



Governing Board of Directors

Policies & Procedures Manual

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Administration of Medication Policy

HighMark Charter School

Policy: Administration of Medication Policy

Adopted: October 16, 2017

Purpose

The purpose of this policy is to authorize personnel of HighMark Charter School (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. § 53A-11-601, 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.

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

The School will comply with the requirements of Utah Code Ann. §§ 26-41-101, et seq., regarding emergency injection for anaphylactic reactions, in the event any School personnel seeks to become a “trained school employee volunteer” under that provision.

The School will comply with the requirements of Utah Code Ann. § 53A-11-603.5 regarding the emergency administration of seizure rescue medications, in the event any School personnel seeks to become a “qualified adult” under that provision.

In accordance with Utah Code Ann. § 26-55-104, 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.

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

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.

Medical Recommendations by School Personnel

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

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.

(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
- 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.

Arrest Reporting Policy

HighMark Charter School
Policy: Arrest Reporting Policy
Adopted: November 16, 2015

Policy

The Board of Directors of the School recognizes the importance of receiving information regarding arrests of employees that are not licensed by the Utah State Office of Education in order to assist the School in adequately safeguarding the safety of students.

The Principal of the School will therefore establish administrative procedures that comply with the requirements of Utah Administrative Code R277-516-4.

The Board acknowledges the requirement that Board Members report arrests and convictions as set forth in R277-516-5.C.

Articles of Incorporation

HighMark Charter School
Policy: Articles of Incorporation
Adopted: March 18, 2010

ARTICLES OF INCORPORATION

OF

HIGHMARK CHARTER SCHOOL

The undersigned natural persons over the age of eighteen (18) years, acting as incorporators of a nonprofit corporation under the Utah Revised Nonprofit Corporation Act, adopt the following Articles of Incorporation for said corporation:

ARTICLE I

NAME

The name of this nonprofit corporation shall be HighMark Charter School.

ARTICLE II

DURATION

This corporation shall continue in existence perpetually unless dissolved pursuant to law.

ARTICLE III

PURPOSES

- (1) To operate exclusively as a nonprofit corporation under the laws of the state of Utah.
- (2) To engage in any and all activities and pursuits, and to support or assist such other organizations, as may be reasonably related to the foregoing and following purposes.
- (3) To engage in any and all other lawful purposes, activities and pursuits, which are substantially similar to the foregoing and which are or may hereafter be authorized by Section 501(c)(3) of the Internal Revenue Code of 1986 or corresponding provisions of any subsequent Federal tax laws (the "Code") and are consistent with those powers described in the Utah Revised Nonprofit Corporation Act, as amended.
- (4) To solicit and receive contributions, purchase, own and sell real and personal property, to make contracts, to invest corporate funds, to spend corporate funds for corporate purposes, and to engage in any activity "in furtherance of, incidental to, or connected with any of the other purposes."
- (5) No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, directors, officers, or other persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered to the corporation and to make payments and distributions in furtherance of the purposes set forth herein.

ARTICLE IV **VOTING MEMBERS**

This corporation shall not issue shares of stock evidencing membership and shall have no voting members.

ARTICLE V **POWERS**

A. Powers in General. Subject to the pursuits and objectives declared in Article III and any other limitations herein expressed, this corporation shall have the power to do any and all things which a nonprofit corporation may do under the laws of the State of Utah, including, but not limited to, the following:

- (1) To receive, acquire, hold, manage, administer, and expend property and funds for purposes authorized by Section 501(c)(3) of the Code;
- (2) To take property and funds by will, gift, or otherwise. The corporation shall not have the power to take or hold property or funds for any purpose other than purposes authorized by Section 501(c)(3) of the Code;
- (3) To hold, in its own name and right, real and personal property of every nature and description without limitation as to extent, character or amount, and with all the powers of control, management, investment, change, and disposal incident to the absolute ownership of property or funds by a private person, subject only to the terms of particular trusts and to the general trust that all its properties and funds shall be held for purposes authorized by Section 501(c)(3) of the Code;
- (4) To borrow money either upon or without security, giving such promissory notes or other evidences of indebtedness and such pledges, mortgages, or other instruments of hypothecation as it may be advised;
- (5) To appoint and pay officers and agents to conduct and administer the affairs of the corporation;
- (6) To adopt Bylaws prescribing the duties of the officers and agents of the corporation, the detail of the organization, the time and manner of its meetings, and any and all detail incident to its organization and the efficient conduct and management of its affairs;
- (7) To do any and all things which a natural person might do, necessary and desirable for the general purposes for which the corporation is organized;
- (8) To receive and use funds obtained from private donations, devises and bequests, and from all lawful sources to be applied for purposes authorized by Section 501(c)(3) of the Code;
- (9) No recital, expression or declaration of specific or special powers or purposes hereinabove enumerated shall be deemed exclusive, it being intended that this corporation shall have any and all other powers necessary or incidental to the accomplishment of its objects and purposes and each and all of the powers now conferred or that may hereafter be conferred by the laws of the State of Utah on nonprofit corporations.

B. Powers Relating to Specific Objects and Purposes. This corporation shall have the powers necessary or incidental to the carrying on of its objects and purpose.

C. Restrictions. Notwithstanding any statement to the contrary in these Articles of Incorporation, no part of the net earnings of the corporation shall inure to the benefit of any director or officer of the corporation or any private individual, except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes; and no director or officer of the corporation or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation. No substantial part of the activities of this corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation (except as permitted by Section 501 of the Internal Revenue Code of 1986 or corresponding provisions or any subsequent Federal tax laws), and the corporation shall not participate in or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office. This corporation shall not carry on, otherwise than as an insubstantial part of its activities, activities which are not in furtherance of one or more of the aforementioned purposes for which the corporation is organized.

ARTICLE VI REGISTERED OFFICE AND AGENT

The street address of the corporation's initial registered office is 2317 View Dr., South Weber, UT 84405. The name of the corporation's initial registered agent at said initial registered office is Robert Osborne.

ARTICLE VII INCORPORATORS

The names and addresses of the incorporators are:

Robert Osborne
2317 View Dr.
South Weber, UT 84405

Blake Petersen
2383 E. 7875 S.
South Weber, UT 84405

Sage Ukena
8048 S. 2300 E.
South Weber, UT 84405

Richard Bigler
2316 View Dr.
South Weber, UT 84405

Jordan Jeppsen
2371 E. 7875 S.
South Weber, UT 84405

ARTICLE VIII

DIRECTORS

The number of directors of the corporation shall be no less than Five (5) and no more than seven (7), as fixed from time to time pursuant to the provisions of the corporation's Bylaws. The number of directors constituting the present Board of Directors is five (5), and the names and addresses of the persons who are to serve as directors until their successors are selected and qualified are:

Robert Osborne
2317 View Dr.
South Weber, UT 84405

Blake Petersen
2383 E. 7875 S.
South Weber, UT 84405

Sage Ukena
8048 S. 2300 E.
South Weber, UT 84405

Richard Bigler
2316 View Dr.
South Weber, UT 84405

Jordan Jeppsen
2371 E. 7875 S.
South Weber, UT 84405

ARTICLE IX

LIMITATIONS ON LIABILITY

The directors, officers and employees of the corporation shall not be personally liable in those capacities for the acts, debts, liabilities or obligations of the corporation.

ARTICLE X

BYLAWS

Provisions for the regulation and management of the internal affairs of the corporation shall be set forth in the Bylaws.

ARTICLE XI

AMENDMENT OF ARTICLES OF INCORPORATION

These Articles of Incorporation may be amended at any time in any manner which is permissible under the laws of the State of Utah; provided, however, that these Articles of Incorporation shall in no event be amended in any manner so as to change this corporation from

a nonprofit corporation to a corporation organized or operated for pecuniary profit; nor shall the Articles of Incorporation be amended so as to make the purposes of the corporation inconsistent with the purposes as specified in Article III herein.

ARTICLE XII **DISSOLUTION**

This corporation is one which does not contemplate pecuniary gain or profit to the directors thereof, and it is organized solely for nonprofit purposes. Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax-exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986 or shall be distributed to the Federal government, or to a state or local government, for a public purpose. Any funds not so disposed of shall be disposed of by the district court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations as said court shall determine that are organized and operated exclusively for such purposes.

In Witness Whereof, the undersigned have executed these Articles of Incorporation in duplicate this 18 day of March 2010, and say: That they are all incorporators herein; that they have read the above and foregoing Articles of Incorporation; that they all agree to be incorporators and Board members; that they know the contents thereof and that the same is true to the best of their knowledge and belief, excepting as to matters herein alleged upon information and belief and as to those matters they believe to be true.

ACKNOWLEDGMENT BY REGISTERED AGENT

The undersigned, **Robert Osborne**, being first duly sworn on oath deposes and says that he is the person appointed as the Registered Agent of **HighMark Charter School**, and that he does hereby acknowledge and accept such appointment.

Attendance Policy

**HighMark Charter School
Policy: Attendance Policy
Adopted: March 19, 2012**

Policy

HighMark Charter School (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 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 attendance laws, Utah Code Ann. §§ 53A-11-101 through 53A-11-105. The School will seek to accurately monitor and record attendance information, annually review attendance data, and consider revisions to the attendance policy and procedures to encourage student attendance.

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

Background Check Policy

HighMark Charter School

Policy: Background Check Policy

Adopted: June 4, 2016

Policy

The purpose of this policy is to protect the safety, health and security of HighMark Charter School (the “School”) students, employees, and property.

The School will comply with the provisions of Utah Code § 53A-15-1503 and Utah Administrative Code R277-516 regarding employee background checks. In order to protect the health and safety of all students and protect the property of the School, the School requires (a) all Board members, (b) all potential employees and (c) any volunteers who will be given significant unsupervised access to a student in connection with the volunteer’s assignment to submit to a criminal background check and ongoing monitoring as a condition for employment or appointment.

The Principal will establish administrative procedures consistent with this policy and applicable law.

Administrative Procedures

Background Check Procedures

These procedures are established pursuant to the Background Check Policy established by the School's Board of Directors.

Individuals Subject to Background Checks

The School requires that the following individuals submit to a criminal background check and ongoing monitoring as provided in Utah Code § 53A-15-1503 as a condition for employment or appointment: (a) each new non-USOE-licensed employee; (b) each volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment; (c) each employee of a staffing service who works at the School; and (d) each Board Member.

Additionally, each new employee who is licensed by the Utah State Office of Education ("USOE") must obtain a background check and submit to ongoing monitoring as required in connection with USOE's licensure requirements.

By September 1, 2018, the School will collect the information described below from individual who were employed by the School prior to July 1, 2015, and with whom the School maintains an authorizing relationship and submit that information to the Utah Bureau of Criminal Identification for ongoing monitoring.

Conducting the Background Check

Any person submitting to a background check for the School will sign a waiver notifying the individuals (a) that a criminal background check will be conducted, (b) who will see the information received as a result of the background check, and (c) how that information will be used.

The School will collect the following from an individual required to submit to a background check for the School:

- (a) personal identifying information, including but not limited to:
- (i) current name, former names, nicknames, and aliases;
 - (ii) date of birth,
 - (iii) address,
 - (iv) telephone number,
 - (v) driver license number or other government-issued identification number,
 - (vi) social security number, and
 - (vii) fingerprints;
- (b) a fee as set forth below;
- (c) consent and waiver on a form specified by the School for the background check acknowledging that their fingerprints are being registered for ongoing monitoring by the School.

The School will submit such individuals' personal identifying information, including fingerprints, to the Utah Bureau of Criminal Identification for an initial background check and ongoing monitoring (if the results of the initial criminal background check do not contain disqualifying criminal history information as determined by the School).

Ongoing Monitoring

The School will request that the fingerprints taken for the purpose of conducting criminal background checks be registered with any rap back system maintained to provide ongoing status notifications to the School of any criminal history reported on individuals whose fingerprints are registered in the system.

Payment of Fee for Background Check

Applicants for employment, including substitutes, shall be required to pay the designated costs of background checks subject to the provisions of Utah Code Ann. § 53A-15-1503(2).

The School shall pay the cost of the background check for current non-licensed employees and volunteers of the School.

The School will not pay the cost of fingerprinting for School employees or volunteers.

Background Check Evaluation

When making decisions regarding employment or appointment based on the information received from a criminal background check, the School will consider:

- (a) any convictions, including pleas in abeyance;
- (b) any matters involving a felony; and
- (c) any matters involving an alleged:
 - (i) sexual offense;
 - (ii) class A misdemeanor drug offense;
 - (iii) offense against the person under Title 76, Chapter 5, Offenses Against the Person;
 - (iv) class A misdemeanor property offense that is alleged to have occurred within the previous three years; and
 - (v) any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.

Only those convictions which are job-related for the employee, applicant, or volunteer will be considered by the School.

Opportunity to Respond to Background Check

The School will provide an individual an opportunity to review and respond to any criminal history information received as a result of submitting for a criminal background check or through ongoing monitoring.

If a person is denied employment or appointment or is dismissed from employment or appointment because of information obtained through a criminal background check or ongoing monitoring, the person may request a review of the information received and the reasons for the disqualification and shall be provided written notice of the reasons for denial or dismissal and of the individual's right to request a review of the disqualification.

Confidentiality

Information received by the School as a result of a background check will only be (a) available to individuals involved in the hiring or background investigation process for that individual and (b) used for the purpose of assisting the School in making employment-related decisions. Any person who disseminates or uses any such information for any other purpose is subject to criminal penalties and civil liability as set forth in applicable law.

Privacy Risk Mitigation Strategy

The School will employ reasonable privacy risk mitigation strategies to ensure that the School only receives notifications for individuals with whom the School maintains an authorizing relationship. Specifically, upon (a) termination of an employee's employment with the School, (b) expiration of a Board Member's term without renewal, or (c) resignation of Board Member, the administration will ensure that the School's management company receives notification of the event. The School's management company will take any steps necessary to terminate ongoing monitoring for such individuals and will document the date on which such steps were taken. For volunteers, the School's management company will establish a schedule to review the volunteers registered for ongoing monitoring for the School, consult with School personnel to determine whether such individuals are still volunteering for the School, and terminate ongoing monitoring for individuals as appropriate.

Building Rental Policy

HighMark Charter School
Policy: Building Rental Policy
Adopted: November 16, 2015

PURPOSE

The purpose of this policy is to establish procedures for the use of HighMark Charter School's (the "School") building and facilities by outside individuals and groups.

POLICY

In accordance with state law, the School's facilities are available for use as a "civic center" when such use does not interfere with a School function or purpose, does not violate any applicable law or regulation, and does not otherwise impose an unreasonable burden on the School or expose the School or participants to unreasonable risk.

Any permission to use School facilities is granted pursuant to Utah Code 53A-3-413 and -414 and is considered a permit for governmental immunity purposes under Utah Code 63G-7-201(4)(c). The School therefore has full governmental immunity under Utah Code 63G-7-301(5)(c) for claims arising in connection with such use of the facilities.

South Weber Water Improvement District may use the facilities at no cost for the purpose of occasional large meetings when the facility is not being used for school-related activities.

PROCEDURES

Fees for the use of facilities shall be charged as outlined in this Policy and will be collected prior to use.

A Building Use Agreement must be signed by the user prior to the date of use.

Usage time shall initially be computed from the time of requested opening to anticipated closing of the doors. Closing time shall be the time when all persons associated with the use have left the building, and the fee will be adjusted for additional time used. Persons lingering in the building are the user's responsibility.

Equipment, keys, and property shall not be loaned or removed from the building.

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

Buildings may not be used without adequate School supervision as determined by the Principal. The assigned supervisor is responsible for oversight of the facilities while in use.

In addition to the building supervision provided by the School, all use groups must provide supervision to maintain order and prevent damage to or loss of School property.

Any individual or entity using the facilities for commercial purposes must provide, before the use, a Certificate of Insurance evidencing public liability coverage of one million dollars (\$1,000,000) per occurrence and naming the School as an additional insured.

The user must comply with any applicable standards of safety and behavior of the School and Utah law. Violation of any of these standards is grounds for termination of the use agreement and the immediate removal of individuals associated with the use. Violation may result in the forfeiting of all deposits, and additional charges may be assessed.

Additional fees may be charged for use of School equipment (spot lights, DVD players and televisions, microphones, etc.) and supplies.

The Principal may establish conditions of use intended to protect the facilities from damage or unreasonable wear and tear.

Users shall pay for any damage to the facilities or School equipment caused by their use.

FEES

Except where the Principal has discretion under this Policy, users will be charged fees as set forth in the Fee Schedule below, which is subject to periodic review and revision.

The school's Parent Organization and individual classes may use the facilities free of charge for qualifying school-related activities. Such use must be approved by and coordinated with the School's Principal. These activities must be approved by the Principal before notice of the event is distributed.

Charitable and non-profit rates apply to non-profit organizations such as service clubs, Boy Scouts, Girl Scouts, United Way, cities and counties. The Principal may grant free use of the facilities to non-profit organizations at the Principal's discretion when the use will not create additional expense for the School.

Security Deposit

At the discretion of the Principal, the user may be charged a refundable security deposit of up to \$500. The Principal shall determine the amount of the security deposit based on the size of the group, the location of the activity, and the type of activity involved. Security deposits shall be paid by the user in a separate check and deposited by the School.

Following the use period, the Principal or designee shall inspect the facility for damage or mess requiring extra cleanup time. Any such extra charges will be deducted from the security deposit, and the remaining security deposit shall be refunded to the user. Should there be no extra charges assessed, the full amount of the security deposit shall be refunded.

Personnel

At least one School staff member must be present during any use of the facilities. The Principal will set the fee based on the number and type of personnel required for a particular activity.

General supervision of the facility may be assigned to a custodian, teacher, administrator or other qualified staff member.

Users must pay for any additional custodial services that are required.

At least one staff member is required for use of the kitchen.

COMMERCIAL AND CHARITABLE AND NONPROFIT BUILDING USE FEE SCHEDULES

Commercial and Charitable Nonprofit Building Use Fee Schedule		
FACILITY	Commercial	Charitable/Nonprofit
Parking lot	\$40/day	\$10/day
Cafeteria	\$125/hr	\$50/hr
Multipurpose room	\$125/hr	\$50/hr
Kitchen (When using the kitchen facility, it is mandatory to have at least one staff member present, for which there is an additional personnel charge.)	\$125/hr	\$50/hr
Classroom (each)	\$40/hr	\$20/hr
PERSONNEL	Commercial	Charitable/Nonprofit
Building Supervisor	\$35/hr	\$35/hr
Additional Staff	\$20/hr	\$20/hr
Kitchen Staff	\$20/hr	\$20/hr
EQUIPMENT	Commercial	Charitable/Nonprofit
This fee is done on a case by case basis. Fees are set by Principal or designee. Fee shall be documented in Building Use Agreement	TBD	TBD

Bullying and Hazing Policy

HighMark Charter School

Policy: Bullying and Hazing Policy

Adopted: May 20, 2017

Policy

The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, and intimidation of HighMark Charter School (the “School”) students and employees, as well as abusive conduct directed toward School employees. The School’s Board of Directors (the “Board”) has determined that a safe, civil environment in School is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, cyber-bullying, hazing, abusive conduct, and intimidation disrupts both a student’s ability to learn and the School’s ability to educate its students in a safe environment. Bullying, cyber-bullying, and hazing of students and employees are against federal, state and local policy and are not tolerated by the School. The School is committed to providing all students with a safe and civil environment in which all members of the School community are treated with dignity and respect. To that end, the School has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyber-bullying, abusive conduct, and hazing—including but not limited to civil rights violations—as well as processes and procedures to deal with such incidents. Bullying, cyber-bullying, hazing, and intimidation of students and/or employees by students and/or employees will not be tolerated in the School. Likewise, abusive conduct by students or parents against School employees is prohibited by the School and will not be tolerated in the School.

