

Wasatch Peak Academy
Board of Directors Meeting
June 1, 2023
Location: 290 N Flint Street, Kaysville UT 84037
Time: 8:15AM



Wasatch Peak Academy will provide a meaningful educational experience utilizing service-learning and Spanish emphasis instruction to inspire in students:

- ★ a genuine appreciation for community and country;
- ★ a willingness to embrace leadership opportunities;
- ★ a perpetual enthusiasm for learning; and
- ★ a standard of individual academic excellence.

AGENDA

CALL TO ORDER

PUBLIC COMMENT (Comments limited to three minutes each)

TRAINING

- Open and Public Meetings Act
- Board Member Agreement

REPORTS

- Director's Report
- Budget Report
 - Fraud Risk Assessment & Commitment to Ethical Behavior

CONSENT ITEMS

- May 9, 2023 Board Meeting and Closed Session Minutes

VOTING AND DISCUSSION ITEMS

- Board Terms & Elected Officers
- 2022/2023 Amended Budget
- Storage Renovation
- Amended Administration of Medication Policy
- Assessment of Student Achievement Policy
- Language Access Policy
- Public Education Materials Development Policy
- Sex Education Committee Membership
- Policy Renewals
 - Electronic Resources and Devices Policy
 - Wellness Policy
- Policies to Review
 - Attendance Policy
 - Donation and Fundraising Policy
 - Sex Education Instruction Policy
- Director Employment Agreement

CALENDARING

- Board Meeting Calendar 2023/2024

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).

ADJOURN

In compliance with the Americans with Disabilities Act, persons needing accommodations for this meeting should call 801-444-9378 to make appropriate arrangements. One or more board members may participate electronically or telephonically pursuant to UCA 52-4-7.8.

Utah Open & Public Meetings Act Annual Training Materials

DEFINITIONS

Public Policy: it is the intent of the Open and Public Meetings Act (the “Act”) that public bodies take their actions *and* conduct their deliberations openly.

A “**Meeting**” is defined as (i) the “convening” of a public body (ii) with a “quorum” present. This includes a workshop or an executive session, whether in person or by means of electronic communications.

Electronic Message Transmissions. The Act does not restrict a board member from transmitting an electronic message to other board members at a time when the board is not convened in an open meeting. (Remember, electronic messages are subject to the Government Records Access Management Act and the Act’s definition of a “meeting.”)

“**Convening**” means the calling together of the board by a person authorized to do so for the purpose of discussing, receiving comments from the public about, or acting upon a matter over which the board has jurisdiction or advisory power.

A “**Quorum**” is defined by the organization’s bylaws.

NOTICE REQUIREMENTS

Notice of public meetings must be: (i) posted at the principal office, or if that does not exist, at the building where the meeting is to be held; (ii) posted on the Utah Public Notice Website (www.utah.gov/pmnl/); and (iii) provided to newspaper/media (accomplished by posting on the Utah Public Notice website).

- 1) Notice must be provided no less than 24 hours prior to the meeting.
- 2) Notice must include the meeting agenda, date, time, and place.
- 3) Annual Notice. If regular meetings are scheduled in advance over the course of a year, the board must give notice at least once each year of its annual schedule (date, time, place).
- 4) Agendas. The agenda must provide reasonable specificity of each topic that will be considered at the board meeting.

Public Comment. At the discretion of the board chair, a topic raised by the public can be discussed during the meeting even if it was not included on the agenda. However, the board cannot take final action on a topic unless it was included on a properly noticed agenda.

- 5) Emergency Meetings. If the board holds an “emergency meeting,” as defined by §52-4-202(5), the notice requirements above do not apply. Emergency meetings are limited to unforeseen circumstances that require immediate consideration, and the best practicable notice is still required.

ELECTRONIC MEETINGS - A board can hold an electronic meeting if it has adopted a resolution/rule/ordinance governing the use of electronic meetings (satisfied by adopting Electronic Meetings Policy).

- 1) Electronic Meeting Notice Requirements. In addition to the public notice requirements for a regular meeting, notice for an electronic meeting must also include: (i) written notice at the anchor location (unless no anchor location exists in accordance with the exception below); and (ii) 24 hr. minimum notice to board members with a description of how they will be connected to the meeting.
- 2) Anchor Location Requirements. When holding an electronic meeting, the board must identify an “anchor location” and provide space where members of the public can attend the open portions of the meeting. The anchor location must be in the building/location where the board would normally meet if they were not holding an electronic meeting.

Exception to Anchor Location Requirement: No anchor location is required if the board chair determines: (i) that having an anchor location presents a substantial risk to the health or safety of those present at the anchor location; or (ii) the location where the board would normally meet has been ordered closed for public health/safety reasons. If no anchor location will be made available under this exception, the public notice for the meeting must include a statement of the chair’s risk determination, a summary of the facts supporting the determination, and information on how the public can attend electronically. The determination is valid for 30 days.

REQUIRED OPEN MEETING RECORDS - Written minutes and a recording shall be kept for all open meetings.

- 1) Written Minutes. Minutes must include the following:
 - a) the date, time and place of the meeting;
 - b) the names of members present and absent;
 - c) the substance of all matters proposed, discussed or decided (or audio link);
 - d) a record, by individual member, of each vote taken;
 - e) the name of any person who provides comments to the board, as well as a brief summary (or audio link) of their comment; and

- f) any information that a board member asks to be entered in the minutes.

Note: Pending minutes must indicate they are not approved.

- 2) Audio Recording. The board must maintain a complete and unedited recording of all open portions of each meeting.

Note: members of the public can record the meeting so long as it does not interfere with the meeting.

- 3) Public Availability of Records:

- a) *Pending Minutes*: must be made available within a reasonable time after the meeting.
- b) *Approved Minutes & Meeting Materials*: within three (3) business days after approving written minutes, the board must: (i) post the approved minutes *and* meeting materials distributed at the meeting to the Public Notice Website; and (ii) make both available at the primary office.

Note: If an individual presents or provides electronic information related to an agenda item, the board shall require a copy to be included in the public record.

- c) *Recording*: within three (3) business days, make the audio recording available to the public.

CLOSED SESSION REQUIREMENTS - A meeting is open to the public unless closed under §52-4-204, -205, -206.

- 1) A meeting may be closed to the public by a 2/3 majority vote to close.
- 2) Closed Session Voting. No vote can be taken in a closed meeting, except for a vote to end the closed meeting and return to an open meeting (requires a majority vote).
- 3) Permissible Reasons for Closed Session. Discussions regarding: an individual's character, competence, mental health; collective bargaining; pending or imminent litigation; sale/purchase of real property; security personnel, devices or system discussions; investigative proceedings for criminal misconduct; or when acting as the evaluation committee, protest officer, or appeals committee under the procurement code.
- 4) Public Record of Closed Session. The public minutes and recording must include: (i) the reason(s) for holding the closed session; (ii) the location; and (iii) the vote, by name, of all members for or against closing the meeting.

5) Closed Session Records:

- a) *Recording Requirement.* Closed meetings must be recorded in their entirety *unless* the meeting was closed to discuss: (i) the character, professional competence or physical/mental health of an individual; or (ii) to discuss security personnel, devices or systems.

The closed session recording must include: (i) the date, time and place of the closed meeting; (ii) the names of members present and absent; and (iii) the names of all others present in the closed session unless disclosure infringes on the confidentiality purposes of the closed meeting.

Note: if the meeting was not recorded under the exceptions noted above, the board chair/president must sign a sworn statement affirming that the sole purpose for closing the closed meeting was to discuss one of the exempt purposes.

- b) Closed session minutes are optional.
- c) Closed session recordings and minutes are “protected records” under Utah’s Government Records Access Management Act.

AFFIRMATION OF TRAINING

In accordance with the requirements of UCA §52-4-104. et. seq., Utah’s Open and Public Meetings Act, I _____, having been duly sworn, and on my oath, do affirm as follows:

I have completed the required annual training for a member of **Wasatch Peak Academy Board of Directors** by way of the following:

- Online video
- Review of the PDF presentation I received via e-mail (the state legislature version) or other source
- Review of PowerPoint presentation I received via e-mail or other source
- Other: Attended In-Person Training and Received PDF Presentation

Further, your affiant sayth not.

DATED this 1st day of June, 2023

Board Member Signature



Wasatch Peak Academy Board Member Agreement

Board Responsibilities and Expectations:

1. Believe in and be an active advocate and ambassador for the values, mission, and vision of Wasatch Peak Academy.
2. Work with fellow board members to fulfill the obligations of board membership.
3. Behave in ways that clearly contribute to the effective operations of the Board of Directors including:
 - Focus on the good of the organization and group, not on a personal agenda.
 - Support board decisions once they are adopted.
 - Participate in an honest appraisal of one's own performance and that of the board.
 - Be self-aware of your role.
 - Govern and not manage.
 - Confidentiality of sensitive issues that require closed meetings is required.
 - Respect and listen to ideas being presented by other board members
4. Regularly attend board and committee meetings with a 90% attendance. Prepare for these meetings by reviewing materials and bringing the materials to meetings. If unable to attend, notify the board or committee chair. All board members are encouraged to attend the yearly board retreat.
5. Be prepared to contribute approximately 6-9 hours per month toward board service which may include:
 - Attending a monthly board meeting (2 hours)
 - Participating on a board committee (2 hours)
 - Reading materials in preparation for meetings (1 hour)
 - Attending events at the school, assisting with fundraising and other ambassador tasks as needed (1-2 hours)
6. Serve as a committee or task force chair or member.
7. Inform the Board of Directors of any potential conflicts of interest, whether real or perceived, and abide by the decision of the board related to the situation.
8. Board member must review the orientation materials.

