Policy and these procedures. Users who are aware of any violation of the policy or these procedures by any employee must report the violation to the Principal. Employees are responsible for any School electronic resources issued to them at all times and may be held responsible for any inappropriate use, regardless of the user.

Employees may use privately-owned electronic devices at School or at School-sponsored activities in accordance with rules and procedures established by the Principal. Employees may not use privately-owned electronic devices at School or at School-sponsored activities to access inappropriate matter.

Violation of the policy or these procedures is grounds for discipline, up to and including termination. The School may also notify law enforcement as appropriate, and such actions may subject an employee to criminal penalties.

Acceptable Use

Standards for acceptable use of the School's electronic resources include but are not limited to the following:

1. All use of the School's electronic resources, including but not limited to use of computers and other electronic devices, use of e-mail, and network and Internet access must be consistent with the School's mission.

2. Network accounts are to be used only by the authorized user of the account for the authorized purpose.
3. Users must take reasonable steps to protect the privacy of students, School employees and other members of the School community and must strictly maintain the confidentiality of information regarding such individuals.
4. Use of the School's electronic resources, whether inside or outside the School, must comply with the School's employee handbook, as established from time to time.
5. Employees must comply with applicable copyright laws, ethical rules, and other applicable laws and regulations.
6. Users must exercise appropriate professional judgment and common sense when transporting files to and from school, keeping in mind copyright and other legal issues, as well as ensuring that the non-School computers to or from which files are being transferred are employing appropriate virus-control technologies.
7. Users must exhibit professionally appropriate behavior when using the School's electronic resources in order to professionally represent and preserve the image the School.
8. Users must take reasonable precautions to protect the School's electronic resources in order to reduce repair costs, maintain the integrity of the network, and protect the School's assets. Employees who damage School electronic resources may be financially responsible for the cost of repair or replacement.
9. From time to time, the School will make determinations on whether specific uses of the School's electronic resources are consistent with the intent of the policy and these procedures.

Unacceptable Use

The following uses of the School's electronic resources are prohibited:

1. Excessive use of the School's electronic resources for personal matters. "Excessive use" includes but is not limited to use of electronic resources in a manner that interferes with an employee's performance of work-related responsibilities or with the functioning of the School's electronic resources.
2. Use of the School's electronic resources in connection with social networking sites for non-academic purposes is prohibited.
3. Use of the School's electronic resources for commercial or for-profit purposes.
4. Use of the School's electronic resources for product advertisement or political lobbying.
5. Personal electronic devices may only be connected to the School's network with appropriate authorization.
6. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users, or impersonating or misrepresenting other users of the School's network.
7. Unauthorized use or disclosure of personal student information in violation of R277-487 and the Family Educational Rights and Privacy Act, 34 CFR, Part 99.

8. Use of the School's electronic resources in a manner that disrupts the use of the network by others.
9. Destroying, modifying, or abusing the School's electronic resources in any way.
10. Use of the School's electronic resources in a manner that threatens or impairs the integrity or security of the network.
11. Use of the School's electronic resources for hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors.
12. Downloading or installation of any software, including shareware and freeware, for use on the School's electronic resources without the approval of the Principal or designee.
13. Use of any software on the School's electronic resources in violation of the applicable license or use agreement.
14. Use of the School's electronic resources to access, process, store, send or receive pornographic, sexually explicit or otherwise inappropriate material (as determined by the Principal).
15. Use of the School's electronic resources for downloading entertainment software, files or other material not related to the mission of the School. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of the School.
16. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of federal copyright law.
17. Use of the School's electronic resources for any unlawful purpose.
18. Use of the School's electronic resources to intentionally access, process, store, send or receive materials containing profanity, obscenity, racist terms, or other harassing, abusive, intimidating, threatening, discriminatory or otherwise offensive language or images.
19. Use of the School's electronic resources for playing games unless it is for instructional purposes or otherwise approved by the Principal or designee.
20. Participating in activities, including but not limited to the preparation or dissemination of content, which could damage the School's professional image, reputation and/or financial stability.
21. Permitting or granting access to the School's electronic resources, including but not limited to granting use of an e-mail or network account or password, to another individual, including but not limited to someone whose access has been denied or terminated.
22. Portable data storage devices may only be used to backup or transport files and data between computers and use of such devices for the operation of unauthorized portable applications is prohibited.
23. Establishing connections to live communications, including text, voice, or video, may only be done in a manner approved by the Principal or designee.