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

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

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

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

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

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

Definitions

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

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

- (1) causing physical or emotional harm to the School employee or student;
- (2) causing damage to the School employee's or student's property;
- (3) placing the School employee or student in reasonable fear of:
 - (a) harm to the School employee's or student's physical or emotional well-being; or
 - (b) damage to the School employee's or student's property;
- (4) creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - (a) the pervasiveness, persistence, or severity of the actions; or
 - (b) a power differential between the bully and the target; or
- (5) substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

This conduct constitutes bullying, regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in, the conduct. In addition, bullying is commonly understood as aggressive behavior that is intended to cause

distress and harm; exists in a relationship in which there is an imbalance of power and strength; and is repeated over time.

Civil Rights Violations – For purposes of this policy, “civil rights violations” means bullying, including cyber-bullying, abusive conduct, or hazing that is targeted at a federally protected class.

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

Federally protected class – For purposes of this policy, “federally protected class” means any group protected from discrimination under federal law.

(1) Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin.

(2) Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

(3) Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability.

(4) Other areas included under these acts include religion, gender, and sexual orientation.

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

(1) (a) endangers the mental or physical health or safety of a School employee or student;

(b) involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;

(c) involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a School employee or student; or

(d) involves any activity that would subject a School employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a School employee or student to extreme embarrassment, shame, or humiliation; and

(2) (a)(i) is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a School or School sponsored team, organization, program, club, or event; or

(ii) is directed toward a School employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a School or School sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

(3) The conduct described above constitutes hazing, regardless of whether the School employee or student against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Retaliate or Retaliation -- For purposes of this policy, "retaliate or retaliation" means an act or communication intended:

(1) as retribution against a person for reporting bullying or hazing; or

(2) to improperly influence the investigation of, or the response to, a report of bullying or hazing.

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

(1) a School teacher;

(2) a School staff member;

(3) a School administrator; or

(4) an individual:

(a) who is employed, directly or indirectly, by the School; and

(b) who works on the School's campus(es).

Reporting and Investigation

Students who have been subjected to or witnessed hazing, bullying, cyber-bullying, or retaliation, and students who have witnessed abusive conduct, must promptly report such incidents to any School personnel orally or in writing.

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

Each report of prohibited conduct shall include: name of complaining party; name of victim of prohibited conduct (if different than complaining party); name of offender (if known); date and location of incident(s); and a statement describing the incident(s), including names of witnesses (if known). In connection with a report of prohibited conduct, students and School employees may request that their identity be kept anonymous, and reasonable steps shall be taken by the Principal and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible. School employees will take strong responsive action to prevent retaliation, including assisting students who are victims of prohibited conduct and his or her parents or guardians in reporting subsequent problems and new incidents.

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

The Principal may report to law enforcement all acts of bullying, cyber-bullying, hazing, abusive conduct, or retaliation that constitute suspected criminal activity.

The Principal may report to OCR all acts of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that may be violations of student(s)' or employee(s)' civil rights.

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

Parental Notification

The Principal or designee will timely notify a student's parent or guardian (a) if the student threatens to commit suicide or (b) of any incidence of bullying, cyber-bullying, hazing, abusive conduct, or retaliation involving the student. The Principal or designee will attempt to contact the parent or guardian by telephone or schedule an in-person meeting with them to discuss these matters. In the event the Principal or designee is not able to meet in person or discuss via telephone, the Principal or designee will send a letter to the parent or guardian providing the required notification.

The Principal or designee will produce and maintain a record that verifies that the parent or guardian was notified. If an in-person meeting takes place, the Principal or designee will ask the parent or guardian to sign a form acknowledging that the notification was provided. If a telephone conversation takes place, the Principal or designee will document the date and time of the telephone call, who was spoken to, and brief notes regarding the notification that was provided and the content of the conversation. If a letter is sent, the Principal or designee will retain a copy of the letter along with a note regarding when it was mailed. The School will retain the record as long as the student is enrolled at the School and destroy the record after that time. The School will maintain the confidentiality of the record in accordance with Utah Code 53A-11a-203(3).

Student Assessment

The Principal or designee will solicit student assessments of the prevalence of bullying, cyber-bullying, and hazing in the School, specifically locations where students are unsafe and additional adult supervision may be required, such as playgrounds, hallways, and lunch areas.

Consequences of Prohibited Behavior

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

If, after an investigation, a student is found to be in violation of this policy by participating in or encouraging conduct prohibited by this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53A-11-904, removal from participation in School activities, and/or discipline in accordance with regulations of the U.S. Department of Education Office for Civil Rights (OCR).

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

Grievance Process for School Employees

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

Additional Provisions

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

(1) Once the School knows or reasonably should know of possible student-on-student bullying, cyber-bullying, or hazing, the School must take immediate and appropriate action to investigate.

(2) If it is determined that the bullying, cyber-bullying, or hazing did occur as a result of the student-victim's membership in a protected class, the School shall take prompt and effective steps reasonably calculated to:

- (a) end the bullying, cyber-bullying, or hazing
- (b) eliminate any hostile environment, and
- (c) prevent its recurrence.

(3) These duties are the School's responsibilities even if the misconduct is also covered by a separate anti-bullying policy and regardless of whether the student makes a complaint, asks the School to take action, or identifies the bullying, cyber-bullying, or hazing as a form of discrimination.

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

If the Principal believes that any victim or perpetrator of conduct prohibited by this policy would benefit from counseling, the Principal may refer such individuals for counseling.

To the extent allowable under applicable privacy laws, the Principal may inform the parents or guardians of a student who is a victim of conduct prohibited by this policy of the actions taken against the perpetrator of such conduct.

If the Principal believes that it would be in the best interests of the individuals involved, the Principal may involve the parents or guardians of a perpetrator or victim of hazing, bullying or retaliation in the process of responding to and resolving conduct prohibited by this policy.

Distribution of Policy and Signed Acknowledgement

The Principal will inform students, parents or guardians, School employees and volunteers that hazing, bullying, cyber-bullying, abusive conduct, and retaliation are prohibited and will distribute a copy of this policy to such individuals. A copy of this policy will also be included in any student conduct or employee handbooks issued by

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

Training

The Principal will ensure that School employees receive periodic training from individuals qualified to provide such training regarding bullying, cyber-bullying, hazing, abusive conduct, and retaliation, including training on civil rights violations and compliance when civil rights violations are reported. The training shall meet the standards established by the State Board of Education's rules.

To the extent possible, programs or initiatives designed to provide training and education regarding the prevention of bullying, hazing, abusive conduct, and retaliation will be implemented.

The training provided under this policy will address issues such as:

- (1) overt aggression that may include physical fighting such as punching, shoving, kicking, and verbal threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior;
- (2) relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
- (3) sexual aggression or acts of a sexual nature or with sexual overtones;
- (4) cyber-bullying, including use of email, web pages, text messaging, instant messaging, three-way calling or messaging or any other electronic means for aggression inside or outside of school; and
- (5) civil rights violations, appropriate reporting and investigative procedures. This includes bullying, cyber-bullying, hazing, and abusive conduct based upon the students' actual or perceived identities and conformance or failure to conform with stereotypes.

The training provided under this policy should also include awareness and intervention skills such as social skills training for students and staff, including aides, custodians, kitchen and lunchroom workers, secretaries, paraprofessionals, and coaches.

The training provided under this policy should complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with Section 53A-1-603(10).

In addition to training for all students and School employees, students, employees, and volunteer coaches involved in any athletic or other extra-curricular activity shall:

- (1) participate in bullying, cyber-bullying, and hazing prevention training prior to participation;
- (2) repeat bullying, cyber-bullying, and hazing prevention training at least every three years; and
- (3) be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this policy.

The Principal will ensure that training curriculum, schedules, and participant lists or signatures are maintained by the School and provided to the Utah State Board of Education upon request.

Bylaws

HighMark Charter School
Policy: Bylaws
Adopted: December 19, 2011

**Bylaws
of
HighMark Charter School**

**ARTICLE I
NAME, PURPOSE**

Section 1: The name of the organization is **HighMark Charter School** (the “corporation”).

Section 2: The corporation was formed to manage, operate, guide, direct and promote a Utah Public Charter School. The corporation is organized under the Utah Revised Nonprofit Corporation Act (the “Act”) for public purposes and is not organized for the private gain of any person.

**ARTICLE II
MEMBERS**

Section 1: The corporation shall have no members. Any action which would otherwise by law require approval by a majority of all members or approval by the members shall require only approval of the Board. All rights which would otherwise by law vest in the members shall vest in the board.

**ARTICLE III
MEETINGS OF DIRECTORS**

Section 1: Annual Meeting. The Board of Directors of the corporation (the “Board”) shall hold an annual meeting for the purposes of organization, selection of Directors and officers, and the transaction of other business.

Section 2: Regular Meetings. Regular meetings will be held as often as the Board determines is appropriate. Regular meetings of the Board, including the annual meeting, shall be held on such dates and at such times and places as may be from time to time fixed by the Board.

Section 3: Special Meetings. Special meetings of the Board for any purpose(s) may be called at any time by the President of the Board, Secretary, or one-third of the members of the Board.

Section 4: Notice. Special meetings of the Board and regular meetings that are held other than at the regularly scheduled time or place may be held only after each Director has received

twenty-four (24) hours' notice given personally or by telephone, e-mail or other similar means of communication.

ARTICLE IV **BOARD OF DIRECTORS, OFFICERS**

Section 1: General Powers. Subject to the limitations of the Act, the corporation's Articles of Incorporation and these Bylaws, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the corporation's activities to any person(s), company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. No assignment, referral or delegation of authority by the Board or anyone acting under such delegation shall preclude the Board from exercising full authority over the conduct of the corporation's activities, and the Board may, subject to contractual obligations as may exist, rescind any such assignment, referral or delegation at any time.

Section 2: Specific Powers. Without prejudice to its general powers, but subject to the same limitations set forth above, the Board shall have the following powers in addition to any other powers enumerated in these Bylaws and permitted by law:

- a. To select and remove all of the officers, agents and employees of the corporation; to prescribe powers and duties for them which are not inconsistent with law, the corporation's Articles of Incorporation or these Bylaws; and to fix their compensation;
- b. To conduct, manage and control the affairs and activities of the corporation and to make such rules and regulations therefore which are not inconsistent with the law, the corporation's Articles of Incorporation or these Bylaws, as it deems best;
- c. To adopt, make and use a corporate seal and to alter the form of the seal from time to time, as it deems best;
- d. To borrow money and incur indebtedness for the purpose of the corporation, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations and other evidences of debt and securities therefore;
- e. To act as trustee under any trust incidental to the principal object of the corporation, and receive, hold, administer, exchange and expend funds and property subject to such trust;
- f. To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey or otherwise dispose of real and personal property;
- g. To assume any obligations, enter into any contracts or other instruments, and do any and all other things incidental or expedient to the attainment of any corporate purpose; and
- h. To carry out such other duties as are described in the Charter.

Section 3: Board Role, Size, Composition. The Board is responsible for overall policy and direction of the school and delegates responsibility for day-to-day operations to the Director/Principal and committees established by the Board. The Board shall consist of no fewer than five (5) and no more than seven (7) members. At least twenty-five percent (25%) of the Board members shall be parents of students attending HighMark Charter School. The Board members shall receive no compensation other than reasonable expenses.

Section 4: Meetings

- a. The Board shall meet regularly at such times as may from time to time be determined by the Board. Meetings of the Board may be held at the principal office of the corporation or at any other place that has been designated in the notice of the meeting by resolution of the Board. Appropriate notices of the meeting complying with Utah law shall be posted.
- b. The Board shall hold an annual meeting for the purposes of organization, selection of Directors and officers, adoption of the budget, and the transaction of other business.
- c. Special meetings of the Board for any purpose(s) may be called at any time by the President or the Secretary. Special meetings of the Board may be held after each Director has received notice by mail, telecopy, e-mail or telephone and after proper notification as required by Law. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

Section 5: Quorum. A quorum consists of a majority of the current Board members. Every act or decision done or made requires a majority vote of the Directors present at a meeting duly held at which a quorum is present. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Directors, if any action taken is approved by at least a majority of the required quorum for such meeting.

Section 6: Terms. Board members shall serve four (4) year terms, are not subject to term limits, and are eligible for re-election.

Section 7: Resignation, Removal. Resignation from the Board must be in writing and received by the Secretary. The resignation is effective upon receipt or at the time specified in the writing. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective. A Board member may be removed with or without cause by the vote of two-thirds (2/3) of the remaining directors.

Section 8: Vacancies. Vacancies on the Board will exist (1) on the death, resignation, or dismissal of any member, or (2) when the term of a current Board member has expired.

Section 9: Board Elections. In order to fill a vacancy in the Board, the Board will solicit nominations and letters of application from the school community or members of the community at large. The Board may then elect an approved applicant to fill the vacancy. Board members will be elected by the vote of a majority of the remaining members of the Board. Board members elected to fill the seats of directors whose terms have expired shall be elected at the annual meeting of the Board of Directors.

Section 10: Fees and Compensation. Directors shall not receive compensation for their services; however, the Board may approve the reimbursement of a Director's actual and necessary expenses incurred in the conduct of the corporation's business.

Section 11: Standard of Care.

a. A Director shall perform all duties of a Director in good faith, in a manner such Director believes to be in the best interests of the corporation and with such care, including the duty to make reasonable inquiries, as an ordinarily prudent person in a like situation would use under similar circumstances.

b. In performing the duties of a Director, a Director may rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

1. One or more officers or employees of the corporation whom the Director believes to be reliable and competent in the matters presented;
2. Legal counsel, independent accountants or other persons as to matters that the Director believes to be within such person's professional or expert competence; or
3. A committee of the Board upon which the Director does not serve as to matters within a designated authority, provided the Director believes that the committee merits confidence and the Director acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances, and without knowledge that would cause such reliance to be unwarranted.

ARTICLE V OFFICERS

Section 1: Officers. The officers of the corporation shall be President, Secretary, and Treasurer/Financial Coordinator. The corporation may also have, at the discretion of the Board, one or more Vice Presidents, one or more Assistant Secretaries, one or more Assistant Treasurers, and such other officers as may be elected or appointed. Any number of offices may be held by the same person.

Section 2: Election. The officers of the corporation shall be chosen at the annual meeting of the Board by and shall serve one (1) year terms at the pleasure of the Board and shall hold their respective offices until their resignation, removal, other disqualification from service, or until their term expires. Officers may be re-elected and are not subject to term limits.

Section 3: Subordinate Officers. The Board may elect, and may empower the President to appoint, such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in these Bylaws or as the Board may from time to time determine.

Section 4: Removal. Any officer may be removed, either with or without cause, by the Board at any time or, except for an officer chosen by the Board, by any officer upon whom the Board may confer such power of removal. Any such removal shall be without prejudice to the rights, if any, of an officer under any contract of employment.

Section 5: Resignation. Any officer may resign at any time by giving written notice to the Board; such resignation may not prejudice the rights, if any, of the corporation under any

contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6: Vacancies A vacancy in any office because of death, resignation, removal, disqualification or any other cause shall be filled in the manner prescribed in these Bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

Section 7: President. The President shall preside at all meetings of the Board and shall exercise such powers and duties as the Board may prescribe from time to time.

Section 8: Vice Presidents. In the absence or disability of the President, the Vice President(s), if any are appointed shall, in order of their ranks as fixed by the Board or, if not ranked, the Vice President designated by the Board, perform all duties of the President and, when so acting, shall have all the powers of, and subject to all the restrictions upon, the President. The Vice President(s) shall have such other powers and perform such other duties as the Board may prescribe from time to time.

Section 9: Secretary. The Secretary shall keep or cause to be kept, at the principal office or such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, including the following information for all such meetings; the time and place of holding; whether regular or special; if special, how authorized; the notice thereof given; the names of those present and absent, and the proceedings thereof. The Secretary shall keep, or cause to be kept, at the principal office in the State of Utah, the original or a copy of the corporation's Articles of Incorporation and Bylaws, as amended to date, and a register showing the names of all directors and their respective addresses.

Section 10: Treasurer/Financial Coordinator. The Treasurer/Financial Coordinator of the corporation shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts and disbursements. The books of account shall at all times be open to inspection by any Director. The Treasurer/Financial Coordinator shall deposit, or cause to be deposited, all money and other valuables in the name and to the credit of the corporation with such depositaries as may be designated from time to time by the Board. The Treasurer/Financial Coordinator shall disburse, or cause to be disbursed, the funds of the corporation as may be ordered by the Board, and shall render, or cause to be rendered, to the Directors, upon request, an account of all transactions as Secretary or President and of the financial condition of the corporation. The Treasurer/Financial Coordinator shall have such powers and perform such other duties as may be prescribed from time to time by the Board.

ARTICLE VI COMMITTEES

Section 1: The Board may, by resolution adopted by a majority of the Directors then in office, provided that a quorum is present, create one or more standing or ad hoc committees, each consisting of at least one (1) member of the Board, to serve at the pleasure of the Board.

ARTICLE VII **DIRECTOR/PRINCIPAL AND STAFF**

Section 1: Director/Principal. The Director/Principal is hired by the Board. The Director/Principal has day-to-day responsibility of the school, including carrying out the school's goals and Board policy. The Director/Principal will attend Board meetings, report on the progress of the school, answer questions of Board members and carry out the duties described in the job description. The Board can designate other duties as necessary.

ARTICLE VIII **AMENDMENTS**

Section 1: These Bylaws may be amended when necessary by the vote of a majority of the Board.

Capitalization and Expense Policy

HighMark Charter School

Policy: Capitalization and Expense Policy

Adopted: March 18, 2010

Purpose

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

Policy

Items, including associated components necessary to use the item, which (a) have a fair market value over \$1,500.00 and (b) have a useful life of more than three (3) years shall be depreciated rather than expensed. The period of time items will be depreciated will be based on the length of the item's useful life.

Cash Handling Policy

**HighMark Charter School
Policy: Cash Handling Policy
Adopted: October 16, 2017**

HighMark Charter School (the “School”) adopts this policy to ensure that the School utilizes sound internal controls and properly handles cash received by School personnel.

The Director will designate at least two (2) School employees who are authorized to handle cash paid to the School, and only those employees may handle cash for the School. The Director will ensure that all employees who are authorized to handle cash receive appropriate annual training.

All cash received by the School must be properly documented.

All cash received must be deposited no later than once every three (3) banking days. Two individuals should prepare each deposit using tamper resistant deposit bags.

The Director may establish additional procedures associated with the handling of cash that are not inconsistent with this policy or applicable laws and regulations.

No School employee should handle cash associated with a non-school-sponsored activity in their capacity as a School employee. In the event such an individual does handle such cash, they must make it clear to the organization sponsoring the activity that they are not acting as a School employee.

Child Abuse and Neglect Reporting Policy

HighMark Charter School

Policy: Child Abuse and Neglect Reporting Policy

Adopted: November 14, 2011

Policy

HighMark Charter School (the “School”) takes seriously the legal responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the School’s personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Utah law requires that whenever any person, including any school employee, contracted or temporary employee, or volunteer who has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, he/she shall immediately notify the nearest peace officer, law enforcement agency, or the Division of Child Family Service. The law provides serious penalties for failure to fulfill one’s duty to report.

The Principal shall establish administrative procedures that will comply with the provisions of Utah Code Ann. §§ 53A-6-502; 62A-4a-402, et seq. and Utah Administrative Rules R277-401 help the School’s personnel to understand and fulfill their legal responsibilities concerning child abuse.