By signing this agreement, I affirm that I will strive to fulfill the Board responsibilities and expectations as stated above and will voluntarily resign my position if unable to fulfill these expectations.

WPA Board Member Signature

Date

Wasatch Peak Academy

Board Report

Academic Rigor: Continue Academic Rigor in all grades. Build on newly established benchmarks for math grades K-3. Focus on Literacy in First and 6th grades.

RISE Scores

	Winter 2020	Winter 2021	EOY 2021	Fall 2021	Winter 2022	EOY 2022	Fall 2022	Winter 2023	EOY 2023
<i>EIA</i>									
3 rd	57%	38%	45%	35%	43%	47%	36%	54%	52%
4 th	40%	47%	59%	43%	45%	61%	49%	58%	58%
5 th	58%	50%	47%	54%	53%	57%	52%	60%	67%
6 th	65%	40%	50%	55%	52%	50%	58%	60%	52%
<i>Math</i>									
3 rd	55%	31%	36%	13%	33%	46%	21%	32%	68%
4 th	28%	44%	70%	29%	48%	58%	37%	45%	58%
5 th	48%	31%	51%	38%	56%	67%	39%	53%	66%
6 th	47%	38%	45%	28%	42%	50%	42%	49%	56%

School Wide

	Math	Literacy	Science
2021-2022	58	55	54
2022-2023	62	57	73

Early Reading

	MOY 2020- 2021	MOY 2021- 2022	EOY 2021- 2022	MOY 2021- 2022	EOY 2021- 2022	BOY 2022- 2023	MOY 2022- 2023	EOY 2022- 2023
K	89	85	89	96	94	73	82	82
1 st	72	63	66	78	61	75	83	80
2 nd	75	84	84	79	84	78	81	80
3 rd	84	72	77	75	80	68	82	89

1st and 3rd grade are 5 years highs for this assessment

Early Math

	BOY 2021- 2022	MOY 2021- 2022	EOY 2021- 2022	BOY 2022- 2023	MOY 2022- 2023	EOY 2022- 2023
K	64	52	50	56	60	60
1 st	42	48	48	61	54	62
2 nd	65	56	54	58	49	63
3 rd	58	54	42	66	57	61

Celebrations

Acadience Reading

- Congrats on 100% growth AND 100% proficiency to:
 - Emily Bodecker
 - Michelle Kemp
 - Saige Palmer

Acadience Math

Congrats on an increase of grade-level proficiency (from last year to this year) to the following:

- Kindergarten 50% → 60%
- 1st Grade 48% → 62%
- 2nd Grade 54% → 63%
- 3rd Grade 42% → 61%
- 6th Grade 68% → 81%

RISE

Congrats on 100% proficiency in math to the following:

- Audrey Smith
- Jordan Sim
- Taylor Putman
- Mary Parkinson

Congrats on growth (from last year to this year) in math to the following:

- Angie Thor (no growth to calculate but beat the state average by 10%)
- Heather Chance 30%
- Marilyn Smith 20%

Congrats on growth in literacy (from last year to this year) to the following:

- Emily Bodecker 4%
- Heather Chance 18%
- Jordan Sim 14%
- Emily Schacht 34%

Taylor Putman 16%

Congrats on beating the state average in science to the following grades:

- 4th grade by 23%
- 5th grade by 27%

- 6th grade by 15%

Service Learning: Empowering students to make meaningful and student-led change in their communities.

- School Garden
- Shoe Drive - Soles for Soles 1,138 pairs of shoes
- Blood Drive -Filled it!
- Treats for Troops
- Blankets for Animal Shelter
- Letters to Santa
- Food Drive
- Reading Buddies
- Service Learning Assemblies
- Veterans 5K

Spanish Instruction: Refine our program to align with local district and state requirements and enhance the procedures to measure successes. Increase parent communication surrounding this program.

- Written and Speaking Assessments
- Parent Information
- Leveling
- Classroom Observations
- Hiring New Teachers, additional training

Quality Programs for ALL Students: Maintain high growth for the lowest 25%. Further develop programs offered to advanced students with consistent identification measures.

- CogAT Test administrations 1st, 3rd, 5th, and 6th grade
- Parent Communication
- Math and G&T Conferences

Other:

Enrollment/Lottery:

Current: **Start 496** **End 475**

Next Year: **Returning: 405** **Wait List: 81** **Confirmed: 535**

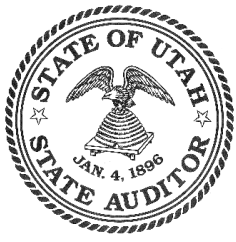
Teacher Retention:

Number	Position	Reason
3	Part-Time	Parenthood
1	Full Time	Moving out of State
1	Full Time	Career Field Change
1	Full Time	Non-Renewal of Contract

S&P Credit Rating Improved to Investment Grade

Suspension Report

Attendance



Fraud Risk Assessment

INSTRUCTIONS:

- Reference the *Fraud Risk Assessment Implementation Guide* to determine which of the following recommended measures have been implemented.
- Indicate successful implementation by marking “Yes” on each of the questions in the table. Partial points may not be earned on any individual question.
- Total the points of the questions marked “Yes” and enter the total on the “Total Points Earned” line.
- Based on the points earned, circle/highlight the risk level on the “Risk Level” line.
- Enter on the lines indicated the entity name, fiscal year for which the Fraud Risk Assessment was completed, and date the Fraud Risk Assessment was completed.
- Print CAO and CFO names on the lines indicated, then have the CAO and CFO provide required signatures on the lines indicated.

Fraud Risk Assessment

Continued

*Total Points Earned: **355/395** *Risk Level: Very Low Low Moderate High Very High
 > 355 316-355 276-315 200-275 < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	5	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	20	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	10	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training (training.auditor.utah.gov) within four years of term appointment/election date?	0	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	20	20
7. Does the entity have or promote a fraud hotline?	20	20
8. Does the entity have a formal internal audit function?		20
9. Does the entity have a formal audit committee?	20	20

*Entity Name: Wasatch Peak Academy

*Completed for Fiscal Year Ending: 2023 *Completion Date: 06.01.2023

*CAO Name: Amy Pilkington *CFO Name: Brad Wyatt

*CAO Signature: _____ *CFO Signature: _____

*Required

Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	X			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	X			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".				X
4. Are all the people who have access to blank checks different from those who are authorized signers?		X	X	
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	X			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	X			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	X			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	X			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	X			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?	X			
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	X			

* MC = Mitigating Control

Basic Separation of Duties

Continued

Instructions: Answer questions 1-12 on the Basic Separation of Duties Questionnaire using the definitions provided below.

☺ If all of the questions were answered “Yes” or “No” with mitigating controls (“MC”) in place, or “N/A,” the entity has achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will be answered “Yes.” 200 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

☹ If any of the questions were answered “No,” and mitigating controls are not in place, the entity has not achieved adequate basic separation of duties. Question 1 of the Fraud Risk Assessment Questionnaire will remain blank. 0 points will be awarded for question 1 of the Fraud Risk Assessment Questionnaire.

Definitions:

Board Chair is the elected or appointed chairperson of an entity’s governing body, e.g. Mayor, Commissioner, Councilmember or Trustee. The official title will vary depending on the entity type and form of government.

Clerk is the bookkeeper for the entity, e.g. Controller, Accountant, Auditor or Finance Director. Though the title for this position may vary, they validate payment requests, ensure compliance with policy and budgetary restrictions, prepare checks, and record all financial transactions.

Chief Administrative Officer (CAO) is the person who directs the day-to-day operations of the entity. The CAO of most cities and towns is the mayor, except where the city has a city manager. The CAO of most local and special districts is the board chair, except where the district has an appointed director. In school districts, the CAO is the superintendent. In counties, the CAO is the commission or council chair, except where there is an elected or appointed manager or executive.

General Ledger is a general term for accounting books. A general ledger contains all financial transactions of an organization and may include sub-ledgers that are more detailed. A general ledger may be electronic or paper based. Financial records such as invoices, purchase orders, or depreciation schedules are not part of the general ledger, but rather support the transaction in the general ledger.

Mitigating Controls are systems or procedures that effectively mitigate a risk in lieu of separation of duties.

Original Bank Statement means a document that has been received directly from the bank. Direct receipt of the document could mean having the statement 1) mailed to an address or PO Box separate from the entity’s place of business, 2) remain in an unopened envelope at the entity offices, or 3) electronically downloaded from the bank website by the intended recipient. The key risk is that a treasurer or clerk who is intending to conceal an unauthorized transaction may be able to physically or electronically alter the statement before the independent reviewer sees it.

Treasurer is the custodian of all cash accounts and is responsible for overseeing the receipt of all payments made to the entity. A treasurer is always an authorized signer of all entity checks and is responsible for ensuring cash balances are adequate to cover all payments issued by the entity.

Board Member Annual Commitment to Ethical Behavior

I understand that as a board member of Wasatch Peak Academy I should always engage in ethical behavior. I have read the school's Ethics Policy and am committed to abiding by the policy, conducting myself consistent with high standards of ethics, and complying with applicable law.

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

Signature _____
Board Member Name

Date

**Wasatch Peak Academy
Board of Directors Meeting
May 9, 2023**

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

In Attendance: Megan Triplett, Wendy Tibbitts, Marlowe Wolferstan, Brad Wyatt

Others In Attendance: Amy Pilkington, Jon McQueary, Krystal Taylor

Excused: Becca Hubrich, Paul Franzen, Lani Rounds



MINUTES

CALL TO ORDER

Megan Triplett called the meeting to order at 8:25AM.