24. Malicious use of the School's electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.

Disclaimer

1. The School cannot be held responsible for information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. § 2510, et seq.), notice is hereby given that there are no facilities provided by the School's system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. The School is not responsible for any damage users may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by the School's negligence or your errors or omissions.
4. Use of any information obtained is at the user's own risk.
5. The School makes no warranties (expressed or implied) with respect to:
 - o The content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information;
 - o Any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
6. The School reserves the right to change its policies and rules at any time.

Privacy

Use of and access to the School's electronic resources is provided to employees as a tool for the School's business. The School reserves the right to monitor, inspect, copy, review, store or remove, at any time, without prior notice, any and all usage of the School's electronic resources such as the network and the Internet, including but not limited to e-mail, as well as any and all materials, files, information, software, electronic communications, and other content transmitted, received or stored in connection with this usage. All such information, content, and files are the property of the School. Employees should have no expectation of privacy regarding them. Network administrators may review files and intercept communications for any reason, including but not limited to maintaining system integrity and ensuring employees are using the system consistently with the Electronic Resources Policy and these procedures.

Training

The School will provide, within the first 45 days of each school year, a School-wide or in-classroom training to employees and students that covers:

- The contents of the Electronic Resources Policy and these procedures;
- The importance of digital citizenship;

- The School's conduct and discipline related consequences as related to a violation of the Electronic Resources Policy and these procedures;
- The School's general conduct and discipline policies;
- The benefits of connecting to the Internet and utilizing the School's Internet filters while on School property; and
- Any specific rules governing the permissible and restricted uses of privately-owned electronic devices while in a classroom.

Each educator who allows the use of a privately-owned electronic device in the classroom must clearly communicate to parents and students the conditions under which the use of such a device is allowed.

The School will provide an annual notice to all parents of the location of information for in-home network filtering options (<https://consumerprotection.utah.gov/edu/filtering.html>) as provided for in Utah Code § 76-5c-402.

Complaints

Complaints about the policy and these procedures or their enforcement, or complaints about observed behavior regarding the policy and these procedures, should be addressed in accordance with the School's grievance policies.

Paid Parental, ~~and~~ Postpartum Recovery, Adoption, and Foster Leave

In accordance with Utah Code § 53G-11-209, the School offers qualified employees paid parental leave, and postpartum recovery leave, adoption leave, and foster 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~~2026.

Definitions

For purposes of this policy:

“Adoption leave” means paid leave hours the School provides to an adoption leave eligible employee.

“Adoption leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is legally adopting a young child, unless the employee is the spouse of the young child’s pre-existing parent.

“Child” means an individual younger than 18 years old.

“Foster leave” means paid leave hours the School provides to a foster leave eligible employee.

“Foster leave eligible employee” means a School employee who:

- (a) receives regular paid personal time off (PTO) benefits from the School; and
- (b) is the foster parent of a child.

“Parental leave” means paid leave hours the School provides to a parental leave eligible employee to bond with a child or incapacitated adult, including a child or incapacitated adult for whom the parental leave eligible employee is appointed the legal guardian.

“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~~81-13-101;
- [(b)] legally adopting a ~~minor~~ child, unless the ~~individual employee~~ is the spouse of the child’s pre-existing parent;
- [(a)][(c)] the intended parent of a child born under a validated gestational agreement in accordance with Title 81, Chapter 5, Part 8, Gestational Agreement; or
- [(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 paid 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~~ School employee who:

- [(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~~
- ~~(a) [(b)]~~ a postpartum recovery leave eligible employee;
- ~~(b) an adoption leave eligible employee; or~~
- (c) a foster leave eligible employee.

“Qualified leave” means:

- (a) parental leave;
- (b) postpartum recovery leave;
- (c) adoption leave; or
- (d) foster leave.

“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.

“Young child” means an individual younger than six years old.

Paid Postpartum Recovery Leave

The School allows a postpartum recovery leave eligible employee to use up to three calendar weeks 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; and
- ~~[(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.

Paid Parental Leave

The School allows a parental leave eligible employee to use up to three calendar weeks of ~~paid~~ parental leave for:

- (a) the birth of the parental leave eligible employee's child;
- (b) the adoption of a child; or
- ~~[(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; or
 - ~~[(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, 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; or
- ~~[(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 calendar weeks 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; or
- ~~[(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.~~

Adoption Leave

The School allows an adoption leave eligible employee to use up to three calendar weeks of adoption leave for adopting a young child, unless the employee is the spouse of the young child's pre-existing parent.