Administrative Procedures

Child Abuse and Neglect Reporting Procedures

These procedures are established pursuant to the Child Abuse and Neglect Reporting Policy adopted by the Board of Directors.

1. If a School employee ***has reason to believe*** that a child may have been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, the employee shall immediately make an oral report to the nearest peace officer, law enforcement agency or Division of Child Family Service (“DCFS”) and to the School’s Principal.
 - a. The oral report may be made with the Principal present, but the person making the report must be present.
 - b. The reporting employee must record the name of the individual and the agency contacted to make the required report.
 - c. The reporting employee must complete and provide a copy of the Child Abuse and Neglect Reporting Form to the Principal within twenty four (24) hours. The Principal will keep the form in a separate file, and it shall not be placed in the student’s permanent file. The form should also be sent to the agency to which the oral report was given.
 - d. The Principal will preserve the anonymity of the person making the report and any others involved in any investigation.
2. To determine whether or not there is ***reason to believe*** that abuse or neglect has occurred, school employees may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists.
 - a. Investigations by staff prior to submitting a report shall not go beyond what is minimally necessary to support a reasonable belief that a reportable problem exists.
 - b. It is not the responsibility of the Principal or any other school employees to prove who the abuser is or that the child has been abused or neglected, or to determine whether the child is in need of protection.
 - c. School employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.
 - d. School employees shall not conduct interviews with the child or contact the suspected abuser.
 - e. Notes of voluntary or spontaneous statements by the child shall be given to the investigational agency.

3. Investigations of reports of abuse for children seventeen (17) years of age and younger are the responsibility of DCFS.

a. School employees shall not contact the child's parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.

b. The Principal may provide the child's parents with a basic notification of the alleged incident and that a report has been made to DCFS/law enforcement. The parents should then be told that they will receive any/all additional information about the investigation from DCFS.

c. If school officials are contacted by parents about child abuse reports, school personnel shall not confirm or deny that a contact or investigation is taking place. A school employee should refer the caller to law enforcement or DCFS.

d. School officials shall cooperate with DCFS and law enforcement employees authorized to investigate reports of alleged child abuse and neglect.

4. If the suspected perpetrator of child abuse or neglect is a School employee, the Principal shall immediately report the allegation to the Utah State Office of Education. Steps shall be taken to assure that further abuse or neglect is prevented by the suspected perpetrator.

5. Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune from any civil or criminal liability that otherwise might arise from those actions.

7. The Principal shall provide each School employee with annual training and/or the written Child Abuse and Neglect Reporting Policy including a copy of the Child Abuse and Neglect Reporting Form. Newly hired staff will be provided with the same training and/or written policy at the beginning of their employment. The training and/or distribution of materials will be documented.

*****CONFIDENTIAL*****

Child Abuse and Neglect Reporting Form

Oral report made to Principal: Date: _____ Time: _____

Child's Information:

Name: _____ Age: _____ Birth Date: _____ Sex: _____
Address: _____

Parent/Guardian Information:

Father Name: _____
Father Address: _____
Father Telephone: _____
Mother Name: _____
Mother Address: _____
Mother Telephone: _____
Guardian/Caretaker Name: _____
Guardian/Caretaker Address: _____
Guardian/Caretaker Telephone: _____

Circumstances leading to the suspicion that the child is a victim of abuse or neglect:

Time and date of observations: _____

Additional information: _____

Oral report made to:

Agency: _____
Individual's Name: _____
Date: _____ Time: _____

Written report sent to:

Agency: _____
Individual's Name: _____
Date: _____ Time: _____

Reporting Individual:

Name: _____
Signature: _____
Date: _____

Principal:

Name: _____
Signature: _____
Date: _____

Do not place this form in the student's file.

Civil Rights Policy

HighMark Charter School
Policy: Civil Rights Policy
Adopted: September 21, 2015

Policy Against Discrimination, Harassment and Sexual Harassment

It is policy of HighMark Charter School (the "School") not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The policy against non-discrimination applies in all aspects of the School's programs and activities, including but not limited to admissions and the administration of discipline.

It shall be a violation of this policy for any student or employee of the School to harass a student or an employee through conduct or communication in any form as defined by this policy or to retaliate against any individual for filing, receiving, investigating, or providing information concerning any complaint alleging violation of a federal civil rights law under this policy.

This policy will be posted on the School's website and distributed as part of the annual online registration process.

Title VI of the Civil Rights Act of 1964

Title VI of the Civil Rights Acts of 1964 is a federal law that prohibits discrimination on the basis of race, color, or national origin. In compliance with Title VI, the School prohibits all discriminatory practices, including but not limited to the following:

1. Preventing a person from enrolling in a school, class, or extracurricular school activity based on race, color, or national origin.

2. Arbitrarily placing a student in a school or class with the intent of separating the student from the general population of students because of the student's race, color, or national origin.
3. Setting higher standards or requirements as a prerequisite before allowing minorities to enroll in a school, class, or activity.
4. Unequally applying disciplinary action based on a student's race, color, or national origin.
5. Failing to provide the necessary language assistance to allow limited English proficient students the same opportunity to learn as English proficient students.
6. Administering tests or other evaluative measures, which by design or by grading do not allow minority students the same opportunity to present a true measure of their abilities.
7. Providing advice or guidance to minority with the intent to direct minority students away from schools, classes, or educational activities based on their race, color, or national origin.
8. Providing instructional and related services to minority students that are inferior to those provided to non-minority students.

Title IX of the Education Amendments of 1972

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in providing educational programs and services.

It is policy of the School not to discriminate against any student, employee, or applicant on the basis of sex. The School will ensure that no student will be excluded from participating in or having access to any course offerings, student athletics, or other school resources based on unlawful discrimination. The School will take all necessary steps to ensure that each employee's work environment is free of unlawful discrimination based on sex. No employee of the School, including any person representing the School, shall intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy.

Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973

Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 are federal laws that prohibit discrimination on the basis of disability. The School does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Because of the affirmative obligation under Section 504 to provide a free appropriate public education as well as to avoid harassment and discrimination based on disability, the School principal may establish additional procedures regarding issues related to compliance with Section 504.

Complaint Procedures

Any person who believes he or she has been the victim of discrimination, harassment or sexual harassment by another student or an employee of the School, or any third person with knowledge of conduct that may constitute discrimination, harassment or sexual harassment should immediately report the alleged acts to the School principal.

If the complaint is against the School principal, the complaint should be submitted to the president of the School's Board of Directors.

The School is committed to investigating all complaints of discrimination or harassment under federal civil rights laws and will take action to stop any harassment or discrimination that is discovered.

The Principal will establish a process for handling complaints alleging harassment or discrimination under federal civil rights laws that complies with applicable legal requirements.

Any complaints related to the School's lunch program will be reported to the Utah State Office of Education, Child Nutrition Programs.

Compliance Officer

The School principal is designated the compliance officer for all federal civil rights matters under any of the foregoing federal laws and shall coordinate the School's efforts to comply with federal civil rights laws. Any questions concerning this policy should be directed to the School's principal.

Concussion and Head Injury Policy

HighMark Charter School

Policy: Concussion and Head Injury Policy

Adopted: January 16, 2012

Policy

The purpose of this policy is to protect the safety and health of HighMark Charter School (the “School”) students. The School recognizes that concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and other recreational activities. The School acknowledges that the risk of serious injuries is significant when a concussion or head injury is not properly evaluated and managed, especially when the individual continues to participate in physical activities after the injury.

Accordingly, the School will comply with the provisions of Utah Code § 26-53-101 through -301 and R277-614 regarding the protection of athletes with head injuries. In order to protect the health and safety of its students, the School directs the Principal to establish administrative procedures consistent with this policy and applicable law.

Conflict of Interest Policy

HighMark Charter School
Policy: Conflict of Interest Policy
Adopted: August 14, 2013

Purpose

The purpose of this policy is to ensure that members of the Board of Directors (the “Board”) of HighMark Charter School (the “School”) conduct themselves in a manner that avoids actual or apparent conflicts of interest, and comply with all applicable regulations, rules and law. All business decisions must be made in the School’s best interest. A conflict of interest arises when the judgment of a Board member is or may be influenced by considerations of improper personal gain or benefit to the individual or to another person.

Policy

A Board member shall not have any direct or indirect pecuniary interest in a contract with the School, nor shall he/she furnish directly and for compensation any labor, equipment, or supplies to the School.

In the event that a Board member is employed by a business entity that furnishes goods or services to the School, the Board member shall declare such facts and refrain from discussing or voting upon the question of contracting with the entity.

It is not the intent of this policy to prevent the School from contracting with corporations or businesses because a Board member is an employee of the firm. The policy is designed to prevent the placing of Board members in a position where their interest in the School and their interest in their places of employment might conflict and to avoid appearances of conflict of interest even if such conflict may not exist.

A member of the Board, or the spouse, parent, sibling, or child of a member of the Board, may not be an employee of the School. If any other relative of a Board member is considered for employment in the School, the Board member must (a) disclose the relationship in writing to the other Board members and the Principal, (b) submit the employment decision for the approval, by majority vote, of the Board, (c) abstain from voting on the issue, and (d) be absent from any meeting when the employment of the relative is being considered or determined.

Volunteer activities of a member of the Board, or any relative of a member of the Board, are not prohibited by this section but may be prescribed by policies developed and approved by the Board.

Credit Evaluation Standards and Guidelines Policy

HighMark Charter School

Policy: Credit Evaluation Standards and Guidelines Policy

Adopted: December 19, 2011

Purpose

The purpose of this policy is to ensure equity and fairness to all students when evaluating credit earned at institutions other than HighMark Charter School (the “School”) and to be in compliance with Utah State Rule R277-705-3.

Policy

1. Pursuant with Utah Code § 53A-13-108.5, the School shall accept student credit and grades at face value from public and non-public schools accredited by Northwest Accreditation Commission (“NAC”) and by regional or third party accrediting associations recognized by NAC.
2. Requests for acceptance of credit from a school that is not accredited will be referred to the Credit Evaluation Committee for credit determination. The School’s Credit Evaluation Committee findings will be based on the following forms of evidence:
 - a. Course title and description
 - b. List of instructional materials used
 - c. Student achievement (progress)
 - i. Formative evaluations (sample)
 - ii. Summative evaluations (sample)
 - d. Correlation of course objectives with the Utah State Core Curriculum standards and objectives
 - e. Course length and student attendance
 - i. Number of days the class met
 - ii. Normal class length
 - iii. Number of classes attended by the student
 - f. Grading criteria used
 - g. Teacher name, qualifications, certifications, endorsements, etc.
 - h. Course requirements for credit (representative sample of student work)
 - i. Copy of student records
 - j. In addition to the forms of evidence listed above, students seeking credit may be required to demonstrate competency through end-of-level testing approved by the School in areas where competency tests are available.

3. The School will have the final decision-making authority for the awarding of credit and grades from non-accredited sources consistent with state law and due process.
4. Costs associated with the determination of credit, including competency level testing, will be borne by the parent/guardian of the student requesting credit consideration.

Students released for home instruction do not earn School credits. If students re-enter the School, requests for credit for home instruction studies will be evaluated under the provisions of this policy.

Donations and Fundraising Policy

HighMark Charter School

Policy: Donations and Fundraising Policy

Adopted: September 16, 2013

Reviewed: March 10, 2014

Although HighMark Charter School (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.

Dress Code Policy

HighMark Charter School

Policy: Dress Code Policy

Revised: May 20, 2017

Dress Standard for HighMark

The purpose of the HighMark Charter School dress code policy is to help promote school spirit and unity, prevent socio-economic discrimination, and create a learning environment free of unnecessary distractions. HMCS's objective in establishing a business casual dress code is to allow our students and employees to work comfortably while projecting a professional image that will enhance the learning environment, encourage appropriate school behavior and prepare the students for appropriate dress in the workplace.

Policy: The dress standard at HighMark Charter School will require all students to adhere to this policy during school hours, games and field trips. Clothing must be clean, in good condition, and sized appropriately. Anytime students are presenting in class or representing the school, they need to dress appropriately in business attire. Part of the grade for presenting will be to dress in business attire.

Shirts:

- Collars
- Sheer or lace clothing need a sleeved shirt underneath
- Long enough to tuck in
- No tank tops, sleeveless, halter tops, pajamas, hoodies and midriff tops
- Modest dresses can be worn with or without a collar

Bottoms:

- No frays or holes
- Underclothing may not be visible
- Dresses and skirts are modest length – 2 inches above knee

- Shorts or leggings are recommended under skirts or dresses
- Skirts need a collared shirt
- No athletic shorts: basketball shorts, running shorts, bike shorts, yoga or parachute pants, etc.
- No sweats, warm-ups, pajamas or leather material will be worn

Accessories:

All accessories should complement the outfit without distracting from the educational process. Scarves can be worn with a collared shirt. No hats, hoods, bandanas, or sunglasses will be allowed. Distracting hairstyles and hair colors are not permitted. No shoes with wheels, slippers, open-toed (elementary only), or high heels will be permitted. Body piercing is limited to one pair of earrings only. Coats may not be worn in class. No torn, frayed or cut-off clothing is allowed. No gang related items, colors, etc. is allowed.

Junior High Physical Education Classes:

Black athletic shorts or pants Plain grey t-shirt with or without school logo Tennis or athletic shoes required Underclothing may not be visible

Casual Friday & School Spirit Days:

- Spirit Days: Home Game days will be Spirit Days or when authorized by administration. Students should wear a HighMark t-shirt, collared shirt, or hoodie.
- Casual Fridays: Each Friday is a free dress day. All grooming, modesty and other standards will still apply. Tank tops, sleeveless tops, halter tops, hoodies, midriff tops, sweats, warm ups, pajamas, athletic shorts, etc. are not allowed.

Dual Enrollment Policy

HighMark Charter School
Policy: Dual Enrollment Policy
Adopted: October 17, 2011

Purpose

The purpose of this policy is to articulate HighMark Charter School's (the "School") position on the dual enrollment of private school and home schooled students in the School.

Policy

Pursuant to Utah Code Ann. § 53A-11-102.5, students may be dually enrolled in both the School and in a private school or home school under the conditions set forth herein.

A parent seeking to dually enroll a student must certify that the student will receive instruction (a) in the subjects the State Board of Education requires to be taught in public schools and (b) for the same length of time as minors are required to receive instruction in public schools, as provided by rules of the State Board of Education.

All students of the School must be enrolled in the School for at least $\frac{3}{4}$ of each school day. Therefore, no student of the School will be allowed to dually enroll if they do not plan to attend at least $\frac{3}{4}$ of each school day.

Requests for dual enrollment should be provided to the School's Director using the Application for Home School Dual Enrollment.

Students who are dually enrolled in the School and in a private school or home school will only take the state Criterion Referenced Tests ("CRTs") and other assessments for the subjects for which they receive instruction at the School.

E-Rate Gift Policy

HighMark Charter School
Policy: E-Rate Gift Policy
Adopted: September 16, 2013

It is the policy of HighMark Charter School (the “School”) to comply with the gift rules outlined in the FCC’s 6th Report and Order. Specifically, as an E-Rate applicant, the School and its employees and agents will not solicit or accept any gift or other thing of value from a service provider participating in or seeking to participate in the E-Rate program. This policy is applicable at all times regardless of whether a competitive bidding process is taking place. Notwithstanding the foregoing, this policy is not intended to discourage charitable giving.

E-Rate Procurement Policy

HighMark Charter School

Policy: E-Rate Procurement Policy

Adopted: September 16, 2013

In selecting service providers for all eligible goods and/or services for which Universal Service Fund (“E-Rate”) support will be requested, HighMark Charter School (the “School”) shall:

Make a request for competitive bids for all eligible goods and/or services for which E-Rate support will be requested and comply with all applicable state procurement processes.

Wait at least twenty-eight (28) days after the posting date of the FCC Form 470 on the USAC Schools and Libraries website before making commitments with the selected service providers.

Consider all bids submitted and select the most cost-effective service offering, with price being the primary factor considered.

Maintain control over the competitive bidding process; shall not surrender control of the process to a service provider who is participating in the bidding process; and shall not include service provider contact information on the FCC Forms 470.

If a situation is not addressed by this policy, the School will follow 47 C.F.R., section 54.503.

E-Rate Record Retention Policy

HighMark Charter School

Policy: E-Rate Record Retention Policy

Adopted: September 16, 2013

It is the policy of HighMark Charter School (the “School”) to retain all e-Rate records for a period of five (5) years after the last date of service in accordance with FCC Fifth Report and Order (Para. 47, FCC 04-190, Adopted August 4, 2004).

Electronic Meetings Policy

HighMark Charter School

Policy: Electronic Meetings Policy

Adopted: September 19, 2011

Purpose

The purpose of this policy is to establish the means and procedures by which the Board of Directors (the "Board") may conduct electronic meetings in accordance with the provisions of the Public Meetings Act (hereinafter "the Act"), including Utah Code Ann. § 52-4-207.

Policy

Definitions

The Board adopts for application in this policy the definitions in the Act at§ 52-4-103.

Electronic Meetings

The Board may, from time to time as needed, convene and conduct Board meetings in which one or more members attend and participate in the meeting through electronic means.

Electronic Board meetings may include meetings conducted by means of telephone, telecommunications, electronic mail, or by other computerized, electronic, or teleconferencing means and media.

Notice

Prior to conducting an electronic meeting, the Board shall provide advance notice of the meeting in accordance with the Act.

Notice shall be provided to all Board members, as well as to members of the public in accordance with the provisions of the Act.

Each notice shall describe the means of communication, anchor location and the means by which members of the public will be able to monitor and, when appropriate, participate in the electronic meetings.

The Board's electronic meeting anchor location will primarily be the School's library once the school building is complete, but may be changed with a majority vote of the Board for a specific Electronic Meeting where the primary anchor location is not suitable. If circumstances dictate the need for an emergency Board Meeting, the Board President may determine an anchor location. Where actions are taken through an electronic meeting and a quorum is not present at the anchor

location, the Board may ratify their actions at the next scheduled, properly conducted Board Meeting where a quorum or greater of the Board is present.

Electronic Resources Policy

HighMark Charter School
Policy: Electronic Resources Policy
Adopted: April 23, 2014

Purpose

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

Electronic Devices

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

Internet Safety

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

Student Acceptable Use of School Electronic Resources

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

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

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

Staff Acceptable Use of School Electronic Resources

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

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

Emergency Preparedness Plan

HighMark Charter School

Policy: Emergency Preparedness Plan

Adopted: July 16, 2012

In compliance with State Board Rule R277-400, HighMark sets forth the following guidelines to prepare school personnel and students in taking appropriate action in the event of an emergency or disaster and to assure the protection and safe care of students and staff before, during, and immediately after a threatened or actual emergency or disaster.

Emergency Preparedness Planning and Response

Effective planning, exercising, and response require coordination, cooperation and participation of school personnel, students, parents/guardians, and community organizations and individuals. The delegation of responsibility to one person, therefore, is not appropriate.

The Director shall establish an Emergency Preparedness Planning Committee, which consists of parents, teachers, administrators, support staff, and others as needed. The Emergency Preparedness Planning Committee shall participate in the development and review of the school's Emergency Preparedness Plan at least annually and ensure it is kept current with the growing school population, changes in physical plans, technological advances, and changes in State educational rules and policies.

The duties and responsibilities of the Emergency Response Committee include:

1. Becoming acquainted with all aspects of emergency preparedness.
2. Reviewing, at least yearly, the emergency preparedness program and making changes when necessary.
3. Reviewing and updating the Emergency Response Manual yearly.
4. Planning, conducting, and evaluating emergency drills throughout the school year.
5. Inspecting and testing the emergency equipment at regular intervals.
6. Providing training opportunities for staff members in the proper use of fire extinguishers and other firefighting equipment.
7. Assigning a chain of command, which designates members of the committee with authority to act on behalf of the administrators in the event of their absence.