PUBLIC COMMENT

There were no public comments.

REPORTS

- Director's Report

Amy Pilkington presented information regarding current enrollment, expansion opportunities and storage solutions, along with the great news of the S&P rating change.

Brad Wyatt joined the meeting at 8:30AM.

- Budget Report

- Fraud Risk Assessment

Jon McQueary provided an overview of the proposed and final budgets. The Fraud Risk Assessment will be completed and finalized at the next meeting.

CONSENT ITEMS

- March 15, 2023 Board Meeting Minutes
- March 17, 2023 Board Meeting Minutes

Wendy Tibbitts made a motion to approve the above consent items. Marlowe Wolferstan seconded.

Motion passed unanimously. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Brad Wyatt, Aye.

VOTING AND DISCUSSION ITEMS

- Audit Engagement Letter
- 2022/2023 Final Amended Budget
- 2023/2024 Proposed Budget

There was no further discussion regarding the budget items.

Marlowe Wolferstan made a motion to approve the Audit Engagement Letter, 2022/2023 Final Amended Budget, and the 2023/2024 Proposed Budget. Brad Wyatt seconded the motion. Motion passed unanimously. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Brad Wyatt, Aye.

- S&P Discussion
- Teacher Student Success Act Plan (TSSA)
- Mental Health Screening Determination

Amy Pilkington reviewed the TSSA plan and how funds are utilized throughout programs at the school. The board discussed the ongoing need for community members to utilize the resources available. The board will revisit the mental health screening in the future as a potential option for Wasatch Peak Academy.

Wendy Tibbitts made a motion to approve the TSSA plan, and the mental health screening determination as non participating at this time. Marlowe Wolferstan seconded the motion. Motion passed unanimously.

Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Brad Wyatt, Aye.

- Construction Purchase & Discussion
- Portable Installation and Lease

Construction and site prep for portables will begin. The board discussed potential uses for the space after the portables purpose has been served.

Megan Triplett made a motion to approve the construction purchase and portable installation costs and lease as follows; up to \$127,000 to Point Load Construction, up to \$133,000 to Willscot and the approval of the 2 year lease. Brad Wyatt seconded. Motion passed unanimously. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Brad Wyatt, Aye.

- Board Member Applications

The board will continue to accept applications for board members while also appointing an applicant to fill a board vacancy.

CALENDARING

- Board Meeting June 1st, 2023

The next Wasatch Peak Academy board meeting will be held on June 1st, 2023.

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 9:49AM Wendy Tibbitts made a motion to move into closed session, located in the office at Wasatch Peak Academy. Marlowe Wolferstan seconded the motion. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Brad Wyatt, Aye. Motion passed unanimously.

ADJOURN

At 9:57AM Wendy Tibbitts made a motion to move out of closed session and adjourn. Brad Wyatt seconded the motion. Votes were as follows: Megan Triplett, Aye; Wendy Tibbitts, Aye; Marlowe Wolferstan, Aye; Brad Wyatt, Aye. Motion passed unanimously.

Wasatch Peak Academy
Closed Session Statement

Meeting Date: May 9, 2023

Location: Wasatch Peak Academy - 414 N. Cutler Dr., North Salt Lake, UT 84054



CLOSED SESSION SWORN STATEMENT:

At a duly noticed public meeting held on the date listed above, the board of directors for Wasatch Peak Academy 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 9th day of May, 2023, at 414 N Cutler Dr, North Salt Lake UT 84054

Megan Triplett, Board Chair

DRAFT

WPA Board of Directors



NAME	Position	Term Start	Term End
Megan Triplett	Board Chair	20-Jun-13	1-Jul-25
Wendy Tibbitts	Secretary	1-Jun-15	1-Jul-23
Brad Wyatt	Financial Coordinator	1-Jul-22	1-Jul-26
Paul Franzen	Board Member	14-Jan-19	1-Jul-23
Becca Hubrich	Board Member	1-Jul-20	1-Jul-24
Marlowe Wolferstan	Board Member	1-Jul-22	1-Jul-26
Lani Rounds	Board Member	1-Jun-17	1-Jul-25

Wasatch Peak Academy
Proposed Initial FY24 Budget and Final FY23 Budget
For Approval at May 9, 2023 Board Meeting

Accounts	Actual FY2022 Results	Original FY2023 Budget	Current P&L Through 3-31-23	Proposed FY2023 Amended	Proposed FY2024 (All Funds)
Income					
1000 - Revenue From Local Sources	62,665	132,360	131,197	152,692	160,650
3000 - Revenue From State Sources	3,647,818	4,195,347	3,193,727	4,229,672	4,719,240
4000 - Revenue From Federal Sources	455,528	378,851	202,241	317,851	192,634
5000 - Other Financing Sources					
Total Income	4,166,011	4,706,558	3,527,165	4,700,215	5,072,524
Gross Margin	4,166,011	4,706,558	3,527,165	4,700,215	5,072,524
Gross Margin %	100.0%	100.0%	100.0%	100.0%	100.0%
Expenses					
0100 - Salaries	1,923,445	2,072,704	1,395,155	2,105,100	2,438,334
0200 - Employee Benefits	513,723	527,199	386,643	590,300	619,000
0300 - Purchased Professional and Technical Services	267,210	302,000	204,510	300,000	319,576
0400 - Purchased Property Services	293,870	630,000	425,758	529,500	513,000
0500 - Other Purchased Services	51,062	68,504	57,609	80,200	87,300
0600 - Supplies and Materials	331,013	346,254	201,766	410,500	350,719
0700 - Property	0	28,000	26,728	28,000	0
0800 - Debt Service and Miscellaneous	359,388	372,500	257,187	370,100	373,700
Total Expenses	3,739,710	4,347,161	2,955,356	4,413,700	4,701,629
Net Income	426,300	359,397	571,809	286,515	370,895
Net Income %	10.2%	7.6%	16.2%	6.1%	7.3%
EBITDA	426,300	359,397	571,809	286,515	370,895
EBITDA %	10.2%	7.6%	16.2%	6.1%	7.3%

Notes:
Budget Based on 486 Students for FY24



Estimate

Date: 5.18..2023
 Estimate # 1

Tanner Spencer
 801.200.5385
spencergeneral2022@gmail.com

PROJECT NAME

Storage Room Alterations - Wasatch Peak Academy

Scope Description	Unit Costs			Subtotal
	Quantity	Unit	Cost/Unit	
General Conditions/Overhead	1	EA	\$ 3,000.00	\$ 3,000
Sitework	0	EA	\$ -	\$ -
Concrete	0	EA	\$ -	\$ -
Masonry	0	EA	\$ -	\$ -
Metals	0	EA	\$ -	\$ -
Carpentry	1	EA	\$ 15,580.00	\$ 15,580
Insulation	1	EA	\$ 4,000.00	\$ 4,000
Doors and Hardware	1	EA	\$ 2,800.00	\$ 2,800
Finishes	1	EA	\$ 21,500.00	\$ 21,500
Specialties	1	EA	\$ 1,500.00	\$ 1,500
Mechanical/Plumbing/Fire	1	EA	\$ 8,000.00	\$ 8,000
Electrical - Waiting For Electrical Requirements	1	EA	\$ 5,000.00	\$ 5,000
				\$ -
Builder Contingency - 4%				\$ 2,455
Builders Fees - 10%				\$ 6,384
				\$ -
Subtotal				\$ 70,219



CLIENT: Wasatch Peak Academy

JOB: Storage to teacher room renovation

Point Load L.L.C./Jeff Butler
 801-888-4485
 1620 S. 150 W. Kaysville, UT. 84037

Invoice # Bid

DATE 5/15/2023

Item	Description	Amount
1	Unload shelves and pack up items	
2	Move items to library	
3	Framing	
	Layout teacher room (20' x 15')	
	Frame bearing walls, bolt to block wall and concrete	
	Sheet bearing walls for sheer	
	Build stairs with treads and risers	
	Set joists and sheet floor (loft area 28' x 15')	
	Build parapet walls	
4	Electrical	
	Wire for lighting in teacher room	
	Rewire and raise lights in loft	
	Wire switches and plugs in teacher room	
	Wire for stair switch 3/way	
	Finish electrical, switches, plugs, can lights	
5	Fire	
	Wire for horns and strobes	
	Extend sprinklers into teacher room	
	Move existing sprinkler to cover loft	
6	HVAC	
	Raise existing Plenum in loft for head height	
	Extend supply air to teacher area	

	Extend return air to teacher area	
7	insulation	
8	Data	
9	Drywall	
	5/8 drywall inside teacher room	
	5/8 drywall outside walls, parapet, and stairwell	
10	Door	
	Install steel door buck	
	Install maple fire rated door	
	Install door hardware	
	Key doorknob to master and teacher key	
11	Flooring	
	Carpet teacher area with same carpet as classroom in school	
	70' linear ft of cove mold	
12	Cabinetry	
	4 built in teacher desks and cabinets	
	15' pantry cabinets on hall side outside teacher room	
13	Paint	
	Paint teacher room walls and ceiling	
	Paint outside walls and parapet wall	
14	Shelving	
	Assemble shelving in loft	
	Return items from library to loft	
	Total	\$55,000.00

POLICIES, PROCEDURES, PLANS (“PPP”) REQUIRED TO BE REVIEWED AND/OR APPROVED
(Last Updated May 25, 2022)

<u>PPP Required by Law to be Reviewed</u>	<u>Frequency</u>	<u>Reviewer</u>
Attendance/Truancy	Annually	Board
Cash Handling	Annually	LEA
Donation and/or Fundraising	Annually	Board
Electronic Resources or Devices ¹	Once every three years	LEA
Emergency Response/Preparedness Plan	Once every three years	Emerg. Committee
Fee Waiver ²	Annually	Board
Financial Reporting	Annually	LEA
Parent and Family Engagement, Compact, Plan ³	Annually	LEA
Procurement	Annually	LEA
Purchasing and Disbursement	Annually	LEA
Sex Education Instruction	Every two years	Board
Wellness ⁴	Periodically	Wellness Committee

<u>PPP Required by PPP only to be Reviewed</u>	<u>Frequency</u>	<u>Reviewer</u>
Information Technology Security Policy & Plan	Periodically	IT Security Manager
Meal Charge/Alternate Meal Policy/Proc ⁴	Annually	LEA
Student Conduct and Discipline Policy & Plan	As Necessary	Not Specified

<u>PPP Required by Law to be Re-Approved</u>	<u>Frequency</u>	<u>Approver</u>
Electronic Resources or Devices ¹	Once every three years	Board
Fee Waiver ²	Annually	Board
Parent and Family Engagement ³	Periodically	Board
Wellness ⁴	Once every three years	Board

¹ Also includes Acceptable Use, Internet Safety, and other similar policies. A footnote should be added to the policy(ies) indicating the effective date of the last review.