Adoption leave as described above:

- (a) may not be used before the day on which the adoption leave eligible employee adopts a young child;

- (b) may not be used more than six months after the date described immediately above;
- (c) shall be used in a single continuous period, unless:
 - (1) by mutual written agreement between the School and the adoption leave eligible employee; or
 - (2) a health care provider certifies that intermittent leave is medically necessary due to a serious health condition of the young child;
- (d) runs concurrently with FMLA leave, if applicable to the adoption leave eligible employee; and
- (e) runs consecutively to parental leave taken for the adoption of a child.

An adoption leave eligible employee's adoption leave does not increase if an adoption leave eligible employee adopts more than one young child. Accordingly, an adoption leave eligible employee may not use more than three calendar weeks of adoption leave within a single 12-month period, regardless of whether during that 12-month period the adoption leave eligible employee adopts more than one young child.

If a young child is legally adopted by two adoption leave eligible employees, the adoption leave eligible employees are entitled to use a single three-calendar-week period of adoption leave, which the employees may allocate between themselves. Adoption leave eligible employees who intend to allocate adoption leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the "Notice of Plan to Take Leave" section below.

Foster Leave

The School allows a foster leave eligible employee to use up to four calendar weeks of foster leave for the placement of a foster child in the employee's care.

Foster leave as described above:

- (a) may not be used before the day on which a child is placed in foster care with a foster leave eligible employee;
- (b) may not be used more than six months after the date described immediately above;
- (c) may not be used after the child is no longer placed in foster care with the foster leave eligible employee;
- (d) may be used intermittently; and
- (e) runs concurrently with FMLA leave, if applicable to the foster leave eligible employee.

A foster leave eligible employee's foster leave does not increase if a foster leave eligible employee has more than one child placed in foster care with the foster leave eligible employee. Accordingly, a foster leave eligible employee may not use more than four calendar weeks of foster leave within a single 12-month period, regardless of whether during that 12-month period more than one child is placed in foster care with the foster leave eligible employee.

If a child is placed in foster care with two foster leave eligible employees, the foster leave eligible employees are entitled to use a single four-calendar-week period of foster leave, which the employees may allocate between themselves. Foster leave eligible employees who intend to allocate foster leave as described in this paragraph shall provide notice of this intent in the manner and before the deadline described in the "Notice of Plan to Take Leave" section below.

A qualified employee may not use:

- (a) both foster leave and parental leave with respect to the same child; or
- (b) both foster leave and adoption leave with respect to the same young child.

Leave Period

The maximum amount of ~~paid~~ postpartum recovery leave available to qualified employees under this policy is three calendar weeks.

The maximum amount of ~~paid~~ parental leave available to qualified employees under this policy is three calendar weeks.

The maximum amount of adoption leave available to qualified employees under this policy is three calendar weeks.

The maximum amount of foster leave available to qualified employees under this policy is four calendar weeks.

Any non-contracted workdays (such as weekends, holidays, days during summer break, etc.) that occur ~~during~~after a qualified employee's ~~paid parental leave or paid postpartum recovery~~qualified leave has begun count toward the applicable ~~three-calendar-week~~ 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~~qualified leave; and
- [(b)] stop using ~~postpartum recovery~~qualified 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~~qualified leave), the Principal shall inform the employee. Employees may be required to provide documentation supporting the need for ~~parental or postpartum recovery~~qualified leave.

Other Leave

Except with respect to FMLA leave, the School may not charge ~~parental leave or postpartum recovery~~qualified 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~~qualified 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~~qualified 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~~qualified 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~~qualified 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~~qualified leave.

Despite the foregoing, if during the time a qualified employee uses ~~parental leave or postpartum recovery~~qualified 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~~qualified 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~~qualified 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~~qualified leave.

Retaliatory Action

The School may not interfere with or otherwise restrain a qualified employee from using ~~parental leave or postpartum recovery~~qualified 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~~qualified 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~~qualified leave available to the qualified employee under this policy on a pro rata basis.

HighMark Charter School
Policy: Procurement Policy
Adopted: October 16, 2017
Amended: June 4, 2022



Policy

HighMark Charter School (the “School”) will follow applicable state and federal laws in connection with the procurement of services, supplies and equipment, including but not limited to the provisions of the Utah Procurement Code at Utah Code § 63G-6a-101, et seq. and the administrative rules in Title R33 of the Utah Administrative Code.