The Emergency Response Plan's primary objectives are to:

1. Save lives and avoid injuries;
2. Safeguard school property and records;
3. Promote a fast, effective reaction in coping with emergencies, and;
4. Restore conditions back to normal with minimal confusion as promptly as possible.

Attaining these objectives requires clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all stakeholders.

It is vital to the proper functioning of the school and its staff and students that all concerned parties are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to the community.

All members of the faculty and other employees should familiarize themselves with this plan, be prepared to activate it immediately, and perform any duties to which they are assigned to make its activation effective. When there is a substitute, that person should be made aware of this plan and the functions he/she will be required to perform.

Parts of the plan are to be posted in all school rooms in a prominent location. All who use the respective room should be familiar with the applicable provision.

Members of the faculty shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

Training

Under the guidance of the Director, a training program for all school employees will be established. The person responsible for training will organize the method to be used, place and time, and will provide the Director a list of names of those who have completed training. In case personnel are absent at the time of training is given, a follow-up procedure will be established to insure that all will be trained in emergency procedures.

School personnel will be able to respond to a fire drill and evacuate the school within a minute and follow all other procedures as listed in the emergency plan on fire and evacuation. They will recognize the difference between warning systems for different types of emergencies. They will respond to an earthquake drill and follow all procedures as outlined in the Emergency Response Plan on earthquake. They will know how to call for emergency help and know where the emergency phone numbers are listed. They will recognize the procedures to follow if hazardous materials, wind and other types of severe weather, medical, flood, utility failure, nuclear explosion or radioactive fall-out, bomb threat, civil disturbance, aircraft crash, hostage situation, or any other type of emergency should arise. They will know where emergency and first aid equipment is found in the building and how to use such equipment. They will know where the command center is and understand how the chain of command works. They will know how and where to evacuate the school grounds. They will know and understand the early dismissal plan. Personnel will be made aware of the safety features of the building and sources of help that are available. Assignments will be made to specific people to assist in special duties as outlined in the Emergency Response Plan.

Drills

The Director shall hold fire drills and other drills monthly to insure that all students, faculty members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including all employees and visitors, must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the gym and auditorium.

Elementary schools are required to have one fire drill every month school is in session. Secondary schools are required to have one fire drill each quarter (every two months) school is in session. All schools are required to have one other type of drill every school year prior to April 30.

Emergency Backpack

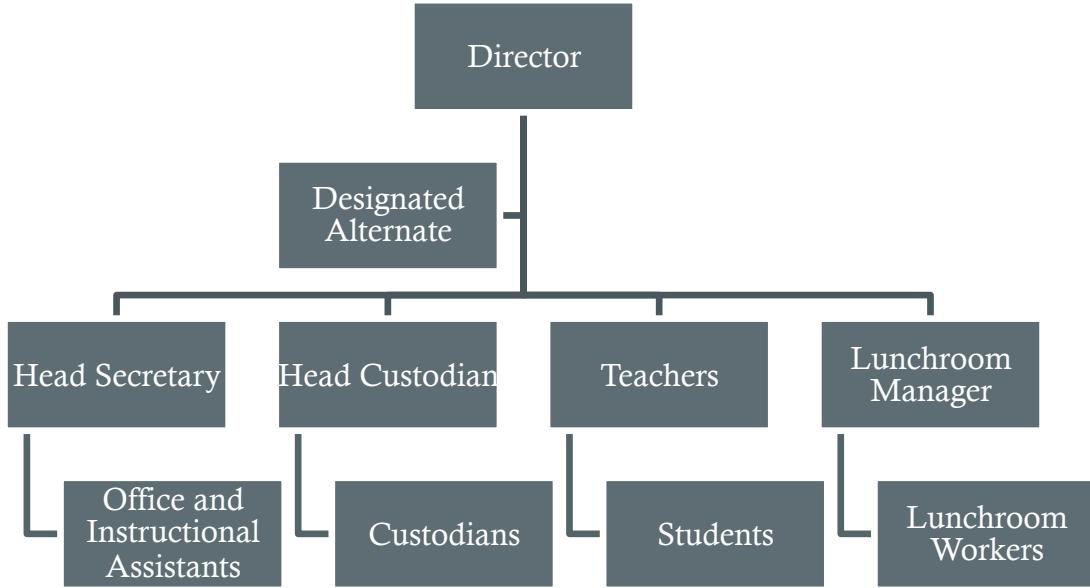
Each class and area will have an emergency backpack. This pack shall be stored near the exit. It will contain the following:

1. Flashlight
2. Small first aid kit
3. First aid instructions from Emergency Response Plan
4. Class list (roll)
5. Release form for students (see appendix)
6. Hard candy
7. Paper, 2 pencils, and small sharpener
8. Pair of scissors
9. Copies of the students' emergency information cards (including names of people who are authorized to pick that child up)
10. Medical release form
11. Four liters of water and paper cups

The Head Secretary's backpack shall include forms to keep records of the emergency, masking tape, a copy of the Emergency Response Plan, extra batteries, and a hand held 2-way radio.

The Emergency Coordinator's backpack shall include hand held 2-way radio, extra batteries, green flag, and bullhorn.

CHAIN OF COMMAND



Interpretation of the Chain of Command

During a drill or an emergency, the chain of command is as follows:

1. The Director is in charge of the total school operation. He is the Emergency Director.
2. When the Director is absent, the designee assumes his duties.
3. Teachers are immediately in charge of their students. Classroom aids or Prep-time specialists are not to take charge of students.
4. Office and Instructional assistants work under the direction of the Head Secretary. Custodians work under the direction on the Head Custodian. Lunch workers are under the direction of the Lunchroom Manager.
5. The head custodian, media coordinator, head secretary, and lunch manager work under the direction of the Director unless he is absent. In such a situation they work under the direction of the Director's designee.

Special Duties

Each member of the faculty shall take the backpack with them when each drill is performed.

Immediately upon arrival at the prescribed point (see map), the faculty member shall check the students to see that all are present. A report of absentees shall be made immediately to the designated Emergency Coordinator who shall be by the blacktop (see map). The Coordinator shall then inform the Director at the command center.

The secretary shall secure school records, first aid kit, and backpack before leaving the office. The secretary will be the public information officer and is in charge of warnings. (S)he should also take the student medication.

Custodial help shall shut off gas and electricity if the emergency warrants. Since our school may be used as a shelter in an emergency, the gas shall not be turned off unless the odor of gas is

detected. (S)he will report using hand held 2-way radio and report for further duties. Daily, he will make sure all exits are operable, and clear.

The Director shall obtain the cellular phone and hand held 2-way radio before leaving the office.

The Coordinator will take backpack, before exiting the building. The coordinator will check for absences and report to the Director for further instructions.

The teacher assistants will be responsible to check restrooms and sick room for students and will be responsible for keeping track of records. They will also be responsible for keeping students out of vehicle traffic and all other hazardous areas.

Duties of the Director

1. Care for and monitor all warning systems to keep them functional.
2. Order and monitor drills and training purposes.
3. Provide the staff with copies of the Emergency Preparedness Plan and provide in-service activities to keep these procedures functional.
4. Keep in contact with the radio for information on emergency warnings.
5. Cooperate with community groups interested in emergency preparedness.
6. Provide a copy of Emergency Response Plan to all emergency services in his/her jurisdiction.
7. Report any missing persons to emergency personnel.

Duties of the Teachers

1. Keep informed about the Emergency Response Plan of the school. Know the part they play as teachers, and accept their responsibilities under the plan.
2. Keep emergency information and class lists available at all times during an emergency.
3. Integrate pertinent emergency preparedness data into regular learning instruction.
4. Include safety practices and emergency procedures as part of daily learning activities.
5. Learn survival techniques and be prepared to assume responsibility for student care under emergency conditions.
6. Know the whereabouts of their students at all times. Use a class list to account for all students.
7. Be aware of the characteristics of “panic” and know some of the techniques for its control.
8. Know where students are to go, and what they are to do depending on the nature of the emergency.
9. Make special provisions to assist handicapped students in evacuating the building.
10. Teach students to use a chair carry and to use it **only** under the direction of the teacher.

Duties of Non-Teaching Personnel

1. Teacher assistants: Assist as directed by Head Secretary.
2. Secretaries:
 - a. Assist with communication and warning.
 - b. Have a complete list of children and staff and their telephone numbers.
 - c. Maintain a supply of first aid equipment.
 - d. Monitor the use of telephones to keep lines free for emergency Directors.
3. Custodians and helpers:
 - a. Assume responsibility for the safety factors of the physical plant during an emergency. Report structural defects to the Director.
 - b. Assume responsibility for the inspection and maintenance of firefighting equipment.

- c. Chart shutoff valves and switches for gas, water, and electricity. Add the chart to Emergency Response Plan and post for others to use in an emergency.
 - d. Assist in checking for power line or building damage for exit safety.
4. Duties of Students
- a. Make every effort to maintain a disciplined reaction to emergencies.
 - b. Obey all directions from the teacher.
 - c. When exiting the building, follow the teacher in an orderly manner. Students will exit in a single file line.
 - d. Assist the members of class that have handicaps. Use a “chair carry” when necessary, but **only** under the direction of the teacher.
 - e. Know appropriate actions to be taken when they arrive home.

Command Center

The command center will be in the office. If there is structural damage, or fire, the backup will be by the dumpster (see map). If the weather is bad, start at the blacktop site and evacuate to the church at 2620 E. 8200 S. and set up the command center in the front hall.

The command center for a bomb scare is on the sidewalk across the driveway by the entry to the playground. This area is closest to the office, the Director can be consulted, and the students will be out of the way. Decisions will be made here, and responsibility rests with the Director or his designee (see chain of command). The Director, emergency coordinator, and community agencies will meet at the command area. Logs of suspicious materials will be taken to this area. Teachers and staff who find suspect parcels or who notice any unexplainable changes in room appearance will send a message of findings to the command area. At the command area an analysis will be made of the threat.

Information will be provided to official emergency responders who will decide on how to proceed with search efforts from the outside to the inside of the building.

The Terrorist Command Center will be located at the church located at 2620 E 8200 S. The students will be evacuated to this point. Because of the severe problem involved in terrorist activities, the following people and organizations should be involved in any decisions concerning the terrorists within the school:

1. The school's Director, Assistant Director, and Emergency Coordinator - if available (they could be still in the school).
2. The Police and Fire Departments with assistance from Davis County Sheriff's Department.
3. City Administrators.

Communications

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it not, communication will be either by messenger(s) from the office to each teacher or by cell phone, battery powered portable speakers or megaphones.

Communication between the custodial staff and the office staff will be by cell phone or hand held 2-way radios. One radio shall be assigned to each of the following people: Director, Emergency Coordinator, Head Secretary, and Head Custodian. If the phones are working, we will use the phone system. If the phones are not working, cellular phones will be used.

Notification Duties

The head secretary is to notify the appropriate agency such as the Fire Department, Police Department, or other agency or company as directed by the Director or Emergency Director. Waiting for such direction is not considered necessary if circumstances obviously dictate who should be called.

The assistant secretary (or aide - appointed this task at beginning of year) shall notify the Governing Board and PTO President.

Alarm Signals

Fire Alarm:	Continuous ringing or buzzing (fire alarm bell)
All Clear:	Wave green flag for return to building after evacuation
Early School Closing:	Special instructions over intercom or with runner
Earthquake:	No audible signal. Teacher directed instructions to take cover
Bomb Threat:	Open intercom and announce, "secure the building and report unusual objects"
Fallen Aircraft:	Fire signal to evacuate building
Civil Disturbances:	Open intercom and announce, "secure the building" or use runners
Terrorist or Hostage Situation:	Use intercom or runners to relay message
Nuclear Attack:	Use intercom or runners to relay messages
Other:	In the event of unforeseen emergencies requiring evacuation, the fire alarm will be used.

General Evacuation

Evacuation decisions are very incident-specific. If the release occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option. Evacuation during incidents involving the airborne release of chemicals is sometimes necessary.

If a general evacuation is ordered, the school population will be sent home, to another school, or to another location. Students are evacuated by walking or by means of private transportation.

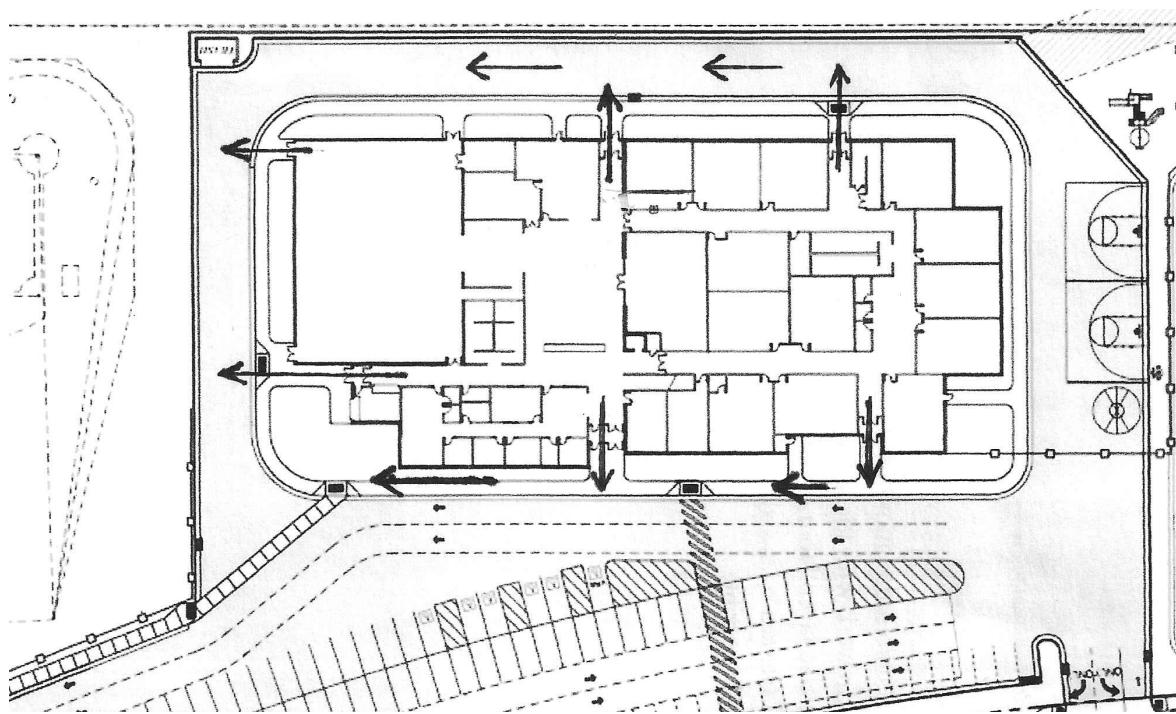
If the school has been evacuated, the response personnel will need to decide when it is safe for students and school personnel to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned.

Building Evacuation

1. Anyone with special duties will perform them.
2. Immediately upon hearing the Fire Alarm signal, students, faculty, and others in the building shall evacuate the building via prearranged evacuation route (see map) quickly, quietly, and single file. The last person out of the room shall pull the door closed, but will not lock it.
3. Students with special needs will be assisted by one or two other students.

4. The first two students out of the outside door will hold the door open for other students. The first teacher out will monitor student exit and keep students from re-entering the building.
5. Students in the library, lunchroom or computer lab will exit the building via the closest exit and then walk quickly to their assembly area (see map).
6. Teachers will take only the emergency backpack.
7. If regular exit is blocked, the teacher will lead the group to an alternate exit.
8. During recess the students should go to their assembly area (east of the school on the playground).
9. If a student is not with their regular class, they will report to that class after they have left the building.
10. Upon reaching the assembly area, teachers shall take attendance. Any absences should immediately be reported to the Emergency Coordinator. First aid necessary should be performed. Students and teachers shall await further instructions. Re-entry or further instruction will come only from the Emergency Coordinator.
11. The custodian will notify the utility companies of a break or suspected break in utilities.
12. The Director will determine whether the students will go home, or any further action should be implemented. If students are released prior to regular hours, follow the section "Releasing Students to Parents." He/she will also report any missing students to emergency personnel.

If it is safe to return to the building, the Emergency Coordinator will wave the green flag. Students and staff will return to the building, quietly, and in single file. Classes will resume as normal.



Evacuation of School Grounds

In the event the school cannot be re-occupied following an evacuation, it may be necessary to evacuate the school grounds. In this case, we will evacuate to the church located at 2620 E 8200 S. Before leaving the school grounds the Director will post a notice on the front door indicating

where they are evacuating to so parents can pick students up there. If front door is no longer there, the notice will be placed on the flagpole. Masking tape and paper can be obtained from the Head Secretary.

When evacuating to the church, the students will walk quickly, quietly, and in single file up the street to the church. The Director will have keys to the building. Students will be taken to the gym where they will sit quietly for further instructions.

When releasing students to the care of parents or other adults, follow the section on "Release of Students to Parents."

Evacuation or In-Place Sheltering

An accidental release of hazardous materials may require the evacuation of people from certain areas to prevent injury or death. The school may be directly affected by toxic fumes and gases. Additionally, the school may be affected during the course of the incident, through wind shift, or a change in site conditions. Evacuation is a complex undertaking; it will be decided by the local fire or police department.

Responders will decide whether to order people to remain indoors (shelter-in-place), rescue individuals from the area, or order a general evacuation. The "remain indoors" option will be considered when the hazards are too great to risk exposure of evacuees. Rescuing people from the hazardous area may involve supplying protective equipment for evacuees to ensure their safety, so that it may not be used. A general evacuation requires a significant amount of lead time, which may not be available.

In-place Sheltering

Airborne toxicants can move downwind so rapidly that there would be no time to evacuate residents. For short-term releases, often the most prudent course of action for the protection of the nearby schools would be to remain inside with the doors closed, and the heating and air conditioning systems shut off. An airborne cloud will frequently move past quickly.

In-place sheltering, therefore, may be a sensible course of action when the risks associated with an evacuation are outweighed by the benefits of in-place sheltering. In order for this protection measure to be effective, the effected population must be advised to follow the guidelines listed below:

- An announcement will come over the PA system telling you that the "In-place-shelter procedure" is in effect.
- Close all doors to the outside. Seal gaps under doorways and windows with wet towels, and those around doorways with duct tape (or similar thick tape). Have students assigned to specific tasks ahead of time.
- Custodians should set all ventilation systems to 100 percent re circulation so that no outside air is drawn into the structure. Where this is not possible, ventilation systems should be turned off.
- Turn off all heating systems and air conditioners.
- Seal any gaps exhaust fame grills, exhaust fans, range vents, dryer vents, etc. With tape and plastic sheeting, wax paper, or aluminum wrap. Be sure the kitchen and home economics classes also do this.
- Close as many internal doors as possible.

- If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Tune in to the Emergency Alert System channel (KSL) on the radio or television for information concerning the hazardous materials incident and in-place sheltering.

The emergency response personnel decide when it is safe for you to leave the building. You are to do the following: remove the plastic and tape; open all doors; and turn on blowers, heaters/ air conditioners.

Everyone needs to go outside until the building airs out.

No School Notification

If a severe blizzard, heavy snowstorm, or ice storm occurs during the night, which makes driving hazardous, or for any other emergency identified by the Director or Board, and such conditions are known by 7:00 a.m., a "No School" announcement will be made over local radio and TV stations.

Early Dismissal

The ultimate responsibility for the student's safety from the school to home in cases of emergency lies with the parent or guardian. Parents should work through community emergency preparedness groups to make preparations for the safety of their own children.