² Law actually only requires annual review and approval if the school charges fees, but all of our schools’ policies require annual review and approval by the Board regardless if school charges fees or not.

³ Review and approval requirements only apply if school receives Title I funds.

⁴ Review and approval requirements only apply if school participates in USDA food program.

Wasatch Peak Academy
Policy: Administration of Medication Policy
Approved: 06.01.2023



Deleted: Adopted: September 21, 2017
Amended:

Purpose

The purpose of this policy is to authorize personnel of Wasatch Peak Academy (the "School") to administer medication to students consistent with applicable law.

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

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

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

Policy

Administration of Medication by School Personnel

The School will comply with applicable state and federal laws, including but not limited to Utah Code Ann. § [53G-9-502](#), regarding the administration of medication to students by School personnel. Accordingly, pursuant to this policy, authorized School personnel may provide assistance in the administration of medication to students of the School during periods when the student is under the School's control.

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[School personnel may also administer medication to students in emergency situations in accordance with the following:](#)

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- (a) [Glucagon](#). Glucagon is an emergency diabetic medication used to raise blood sugar. The School will comply with the requirements of Utah Code Ann. § [53G-9-504](#) regarding the emergency administration of glucagon to a student in accordance with the statute if (1) the School receives a glucagon authorization from the parent or guardian of a student, and (2) any School personnel who have been trained (as described in the statute) in the administration of glucagon are available to administer the glucagon. The School may not compel School personnel to become trained in the

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Board Approved: **06.01.2023**

administration of glucagon nor may it obstruct School personnel from becoming trained in the administration of glucagon.

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(b) Epinephrine Auto-Injector. The School will comply with the requirements of Utah Code Ann. §§ 26B-4-401, *et seq.*, regarding emergency injection for anaphylactic reactions, in the event any School personnel seeks to become a “qualified adult” under that provision. The School will make an emergency epinephrine auto-injector available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing an epinephrine auto-injector on School property or administering an epinephrine auto-injector to any person in accordance with the statute.

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(c) Seizure Rescue Medication. The School will comply with the requirements of Utah Code Ann. § 53G-9-505 regarding the emergency administration of seizure rescue medication to a student. Accordingly, the School may administer seizure rescue medication to a student in accordance with the statute if (1) the School receives a seizure rescue authorization from the parent or guardian of the student; and (2) a School employee who has become a “trained school employee volunteer” as defined in the statute is available to administer the seizure rescue medication. The School may not compel a School employee to become a trained school employee volunteer nor may it obstruct a School employee from becoming a trained school employee volunteer.

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(d) Opiate Antagonist. In accordance with Utah Code Ann. § 26B-4-509, School personnel may administer an opiate antagonist when acting in good faith to an individual whom the person believes to be experiencing an opiate-related drug overdose.

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(e) Stock Albuterol. The School will comply with the requirements of Utah Code §§ 26B-4-401, et seq., regarding emergency administration of stock albuterol in response to an asthma emergency, in the event any School personnel seeks to become a “qualified adult” under that provision. The School may make stock albuterol available to a School employee who becomes a qualified adult. The School may not prohibit or dissuade School employees from receiving training to become a qualified adult, nor may it prohibit or dissuade School employees who become qualified adults from possessing or storing stock albuterol on School property or administering stock albuterol to any person in accordance with the statute.

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The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how administration of medication under this policy will take place.

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Board Approved: 06.01.2023

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

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication at school in compliance with applicable law. The Principal will establish administrative procedures that comply with applicable laws in order to set guidelines for when and how this will take place.

Students are not prohibited from possessing and self-administering one day's dosage of a non-prescription medication where the student's maturity level is such that he or she can reasonably be expected to properly administer the medication on his or her own.

Observations and Medical Recommendations by School Personnel

The Principal will ensure that appropriate School personnel receive training on the provisions of Utah Code Ann. § [53G-9-203](#), including but not limited to training regarding medical recommendations by School employees [and rules related to School employees communicating information and observations about a student's health and/or welfare](#).

[School employees who intentionally violate Utah Code Ann. § 53G-9-203 will be subject to discipline up to and including termination.](#)

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Board Approved: [06.01.2023](#)

Administrative Procedures Administration of Medication Procedures

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

Administration of Medication by School Personnel

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

- (1) The Principal will designate a reasonable number of School employees who will be responsible for administering medication to students in the School.
- (2) The Principal will arrange for the Principal and all designated School employees to receive adequate training from a licensed health care professional prior to administering any medication. Training should include indications for the medication, means of administration, dosage, adverse reactions, contraindications, and side effects.
- (3) The student's parent or guardian must complete the parent/guardian section of the Student Medication Form requesting that medication be administered to the student during regular school hours. Parents are responsible for updating the Student Medication Form as necessary.
- (4) The student's health care provider must complete the Health Care Provider section of the Student Medication Form indicating the child's name, the name of the medication, the purpose of the medication, the means of administration, the dosage, the time schedule for administration, the anticipated number of days the medication needs to be given at school, and possible side effects. The practitioner must also affirm that giving the medication during school hours is medically necessary.
- (5) A Student Medication Log must be maintained for any student who has medication administered at school, and all employees authorized to administer medication will be notified regarding each student to whom they are authorized to administer medication.
- (6) Each time medication is given, the person who gave it must document the administration in ink on the Student Medication Log. If the medication is not administered as scheduled, a notation must be made on the Student Medication Log as to why the medication was not given, and the student's parent or guardian must be notified.
- (7) The Student Medication Form and Student Medication Log will be retained in the student's records.

Board Approved: 06.01.2023

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(8) Teachers of the student receiving medication during school hours will be notified.

(9) Medication (other than that carried by a student) must be delivered to the School by the student's parent or guardian or designated adult.

(10) Medication should be delivered to the School in a container properly labeled by a pharmacy, manufacturer or health care provider. Labeling must include the student's name, the name of the prescribing practitioner, date the prescription was filled, name and phone number of the dispensing pharmacy, name of the medication, dose, frequency of administration, and the expiration date.

(11) Medication must be stored in a secure, locked cabinet or container in a cool, dry place, except that:

a. medications that require refrigeration must be stored appropriately;

b. insulin or emergency medications such as EpiPens, Twinject Auto-Injectors, asthma inhalers and glucagon must not be stored in a locked area so that they are available when needed.

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

Self-Administration of Medication by Students

Students may possess and self-administer prescription medication if:

(1) The student's parent or guardian signs a statement:

- a. Authorizing the student to self-administer the medication; and
- b. Acknowledging that the student is responsible for, and capable of, self-administering the medication; and

(2) The student's health care provider provides a written statement

- a. That it is medically appropriate for the student to self-administer the medication and be in possession of the medication at all times; and

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Board Approved: 06.01.2023

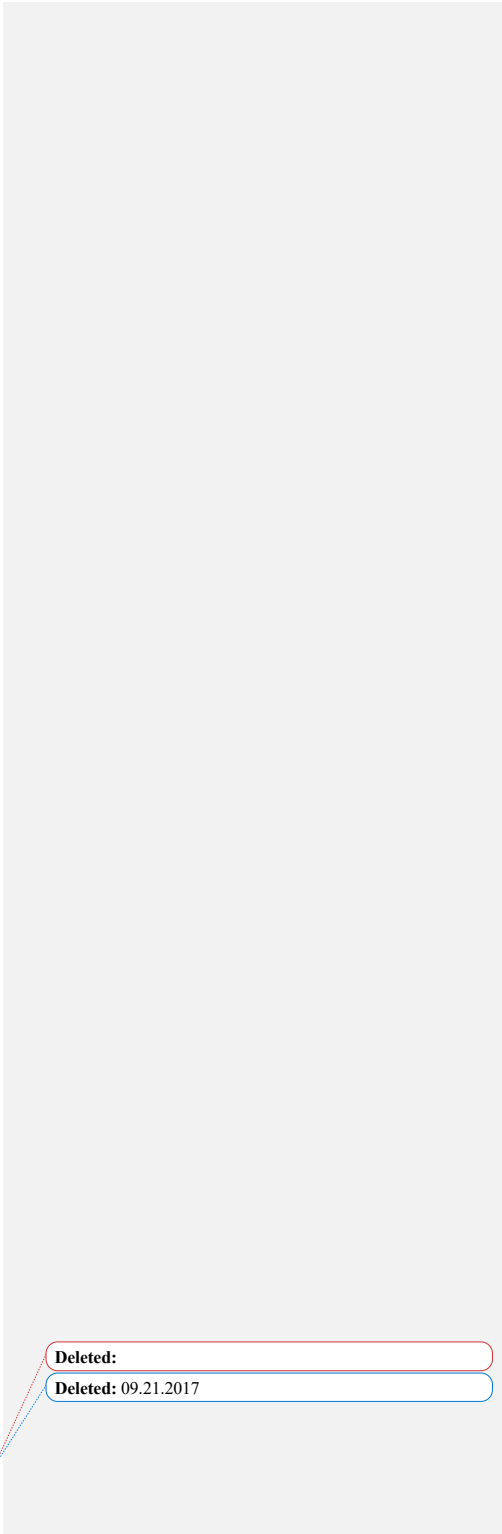
- b. Containing the name of the medication prescribed for the student's use.