Procurement Processes

The School will follow the procurement processes below unless an exception applies.

Quotes or Bids Not Required

No procurement process is required for purchases of items up to \$5,000. The School may make such purchases from any vendor without obtaining competitive bids or quotes. However, the School may only purchase up to \$10,000 worth of items each costing \$5,000 or less from one vendor at one time without obtaining competitive bids or quotes. The School may also only purchase up to \$50,000 worth of items each costing \$5,000 or less from one vendor during one year without obtaining competitive bids or quotes.

Quotes or Bids Required

For small purchases as defined in R33-~~105-107~~, which will typically include purchases of items between \$5,000.01 and \$50,000 other than professional services or construction projects, the School will determine minimum specifications, provide the specifications to multiple vendors, obtain at least two competitive bids or quotes that include minimum specifications and purchase from the responsible vendor offering the lowest bid or quote meeting the specifications. The School will also record and maintain as a governmental record the names of the vendors offering bids or quotes and the date and amount of each bid or quote.

Formal Procurement Process Necessary

For purchases of items over \$50,000 other than professional services or construction projects, the School will conduct a formal procurement process, such as an Invitation for Bids or a Request for Proposals.

Professional Services

For small purchases of professional service providers and consultants as defined in R33-~~105-108~~, which will typically include purchases of such services up to \$100,000 per project, the School will first review the qualifications of at least three companies, firms, providers, and/or individuals; rank them from highest to lowest; begin direct negotiation with the highest ranked; and if an agreement cannot be reached with the highest ranked, move to the next highest until an agreement is reached~~then select one through direct negotiation~~. Obtaining competitive bids or quotes for the above-described small purchases is not required.

For small purchases of design professional services as defined in R33-~~105-105~~, which will typically include purchases of such services up to \$100,000 per project, the School will first review the qualifications of at least three design professional firms and then select one through direct negotiation. The School will also include minimum specifications when doing a small purchase of design professional services as defined in R33-~~105-105~~. Obtaining competitive bids or quotes for the above-described small purchases is not required.

However, if the cost of a professional service provider's, consultant's, or design professional's services exceeds \$100,000, the School will conduct a formal procurement process for such services, such as an Invitation for Bids or a Request for Proposals.

Construction Projects

For small purchases of construction projects as defined in R33-~~105-106~~, the School may procure a small construction project up to \$25,000 from a contractor without obtaining competitive bids or quotes after documenting that all building code approvals, licensing requirements, permitting, and other construction related requirements are met. When procuring a small construction project costing between \$25,000.01 and \$100,000, the School will obtain at least two competitive bids or quotes that include minimum specifications and will award the project to the contractor with the lowest bid or quote that meets the specifications after documenting that all applicable building code approvals, licensing requirements, permitting, and other construction related requirements are met.

The School will include minimum specifications when doing a small purchase of a construction project as defined in R33-~~105-106~~. Contractors selected by the School to do a small construction project must certify that they are capable of meeting the minimum specifications of the project.

If the cost of a construction project exceeds \$100,000, the School will conduct a formal procurement process, such as an Invitation for Bids or a Request for Proposals.

Other Requirements

The School will not artificially divide purchases or otherwise take steps in order to avoid the requirement to obtain competitive bids or quotes or conduct a formal procurement process.

School personnel will comply with the provisions of the Procurement Code prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process. The School's contracts with vendors, including any renewal or extension periods, will not have a term that is longer than five years unless an exception applies or the School complies with the requirements of the Procurement Code governing any contract with a term that is longer than five years.

The School will comply with the requirements of the Procurement Code in connection with any construction or real property improvements undertaken by the School.

When entering into a contract, the School will ensure that the contract includes appropriate language regarding the scope of work to be performed, adequately addresses any applicable federal requirements, and includes language regarding data privacy and use, where appropriate. The School will ensure that the appropriate legal review of contract language is performed prior to entering into the contract.

When the School uses federal grant funds to procure goods or services, the School will comply with applicable federal law and regulations, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200. To the extent federal procurement requirements are more restrictive than Utah law or this policy, the more restrictive federal requirements shall govern the procurement of goods or services purchased with federal grant funds.

Any alleged violations of this policy or applicable law shall be reported in writing to the School's Director or Board of Directors.

Review

The School shall review this policy annually.