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the Director.

Release of Students to Parents

The school will use the One Call system to phone and email each parent to inform them of the early school closure.

Each teacher will have a copy of each student's information card with them in their backpack. The adults listed on this card will be the ONLY adults to whom the students will be released. Any other adult showing up may stay WITH the student, but they will NOT be permitted to leave with them.

PRIOR to the APPROVED adult taking the student, a release form must be filled out and signed. (See appendix for form.)

Teachers must stay with the students until all their students are picked up and/or the Director or his/her replacement approves of their leaving.

HAZARDS

Bomb Threat

Make sure a complete set of keys are kept in the office and are readily available. When evacuating, take the keys with you.

Prevention

In order to prevent the implantation and explosion of a bomb in the school building, the following will be observed:

1. Teachers should maintain an awareness of the contents of their rooms. Any suspicious containers or changes should be reported to the Director.
2. Teachers will lock their rooms whenever they are not in them.
3. Cabinets and closets should be locked when not in use.
4. Custodians should lock each room after cleaning it.
5. During the evening occupancy of the building, the public will be limited to those areas set aside for their use.
6. Supply areas, boiler room, and fan rooms shall be kept locked and secure at all times.

All people entering the building who are neither staff nor students must check into the main office before going any place else in the building.

ALL BOMB THREATS SHOULD BE TAKEN SERIOUSLY! (False threats are sometimes used to throw people off guard.)

Reporting

1. The person receiving the threat should remain calm and write down the message as exactly as possible. Make mental notes of the person calling, and as soon as possible fill out the threat checklist (see appendix). (Bomb Checklist)
2. As soon as the threat has been received, notify the Director. (In case of the Director's absence see chain of command.)
3. The person who received the threat will then go to the main office (or outside if the school is evacuated) and wait for the authorities to arrive.
4. The Director will notify the police and call the head custodian to the office. The decision to evacuate will rest with the Director or his replacement (see chain of command.)
5. The Director will then notify the staff by a PA announcement that an evacuation will take place and to monitor for unusual objects.
6. The Director will notify the students of the need to evacuate by sounding the fire alarm. Students and staff will evacuate the building immediately.
7. After hearing the PA announcement and before leaving their rooms, teachers will quickly check their classrooms for any unfamiliar objects, parcels, etc. If any is seen, the teacher will notify the Director immediately. If an unfamiliar parcel is located, NO ONE WILL TOUCH IT. The teacher should write down what the package looks like and where it is located. This information should be given to the command center.
8. Professional non-teaching personnel will check their own offices and immediate locations of responsibility.
9. Custodians will check their own working area such as the boiler room, fan rooms, roof, tunnels, and around the outside of the building. They may exclude the areas that are known to be secure or locked.
10. Lunchroom personnel will check their own offices, kitchen, food storage, and incineration room.
11. Assigned teams will search gym and auditorium facilities.
12. Secretaries will check the office areas and secure the cash and records.

13. All searchers will log suspicious objects so that the list may be turned over to the emergency coordinator. Note any unexplainable changes in room appearance.

Under NO CIRCUMSTANCES will personnel touch or allow students to touch any object deemed to be suspicious.

SHOULD A SUSPECT PACKAGE BE LOCATED, DO NOT TOUCH IT!!

Evacuation

Follow "Building Evacuation." The fire alarm will be used to evacuate. As far as the students know, this should be a regular fire drill. The fire alarm will be sounded. Evacuation should be 500 feet away from building.

For more information on what will go on in the command area during a bomb threat, see "command center."

For re-entry see "return to building."

Disciplinary Measures

Since bomb threats are often phoned in by students, disciplinary measures must be taken into account. When traced and discovered, the student who has called in a phony bomb threat can be suspended from school, referred to juvenile court, be barred from running for school offices and/or trying out for any other student leader position.

Chemicals

All chemicals in the building are to be identified and stored according to district policy and procedures. Material Safety Data Sheets (MSDS) from vendors shall exist for all chemicals. Files containing information on all chemicals stored in the building shall be available in the office for quick reference. There shall also be a copy of each in the Emergency Response Plan in the office (for secretary to have in an evacuation). All personnel involved with chemicals in any manner are to be trained in their proper use.

The Fire Department and the Davis County Health Department shall be informed by the Director once each year of all chemicals used in the building and where they are stored. In the event of a hazardous material accident in the building, the Director (or his appointee) will decide if and how the building will be evacuated. If any accident should occur, the Fire Department, School Board, and Davis County Health Department should be notified.

Civil Disturbance

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within the school. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of the individual classroom unit can be maintained. To reduce the potential for problems, these steps are standard procedure:

1. All teachers are to be at their doors before and after all recesses and when students attend in another classroom.

2. Teachers are expected to attend assemblies and sit with their classes.
3. Teachers are expected to monitor doors near their classrooms for people who should not be in the building.
4. Teachers and administrators are available if the need for control should arise before and after school.
5. The administration is aware of substitutes in the building and teachers in adjoining classrooms are available to assist substitutes in controlling students if the need should arise. Each substitute is provided with lesson plans by the teacher who is absent, whether by direct communication, previously prepared plans, or emergency plans on file in the office.
6. Teachers are asked to report the presence of outsiders they see to the administration.
7. Teachers are assigned to lunchroom and hall duty every day. Administrators are available to assist if needed.

In addition to the above listed procedures, teachers and administrators should be keenly aware of the general morale of the students. An atmosphere in which students feel free to approach the administration and discuss problems is encouraged so that a close working relationship with all the different groups in the school is sought.

It is important to be aware of community problems which could possibly set the stage for civil disturbance. The PTO and other parent organizations can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must be maintained also.

Procedure to Deal with Civil Disturbances

Violent Person -

Teachers are to be notified by intercom to close and lock classrooms until the situation is cleared by the administration and/or police. Students located in the halls shall be moved to the gymnasium or a classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport with the person.

Fighting -

A teacher near the situation should announce his/her presence and discourage further action between combatants. They should be identified and reported or escorted to the office. If the disturbance is serious, a written report and/or notification of the Police Department may be required.

Mob -

If the persons involved are from outside the school, the same procedure as used with a violent person should be implemented. If students are involved, the administration will determine the need for police assistance. If advance warning is received, steps will be taken to try to prevent the incident. In the absence of law enforcement, the administration will do whatever believed necessary to alleviate the problem. The administration will make a written report of the entire incident.

Unidentified Person(s) Taking Control -

If an unidentified voice gives orders over the intercom threatening or calling a general assembly or asking for individuals, teachers are to close and lock their classroom doors. If an unidentified

person comes to the room, he/she is to be asked for office clearance and then stalled by whatever means deemed appropriate for the circumstances. If the person's manner is threatening, the classroom door should remain locked.

Advance Notice of Large Scale Disturbance

Any comments from students to teachers concerning the possibility of disturbance should be reported to the Director as soon as possible.

The administration should contact the local authorities and the School Board as soon as possible.

Disturbance leadership shall be identified. If a student(s) is/are the leaders, the parents will be called to come and pick the student(s) up and remove him/her/them from campus.

Person in Command

The Director will make all final decisions in case of civil disturbance. In his absence, see the chain of command.

Other

If a disturbance gets underway, teachers and custodial staff will be notified by intercom and radio. Police will be called by whoever can do so first.

Earthquake

During the Quake:

Keep these points in mind in the event of an earthquake:

1. When an earthquake happens, keep calm. Don't run or panic. If you take the proper precautions, the chances are you will not be hurt.
2. REMAIN WHERE YOU ARE. If you are outdoors, stay outdoors; if you are indoors, stay indoors. In earthquakes, most injuries occur as people are entering or leaving the buildings (from falling walls, electrical wires, etc.).
3. The teacher will give the "drop and cover signal."
4. Everyone will get under their desk, cover their head, and grab hold of the leg of the desk. If a desk, table or bench (best choices) are not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
5. If you are outside, stay away from the building, electric wire, poles or anything else that might shake loose and fall. Look for open space and stay low.

After the Quake:

For your own safety and that of others, you should follow carefully the following:

1. About two minutes after the shaking stops, the fire bell will sound. If we have lost power, the teacher will give the command to evacuate the building.
2. Use the "Building Evacuation" plan.

3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster.
4. Stay away from fallen or damaged electric wires, which may still be dangerous.
5. The custodian will check for leaking gas pipes. Do this by smell only--don't use matches or candles. If you smell gas:
6. Open all windows and doors.
7. Turn off the main gas valve at the meter if the presence of gas is detected.
8. Leave the building immediately.
9. Notify the Gas Company, police, and fire departments.
10. Don't re-enter the building until it is safe.
11. The Director will confer with the Board about evacuation of school. If necessary, follow the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person.

Re-entry of Building:

Follow the procedures of the re-entry instructions (after "Building Evacuation) except: The building should be inspected by a qualified person who has been trained in Building Analysis. This person will perform an inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems. A damaged structure will be occupied only after authorization by the responsible local agency. Building supervisors will be notified of the corrective actions to be taken to return a building to use.

The following will be accomplished if an aircraft falls on or near the school to maintain safety and isolate hazards:

1. The Director will determine which action, if any, should be implemented. Where necessary, teachers will take immediate action for the safety of the students without waiting for direction from the Director.
2. All students and staff will be kept at a safe distance allowing for possible explosion.
3. Notify the Police and Fire departments by calling 9-1-1.
4. Notify the School Board.

Fallen Aircraft on Building

1. The teacher should give the drop and cover signal.
2. All children should immediately go under their desks, cover their heads, and await the "all clear" signal from their teacher.
3. When the falling sound stops, it is imperative that the building is evacuated.
4. Follow the "Building Evacuation" section of this plan, making sure students and staff do not go near the aircraft (use alternate routes of evacuation if necessary.)
5. All children will be maintained at a safe distance.
6. All missing children should be reported to the Director at once.
7. Qualified personnel will report to aid in emergency first-aid and search and recovery of possible victims after children's safety has been insured.
8. The Director will confer with the local emergency responders about evacuation of school. If necessary, follow the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person*.

Fallen Aircraft near the Building

1. The teacher should give the drop and cover signal.

2. All children should immediately go under their desks, cover their heads, and await the "all clear" signal from their teacher.
3. Children in rooms adjacent to the fallen aircraft will be moved to a safe distance within the school.
4. Classes will continue, but recesses will be suspended until the Director decides it is safe.
5. Qualified personnel will report to aid in emergency first-aid and search and recovery of possible victims after children's safety has been insured.
6. The Director will confer with the local emergency responders about evacuation of school. If necessary, follow the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person*.

Fire

Actual Fire

1. In the event of a natural gas fire, sound alarm and then TURN OFF MAIN GAS VALVES. If the fire is small, use the fire extinguisher AFTER the gas is turned off.
2. In the event of an electrical fire, sound alarm and then TURN OFF ELECTRICITY. DO NOT USE water or water-acid extinguishers on electrical supported fires. Only SMALL fires should be fought with an extinguisher.
3. The person locating the fire will sound the school fire alarm.
4. Follow the "Building Evacuation" instructions.
5. The Director will notify the School Board.
6. The custodian will notify the utility companies of a break or suspected break in utilities.
7. Keep access road open for emergency vehicles.
8. All staff will be responsible to peek in the door of the classrooms on either side and make sure they were informed of the fire.
9. The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained, and clear of obstructions.

Computer Labs

All labs are to be equipped, as their need require, for proper fire control and for emergency purposes. An up-to-date inventory and map of locations should be maintained with this policy of all chemicals stored in the building.

Lunchrooms and Kitchens

Emergency preparedness items will be maintained in lunchroom and kitchen areas in order to control fire in school kitchen areas including:

1. A heavy blanket readily accessible to smother fire.
2. Automatic extinguishers over deep fryers and grills.
3. Fire extinguishers for all types of fires in proper location.

Kitchen personnel are to know where the extinguishers are located and how to properly operate them. Additionally, kitchen personnel will know which exit to take in case of fire and also an alternate route in case the designated one is blocked, and be able to evacuate the building in less than two minutes.

Drill

The secretary is responsible to call security to inform them it is a drill. She/he will also sound the alarm.

When a fire drill is always held in the same way and at the same time, it loses much of its value. When an actual fire happens, and the students cannot follow the exact procedure they have practiced over and over, panic may ensue. Therefore, drills should be carefully planned to simulate actual fire conditions. Not only should they be held at varying times, but should use different means of exit.

Fire exit drills should be designed to familiarize the occupants with all available means of exit, particularly emergency exits that are not habitually used during the normal occupancy of the building. Every fire exit drill shall be an exercise in school management for the Director and teachers.

The chief purpose of every drill shows control of classes so that the teachers will form its ranks quickly and silently, halt, turn, or direct it as desired. Great stress shall be laid upon the execution of each drill in a brisk, quiet, and orderly manner. Running shall be prohibited. If for any reason a line becomes blocked, some of the students should be reverse-marched to another exit in order to prevent panic conditions arising as a result of inactivity. In exiting the building the "Building Evacuation" should be followed.

Fire Extinguishers

Fire extinguishers are placed in strategic locations as recommended by the fire department (see map). They will be inspected quarterly by the custodial staff and annually as required by the fire department. Faculty members and other staff personnel shall be instructed in the use of the fire extinguisher.

All extinguishers, unless stated, are dry chemical types which are needed to put out type A, B, and C fires which include wood, textiles, gasoline, oil, greases, and electrical fires. In discharging a fire extinguisher, it should be held upright while the pin is pulled. The lever is then pressed while aiming at the base of the fire.

Fire Extinguisher Inspections

The Head custodian will check all fire extinguishers and possible building code violations monthly. He will check the following:

1. Check gauge for full charge. Report discharge or overcharge readings immediately to control office.
2. Check seal for breakage.
3. Check hose for cracks, leaks, tears, etc.
4. Check casing for leaks or breakage.
5. Sign name or initials to inspection tag.
6. Give status report to Director.

The Director will complete the Monthly Inspection Report.

Flood

There was major flooding in Davis counting during the 1920's. Most of it was centered in the Farmington and Centerville areas. In 1995, there was some flooding in the Woods Cross area. In 1975, there was flooding in Bountiful and Centerville.

The following policy will be followed in the event of a flood:

1. The fire drill bell will sound if an immediate evacuation is needed. If this is the case, follow the "Building Evacuation" plan.
2. Notify parents via radio, television, and One Call notification system.

3. The custodian will shut off water to prevent contaminated water from entering the school supply.
4. The custodian will shut off electricity to prevent electrical shock.
5. If school is a designated emergency shelter and time permits, check all supplies and provisions prior to emergency operations.

After the Danger is Over:

Beware of contaminated food, water, broken gas lines, and wet electrical equipment. Resume classes only after a qualified person has done a building assessment (see returning to building under earthquake.)

Minor Flooding

If the school experiences minor flooding (one or a few classrooms), the class(es) affected will evacuate to another part of the building (Director will decide where to go). Classes will continue. The Director will notify the School Board and they will jointly decide what to do next.

Hazardous Materials

In the event of a hazardous materials problem:

1. If it is unsafe to remain in building the "Building Evacuation" plan and possibly the "Evacuation of School Grounds" plan will be followed.
2. If there is a "cloud" move cross wind (never move directly with or against the wind.)
3. Do not return to the site until deemed safe by Emergency Service Officials (fire dept., etc.)

If in-place sheltering is imposed:

1. Maintain communication lines with the School Board and emergency services.
2. Announce over the PA that the "In-place-shelter procedure" is in effect.
3. Close all doors to the outside and close and lock all windows (windows seal better when locked).
4. Seal gaps under doorways and windows with wet towels, and those around doorways and windows with duct tape (or similar thick tape) and sheets of plastic (precut and labeled before the incident).
5. Custodians should set all ventilation systems to 100 percent recirculation so that no outside air is drawn into the structure. Where this is not possible, ventilation systems should be turned off.
6. Turn off all heating systems and air-conditioners.
7. Seal any gaps around window type air-conditioners, exhaust fan grills, exhaust fans, range vents, dryer vents, etc. With tape and plastic sheeting, wax paper, or aluminum wrap. Be sure the kitchen and home economics classes also do this.
8. Close as many internal doors as possible.
9. If an outdoor explosion is possible, close drapes, curtains, shades over windows. Avoid windows to prevent potential injury from flying glass.
10. If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
11. Observe all students and staff members for signs of adverse reactions or illness to the hazardous material.
12. Render first aid as needed.

13. Tune into the Emergency Alert System channel on the radio or television for information concerning the hazardous materials incident and in-place sheltering.

When is Safe?

The emergency response personnel decide when it is safe for you to leave the building. You are to do the following:

1. Remove the plastic and tape.
2. Open all windows and doors.
3. Turn on all blowers, heaters and air conditioners.
4. Everyone will go outside.

Medical Emergencies

1. Our school shall be prepared to provide basic first aid, while summoning necessary emergency assistance.
2. A list of qualified persons who have had First Aid and CPR training should be maintained by the Emergency Preparedness Coordinator for the Director. This list must be updated and distributed to the staff annually. Each year, training for First Aid and CPR will be available.
3. An Emergency Release Card will be filed in the office for each student with emergency numbers to call in case of an accident, injury or illness. Parents will always be notified as soon as possible of any reportable accident, injury or illness.
4. Any reportable accident or injury incurred on school property or during a school activity off campus will be reported in writing to the office of the Director no later than 24 hours from the occurrence.
5. The general emergency number 9-1-1 will be explained each year to all school personnel, and this number will be readily visible on all telephones.
6. A first aid kit shall be maintained in the office and rotated. (See appendix for a list of supplies.) A RED CROSS first aid booklet is provided with each kit. First Aid procedures will follow the current American Red Cross First Aid manual. Each classroom will contain a small first aid kit in their backpack, with first aid directions from Emergency Preparedness Manual.
7. Although some staff members are trained in basic first aid, and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of emergency. All first aid kits are to be inventoried at the beginning of each school year by the Staff Emergency Preparation Committee and replenished as needed.

For specific first aid treatment, please see Appendix.

First Aid Stations:

A first aid station is always maintained in the sickroom. In the event of a large scale emergency the sick room will be used, but the stage will be used also.

Rescue:

With a non-critical or less serious injury, move the victim to the first aid station.

With a serious or critical injury:

1. Evaluate the situation. **DO NOT MOVE** the victim unless in further danger.
2. Be sure the victim is breathing.
3. Control serious bleeding.
4. Check for poisoning.
5. Treat for shock.
6. Keep comfortable and try to maintain normal body temperature.

Response to Non-Critical Illness or Injury:

1. Administer first aid.
2. Notify parents for their information and action. If parents cannot be contacted, notify other adults listed on the registration card.
3. If no one can be contacted, lie the student down in sickroom or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.

Keep a record of time of injury, what first aid was administered and at what time.

Response to Critical Illness or Injury:

1. Administer first aid to the extent possible.
2. Call 9-1-1 if the situation is life threatening, or if the child is in need of immediate medical intervention.
3. Notify parents for their action and information.
4. Keep a record of time of injury, what first aid was administered and at what time.
5. Notify the School Board.
6. Complete appropriate injury, illness, or insurance report promptly.
7. Keep a record of which students were sent to which hospital.

Nuclear Explosion or Fall-out

Because of the possibility that a nuclear attack might be used in any major war of the future, all personnel should understand the nature of such an attack. They should be trained in methods of protecting themselves.

Nuclear weapons produce explosions of great blast force, light and heat, and release nuclear radiation. Nuclear explosions are classes according to their type of burst: air, surface and subsurface. Air and surface bursts are the most likely to occur here.