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

Application of Sunscreen

Students may possess and self-apply sunscreen without a parent or physician's authorization.

If a student is unable to self-apply sunscreen, a school employee may apply the sunscreen on the student if the student's parent or legal guardian has provided written consent.



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Board Approved: 06.01.2023

Wasatch Peak Academy
Policy: Assessment of Student Achievement Policy
Approved: 06.01.2023



Purpose

Wasatch Peak Academy (the “School”) is required to measure student achievement, including by way of administering statewide assessments. When administered properly, statewide assessments give students an opportunity to demonstrate what they know and can do. In addition, the results of statewide assessments provide the School not only important data about their students’ proficiency, but also valuable information that can be used to guide and improve instruction in the School.

The purpose of this policy is to help ensure that the School conducts statewide assessments in a fair and ethical manner and in compliance with applicable law and Utah State Board of Education (“USBE”) rule. The School intends for this policy to comply with the requirements of Utah Administrative Code Rule R277-404.

Policy

Statewide Assessment Plan

The School shall develop a plan to administer statewide assessments. The plan shall include at least the following:

- (a) The dates the School will administer statewide assessments;
- (b) Professional development for an educator to fully implement the assessment system;
- (c) Training for an educator, appropriate paraprofessional, or third-party proctor in the requirements of assessment administration ethics; and
- (d) Training for an educator and an appropriate paraprofessional to use statewide assessment results effectively to inform instruction.

The School shall submit the plan to the USBE by September 15 each year.

At least once each year the School shall provide professional development and training on statewide assessment administration as required by R277-404. The School shall use the Standard Test Administration Testing Ethics Policy for such professional development and training.

Student Participation in Statewide Assessments

- (a) With the exception of those students described in subsection (b) immediately below and exempted students, the School shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies.

Board Approved: 06.01.2023

- (b) A student's IEP team, English Learner Team, or Section 504 accommodation plan team shall determine an individual student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.
- (c) An educator may use a student's score on a statewide assessment to improve the student's academic grade for or demonstrate the student's competency within a relevant course. However, a student's score on a statewide assessment may not be used in determining whether the student may advance to the next grade level.
- (d) The School may not provide a nonacademic reward to a student for taking a statewide assessment.

Student Exemption from Statewide Assessments

- (a) A student's parent has the right to exempt the student from a statewide assessment in accordance with Utah Code § 53G-6-803 and the exemption procedures in R277-404. The School shall not impose procedures beyond those in R277-404 to exercise this right nor may the School impose any penalty or adverse consequences upon a student who is exempted.
- (b) School grading, teacher evaluation, and student progress reports or grades may not be negatively impacted by students exempted from taking a statewide assessment.
- (c) The School may allow a student who has been exempted from a statewide assessment to be physically present in the room during test administration. The School shall ensure that exempted students who are in attendance are provided with an alternative learning experience during test administration.

Other Requirements

The School shall comply with all applicable requirements in R277-404, including adhering to the USBE's Standard Test Administration and Testing Ethics Policy which is incorporated by reference in the rule.



Purpose

The purpose of this policy is to help ensure that Wasatch Peak Academy (the “School”) provides access to its services, programs, and activities to persons who have limited English proficiency and understand languages other than English.

Definitions

For purposes of this policy, the following terms have the following meanings:

“Primary language” means the first language spoken by a student and a student’s parent/guardian.

“Interpretation” means simultaneous communication between a speaker of English and a speaker of another language.

“Translation” means written communication wherein the written words of one person are communicated to others in writing in a different language.

Policy

Language Access Coordinator

The School’s Director shall designate a Language Access Coordinator who is responsible for implementing this policy at the School and ensuring that any necessary training on the policy is provided. The Language Access Coordinator may also recommend updates or changes to this policy in an effort to make the policy more effective.

Notification to Employees

The School shall notify its employees of this policy, the rights of parents/guardians and students to receive language assistance services, and the proper procedures to access language assistance services as outlined in this policy.

Determination of Primary Language

Within thirty (30) calendar days of a student’s enrollment (or re-enrollment) in the School, the School shall determine the primary language spoken by the student and the student’s parent/guardian, and if such language is not English, whether the student and parent/guardian require language assistance to communicate effectively with the School.

The School shall maintain a current record of the primary language of each parent/guardian of students enrolled in the School.

Obligation to Provide Language Assistance Services

The School shall, consistent with this policy and applicable law, provide translation and interpretation services to students and parents/guardians who require language assistance in order to communicate effectively with the School.

Interpretation Services

The School shall provide interpretation services during regular business hours to parents/guardians and their students who require such services in order to communicate with the School regarding critical information about the students' education. Depending upon availability, such interpretation services may be provided at the School, a reasonable location agreed upon by the School and a student's parent/guardian, or virtually.

The School shall provide the interpretation services described above for School activities, including but not limited to:

- (a) classroom activities;
- (b) impromptu and scheduled office visits or phone calls;
- (c) enrollment or registration processes;
- (d) the Individualized Education Program (IEP) process;
- (e) student educational and occupational planning processes;
- (f) fee waiver processes;
- (g) parent engagement activities;
- (h) student disciplinary meetings;
- (i) community councils (if any);
- (j) board meetings;
- (k) other School activities; and
- (l) other interactions between the parents/guardians of a student learning English and educational staff at the School.

Translation Services

The School shall provide translations of School materials to parents/guardians and their children who require them to communicate effectively with the School, and such materials include, but are not limited to:

- (a) registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications;
- (b) assignments and accompanying materials;
- (c) report cards or other progress reports;
- (d) student discipline policies and procedures;

- (e) grievance procedures and notices of rights and nondiscrimination;
- (f) parent or family handbooks;
- (g) requests for parent permission; and
- (h) any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents/guardians and family.

Centrally Produced Critical Communications

The School shall identify documents that it distributes or electronically communicates to parents/guardians containing critical information regarding their child's education, including, but not limited to, documents pertaining to:

- (a) registration, application, and selection;
- (b) standards and performance (e.g., standard text on report cards);
- (c) conduct, safety, and discipline;
- (d) special education and related services; and
- (e) transfers and withdrawals.

The School shall procure translations of the applicable critical communications listed above in a timely manner, in each of the covered languages, and work to make such translations available to parents/guardians and students of the School.

Student-Specific Critical Documents

Where required under this policy, the School shall provide parents/guardians with a translation of important documents that contain individual, student-specific information regarding, but not limited to, their student's:

- (a) health;
- (b) safety;
- (c) legal or disciplinary matters; and
- (d) entitlement to public education or placement in any special education, English language learner or non-standard academic program.

Qualifications of Interpreters and/or Translators

Individual interpreters and translators provided by the School do not have to be certified unless certification is required by law. However, they should be competent and, where possible, have experience providing interpretation or translation services for school activities and materials listed in this policy. Where deemed appropriate by the School's Director or Language Access Coordinator, the School may utilize online translation services such as Google Translate or Microsoft Translator to translate School materials or documents described in this policy.

The School shall follow its Special Education Policies and Procedures Manual when providing interpretation and translation services for students with disabilities.

Complaints

If any parent/guardian or student feels that they are not receiving the language assistance services set forth in this policy, they may address those concerns through the School's Parent Grievance Policy.

Annual Review of Policy

The School shall review this policy for efficacy on an annual basis. As part of this review, and for purposes of evaluating the effectiveness of this policy, the School may consult with its stakeholders and community members, refugee resettlement agencies, immigration services organizations, ethnic based community organizations.

Wasatch Peak Academy
Policy: Public Education Materials Development Policy
Adopted: May 9, 2023



Purpose

The purpose of this policy is to establish rules related to the sharing of public education materials developed by employees with Wasatch Peak Academy (the “School”) funds or on contract time. The School intends for this policy to comply with the applicable requirements in Utah Administrative Code Rule R277-120.

Policy

Definitions

For purposes of this policy, “public education materials” means courseware and materials developed with School funds or on contract time and includes, but is not limited to:

- (a) syllabi;
- (b) instructional materials;
- (c) modules;
- (d) textbooks, including teacher’s editions;
- (e) student guides;
- (f) supplemental materials;
- (g) formative and summative assessment supports;
- (h) laboratory activities;
- (i) simulations;
- (j) musical or dramatic compositions;
- (k) audio, video, or photographic material;
- (l) manuals;
- (m) codes; and
- (n) software.

For purposes of this policy, “sensitive materials” means the same as that term is defined in Utah Code § 53G-10-103.