Sex Education Instruction Policy

HighMark Charter School

Policy: Sex Education Instruction Policy

Adopted: October 15, 2018

Policy Purpose

The purpose of this policy is to ensure that ~~the any S~~sex Eeducation instruction or instructional programCurriculum taught at HighMark Charter School (the "School") is compliant with state law.

Policy

The School will comply with applicable state law regarding the presentation of ~~s~~Sex education instruction or instructional programs.

"Sex education instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about: sexual abstinence;- human sexuality development, including puberty and maturation;- human reproduction reproductive processes, including conception, fetal development, pregnancy, and birth;- human reproductive anatomy and; physiology; healthy dating practices;- pregnancy, marriage, and parenthood, in accordance with the success sequence as defined in Utah Code § 53G-10-402;- adoption in accordance with Utah Code § 53G-10-404; information about contraceptive methods or devices in accordance with Utah Code § 53G-10-402(2)(b) and (c); childbirth, parenthood, contraception, HIV/AIDS chronic, infectious, and acute diseases and conditions of the reproductive system, including, sexually transmitted infections and diseases;- or refusal skills, as defined in Utah Code § 53G-10-402. While these topics are most likely discussed in courses such as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this policy applies to any course or class in which these topics are the focus of discussion.

The Principal shall establish administrative procedures to help the School comply with the requirements related to sex education instruction or instructional programs under Utah law.

Review

Every two years the Board of Directors will (a) review this policy; and (b) review data for the county in which the School is located regarding teen pregnancy, child sexual abuse, sexually transmitted diseases and sexually transmitted infections, and the number of pornography complaints or other instances reported in the School.

Administrative Procedures Sex Education Instruction Procedures

These administrative procedures are established pursuant to the Sex Education Instruction Policy adopted by the School's Board of Directors.

In accordance with state law, all sex education instruction or instructional programs, which include all maturation education programs, will comply with the requirements of Utah Code § 53G-10-402 through -403 and Utah Admin Code R277-474. ~~Specifically, the School will:~~

- ~~• teach sexual abstinence before marriage and fidelity after marriage as methods for preventing certain communicable diseases;~~
- ~~• teach personal skills that encourage individual choice of abstinence and fidelity; and~~
- ~~• obtain prior parental consent before any sex education instruction, maturation education, or other instructional program.~~

The School's health curriculum will include instruction in the following topics, as required by Utah Code § 53G-10-402(2)(a)(ii):

- (a) the success sequence;
- (b) community and personal health, including personal hygiene and the prevention of communicable disease;
- (c) physiology;
- (d) human development;
- (e) marriage and safe dating practices;
- (f) refusal skills;
- (g) resilience;
- (h) situational awareness;
- (i) the harmful effects of pornography; and
- (j) the consequences of behaviors that pose a risk to individual health or of failure under the success sequence.

The School shall ensure that health curriculum instruction:

- (a) stresses the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods for: maintaining mental, physical, and social health, including reducing stress; eliminating risks associated with sexual activity, including preventing pregnancy and certain communicable diseases; and achieving the success sequence; and
- (b) personal skills that encourage abstinence, the return to abstinence, and fidelity.

The ~~Director~~Principal will establish a curriculum materials review committee composed of parents, school employees, and others selected by the ~~Director~~Principal. If possible, the committee will also include health professionals and school health educators. The committee

will have at least as many parents as school employees. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year.

The curriculum materials review committee will meet on a regular basis, as determined by the members of the committee, select officers for the committee and designate a committee chair, and comply with the Open and Public Meetings Act. The committee will review and make recommendations to the School's Board of Directors regarding instructional materials to be used by the School in connection with sex education instruction ~~or a maturation education program~~. Program materials and guest speakers supporting instruction on these topics must also be reviewed and approved by the curriculum materials review committee.

Instructional materials used by the School in connection with sex education instruction ~~or a maturation education program~~ must be approved by the School's Board of Directors in an open meeting. These materials will comply with the requirements of applicable law and will be available for parents to review for a reasonable period of time prior to consideration for adoption by the Board of Directors.