Air Burst - Immediately after a nuclear explosion, a huge, intensely hot fireball is formed. An air burst is one in which the fireball does not touch the ground. At sufficiently low altitude, the rising fireball creates strong in-lowing winds that suck up dust and other debris from the surface. This debris combines with condensing vapor to form the familiar mushroom cloud.

Detonation of the weapon creates a blast (shock) wave that travels outward in all directions at a speed much greater than the speed of sound. The pressure at the wave front, which is many times normal atmospheric pressure, is what causes most of the physical damage.

Other characteristics of an air burst are blinding light, thermal and nuclear radiation. About 1/3 of the weapon's energy is converted into heat. This thermal radiation may cause skin burns and ignite light combustible material several miles from ground zero.

Nuclear radiation has two types: initial and residual. Initial radiation occurs within the first minute after an explosion. Its lethal range is less than that of the blast wave. The greatest danger from residual radiation is the "fallout" of radioactive particles from the cloud.

Surface Burst - is one in which the fireball touches the earth. Vast amounts of surface materials are vaporized and taken up into the fireball. As the fireball rises, more debris is sucked up by the strong and destructive after-winds which flow back toward ground zero after the shock wave passes. Danger from fallout radiation is greater after a surface burst. These radioactive fallout particles are usually visible, appearing like dust or grains of salt. The greatest danger from fallout occurs during the first 24 hours.

Most food and water does not become radioactive. The greatest danger lies in ingesting radioactive particles that settle on exposed foodstuff or water supplies. Food and water supplies that are indoors and/or covered are safe to eat.

What to Do

If there is no time to move:

1. The teacher will give the "Drop and Cover" signal.
2. All students and staff will get under desks, with backs to the window or outside walls, tuck their heads under their arms, and stay in this position until it is safe to move.

If there is time to move:

1. The Director will make an announcement over the intercom telling classes to immediately move to the library, and other interior rooms.
2. Teachers will grab emergency backpacks and lead students to the library or interior rooms.
3. Students will move quickly and quietly.
4. After blast has passed, we will remain in the library and interior rooms. This is the best shelter, unless there is a fire.

If there is sufficient warning, students are to be sent home.

If the blast happens on their way home:

1. Drop to the ground instantly, behind cover, if possible.
2. If a ditch, building, tree or other object is not readily available, don't take time to look for cover. Drop to the ground immediately and curl up tightly.
3. Cover as many exposed parts of the body as possible, such as head, face, arms, legs, etc.
4. Once the heat and blast effects have dissipated, continue on to your home quickly. As soon as you reach home, go to the safest most protected area to prevent fallout from reaching you.

Terrorist or Hostage Situation

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: time and egress. Therefore, two plans for notification and communication of the terrorist alert to the rest of the school must be considered. **THE SCHOOL STAFF SHOULD NOT ATTEMPT TO DISARM TERRORISTS.**

Terrorists Set Up Command Post in Classroom:

1. The teacher should attempt to write a message stating, "There are terrorists in the room" on a slip of paper and attempt to have a runner take it to the office.
2. Immediately brief the students to sit down and be quiet.
3. Try to obey all commands of the terrorists.
4. The office secretary upon receiving a verbal warning code, or a written one will immediately write the code word on a slip of paper and have a runner take the warning to all classes.
5. The office secretary will telephone the Police Department (9-1-1).
6. All classrooms and staff not directly involved will immediately evacuate the building, using the "Building Evacuation" plan.
7. The Director will notify the Police Department, Fire Department, and City office. The city office will then contact the city's officials.
8. Use the "Evacuation of School Grounds" plan.
9. The Terrorist Command Center will be activated.

Terrorists Set Up Command Post In Office:

1. The office secretary will try to write that there are terrorists in the office on a slip of paper, and try to have the student office helpers run the slip around the school to all classes.
2. If the administrators or secretary are able to phone out of the school without bringing harm to themselves, they shall call the police department (9-1-1) for help.
3. The school's office personnel shall attempt to follow all commands of the terrorists, so as not to bring any harm upon themselves or others.

Terrorists Come Into Office - Move On To Classroom:

1. If the secretary has not already done so, turn on the school's communication system and the teachers to secure the building.
2. The secretary will telephone the police department (9-1-1).
3. The Director will telephone the School Board
4. All office personnel will use the "Building Evacuation" and "Evacuation of School Grounds."

Utility Failure

Power Outage

1. If the failure occurs during a class period, teachers and students are to stay where they are.
2. The custodian will check the breakers to see if it is a problem he can solve.
3. The school secretary will notify Plant Operations of the problem if it cannot be fixed by custodian.
4. Each class will send a monitor to the office to deliver messages.
5. After determining the extent of the power failure, the teachers are to be notified of the expected length. This notification will be by monitors.
6. Students are to remain in their assigned seats.
7. Teachers are to post themselves near the doors.
8. If the power failure occurs when students are at recess or in another location of the building, they are to quickly, and quietly return to their classes.

9. All teachers who are on a preparation period will return to their class and take over from the specialist.

If it is decided to dismiss school early, the "Early Dismissal Plan will be implemented

Gas Failure

1. Plant Operations will be notified by the custodian. The custodian will follow procedures outlined by Mountain Fuel.
2. The fire alarm will be sounded by the secretary.
3. Follow "Evacuation of Building" plan.
4. The Director will consult with the local authorities and the School Board. If the gas will be off for a short time, classes will continue normally. If it will be off for a long time, the Director and School Board will decide whether to use the "Early Dismissal" plan.

Water Failure

1. Plant Operations will be notified and consulted by the secretary.
2. After the facts are gathered, an announcement will be made on the PA and students will be told not to use fountains or restrooms.
3. If the water will be off for a short time, classes will continue normally. If it will be off for a long time, the Director will decide whether to use the "Early Dismissal" plan.

Wind and other severe weather

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 7:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 8:00 a.m.

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the Director. If it is decided to close school, the following action will be taken:

1. The Director will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
2. The Director will announce the closure to the faculty and students.
3. Staff members will be used to expeditiously evacuate the building.
4. Procedures outlined in the "Early Dismissal" plan will be followed.

FALLEN HIGH VOLTAGE LINES

In the event of danger due to fallen high voltage lines, the following procedures will be used.

Preparation

Be observant of the high voltage lines by the school. Teach students proper respect for downed lines.

Response

If high voltage lines are down, students must stay in their classrooms until the problem has been resolved. In the event that power lines are downed and children are walking to school, people will be positioned to stop the children a safe distance from the problem.

The secretary will notify the power company and city officials of the problem.

APPENDIX

Emergency Equipment

Emergency Equipment in the Main Office

- ___ 12 Flashlights (with extra batteries)
- ___ 4 Emergency lights/lanterns
- ___ 4 Megaphones portable - Self Contained Power
 - ___ 3 Hand held 2-way radios
 - ___ Portable battery (or solar) powered radio
 - ___ Air Horn or Bell
 - ___ Answering machine
 - ___ Unlisted phone line
 - ___ Megaphone
 - ___ Paper and marker pens
 - ___ Stretcher

Survival Supplies

- ___ Metal Container and Lid
- ___ Plastic Containers
- ___ Plastic Bags and Ties
- ___ Disinfectant
- ___ Old Sheets
- ___ Paper Drinking Cups
- ___ First Aid Supplies
- ___ Large Garbage Can
- ___ Toilet Paper
- ___ Hand Soap
- ___ Washcloths
- ___ Towels
- ___ Pail or Basin
- ___ Sanitary Napkins
- ___ Blankets
- ___ Books, Cards, Games, etc., for entertainment
- ___ Tools
- ___ Water
- ___ Classroom Emergency Bags

Additional Items

- ___ Exit Plans Posted in Each Room
- ___ Bomb Threat Checklist at each Phone
- ___ Emergency Phone Numbers Verified
- ___ Date of Checklist Completion
- ___ Generator
- ___ Evacuation Plan/Master Lists

Radio Contact

When it becomes necessary to inform parents of an emergency the Director will announce such information over the following radio stations:

KSL_____ 575-7600

KCPX_____ 570-1057

KALL_____ 670-5255

ROCK99_____ 570-7625

First Aid Instructions

Abdominal Pain

Abdominal pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

Artificial Respiration

1. Steps for mouth to mouth artificial respiration:
 - o Clear airway
 - o Tilt head back (unless possible neck injury - use jaw thrust)
 - o Pinch nostrils
 - o Seal mouth and blow
 - o Watch for chest to rise
 - o Listen for air to escape from mouth
 - o Watch for chest to fall
 - o Repeat: 12-16 times per minute in adults 16-20 times per minute in children
2. If victim's tongue obstructs airway:
 - o Tilt the head
 - o Jut the jaw forward
3. If facial injuries make it impossible to use mouth to mouth method then use the manual method.
 - o Use mouth to nose if airtight seal impossible over victim's mouth.
 - o Small child - cover both mouth and nose.
4. Continue Artificial Respiration until victim begins to breath for himself or until help arrives.
5. Carbon Monoxide Poisoning or Asphyxiation (due to lack of oxygen):
 - o Check for breathing difficulties and give artificial respiration.

Bleeding

1. Apply direct pressure to the wound.
2. Elevate the wounded area if an arm or leg is bleeding.
3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop the bleeding.
4. Only as a last resort (if they will die without this) apply a tourniquet to stop bleeding. Once applied, a tourniquet must be loosened or removed only by a doctor.

Internal Bleeding

Treat for shock.

Bone Injuries

1. Dislocations: fingers, thumb, shoulder
 - a. Keep the part quiet. Immobilize should with arm sling.
2. Fractures:
 - a. Signs of a closed fracture:
 - i. Swelling
 - ii. Tenderness to touch

- iii. Deformity
 - iv. Discoloration
- b. Treatment (closed fracture – no bleeding wound or broken skin)
 - i. Keep broken bone ends from moving
 - ii. Keep adjacent joints from moving
 - iii. Treat for shock
- c. Treatment (open fracture – broken bone and broken skin)
 - i. Do not move protruding bone end
 - ii. If bleeding, control bleeding by direct pressure on wound
 - iii. Treat the same as closed fracture after bleeding is controlled
- d. Splinting
 - i. Place one hand above and one hand below fracture to support it
 - ii. Have someone grasp end of limb and pull steadily until splints are in place
 - iii. Splint the limb
 - iv. Give care for shock
- e. Sprains (injury to soft tissue around a joint)
 - i. Always immobilize
 - ii. Elevate joint
 - iii. Apply cold packs during first half hour
 - iv. Treat the same as closed fracture
 - v. X-ray may be necessary

Burns

1. Degrees
 - a. Skin red (1st degree)
 - b. Blisters develop (2nd degree) Never break or open blisters
 - c. Deep tissue damage (3rd degree)
2. First aid for thermal burns – 1st and 2nd degree burns to exclude air:
 - a. Submerge in cold water
 - b. Apply a cold pack
 - c. Cover with a thick dressing or plastic (Do not use plastic on face)
 - d. After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
3. First aid for 3rd degree burns
 - a. Apply a thick, dry, sterile dressing and bandage to keep out air.
 - b. If large area, wrap with a clean sheet or towel.
 - c. Keep burned hands and feet elevated and get medical help immediately.
 - d. Treat the same as shock victim, giving fluids as indicated; warmth if necessary.
4. First aid for chemical burns
 - a. Wash chemical away with water
5. Acid burn to the eye (also alkali burns)
 - a. Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
 - b. If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
 - c. Have victim close the eye, place eye pad over lid, bandage and get medical help.

Choking (Heimlich Maneuver)

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting some air. But if the passage is completely blocked, he can't breathe or speak, IMMEDIATELY DO THE FOLLOWING:

- Stand behind a slumped-over victim; wrap your arms around his waist below the diaphragm.
- Grasp your wrist with your other hand.
- Place your fist against the victim's abdomen, slightly above the navel and below the rib cage.
- Press your fist strongly and quickly in and slightly up into his abdomen.

If the victim is on his back:

- Kneel, facing him, astride his hips.
- With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.

Press the heel of your hand forcefully into the abdomen with a quick, upward thrust. If necessary, repeat several times.

Convulsions or Seizures

1. Symptoms

- a. Jerking movements
- b. Muscular rigidity
- c. Blue about the lips
- d. May drool
- e. High fever

These seizures are seldom dangerous, but they are frightening.

2. Causes

- a. Head injuries
- b. Severe infections
- c. Epilepsy

3. Treatment

- a. Prevent patient from hurting himself
- b. Loosen tight clothing
- c. Move objects the patient may hit
- d. Do not restrain
- e. If breathing stops, apply mouth to mouth resuscitation
- f. Do not give liquids nor put patient in warm water
- g. When the seizure is over, treat as for shock keeping patient warm

Prompt medical help is needed if the patient does not have a history of convulsive disorders.

Diabetics

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with his treatment, it is better to seek medical help rather than to attempt first aid. These people often wear some type of medical identification.

Ears

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

Electric Shock

1. Do not touch the victim if he is still in contact with the electricity
2. Turn off the main switch or pull plug
3. Be aware of the possibility of breathing emergency

Eyes

Contact physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

Fainting

1. Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, disturbance of vision and nausea.
2. Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between the knees.

Frostbite

1. The frostbitten area will be slightly reddened with a tingling sensation and pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.
2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees.) Don't rub the area nor break the blisters.

Head Injury

1. Symptoms
 - o May or may not be unconscious
 - o Unconsciousness may be delayed one-half hour or more
 - o Bleeding from mouth, nose or ear
 - o Paralysis of one or more of extremities
 - o Difference in size of pupils of the eyes
2. First Aid of Head Injuries:
 - o No stimulants or fluids
 - o Don't raise his feet; keep the victim FLAT
 - o Observe carefully for stopped breathing or blocked airway
 - o Get medical help immediately
 - o When transported, gently lay flat
 - o Position head to side so secretions may drool from corner of mouth
 - o Loosen clothing at neck

Heart Attack

A heart attack may be identified by severe chest pains, shortness of breath, paleness and perspiration, indicating shock. Extreme exhaustion may also accompany the attack. The patient may breathe easier if he is propped up. Mouth-to-mouth resuscitation may be needed. Medical help with oxygen may be required.

Nosebleeds

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5 to 10 minutes. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

Poisoning

1. In all oral poisoning, give liquids to dilute the poison.
2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

Shock

1. Symptoms
 - Pale, cold, clammy skin
 - Weak, rapid pulse
 - General body weakness
2. Ways of preventing shock and giving first aid
 - Keep victim lying down
 - Cover him only enough to keep him from losing body heat
 - Get medical help as soon as possible.
 - Raise head with blankets or pillows if victim has difficulty breathing.

Sunstroke

1. A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry; skin flushed initially but later turns ashen or purplish. Delirium or coma is common.
2. Medical help is crucial. While waiting for medical aid, reduce the temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

Wounds

An abrasion

is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.

An incision

is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.

A laceration

is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but

if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.

A puncture wound

is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture wound is difficult to cleanse and may require a tetanus shot to guard against infection.

**HighMark Charter School
Emergency Evacuation Card**

Student's Name		
Last	First	Phone #
Names of all other HighMark Students that live in the home:		
Name	Teacher	
Mother/Guardian	Work Phone #	Home Phone #
Father/Guardian	Work Phone#	Home Phone #
<u>I</u>t is assumed that children can be released to either parent. In addition, please list the names of all other individuals that are authorized by you to pick up and transport your child in the case of a personal, or community emergency or disaster.		
Name	Phone #	Relationship
I hereby authorize the school to release my child to any of the above persons if I am not available in the case of a personal, or community or disaster.		
Parent/Guardian Signature		Date
Released to:		Date

UTAH STATE BOARD OF EDUCATION

BOMB THREAT CHECK LIST

(Keep this form near your desk.)

INSTRUCTIONS: Be calm and courteous.

LISTEN: Do not interrupt the caller. Quietly attract the attention of someone nearby indicating to them the nature of the call.

Name of Operator: _____ **Time:** _____ **Date:** _____

Callers Identity: Male

Female

Adult

Juvenile

Approx. Age:

Origin of Call: Local

Long Distance

Booth

Internal within building

Voice Characterization:

Loud Deep

Speech:

Fast Distorted

High Pitch Pleasant

Distinct

Nasal

Raspky Other

Stutter

Lisp

Intoxicated _____

Slurred

Other

Slow _____

Language:

Excellent

Fair

Foul

Good

Poor

Other _____

Accent:

Local

Foreign Region

Race

Can't Discern

Not Local

Other _____

Manner:

Calm

Rational

Coherent

Deliberate

Righteous

Angry

Irrational

Incoherent

Emotional

Laughing

Background Noises:

Factory Machines

Bedlam

Music

Office Machines

Mixed

Traffic

Trains

Animals

Quiet

Voices

Planes

Party Atmosphere

BOMB FACTS:

Pretend difficulty with hearing. Keep caller talking. If the caller seems agreeable to further conversation, ask questions like: When will it go off? _____ Certain hour?

Time remaining? _____ Where is it located? _____

Area in building? _____ What kind of bomb? _____

Where are you now? _____ What is your name? _____

How do you know so much about the bomb?

What is your address? _____

Does the caller appear familiar with the building by his description of the bomb location? Write out the message to its entirety, and any other comments on a separate sheet of paper and attach to

Emergency Response Plan Policy

HighMark Charter School

Policy: Emergency Response Plan Policy

Adopted: March 19, 2012

Policy

It is the policy of HighMark Charter School (the “School”) to develop and maintain an up-to-date plan for responding to emergencies involving the School. Accordingly, the School’s Director will ensure that the School adopts and keeps updated an Emergency Response Plan that provides adequately for the safety of students and staff members.

Employee Handbook Policy

HighMark Charter School

Policy: Employee Handbook Policy

Adopted: March 19, 2012

Policy

The purpose of this policy is to ensure that HighMark Charter School (the “School”) operates in accordance with applicable employment laws.

The School’s Director will adopt and keep updated an Employee Handbook and establish administrative procedures that comply with federal and state employment laws.

Employment of Relatives Policy

HighMark Charter School

Policy: Employment of Relatives Policy

Adopted: May 23, 2015

Purpose

HighMark Charter School (the "School") wishes to avoid the perception of preferential treatment and also avoid placing employees in difficult situations that could prevent them from most effectively carrying out their job duties. The School recognizes the risk posed by such family relationships; does not want family issues to be brought into the workplace; and does not want the workplace to cause family issues for employees. On the other hand, the School is committed to recruiting, selecting, employing and promoting the best-qualified candidate for all positions (full and part time, regular and temporary) at the School.

Policy

For purposes of this policy, a "relative" is defined as:

- Spouse
- Parent or grandparent or spouse or anyone who took the place of a parent or grandparent, including step-parents and step-grandparents
- Child or child's spouse, including step-children and current foster children
- Grandchild or grandchild's spouse, including step grandchildren
- Sibling or sibling's spouse, including step and half-siblings
- Aunt or uncle or their spouse
- Niece or nephew or their spouse
- First cousin or their spouse
- Brother-in-law, sister-in-law, son-in-law, or daughter-in-law or their spouse

The recruitment, selection and advancement of School employees will be made on the basis of demonstrated work, knowledge, skills, and abilities. As such, the School will comply with the following guidelines regarding employment of relatives:

- An employee may not directly supervise a relative of the employee.
- Relatives should not work on the same team.
- If a family relationship between two employees develops during employment, the Principal should ensure that a subordinate/supervisor relationship does not exist between the employees.
- Applicants must disclose the names of relatives currently employed by the School on the employment application.