Public Education Materials Developed with School Funds or on Contract Time

All public education materials developed by School employees with School funds or on contract time shall, upon review and approval of the School’s Director, be eligible to be shared with third parties under a Creative Commons attribution license (“CC-BY license”). Public education materials developed by School employees with School funds or on contract time that have not been reviewed and approved for sharing by the Director shall not be shared with third parties for their personal use.

Board Approved: 05.09.2023

The CC-BY license covering public education materials developed by School employees with School funds or on contract time shall include the name of the School and the author(s). Third parties who use the public education materials shall (1) provide proper attribution to the School and author(s); (2) provide a link to the CC-BY license; and (3) indicate if any changes were made to the materials.

All public education materials developed by School employees with School funds or on contract time shall be the property of the School, subject to the CC-BY licensing described above. With the exception of other educators in Utah public schools, the School may charge third parties for using public education materials developed by School employees with School funds or on contract time. The School shall not charge other educators in Utah public schools for using public education materials developed by School employees with School funds or on contract time.

Consistent with R277-120, no School employee shall sell for personal gain public education materials developed with School funds, with funds from the Utah State Board of Education, or on contract time. School employees who violate this provision may be in violation of the Utah Public Officers' and Employees' Ethics Act.

School employees are prohibited from developing sensitive materials with School funds.

Public Education Materials Developed Without School Funds

School employees may develop public education materials using their own personal time and resources, and they may share such materials through a CC-BY license or otherwise share (or sell) the materials without permission from the School. However, Utah licensed educators (1) may only share public education materials that are consistent with the Utah Professional Educator Standards contained in Utah Administrative Code Rule R277-217; and (2) may not share materials that advocate illegal activities or materials that are inconsistent with the educator's legal and role model responsibilities.



Policy: Electronic Resources Policy
Approved: 06.01.2023

Purpose

Wasatch Peak Academy (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, 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.

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: a smart phone, a smart or electronic watch, a tablet, or a virtual reality device.

"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.

"School day" means the hours that make up the School day according to the School's schedule.

"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 day 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

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material.

- Electronic devices may not be used to bully, threaten, embarrass, harass, or intimidate other students, teachers, volunteers, School guests, or School employees. This behavior includes but is not limited to photographing other people in crude, vulgar, embarrassing, compromising, etc. ways with or without their knowledge and then sharing those photographs in any form.
- 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.
- Electronic devices, if brought to school, must remain out of sight in a bag or backpack and be turned off during the School day.

Exceptions

The Principal may give permission for a student to possess an electronic device for good cause, including medical reasons, 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 an electronic device on active mode at all times during the School day, with the exception of during tests and standardized assessments, for good cause, including medical needs or unusual family situations.

A student may possess an electronic device on active mode at all times during the regular School day, 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.

Electronic devices may be 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.

Parents may make other individualized requests for exceptions to this policy to the Principal.

Consequences for Violation

A student will receive one warning prior to discipline for violating this policy unless the violation involves cheating or constitutes a violation of the School's Safe Schools Policy or Bullying and Hazing Policy or at the discretion of the Principal. On the second violation of this policy, a 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 this policy. 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.

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Students may not search electronic devices. Electronic devices that are used inappropriately may be subject to search 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.

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 that the School has a student's electronic device in its possession. Parents/guardians who show identification may retrieve confiscated electronic devices during School hours or by appointment. The School will retain un-retrieved electronic devices until the end of the School year, at which the devices will be disposed of in a manner that ensures that no data stored on the device may be retrieved.

The Principal may impose additional disciplinary consequences for a student's violation of this policy, 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

The School will give parents and students written notice of this policy annually. Written notice may be satisfied by posting the policy on the School's website, publishing the policy in a School handbook, sending the policy to the student's home, or any other reasonable means.

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.

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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.

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

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

Parents, guests and visitors to the School may use 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 may not use such resources to access inappropriate material or information.

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).

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, as that term is defined in section 1460 of title 18, United States Code.
- 2- Child Pornography, as that term is defined in section 2256 of title 18, United States Code; or
- 3- Harmful to minors.

"Harmful to Minors" means 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

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- 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, the School will employ 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.

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, 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 this policy, 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

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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, harassment and threats; accessing pornography or other obscene or inappropriate material; inappropriate language; gambling; unauthorized games; 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 Principal shall ensure that additional 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 shall ensure that students receive appropriate training regarding these rules and procedures.

Staff Acceptable Use of School Electronic Resources

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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.

At-Will Employment

Nothing in this policy 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 involve 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 this policy 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.

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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 this policy. Users who are aware of any violation of this policy 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.

Violation of this policy 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.

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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 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 this policy.

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 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.

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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

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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 this policy.

This policy will be reviewed periodically to ensure that it continues to meet the School's needs.

**Wasatch Peak Academy
Wellness Policy
Board Approved: May 9, 2023**



Deleted: January 19, 2017
Amended: August 15, 2019
Amended: April 14, 2020
Amended: August 19, 2021
Amended: October 7, 2021

The purpose of this Policy is to ensure the best possible mental and physical health environment for the students of Wasatch Peak Academy.

WPA’s Board recognizes that there is a link between good health and a student’s ability to learn effectively and perform at their highest academic potential. The Board also recognizes education and establishment of good eating habits, and a desire for physical activity, must begin at a young age. WPA is committed to providing nutritional education, physical activity, and a healthy learning environment for its students and staff.

- I. Nutrition and Fitness Advisory Committee: Under the direction of the Board and the Director, a Nutrition and Fitness Advisory Committee will be established to oversee wellness efforts, review wellness goals and WPA’s progress towards the accomplishment of those goals, and, as necessary, recommend changes to this Policy. The Advisory Committee may consist of, but is not limited to, parents, students, food service manager, Physical Education teachers, Board members, the Director, teachers, health professionals, and members of the community. WPA will maintain a list of the names and contact information of the Advisory Committee members. WPA will also provide notice via WPA’s website of how individuals can get involved with the Advisory Committee and otherwise participate in the development, implementation, and periodic review and update of this Policy.
- II. Nutritional Education Policy: The primary purpose of nutritional education is to build knowledge and skills that will help children make healthy eating and physical activity choices now and throughout their life. WPA will support this by doing the following:
 - a. Teaching and supporting healthy eating habits for students and staff by encouraging teachers, when possible, to use healthy nutrition facts in learning skills such as reading, writing, and math.
 - b. Promoting nutritional and physical awareness and healthy lifestyles with activities that may include physical education classes, after school sports clubs, and intramural sports at recess and after school.
 - c. Increasing awareness of healthy lifestyles such as regular medical and dental checkups.
 - d. Promoting safety in and out of the home by using local law enforcement and more.
 - e. Encouraging and educating parents in ways to provide healthy and affordable sack lunches.
- III. Physical Activity: The Board recognizes the importance of physical activity for student health and academic achievement. The Board encourages the Director to implement programs to ensure that students engage in healthful levels of vigorous physical activity to promote and develop each student’s physical, mental, emotional and social well-being. The following goals are some of the ways WPA hopes to achieve this:

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- a. Provide a wide variety of physical activities and introduce students to many different sports and ways of getting physically active. This may be done through PE, after school activities, extramural sports, or in the classroom.
- b. Provide daily recess for all elementary students and fitness education weekly, schedule permitting.
- c. Use a variety of subjects and innovative lesson plans to increase physical movement in the classroom, such as “brain breaks” where students can do jumping jacks and other exercises to get their blood flowing.
- d. When activities such as mandatory testing or inclement weather make it necessary for students to stay indoors for long periods of time, give students periodic breaks during which they are encouraged to participate in some activity or movement.
- e. Provide physical education activities that will teach students cooperation and teamwork, good sportsmanship, positive self-image, and personal achievement.
- f. Provide appropriate alternative activities for students with physical disabilities.
- g. Provide exemptions from physical activities where appropriate for ill or injured students.

- IV. Breakfast and Lunch Program: WPA participates in USDA child nutrition programs, including the National School Lunch Program (“NSLP”) and School Breakfast Program (“SBP”). WPA is committed to offering school meals through the NSLP and SBP that:
- a. Are accessible to all students;
 - b. Are appealing and attractive to children;
 - c. Are served in clean and pleasant settings;
 - d. Meet current nutrition requirements established by local, state, and Federal statutes and regulations. (WPA offers reimbursable school meals that meet USDA nutrition standards; [and](#)
 - e. Promote healthy food and beverage choices.

- V. Healthy and Safe School Environment: WPA recognizes that a healthy and safe school environment is necessary in promoting and sustaining the nutritional, physical, and emotional health of its students and staff. WPA will provide this in the following ways:
- a. Provide a clean, safe, and enjoyable lunchroom for students.
 - b. Provide student access to restroom use for washing hands, make a hand sanitizer available at the entrance and exit of lunchroom, and educate students on importance of washing hands.
 - c. Provide enough space and serving areas to ensure all students have an appropriate place to eat in the lunchroom.
 - d. Create an environment that fosters good eating habits, enjoyment of meals, good manners, and respect for others.
 - e. Make every effort to accommodate children with allergies at a specified table.
 - f. Make drinking fountains available so that students can get water at meals and throughout the day.