The following topics may not be taught in the School:

- The intricacies of ~~intercourse~~, sexual stimulation or erotic behavior;
- The advocacy of premarital or extramarital sexual activity;
- The advocacy or encouragement of the use of contraceptive methods or devices, not including abortion or any abortive methods, that stresses effectiveness, failure rates for youth, limitations, risks, and information on state law applicable to minors obtaining contraceptive methods or devices is allowed; or
- Any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult, including as a response to a spontaneous question from a student~~The advocacy of premarital or extramarital sexual activity.~~

The School will comply with the ~~Utah Family Educational Rights and Privacy Act, Utah student privacy laws in~~ Code § 53E-9-202 through -203, and obtain parental consent prior to any sex education instruction, including maturation education, ~~or other instructional program~~. At no time will a student be in the classroom during any such sex education instruction, ~~maturation education, or other instructional program~~ unless an approval form signed by the student's parent/guardian is on file. The parental notification form (aka the approval form) will:

- a) explain a parent's right to review proposed curriculum materials in a timely manner;
- [b)] request the parent's permission to instruct the parent's student in identified course material related to sex education instruction~~or maturation education~~;
- [c)] allow the parent to exempt the parent's student from attendance for a class period where identified course material related to sex education instruction ~~or maturation education~~ is presented and discussed;

- b)[d)] be specific enough to give parents fair notice of topics to be covered;
- c)[e)] include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials;
- d)[f)] be retained on file with affirmative parental consent for each student prior to the student's participation in discussion of issues protected under Section 53G-10-402; and
- e)[g)] be maintained at the School for a reasonable period of time.

Instructors may not intentionally elicit comments or questions about matters subject to parental consent requirements. Additionally, instructors' responses to questions spontaneously raised by students must be brief, factual, objective and in harmony with content requirements of this policy and state law. Responses must also be age appropriate and limited in scope to that reasonably necessary under the circumstances.

The School will ensure that all educators with any responsibility for any aspect of sex education instruction will receive appropriate professional development outlining the sex education curriculum and the criteria for sex education instruction. The School will ensure that educators receive this professional development at least once every three years. Additionally, the School will ensure that such educators are familiar with the student privacy requirements of the Utah Family Educational Rights and Privacy Act Utah Code § 53E-9-202 through -203.

Any complaint or appeal concerning sex education instruction materials adopted by the School should be addressed in accordance with the School's Parent Grievance Policy or Staff Grievance Policy, as applicable.



HighMark Charter School
Policy: Weapons on School Property Policy
Approved: November 21, 2026
Amended:

Purpose of Policy

The purpose of this policy is to address the possession of dangerous weapons and firearms on HighMark Charter School (the “School”) premises and other school buildings or property by any individual, including but not limited to, employees, students, parents/guardians, volunteers, and visitors.

Policy

Definitions

For the purpose of this policy, “School Property” is defined as all property including buildings, portable buildings, parking lots, fields, parks and other land or structures under the possession of HighMark Charter School, whether leased or owned, where business of HighMark Charter School takes place.

“On or about school premises” means, in part, a public or private elementary or secondary school; or on the grounds of any of those schools. UCA § 76-11-205(1).

A “dangerous weapon” is defined as “(i) a firearm; or (ii) an object that in the manner of its use or intended use is capable of causing death or serious bodily injury.” UCA § ~~76-10-501(6)(a)~~76-11-101(3).

A “firearm” is defined as “a pistol, revolver, shotgun, short barreled shotgun, rifle or short barreled rifle, or a device that could be used as a dangerous weapon from which is expelled a projectile by ~~action of~~ an explosive action.” UCA § ~~76-10-501(10)(a)~~76-11-101(4).

A “concealed firearm” means “a firearm that is (i) covered, hidden or secreted in a manner that the public would not be aware of its presence; and (ii) readily accessible for immediate use. It does not include a firearm that is unloaded and securely encased.” UCA § ~~76-10-501(3)(a)~~53-5a-101.5(4).

A “short barreled shotgun” or “short barreled rifle” means a shotgun having a barrel or barrels of fewer than 18 inches in length, or in the case of a rifle, having a barrel or barrels of fewer than 16 inches in length, or a dangerous weapon made from a rifle or shotgun by alteration, modification, or otherwise, if the weapon as modified has an overall length of fewer than 26 inches. UCA § 76-11-101(7), (8).

Dangerous Weapons on School Property

Utah Code § 76-10-505.5(2) provides that “[a] person may not possess any dangerous weapon, firearm, or sawed-off shotgun, as those terms are defined in Section 76-10-501, at a place that the person knows, or has reasonable cause to believe, is on or about school premises as defined in this section.” Pursuant to UCA § 76-11-205(2), a person may not carry a dangerous weapon openly or in a concealed manner on or about school premises unless an exception in the law applies. Accordingly, a person may not possess or use a dangerous weapon, firearm, short barreled shotgun, or short barreled rifle on School Property or in conjunction with any School activity unless specifically authorized by law. School employees who violate this policy will be subject to disciplinary action, which may include termination.