- An employee will not participate in any part of the employee evaluation process for their relative.
- During the hiring process, relative(s) of the applicant participating on the hiring committee may only participate passively: 1) he/she cannot score the applicant during the screening process; 2) he/she cannot ask questions of the applicant during the interview process; 3) he/she cannot score the applicant during the interview.
- If a relative of the Principal is to be considered for employment in the School, the Principal shall:
 - (i) disclose the relationship, in writing, to the Board of Directors;
 - (ii) submit the employment decision to the Board of Directors for the approval, by majority vote; and
 - (iii) be absent from any meeting when the employment is being considered and determined.

Enrollment and Lottery Policy

HighMark Charter School

Policy: Enrollment and Lottery Policy

Adopted: June 18, 2012

Purpose

To provide guidelines on appropriate procedures on enrollment and lottery processes.

Policy

In regards to applications, enrollment, and lottery procedures, HighMark Charter School (the “School”) will follow all state and federal laws and guidelines.

Past Disciplinary Issues

Any student seeking enrollment in the School who was suspended from another school for disciplinary reasons within the previous twelve (12) months will not be admitted to the School until a thorough review of the student’s prior conduct is evaluated by the administration. In order to comply with Utah law and the School’s Safe Schools Policy, any student seeking admission to the School who has been convicted of drug, alcohol, theft or other serious infraction of the law will be subject to the School’s discipline provisions, which may include non-admission to the School. Parents of students seeking admission to the School must disclose to the School information about past disciplinary actions and any of the foregoing convictions. If this information is not disclosed in connection with a student’s application for enrollment in the School and is discovered after the student is enrolled in the School, the student will be immediately suspended until the administration investigates the matter and reaches a final disciplinary decision in accordance with School policy. Situations involving students receiving special education and related services under the Individuals with Disabilities Education Act (“IDEA”) will be handled in a manner consistent with applicable laws and School policy.

Ethics Policy

**HighMark Charter School
Policy: Ethics Policy
Adopted: September 16, 2013**

HighMark Charter School (the “School”) adopts this policy to ensure that individuals associated with the School, including Board Members and employees, conduct themselves consistent with high standards of ethics and with applicable law.

Any allegation of a violation of this policy should be reported to the School’s Board of Directors in accordance with the School’s Staff Grievance Policy or Parent Grievance Policy, as applicable. The Board will ensure that all allegations of ethics violations are promptly investigated and that appropriate action is taken based on the results of the investigation.

No Board Member or School employee may violate Utah Code 76-8-105, which precludes the solicitation or receipt of a bribe.

No Board Member or School employee may violate the Utah Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1, et seq.), which, among other requirements, precludes Board Members and School employees from:

- (a) accepting employment or engaging in any business or professional activity that he/she might reasonably expect would require or induce him/her to improperly disclose controlled information that he/she has gained by reason of his/her official position;
- (b) disclosing or improperly using controlled, private, or protected information acquired by reason of his/her official position or in the course of official duties in order to further substantially his/her personal economic interest or to secure special privileges or exemptions for himself/herself or others;
- (c) using or attempting to use his/her official position to:
 - (i) further substantially his/her personal economic interest; or
 - (ii) secure special privileges or exemptions for himself/herself or others;
- (d) accepting other employment that he/she might expect would impair his/her independence of judgment in the performance of his/her public duties;
- (e) accepting other employment that he/she might expect would interfere with the ethical performance of his/her public duties; or
- (f) except as otherwise allowed in the law, knowingly receiving, accepting, taking, seeking, or soliciting, directly or indirectly for himself/herself or another a gift of substantial value or a substantial economic benefit tantamount to a gift;

(i) that would tend improperly to influence a reasonable person in the person's position to depart from the faithful and impartial discharge of the person's public duties;

(ii) that he/she knows or that a reasonable person in that position should know under the circumstances is primarily for the purpose of rewarding him/her for official action taken; or

(iii) if he/she recently has been, is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided in Utah Code 67-16-6.

Licensed educators of the School must comply with Utah Educator Standards contained at R277-515-3 pertaining to the ethical conduct required of all licensed educators in the state of Utah.

Family Education Rights and Privacy Policy

HighMark Charter School

Policy: Family Education Rights and Privacy (FERPA) Policy

Adopted: November 14, 2011

Policy

The purpose of this policy is to encourage positive parental involvement in the education of children attending HighMark Charter School (the “School”). The School will comply with State and federal laws concerning family educational rights and privacy, including but not limited to the federal Family Educational Rights and Privacy Act and the Utah Educational Rights and Privacy Act.

The School’s Principal will establish administrative procedures that provide standards for the protection of private information within the curriculum and other school activities and in the administration of psychological or psychiatric examinations, tests, or treatments, or any survey, analysis or evaluation of students. The procedures will also address the management of student educational records.

Fee Waiver Policy

**HighMark Charter School
Policy: Fee Waiver Policy
Adopted: February 20, 2012**

Purpose

HighMark Charter School (the “School”) must abide by the Utah State Board of Education rules, which direct the Board of Education to implement a policy regarding student fees. The rule is authorized under Article X, Sections 2 and 3 of the Utah Constitution, which vests general control and supervision of the public education system in the Utah State Board of Education and provides that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Utah State Legislature. Utah state law also allows schools to establish money collection and handling procedures.

The purpose of the Fee Schedule and Fee Waivers are to provide educational opportunities for all students. This allows the School to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participation in school-sponsored activities.

Policy

Under the direction of the Board of Directors (the “Board”), the School’s Director (the “Director”) is authorized to administer this policy and to do so fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents/guardians.

Classes & Activities During the Regular School Day

Elementary and secondary students may be required to provide materials for their optional projects, but a student may not be required to select an optional project requiring the student to obtain additional material as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.

Kindergarten through Sixth Grade

No fee may be charged in kindergarten through sixth grades for materials, textbooks, supplies or for any class or regular school day activity, including assemblies and field trips.

Elementary students cannot be required to provide their own school supplies.

Seventh through Ninth Grade

Fees may be charged in grades 7-9 for materials, textbooks, supplies or for any class or regular school day activity, including assemblies and field trips.

Fee waivers are available for any class that requires payment of fees or purchase of materials (i.e., tickets to events, etc.) in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades.

Secondary students may be required to provide their own student supplies, subject to the fee waiver provisions.

Activities Outside of the Regular School Day

Fees may be charged in all grades for any school-sponsored activity that does not take place during the regular school day where participation is voluntary and does not affect the student's grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

Activities that use the school facilities outside the regular school day and are not sponsored by the School may require fees (i.e., programs sponsored by the parent organization and/or an outside organization.) Fee waivers are not available for such fees.

General Provisions

The Board will approve a Fee Schedule at least once each year. No fee may be charged in connection with any class or School-sponsored activity, including extracurricular activities, unless the fee has been approved by the Board in the Fee Schedule.

The Director shall ensure that a written copy of the School's Fee Schedule is included with all registration materials provided to potential or continuing students. The procedures for obtaining the waivers and for appealing a denial of a waiver shall be provided as soon as possible prior to the time the fees become due.

The School will not exclude a student from school to obtain payment of fees or fines.

No present or former student may be denied receipt of unofficial transcripts, diplomas or grade reports for failure to pay school fees or fines.

A reasonable charge may be made to cover the cost of duplicating or mailing transcripts and other school records. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

Donations or contributions may be solicited and accepted, but all such requests must clearly state that donations and contributions are voluntary. A donation is a fee if a student must make a donation in order to participate in an activity. No student may be excluded from any activity or program connected to the regular school day program because they did not make a donation.

Waivers

To ensure that no student is denied the opportunity to participate in a class or School-sponsored or supported activity because of an inability to pay a fee, the School provides fee waivers or other provisions in lieu of fee waivers as follows:

- The Director will administer the policy and grant waivers.
- The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and avoid stigma and unreasonable burdens on students and parents.
- The Director will inform patrons of the process for obtaining waivers.
- Students who are granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need to know of the waiver.
- Fee waivers or other provisions in lieu of fee waivers will be available to any eligible student.
- The Director will explore with the student and parent/guardian of a student eligible for a fee waiver the alternatives available for satisfying the fee requirement in lieu of waivers, including but not limited to (a) providing tutorial assistance to other students, (b) providing assistance before or after school to teachers and other school personnel on school-related matters, and (c) general community or home service.

Eligibility for Fee Waivers

1. A student is eligible for a fee waiver as follows:
 - a. income verification consistent with Utah Code § 53A-11-103(5), such as income tax returns or current pay stubs;
 - b. the student receives Supplemental Security Income (SSI) (only the student who receives the SSI benefit qualifies for fee waivers);
 - c. the family receives TANF (currently qualified for financial assistance or food stamps); or
 - d. the student is in state custody or foster care.
2. Supporting documentation is required as follows for each special category listed above:
 - a. For TANF, a letter of decision from Utah Department of Workforce Services covering the period for which the fee waiver is sought;
 - b. For SSI, a benefit verification letter from the Social Security Administration;
 - c. For state custody or foster care, the youth in custody required intake form or school enrollment letter provided by the case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
3. Case-by-case determinations may be made for those who do not qualify under one of the foregoing standards but who are not reasonably capable of paying the fee because of extenuating circumstances including, but not limited to, exceptional financial burdens

such as loss of work or substantial reduction of income or extraordinary medical expenses.

4. If a student is eligible for waivers, textbook fees must be waived; no alternative in lieu of a fee waiver is permissible for such fees. However, a student may be offered a work alternative to a waiver for all other kinds of fees. Parents will be given the opportunity to review proposed alternatives to fee waivers.
5. Denial of eligibility for a waiver may be appealed in writing to the Director within ten (10) school days of receiving notice of denial.
 - a. The School shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the Director to discuss the parent's concerns.
 - b. If, after meeting with the Director, the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial to the Board.
6. Any requirement that a student pay a fee will be suspended during any period in which the student's eligibility for a waiver is being determined or during the time a denial of waiver is being appealed.

In order to protect privacy and confidentiality, the School will not retain information or documentation provided to verify eligibility for fee waivers.

Items Eligible for Fee Waivers

Any charge, deposit, rental, or other mandatory payment for required student participation in any class, program or activity provided, sponsored or supported by the School are fees requiring approval of the Board and are subject to the fee waiver requirements.

Expenditures for costumes, clothing, and accessories (other than items of typical student dress) which are required for school attendance, participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, and expenditures for student travel as part of a school team, student group, or other school-approved trip, are fees subject to the fee waiver provisions of this policy.

Items Not Subject to Waivers

Fee waiver and other provisions in lieu of fee waivers are not available for charges assessed in connection with a student losing or willfully damaging school property.

Charges for yearbooks, picture books, and similar parent organization or vendor-sponsored items that are not required for participation in a class or activity are not fees, and fee waivers are not available for such items.

Fee waivers are not available for student supplies for secondary students if the item is something that is commonly found in students' homes regardless of wealth.

If a student must repeat a course or requires remediation to advance or graduate and a fee is associated with the course or the remediation program, it is presumed that the student will pay the fee.

Collection

The School may pursue reasonable methods for obtaining payment for fees and charges assessed in connection with a student losing or willfully damaging school property.

The School may not exclude students from school or withhold official student records, including written or electronic grade reports, diplomas, or transcripts, in order to collect fees.

The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code § 53A-11-806 but may not withhold a student's records that would prevent a student from attending school or being properly placed in school.

Consistent with Utah Code § 53A-11-504, the School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the School may provide for a program of voluntary work for the student in lieu of the payment. A general breakage fee levied against all students in a class or school is not permitted.

Refunds

Student fees are non-refundable.

School Fee Collections & Accounting Procedures

It is the responsibility of the Director to ensure that all student fees collected are in compliance with the Fee Schedule and applicable financial policies and procedures.

Fees must be received and deposited in a timely manner.

Money may only be collected by staff authorized by the Director.

Financial Reporting Policy

HighMark Charter School
Policy: Financial Reporting Policy
Adopted: October 16, 2017

Purpose

The purpose of this policy is to ensure that HighMark Charter School (the “School”) practices sound financial reporting in accordance with state and federal law and applicable accounting standards.

Policy

The School will ensure that financial reporting for the School is performed in accordance with GAAP and that audits of the School’s financial reporting are performed in accordance with GAAS.

The School will provide financial reporting in a manner consistent with the basis of accounting as required by GAAP, as applicable to the School.

The School will provide reconciliation between the accrual basis of accounting and modified accrual basis of accounting, as applicable.

The School will provide data and information consistent with budgeting, accounting (including the uniform chart of accounts for LEAs), and auditing standards for Utah LEAs provided online annually by the Utah State Superintendent of Public Education.

Home School Student Participation in U-PASS Policy

HighMark Charter School

Policy: Home School Student Participation in U-PASS Policy

Adopted: August 21, 2017

Purpose

The purpose of this policy is to set forth the responsibilities of HighMark Charter School (the “School”) in the event a home school student requests to participate in the Utah Performance Assessment System for Students (“U-PASS”) at the School.

Policy

A home school student may participate in U-PASS at the School if each of the following conditions are met:

- (1) The student is a Utah resident as defined in Utah Code Ann. § 53A-2-201 and proof of residency has been provided to the School;
- (2) The student has satisfied the home schooling requirements of Utah Code Ann. § 53A-11-102 and a copy of the certificate from a local school board excusing the student from attendance at school during the applicable school year has been provided to the School; and
- (3) The request for the student to participate in U-PASS at the School is provided to the School at least thirty (30) days prior to the opening of the applicable state assessment window.
- (4) The parent or guardian of the student, or a responsible adult designated by the student’s parent or guardian, will remain at the School in a designated area while school personnel administer and proctor the test. The parent or guardian of the student agree that they will not participate in the monitoring or proctoring of the student’s U-PASS testing at the School.

The School will respond to a home school student’s request to participate in U-PASS at the School in a timely manner. If the request is approved, the School will notify the

student's parent or guardian of the date(s) and time(s) of the applicable U-PASS testing at the School in which the student may participate and any other information deemed relevant by the School.

The School may not require a home school student to pay a fee for participating in U-PASS at the School that is not charged to traditional students.

A home school student or the student's parent or guardian may request from the School an annual schedule of U-PASS dates at the School, the location of the School campus(es) at which home school students may be tested, and a copy of the School's written policies for home school student participation in U-Pass at the School. The School will provide such requested information in a timely fashion.

The School will comply with Utah Administrative Code R277-404 and the Standard Test Administration and Testing Ethics Policy described therein when administering U-PASS to its students and home school students who participate in U-PASS at the School in accordance with this policy and applicable law.

The School intends for this policy to be consistent with the provisions of Utah Administrative Code R277-604-4.

Health and Safety Policy

HighMark Charter School
Policy: Health and Safety Policy
Adopted: March 19, 2012

Policy

It is the policy of HighMark Charter School (the “School”) to develop and maintain up-to-date procedures to ensure the health and safety of students and staff of the School. Accordingly, the School’s Principal will ensure that the School adopts and keeps updated procedures that provide adequate protection for the health and safety of students and staff members.

Human Sexuality Instruction Policy

HighMark Charter School

Policy: Family Education Rights and Privacy (FERPA) Policy

Adopted: December 19, 2011

Policy

The purpose of this policy is to ensure that the Human Sexuality Curriculum taught at HighMark Charter School (the “School”) is compliant with state law. The School will comply with applicable state law regarding the presentation of Human sexuality instruction or instructional programs.

"Human sexuality instruction or instructional programs" means any course, unit, class, activity or presentation that provides instruction or information to students about sexual abstinence, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, or HIV/AIDS and other sexually transmitted diseases. 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.

Information Technology Security Policy

HighMark Charter School

Policy: Information Technology Security Policy

Adopted: October 16, 2017

Purpose

HighMark Charter School (the “School”) has a duty to ensure the security of the School’s computer equipment, systems, and networks so that the sensitive data maintained or stored on them is protected. The purpose of this policy is to explain how the School will perform this duty in compliance with state and federal law.

Policy

The School will protect sensitive data, including personally identifiable student data, in accordance with reasonable data industry best practices and state and federal law. Applicable state and federal law includes but is not limited to the Utah Student Data Protection Act, the Utah Family Educational Rights and Privacy Act, Utah Administrative Code Rule R277-487 Public School Data Confidentiality and Disclosure, the federal Family Educational Rights and Privacy Act, and the Government Records Access and Management Act.

Information Technology Systems Security Plan

Utah Administrative Code Rule R277-487 requires the School to, among other things, have an Information Technology Systems Security Plan that addresses the following:

- (1) System Administration;
- (2) Network Security;
- (3) Application Security;
- (4) Endpoint, Server, and Device Security;
- (5) Identity, Authentication, and Access Management;

- (6) Data Protection and Cryptography;
- (7) Monitoring, Vulnerability, and Patch Management;
- (8) High Availability, Disaster Recovery, and Physical Protection;
- (9) Incident Responses;
- (10) Acquisition and Asset Management; and
- (11) Policy, Audit, and E-Discovery Training.

The Principal shall establish an administrative Information Technology Systems Security Plan that complies with Utah Administrative Code Rule R277-487 and other applicable law.

The Information Technology Systems Security Plan shall work in conjunction with this policy and the School's Student Data Privacy and Security Policy, Data Governance Plan, metadata dictionary, and any other School policy, procedure, or plan concerning data privacy and security.

Training

On an annual basis, the School shall provide appropriate training to its employees, aides, and volunteers regarding information technology security matters.

Offensive Language Policy

HighMark Charter School

Policy: Offensive Language Policy

Adopted: March 19, 2012

Policy

The purpose of this policy is to articulate HighMark Charter School's (the "School") position on offensive language.

Policy

The School's mission is to integrate Business Education into the curriculum. Offensive language has no place and should not be tolerated or encouraged in any business environment. It is therefore the School's policy that no offensive language, including but not limited to, obscenities and profanity, be used in the school or on its grounds by any student, teacher, or staff member.

To the extent practical, steps shall be taken by the Director, students and staff to promote an environment on school property and at school-sponsored activities where offensive language is not used and not condoned.

It shall be the responsibility of all members of the school staff to educate, supervise and monitor appropriate use of language.

Parent Compact Elementary

**HighMark Charter School
Parent Compact Elementary
Adopted: April, 15, 2011**

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve, therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend two of the three parent-teacher conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline.
- Read with my child and let him/her see me read regularly.
- Encourage positive attitudes toward school.
- Fulfill requested twenty (20) hours of volunteer time.
- Subscribe to school and classroom blogs and respond as necessary.
- Drive safely and courteously during car pool, and follow established procedures.
- Ensure that my child abides by the dress code.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments and homework.
- Be prepared for class, bringing homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect other people, my school, and myself.
- Follow all school rules.
- Accept responsibility for my own actions.
- Help support school spirit and unity and create a learning environment free of distractions.
- Abide by the dress code.

TEACHER RESPONSIBILITIES

It is important that my students achieve, therefore I will:

- Hold high expectations for all students, believing all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families through conferences, email, blog, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways.
- Promote and model 'Respect'.

PRINCIPAL RESPONSIBILITIES

I support this compact, therefore I will:

- Provide a positive and equitable learning environment for all children.

- Provide parents and staff with the information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

STUDENT SIGNATURE: _____

TEACHER SIGNATURE: _____

PRINCIPAL SIGNATURE: _____

Parent Compact Jr. High

**HighMark Charter School
Parent Compact Jr. High
Adopted: April, 15, 2011**

PARENT/GUARDIAN RESPONSIBILITIES

I want my child to achieve, therefore I will:

- Make certain my child attends school regularly and on time.
- See that my child is well rested and has breakfast each day.
- Set aside a specific time and place for homework, assisting as necessary.
- Attend two of the three parent-teacher conferences and communicate regularly with my child's teacher to ensure his/her academic success.
- Support the school and staff in maintaining proper discipline.
- Encourage positive attitudes toward school.
- Fulfill requested twenty (20) hours of volunteer time.
- Subscribe to school and classroom blogs and respond as necessary.
- Drive safely and courteously during car pool, and follow established procedures.
- Ensure that my child abides by the dress code.