- VI. Food Guidelines: The purpose of these guidelines is to support WPA’s wellness goals and Policy, specifically in the classroom. WPA’s Board wants to promote a healthy

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campus and classroom environment for every student, with as little distractions as possible to the learning process. This will be supported by WPA in the following ways:

- a. When possible, food offered in the classroom will connect to the lesson plan and need the approval of the Director. (For example, a teacher may use an orange to teach fractions.)
- b. No vending machines or beverage machines are on campus. All foods and beverages sold to students outside of the school meal programs (i.e., the NSLP and SBP) during the school day will meet the USDA Smart Snacks in School nutrition standards.
- c. Any foods and beverages marketed or promoted to students on campus during the school day will meet the USDA Smart Snacks in School nutrition standards.
- d. No birthday treats are allowed for distribution in class, unless they are considered “healthy snacks.” “Healthy snacks” are those foods and beverages that are not high in fat, sugar, sodium, or calories and include but are not limited to:
 - i. 100% fruit juice and fat-free or low-fat milk;
 - ii. Fruits and vegetables;
 - iii. Whole grain crackers, pretzels, and breads;
 - iv. Low-fat or air-popped popcorn with no or little butter or salt added;
 - v. Graham crackers;
 - vi. Fat-free or low-fat yogurt;
 - vii. Trail mix; and
 - viii. String cheese.
- e. Three class parties are allowed per year.
 - i. The Director will provide guidelines for these class parties.
 - ii. Some healthy snack choices may be offered to students and faculty as part of these class parties.
 - iii. The Director and the Board may create and provide a “Healthy and Affordable Snack” list to parents for parties.

VII. Measurement of Wellness Policy:

- a. This Policy will be reviewed periodically by the Advisory Committee.
- b. The Food Service Manager, PE Teacher, and Director will be in charge of compliance, implementation, and oversight of this Policy during the year. The Food Service Manager will help to ensure the school meal programs comply with local, state, and Federal statutes and regulations.
- c. This Policy will be available on the WPA Website at all times and will be provided to parents on an annual basis through the registration packet. Matters related to the implementation of this Policy will also be posted on WPA’s website.
- d. At least once every three years, WPA will review this Policy and assess the School’s compliance with this Policy. This triennial assessment will measure the School’s implementation of the Policy and include:
 - i. The extent to which the School’s campuses are in compliance with this Policy;
 - ii. The extent to which this Policy compares to the Alliance for a Healthier Generation’s model wellness policy; and

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- iii. A description of the progress made by the School in attaining the objectives and goals of this Policy.
- e. The Director is responsible for managing the triennial assessment and the Advisory Committee will participate in the triennial assessment. The triennial assessment results/report will be made available to the public on WPA's website.
- f. The Director will retain documentation and records that demonstrate WPA's compliance with the community involvement requirements, including the requirements to document each triennial assessment and to make this Policy and the triennial assessment results/reports available to the public.
- g. Based on the triennial assessment, necessary changes/modifications and or updates will be made to this Policy and will be approved by the Board.

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Board Approved: 05.09.2023

Wasatch Peak Academy
Policy: Attendance Policy
Amended: October 22, 2020



Policy

Wasatch Peak Academy (the "School") is committed to providing a quality education for every student. The School firmly believes that consistent attendance teaches students responsibility. Students learn the value of being punctual and prepared. Frequent absences and tardiness result in a loss of continuity of instruction. Also, frequent absences and tardiness prove disruptive for students, teachers, and staff. Excessive unexcused absences may lead to a student's permanent dismissal from the School.

Parents are expected to take a proactive role in ensuring their children attend school. We recommend families plan their vacation schedule around the existing School calendar. When possible, medical and dental appointments should take place outside of school hours and parents should notify the School in advance of any absence. Parents and students are responsible for obtaining homework or assignments for the time period which the student is absent.

The School intends for this policy to be consistent with the provisions of Utah's compulsory education laws, Utah Code Ann. §§ 53G-6-201 through 53G-6-208, as well as Utah Administrative Code Rule R277-607.

The Principal will establish attendance procedures consistent with this policy and applicable law and will ensure that the policy and procedures are distributed to parents.

Review

The School's Board of Directors shall review this policy annually. The Board shall also annually review attendance data and consider revisions to this policy to encourage student attendance.

Board Approved: 10.22.2021
Procedures Amended 08.19.2021
Board Reviewed: 05.09.2023

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Administrative Procedures Attendance Procedures

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

Definitions

"Absence" or **"absent"** means the failure of a school-age child assigned to a class or class period to attend a class or class period. "Absence" or "absent" does not mean multiple tardies used to calculate an absence for the sake of a truancy.

"Valid excuse" or "excused absence" means an absence resulting from:

- a) an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional;
- b) mental or behavioral health of the school-age child;
- c) a death of a family member or close friend;
- d) a scheduled family event or a scheduled proactive visit to a health care provider in accordance with Section 53G-6-803(5);
- e) a family emergency;
- f) an approved school activity;
- g) a preapproved extended absence for a family activity or travel, consistent with school policy; or
- h) an absence permitted by an individualized education program or Section 504 accommodation plan, developed pursuant to relevant law.

The Principal has the discretion to consider other absences as "valid excuses."

"Valid excuse" or "excused absence" does not mean a parent acknowledgement of an absence for a reason other than those described above.

"Habitual truant" means a school-age child who:

- (1) is in grade 7 or above and at least 12 years old;
- (2) is subject to the requirements of Section 53G-6-202; and
- (3)(a) is truant at least ten times during one school year; or (b) fails to cooperate with efforts on the part of school authorities to resolve the minor's attendance problem as required under Section 53G-6-206.

"School-age child" means a minor who is at least six years old but younger than 18 years old and who is not emancipated.

"School day" means the portion of a day that school is in session in which a school-age child is required to be in school for purposes of receiving instruction.

"Truant" means a condition by which a school-age child, without a valid excuse, is absent for (a) at least half of the school day; or (b) if the school-age child is enrolled in a learner verified program, as that term is defined by the State Board of Education, the relevant amount of time under the School's Learner Validated Program Policy. A school-age child may not be considered truant under this policy more than one time during one day.

Attendance Requirements: Students are allowed a maximum of five (5) unexcused absences per year.

Excused Absences: An oral or written communication documenting a valid excuse must be received from the student's parents/guardian within one (1) business day of the absence in

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order for the absence to be excused. In the event of multiple consecutive absences, written communication must be received within one (1) business day of the student's return to School.

In the event of an unforeseeable illness or emergency, the School should be notified as soon as reasonably possible.

Preapproved Extended Absence: A parent/guardian may request approval from the Principal prior to a student's extended absence of up to ten (10) days per school year. The Principal will approve the absence if the Principal determines that the extended absence will not adversely impact the student's education.

Medical Documentation: The School may not require documentation from a medical professional to substantiate a valid excuse that is a mental or physical illness.

Make-up Work: Make-up work is permitted for students who have excused absences. The teacher will provide the student or the parent/guardian with any make-up work upon request. Make-up work must be completed within a reasonable time-frame as determined by the teacher.

Tardiness: A student is tardy if he or she is not in the assigned classroom when the late bell rings. In general, tardiness will be handled on an individual basis with the teacher. If a student is chronically tardy, then the student may be referred to the administration. Students are allowed five (5) tardies per term.

Notification of Absences and Tardies: In the event a student is absent, parents/guardians will be notified by phone on the day of the absence. Parents and students are responsible for tracking the total number of absences and tardies. Parents will be notified when their student reaches the 4th unexcused absence of the year. Parents will also be notified when their child is tardy for the 4th time during a given term. If the maximum limit for unexcused absences or tardiness is reached, the Principal will attempt to schedule a meeting with the parents to review the situation and will outline the appropriate corrective action.

Grounds for an Appeal: Students who believe that all or part of their absences and/or tardies should be considered excused may provide a written request to the Principal to review their case.

Notice of Compulsory Education Violation

Consistent with Section 53G-6-202, the School may issue a "notice of compulsory education violation" to a parent/guardian of a school-age child who is in grades 1 through 6 if the student is truant at least five (5) times during the school year.

This notice shall:

1. Direct the parent/guardian to meet with School authorities to discuss the student's attendance problem and cooperate with the Principal and Board to secure regular attendance by the student;
2. Designate the School authorities with whom the parent is required to meet;
3. State that it is a class B misdemeanor for the student's parent or guardian to intentionally or without good cause fail to meet with the designated School authorities to discuss the student's attendance problems, or fail to prevent the

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- student from being truant an additional five (5) more times during the remainder of the school year; and
4. Be served on the parent/guardian by personal service or certified mail.

If School personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent or guardian has failed to make a good faith effort to ensure that the school-age child receives an appropriate education, the issuer of the compulsory education violation shall submit to the Division of Child and Family Services the report required by Utah Code Subsection 53G-6-202(8) (also in accordance with the School's Child Abuse and Neglect Reporting Policy).

Truancy Intervention Program

The School's Truancy Intervention Program is established to encourage good attendance and to facilitate the processing of chronically truant students through evidence-based alternative interventions or the juvenile court. Those efforts will include documented earnest and persistent efforts to resolve a student's attendance problems as follows:

- Annual notification of the School's attendance policies will be provided to the parents of all students at the time of registration.
- When a student's attendance is negatively affecting the student's learning, the classroom teacher will notify the student and/or the student's parent(s) of the concern. The teacher will set up a conference with the student and/or the student's parent(s) to identify and resolve any problems that prevent the student from attending School. The student's progress will be monitored.
- If meeting with the student and parent(s) does not adequately address the problems and the student's learning continues to suffer, then the School counselor or Principal will work with the teacher and parent(s) in finding a solution to the problems that are preventing the student from attending to his/her learning. Efforts to resolve the problems may include, but are not limited to, the following: making adjustments to the curriculum or the schedule, counseling of the student by School authorities, considering alternatives proposed by the parent, or providing the parent with a list of community resources to help the family.
- The Principal may consult with a parent/guardian to determine if mitigating circumstances such as medical or psychological problems indicate the use of intervention methods for resolving the attendance problems.
- In the event that the preceding interventions fail, a certified letter will be sent to the parent(s) requesting a formal meeting with the Principal to resolve the attendance problems. A copy of the letter and mailing certificates will be kept by the School.
- The Principal will notify the student and a parent/guardian of the actions the School may take should the student be truant in the future.