The law further provides that a qualified person may receive a permit “to carry a concealed firearm for lawful self defense.” UCA § 53-5-704(1). Utah law provides that a qualified person may receive “a concealed carry permit allowing the carrying of a concealed firearm for lawful self defense.” UCA § 53-5a-303(1). Therefore, a holder of a valid concealed carry permit or temporary concealed carry permit that is 21 years old or older is authorized to carry a concealed firearm on School Property. UCA § 76-11-205(4)(b), (c).

Possession or use of a dangerous weapon by anyone on School Property, or in conjunction with any school activity, unless specifically authorized by law, is in violation of the law and HighMark Charter School Policy. Employees in violation of this policy will be subject to disciplinary actions, which may include termination.

However, this policy does not apply if the possession is approved by the responsible school administrator or the item is present or to be used in connection with a lawful, approved activity and is in the possession or under the control of the person responsible for its possession or use. UCA § 76-10-505.5(4)(b), (c). In addition, in accordance with UCA § 76-11-205(4) and UCA § 53-5a-108, a person without a concealed carry permit may possess a dangerous weapon, on School Property if:

- (a) the possession is approved by the School's Principal;
- (b) the item is present or to be used in connection with a lawful, approved activity and is in the possession or under the control of the person responsible for the item's possession or use;
- (c) the possession is (i) at the person's place of residence or on the person's real property or (ii) in any vehicle lawfully under the person's control, other than a vehicle owned by the School or used by the School to transport students;
- (d) the person is an armed security guard; or
- (e) the person is exempt from certain weapon laws (e.g., the person is a U.S. Marshal, a peace officer, a qualified law enforcement official, etc.).

In accordance with the sSchool's Safe Schools Student Conduct and Discipline Policy and state law, students are prohibited at all times from possession or use of a weapon in or on School Property or in conjunction with any sSchool activity.

Concealed Firearm Permit Exceptions and Clarification

As mentioned above, Utah State law allows any holder of a valid concealed firearm carry permit to carry a concealed firearm on School Property. However, an individual who has a concealed carry permit may not open carry a firearm on School Property unless the individual is lawfully responding to an active threat or another exception under applicable law applies. Because a concealed firearm must be readily accessible for immediate use, any person who carries a concealed firearm on School Property, must keep it on their person at all times, and it must be fully concealed unless an exception under applicable law applies. School employees are prohibited from keeping a concealed firearm in or on any property, fixture or furniture owned by the sSchool. This includes but is not limited to desks, closets, cabinets, or any other property owned by and located on School Property. If a person carries a concealed firearm in any personal container, bag, briefcase, purse, backpack, etc., that item must be on the person at all times while on School Property. However, notwithstanding the foregoing, the following employees may store and/or carry a firearm on School property, or take other actions, in accordance with the laws referenced below:

- (a) the designated School guardian (UCA § 53-22-105);
- (b) a teacher of the School who is participating in the Educator-Protector Program (UCA § 53-22-107); or
- (c) the designated School Safety and Security Director (UCA § 53G-8-701.8).

School employees who obtain a concealed firearm carry permit do so at their own volition. Any employee's decision to carry or use a dangerous weapon will be the sole responsibility of that person as an individual, and no such action, including any lawful action, is taken as an employee by or on behalf of the sSchool or is otherwise authorized or sanctioned by the sSchool. exception for lawful action taken by:

- (a) the designated School guardian in accordance with the School guardian program in UCA § 53-22-105; and
- (b) the designated School Safety and Security Director in accordance with UCA § 53G-8-701.8.

–Employees who have concealed carry permits are obligated to have knowledge of and adhere to state and local weapons laws.

Per UCA § 53-5a-310(1)(e)(ii), the School may not compel or attempt to compel an individual who has been issued a concealed carry permit to divulge whether the individual (a) has been issued a concealed carry permit or (b) is carrying a concealed firearm.

Similarly, a School employee shall not, and any other person while on School Property shall not, divulge to other School employees, parents/guardians, or students whether he/she (a) has been issued a concealed carry permit or (b) is carrying a concealed firearm unless he/she has first obtained approval from the School's Director to divulge such information.

Signature:

Board President

Date