Notice of Truancy

Consistent with Section 53G-6-203, the School may issue a notice of truancy to a school-age child who is in grade 7 or above, at least 12 years old, and is truant at least five (5) times during the school year.

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A notice of truancy will only be issued after the School has made earnest and persistent efforts to resolve student attendance problems, which efforts may include those set forth above.

A notice of truancy will:

1. Direct the school-age child who receives the notice of truancy, and the parent/guardian of the school-age child, to meet with School authorities to discuss the student's attendance problem and cooperate with the Principal and Board to secure regular attendance by the student; and
2. Designate the School authorities with whom the school -age child and parent/guardian is required to meet.

A notice of truancy will be served on the parent/guardian by personal service or regular mail. The parent/guardian will have the right to appeal a notice of truancy in writing to the Principal within ten (10) days of being issued.

Referrals for Habitual Truancy

In accordance with Utah Code § 53G-8-211(4), the School shall refer a school-age child for prevention and early intervention youth services, as described in Section 62A-7-104, by the Division of Juvenile Justice Services for being a habitual truant if the school-age child refuses to participate in an evidence-based alternative intervention described in Utah Code § 53G-8-211(3)(b), including:

- a mobile crisis outreach team;
- a youth services center operated by the Division of Juvenile Justice Services;
- a youth court or comparable restorative justice program; or
- other evidence-based interventions created and developed by the School or other governmental entities as set forth in Subsection 53G-8-211(3)(b)(v).

The School may refer a school-age child who is a habitual truant to juvenile court or a law enforcement officer or agency if the student refuses to participate in an evidence-based alternative intervention described in Subsection 53G-8-211(3)(b) and fails to participate in prevention and early intervention youth services provided by the Division of Juvenile Justice Services as provided above.

A referral to juvenile court or a law enforcement officer or agency will include:

1. Attendance records for the student;
2. A report of evidence-based alternative interventions used by the School before the referral, including outcomes.
3. The name and contact information of the School representative assigned to actively participate in the court process with the student and the student's family;

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4. a report from the Division of Juvenile Justice Services that demonstrates the minor's failure to complete or participate in prevention and early intervention youth services as set forth in Utah Code § 53G-8-211(4); and

5. Any other information that the School considers relevant.

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Wasatch Peak Academy
Policy: Donations & Fundraising Policy
Approval Date: September 12, 2013



Although Wasatch Peak Academy (the “School”) does not typically engage directly in fundraising, it may do so on certain occasions in order to help advance the School’s mission. The School encourages the contributions of gracious donors who have the resources and the inclination to make donations for the benefit of the School and its students. This policy establishes guidelines and standards for the School’s acceptance of donations and gifts as well as for when the School engages in or sponsors fundraising activities.

Donations and Gifts

The School may not transfer or expend donated property in a manner contrary to donor restrictions imposed as a condition of making the donation. The Director is also responsible for ensuring that donor restrictions of accepted donations are complied with and that compliance can be verified. The Director will ensure that charitable donation receipts are provided to donors as necessary.

The Director must approve voluntary donations from private individual or organization in excess of \$1,000 and any donation involving donor restrictions prior to accepting the donation. The Board of Directors must approve any voluntary donations from private individual or organization in excess of \$10,000. The School may not accept donations with the condition that the donation provide direct benefit to specific School employees, students, vendors, or name brand goods or services.

If advertising or other services are offered to a donor in exchange for a donation or gift, the School will objectively value the donation or gift in order to ensure the School receives at least fair value.

The Director must ensure that any applicable fiscal policies of the School are complied with in connection with donations. The School will comply with other applicable laws and regulations, including but not limited to procurement requirements, rules related to construction of improvements, IRS regulations, and Title IX requirements.

Fundraising

Fundraising is defined as an organized effort to solicit individuals, businesses or foundations for money or in-kind gifts to be given directly to the School.

For the purposes of this policy, “school sponsored” means activities that are expressly authorized by the School’s Director or Board of Directors that support the School or authorized curricular clubs, activities, sports, classes, or programs that are themselves school sponsored. School-sponsored activities must be managed or supervised by School employees. Activities sponsored by the School’s parent organization are not school-sponsored activities, but the parent

organization may be involved in and provided assistance in connection with school-sponsored activities.

The following guidelines must be followed in connection with School fundraising:

1. The fundraising activity must be undertaken with the intent of obtaining a benefit consistent with the School's mission.
2. The fundraising activity must not violate the School's charter, Board policies, or applicable law.
3. Proposals for fundraising activities must be submitted to the School's Director for approval.
4. The Director may restrict the time, place, and manner of any approved fundraising activity.
5. Fundraising activities should be planned and scheduled in a manner that does not create conflict, confusion, or excessive fundraising pressures on students, families or potential donors.
6. Fundraising activities that may expose the School to risk of financial loss or liability if the activity is not successful should not be approved.
7. The participation of School employees, students and parents in any fundraising activity must be voluntary. However, School employees may be assigned to supervise students in connection with School-sponsored fundraising activities in connection with their employment. Such employees may be compensated for such work as appropriate as determined by the Director.
8. Students may not be required to participate in a fundraising activity as a condition for belonging to a team, club or group, and a student's fundraising efforts may not affect his or her participation time or standing in any team, club or group.
9. Competitive enticements for student participation in fundraising efforts are generally discouraged, and any such rewards or prizes must be approved by the Director.
10. The Director will ensure that the School's Fee Waiver Policy is complied with in connection with all School-sponsored fundraising activities that involve fees. Any fee waivers must be granted in accordance with the Fee Waiver Policy.
11. All funds raised through school-sponsored fundraising activities are considered public funds and will be handled accordingly. The Director will ensure that all other applicable fiscal policies are complied with in connection with fundraising activities.
12. Any fundraising activities that are related to the School but not school sponsored, such as fundraising activities of the parent organization, should clearly inform School patrons that the activity is not school sponsored. School employees may participate in such activities as volunteers but must not represent that they are acting as employees or representatives of the School.
13. The Director will ensure that charitable donation receipts are provided as necessary.
14. The School's employer identification number and sales tax exemption number may only be used by School personnel in connection with school-sponsored activities. No other entity, including the School's parent organization, may use these numbers.
15. Any School employee involved in managing or overseeing non-School-sponsored fundraising must disclose to the Director any financial or controlling interest in or access to bank accounts of the fundraising organization or company.

16. The School may cooperate with outside entities such as the parent organization in connection with non-school-sponsored fundraising activities. The School may allow these groups to use School facilities at little or no charge. At the Director's discretion, the School may provide some level of support or pay for portions of these activities. The details of the arrangements for non-school-sponsored fundraising activities shall be understood and agreed to by the Director and the representatives of the outside entity. This must take into consideration the School's fiduciary responsibility for the management and use of public funds and assets.
17. The School is committed to principles of gender equity and compliance with Title IX guidance. The School commits to use all facilities, unrestricted gifts and other available funds in harmony with these principles. The School reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. Fundraising opportunities should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

The Director will ensure that School employees receive appropriate training in connection with these policies. Training shall be provided at least annually to employees whose job duties are affected by the School's fiscal policies.

The Board will review this policy at least bi-annually.

Dan Rip – WPA Board President

Date



Wasatch Peak Academy
Policy: Sex Education Instruction Policy
Approved: March 21, 2019

Policy

The purpose of this policy is to ensure that the Sex Education Curriculum taught at Wasatch Peak Academy (the "School") is compliant with state law. The School will comply with applicable state law regarding the presentation of 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, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS, sexually transmitted 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.

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.

In accordance with state law, all sex education instruction or instructional 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 Director will establish a curriculum materials review committee composed of parents, school employees, and others selected by the Director. 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 committee will select officers and is subject to the Utah Open and Public Meetings Act. The School's Board of Directors will review and approve the membership of the committee on or before August 1 each year. If the School's Board of Directors is composed of a majority of parents, it may elect to act as the committee.

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. 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 or encouragement of the use of contraceptive methods or devices;
or
- The advocacy of premarital or extramarital sexual activity.

The School will comply with the Utah Family Educational Rights and Privacy Act, Utah Code § 53E-9-202 through -203 and obtain parental consent prior to any sex education instruction, maturation education, or other instructional program. At no time will a student be in the classroom during any 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 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 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;
- d) be specific enough to give parents fair notice of topics to be covered;
- 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;

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

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 requirements of the Utah Family Educational Rights and Privacy Act.

WPA ANNUAL BOARD MEETING CALENDAR



Below are the tentative Wasatch Peak Academy Board Meeting dates for the 2023-2024 school year. Meetings are tentatively scheduled for the third Wednesday every other month. These dates are subject to change and additional meetings may take place. All meetings will be posted on the Utah Public Meeting Notice website at least 24 hours in advance.

August 16th at 8:15 AM
WPA Library

October 25th at 8:15 AM
WPA Library

January 17th at 8:15 AM
WPA Library

March 20th at 8:15 AM
WPA Library

May 15th at 8:15 AM
Academica West

June 12th at 8:15 AM
TBD

Please note that meetings will generally be held at 414 North Cutler Dr, North Salt Lake, UT 84054. Meetings may also be held electronically (HUB: 414 N. Cutler Dr. North Salt Lake) or at different locations as specified by the Board of Directors.