STUDENT RESPONSIBILITIES

It is important that I learn, therefore I will:

- Attend school regularly and on time.
- Complete assignments and homework.
- Be prepared for class, bringing homework and supplies to school each day.
- Work to the best of my ability.
- Work cooperatively with classmates, teachers and staff.
- Respect other people, my school, and myself.
- Follow all school rules.
- Accept responsibility for my own actions.
- Help support school spirit and unity and create a learning environment free of distractions.
- Abide by the dress code.

TEACHER RESPONSIBILITIES

It is important that my students achieve, therefore I will:

- Hold high expectations for all students, believing all students can learn.
- Provide high-quality instruction in a supportive and non-threatening environment.
- Provide meaningful homework.
- Communicate regularly with my students and their families through conferences, email, blog, online gradebook, notes, phone calls, etc.
- Provide opportunities for parents to assist in the classroom in meaningful ways.
- Promote and model 'Respect'.

PRINCIPAL RESPONSIBILITIES

I support this compact, therefore I will:

- Provide a positive and equitable learning environment for all children.
- Provide parents and staff with the information about the total school program.
- Encourage our staff to provide avenues for positive and meaningful parent involvement.

DATE: _____

PARENT/GUARDIAN SIGNATURE: _____

STUDENT SIGNATURE: _____

TEACHER SIGNATURES

1st Period: _____

2nd Period: _____

3rd Period: _____

4th Period: _____

5th Period: _____

6th Period: _____

7th Period: _____

8th Period: _____

PRINCIPAL SIGNATURE: _____

Parent Grievance Policy

**HighMark Charter School
Policy: Parent Grievance Policy
Adopted: October 17, 2011**

Purpose

The purpose of this policy is to clarify for parents a process by which concerns can be addressed. The Board of Directors of HighMark Charter School (the “School”) values open communication between parents, faculty, staff, administration, and the Board. The Board encourages active parent participation in their children’s education, and hopes that parents will feel empowered to voice their opinions, volunteer in and out of the classroom for the School, and work as a team to provide the best education for their children. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. If a situation arises that cannot be resolved between the parties involved, then this policy will be used. The purpose of this policy is to ensure that parents understand how to pursue the resolution of grievances, concerns and disputes involving the School.

Concerns Involving School Personnel

A parent who has a complaint involving a teacher, staff member or member of the School’s administration (including the Director) must first address the issue with the other individual involved and work reasonably and in good faith to resolve the concern.

A parent that is not able to resolve the dispute himself or herself may then raise the issue with the School’s Director. The parent should first send to the Director a written complaint specifying the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of an attempt to rectify the situation, and the requested solution. After sending the written complaint, the parent and the Director should schedule a time to discuss the concern in person or via telephone.

If a parent’s complaint involves the Director, the parent must first address the issue with the Director and work reasonably and in good faith to resolve the problem. The parent is not required to send the Director a written complaint in this situation.

In the event the parent and the Director are unable to resolve a complaint and the parent wishes to bring the issue to the Board’s attention, the complaint may be directed to the Board in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board will then consider the complaint and take whatever action it deems appropriate.

Concerns Involving Board Policy

If a parent has a concern regarding Board policy, the parent may communicate with any or all members of the Board in person, via telephone, or through e-mail and may address the Board during the “public comment” portion of a Board of Directors meeting. Parents may also request to be added to the Board meeting agenda by contacting the President of the Board of Directors at least three (3) working days prior to the scheduled meeting date. However, the Board President has discretion over the Board meeting agenda items and may elect not to place the item on the agenda.

Concerns that involve administrative practices or procedures should be addressed with the Director rather than the Board.

Parent Involvement Policy

HighMark Charter School

Policy: Parent Involvement Policy

Adopted: April 15, 2013

No Child Left Behind Act of 2001

Title I School Plan

Section 1118

A. Local Educational Agency Policy

HighMark Charter School (hereafter HMCS) regards parental involvement as vital to the success of students at the school. As a Title I school we are committed to close the achievement gap for all students with particular attention paid to economically disadvantaged, disabled, limited English proficiency, limited literacy, or any racial or ethnic minority background. The policy describes both parent involvement expectations and HMCS's role in involving parents, providing support for parents, coordinating parent involvement.

B. School Parental Involvement Policy

HMCS will jointly develop with parents of participating children a written parental involvement policy describing the means for carrying out the requirements outlined in Section 1118, subsections (c) through (f) of the "No Child Left Behind Act of 2001". The purpose of an effective parental involvement policy is to improve all students' academic achievement.

Our school's policy includes the following:

- Ways parents will be kept informed and assisted in understanding expected academic standards at the state, district, and school levels.
- Ways parents will be provided materials and training to help them work with their children to improve achievement, such as literacy, numeracy and technology training.
- Ways educators and parents will work together, reach out, and communicate with each other in order to realize more fully the value and contributions that parental involvement adds to the success of the school.
- Ways in which appropriate coordination of parent involvement activities will take the place with pre-school and after school activities or any programs in which the school may participate or assist.
- Ways in which ongoing parent input for other activities, requests, suggestions, ideas or concerns might be received.

C. Policy Involvement

At the beginning of the school year, our school will distribute an updated parent involvement policy to patrons. The policy will be written in understandable language and, to the extent

practicable, provided in language the parents can understand. In addition, an annual meeting will be held in each Title I school and inform parents of that school's parent involvement policy and the school-parent compact. Other parent meetings will be held throughout the school year to provide parents with ongoing information, training, and materials to help them work with their children in the areas of literacy, numeracy, and technology.

HMCS will hold Student Education Plan (SEP) conferences at least twice a year. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and expected student proficiency levels will be shared with parents. Student progress will be addressed and goals will be set to further student academic achievement.

D. Building Capacity for Involvement

- Consistent correspondence will be available with ideas for parents to help their students academically.
- SEP conferences will be designed to disseminate information about the prior year's academic state core testing as well as progress throughout the current school year.
- Progress reports will be used to communicate academic performance throughout the school year.
- The school website/blog will provide parents with information concerning their student's education.
- The HMCS Website/Blog, email and phone will allow for communication between the community members and school personnel.
- HMCS will coordinate information gathered from needs assessments to drive parent programs and instruction.
- HMCS will provide important educational documents written in understandable language and, to the extent practicable, provide in a language the parents can understand.
- The LEA will coordinate available funding to provide necessary literacy training.
- During parent participation in school-related meetings and trainings, activities for children will be provided.
- All efforts will be made to schedule school meetings, and SEPs in order to maximize parental involvement and participation.
- Annual input from parents will be gathered through the use of a needs assessment and evaluation as well as other feedback from the community.

E. Shared Responsibility for High Academic Achievement – School Parent Compact

1. School Responsibilities:

- HMCS will provide quality curriculum/instruction through the use of highly qualified staff as well as research-based materials. Ongoing professional development will take place to improve the quality of teaching.
- HMCS will provide opportunities for parent involvement/volunteering.
- HMCS will hold SEP conferences at least twice each year. Student progress will be addressed and goals will be set to further student academic achievement.

- HMCS will provide parents with progress reports through SIS and teacher generated reports as needed.

2. Parent Responsibilities:

- Parents will participate in their student's education by monitoring student attendance, communicating through teacher blog sites, email or phone, and participating in SEP conferences.
- Parents will monitor homework completion through a daily check of the student planner, or teacher blog site, and progress reports.
- Parents will read with students, encourage students to read independently, and promote educational opportunities through school-sponsored reading programs.
- Parents will be encouraged to provide positive learning experiences for their children during extra curricular and out-of-school time.
 - Parents will be encouraged to volunteer in classrooms.

F. Accessibility

Specific attention will be given to service provided for:

- Limited English proficient parents
- Parents with disabilities
- Parents of migratory children

G. Review

An annual evaluation of parental policies and practices will take place to determine the effectiveness of the parental involvement policy in improving the academic quality of the schools involved. Results will be used to design strategies for more effective parental involvement.

Pest Management Policy

HighMark Charter School
Policy: Pest Management Policy
Adopted: November 18, 2014

Policy

HighMark Charter School (the “School”) is committed to providing a safe environment for our students and staff. We recognize that, to provide a safe environment, is important to protect students from exposure to both pests and pesticides. The School has therefore adopted the Integrated Pest Management (“IPM”) approach to pest control in accordance with Utah state law. IPM is an ecologically-based pest management strategy that seeks to provide long-term solutions to pest problems with minimum impact on human health and the environment. The IPM approach minimizes the exposure of students and staff to pesticides by incorporating a variety of non-chemical and chemical methods to prevent and eradicate pests. The Principal is responsible for ensuring that the IPM approach is implemented in accordance with Utah Administrative Code R392-200-7(12).

Political Signs on School Property Policy

HighMark Charter School

Policy: Political Signs on School Policy

Adopted: September 21, 2015

Purpose

The purpose of this policy is to address the posting of political signs on HighMark Charter School's (the "School") property.

Policy

In accordance with Utah Code 20A-17-103, the School will not allow the posting of any political signs on School property.

Procurement Policy

**HighMark Charter School
Policy: Procurement Policy
Adopted: October 16, 2017**

Policy

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

Procurement Process

No procurement process is required for purchases up to \$1,000. The School may make such purchases from any vendor without obtaining competitive bids.

For small purchase as defined in Utah Administrative Code R33-4-104, which will typically include purchases over \$1,000 up to \$50,000 of items other than professional services, the School will follow the procedures set forth in the rule and will typically obtain at least two competitive quotes and purchase from the responsible vendor offering the lowest quote meeting the specifications.

Unless an exception applies, for purchases of items other than professional services over \$50,000, the School will conduct an appropriate procurement process, such as a Request for Bids or a Request for Proposals.

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

School personnel will comply with the provisions of the Procurement Code prohibiting the acceptance of gratuities or kickbacks from vendors during the procurement process.

The School will comply with the requirements of the Procurement Code in connection with any contract with a term that is longer than five (5) years, including any automatic renewals or extensions.

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

When entering into a contract, the School will ensure that the contract includes appropriate language regarding the scope of work to be performed, adequately addresses any applicable federal requirements, and includes language regarding data

privacy and use, where appropriate. The School will ensure that the appropriate legal review of contract language is performed prior to entering into the contract.

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

Purchasing and Disbursement Policy

HighMark Charter School

Policy: Purchasing and Disbursement Policy

Adopted: September 19, 2011

Purpose

The purpose of this policy is to enable administration to make minor purchases that are necessary for the day-to-day operation of HighMark Charter School (the “School”), without approval of the Board of Directors (the “Board”).

Purchasing

The responsibility for approving purchases is delegated to the Director of the School by the Board as set forth below.

During the first operating calendar year of the School, all purchases over \$5,000.00 must receive Board approval. For subsequent years, purchases up to \$2,500 must be approved by the Director, purchases between \$2,500.00 and \$5,000.00 must be approved by either the Board President or Board Treasurer, and purchases over \$5,000 must be approved by the full Board. Invoices, purchase orders, and authorized facsimiles must be signed by the appropriate authorized individual.

Employee purchases that require reimbursement are discouraged.

Purchases for travel that require the use of a credit card are to follow the purchasing / disbursement process utilizing a purchase order. The School’s management company will retain the credit card for making such purchases and only utilize the credit card when required to do so.

Disbursements

The responsibility for disbursement is delegated to the School’s management company as set forth below.

Disbursements are handled in such a manner as to ensure that the proper funds and accounts are charged; that the disbursement is used only for authorized purposes; and that laws, rules and regulations governing the disbursements and handling of public funds are followed.

The following controls are established to assure that all payments are made on a timely basis and in accordance with all purchase orders and contracts:

- Purchase order shall be completely filled out prior to purchase.
- Purchase order shall be signed by appropriate authorizing personnel.
- Completed purchase orders are to be sent to the School’s management company.

- Prior to payment being made, the School's management company will require a valid invoice and properly completed purchase order.
- Disbursements are to be made primarily by check with counter signatures to provide additional control.

If approved by the Board, blank warrants/checks may be kept in locked storage under the control of a designated, responsible employee at the School. Access to blank checks must be limited to this employee and a designated alternate. When blank checks are received; the date, quantity, and inclusive serial numbers are recorded and added to the total balance on hand. When a blank check is used, the stub along with a copy of the receipt is to be signed by the Director and forwarded to the management company. The use of these blank checks should be kept to an absolute minimum.

Records Management Policy

HighMark Charter School

Policy: Records Management Policy

Adopted: October 17, 2011

Purpose

HighMark Charter School will follow applicable state and federal laws regarding the management, retention, and disclosure of school records.

Religion and Education Policy

**HighMark Charter School
Policy: Religion and Education Policy
Adopted: October 17, 2011**

Purpose

It is the policy of HighMark Charter School (the “School”) to recognize, protect, and accommodate the rights of religious practice and expression guaranteed by state and federal laws and by the constitutions of Utah and the United States.

The purpose of this policy is to help School personnel protect and accommodate individual rights of conscience in the School.

Policy

The School’s Board of Directors expects School personnel to foster mutual understanding and respect for all individuals and beliefs. Study about religion is an important part of a complete education and is necessary to achieving an understanding of history, societies, and cultures throughout the world. School curricula – including activities, discussions, assignments, displays, and performances – may refer to religious thought and expression, provided such references are designed to achieve specific educational objectives.

School personnel should neither promote nor disparage any religious, agnostic or atheistic belief or religion in general. Teaching about religion should be objective, thus avoiding any implication that religious doctrines have the endorsement of school authority. School personnel should recognize that religious holidays are observed in various ways, or not observed at all, based upon the influence of ethnic tradition, family style, or religious conviction.

Secondary students may request to be excused or refrain from participating, in activities, discussions, and assignments that they feel would violate their rights of conscience or religious freedom. Such requests must be made in a timely manner to the appropriate authorities. The parent(s) or legal guardian(s) of a minor student may also make a request for excusal on that student’s behalf. If focused on a specific activity, discussion, or assignment, and in accordance with Utah Code, State Board of Education Rules, and School Procedures, such requests will be granted routinely and without penalty.

The School’s Director will adopt administrative procedures to implement this policy.

Revenue Recognition Policy and Procedures

HighMark Charter School

Policy: Revenue Recognition Policy and Procedures

Adopted: September 19, 2011

Purpose

To specify the approach taken in recognizing revenues received by HighMark Charter School (the “School”), and to specify the priority under which revenues will be allocated to associated expenses.

The principal source of operating funds the School receives is derived from federal, state, and local funds. The School receives state funding based on the number of students enrolled in the School. The School also receives federal grants on a reimbursement basis; accordingly, grant revenues are recognized when qualifying expenses have been incurred and all other grant requirements have been met.

Policy

The School will recognize grant revenues when qualifying expenses have been incurred and all other grant requirements have been met.

The School intends to expend funds in such a manner that restricted funds are used prior to unrestricted funds and that Federal funds are used prior to State funds. If a grant requires a local revenue match, those funds will receive priority and will be expensed first to satisfy the local revenue match requirement.

Sexual Abuse and Molestation Prevention Policy

HighMark Charter School

Policy: Sexual Abuse and Molestation Prevention Policy

Board Adopted: August 15, 2016

HighMark Charter School (the “School”) takes seriously the responsibility of its personnel to protect the physical and psychological well-being of its students. We believe that the School’s personnel have an important role to play in the elimination of child abuse because they are in a unique position to observe children over extended periods of time on a daily basis.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is in a position of responsibility with respect to the student. Sexual abuse includes sexual assault, exploitation, molestation or injury.

Reporting by School Personnel

Utah law requires that whenever any person, including any school employee, contracted or temporary employee, or volunteer who has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in sexual abuse, physical abuse, or neglect, he/she shall immediately notify the nearest peace officer, law enforcement agency, or the Division of Child Family Service. The law provides serious penalties for failure to fulfill one’s duty to report. School personnel and volunteers must comply with these provisions of Utah law and the School’s Child Abuse and Neglect Reporting Policy.

Reporting by Students and Parents

Reports of sexual abuse should typically be made to the Principal/Director, who is the designated individual to receive and investigate complaints of these matters. However, students and parents may make reports to any School employee, and that employee is responsible for conveying the report to the Administration or, if the report involves the

Administration, to the Board of Directors. Reports may be made verbally, but all reports will be documented in writing.

Investigation & Follow Up

The School takes allegations of sexual abuse involving School personnel seriously. Once an allegation is reported, the School will promptly, thoroughly, and impartially begin an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. When it is appropriate considering the nature of the allegations, an internal team may conduct the investigation. However, when the report involves potentially criminal conduct, the School will refer the reports to law enforcement and cooperate fully with any investigation conducted by law enforcement or regulatory agencies.

The School reserves the right to place the subject of the investigation on an involuntary leave of absence, reassign that person to responsibilities that do not involve personal contact with individuals or students, or terminate employment.

To the fullest extent possible, but consistent with the legal obligation to report suspected abuse to appropriate authorities, the School will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, appropriate disciplinary actions will be taken, including but not limited to the termination of the actor's relationship with the School

Signs of Abuse

There are a number of red flags that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

- Sexually transmitted diseases;
- Difficulty walking or moving normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching; and
- Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

- Fear or reluctance about being left in the care of a particular person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

Additionally, adult perpetrators of abuse often display warning signs, including:

- Overly affectionate behavior such as prolonged hugging and touching;
- Engaging in nonprofessional behavior such as telling sexual jokes and sexual teasing;
- Seeking to extend their contact with certain students beyond the day.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Screening Prospective Employees

The School's administration must take reasonable effort when screening prospective School employees. In addition to conductive required criminal background checks, each applicant and former employer(s) of applicants should be asked, before an offer of employment is extended, whether the applicant has ever been investigated or accused of sexual misconduct.

Training

Administration should ensure that School personnel receive periodic training in the recognition of and proper response to child sexual abuse. Administration will communicate this policy to personnel, volunteers, and students annually. Documentation of the communication of this policy will be maintained.

Special Education Policies and Procedures Manual

HighMark Charter School

Policy: Special Education Policies and Procedures Manual

USOE Adopted: February 2, 2016

Board Adopted: April 18, 2016

Manual available separately.

Student Data Privacy and Security Policy

HighMark Charter School

Policy: Student Data Privacy and Security Policy

Adopted: August 21, 2017

Purpose

Highmark Charter School (the “School”) is responsible for protecting the privacy of student data and ensuring data security. The purpose of this policy is to describe how the School will perform this responsibility in compliance with state and federal law.

Policy

The School will comply with state and federal laws regarding student data privacy and security, including but not limited to the Utah Student Data Protection Act, Utah Family Educational Rights and Privacy Act, Utah Administrative Code Rule R277-487 Public School Data Confidentiality and Disclosure, and the federal Family Educational Rights and Privacy Act.

The Utah Student Data Protection Act requires the School to, among other things:

- (1) Adopt policies to protect student data in accordance with the Act;
- (2) Designate a student data manager;
- (3) Create, maintain, and publish a data governance plan;
- (4) Create, maintain, and publish a metadata dictionary;
- (5) Establish an external research review process for a request for data for the purpose of external research or evaluation;
- (6) Distribute and publish a student data disclosure statement; and
- (7) Require third-party contractors that receive student data from the School to enter into a contract with the School concerning, among other things, the third-party contractor’s collection, use, storage, and sharing of the student data.

Student Data Manager

The School hereby designates the Principal as the School's Student Data Manager. The Principal shall fulfill the responsibilities of a student data manager described in Utah Code Ann. § 53A-1-1409 and rules adopted by the Utah State Board of Education. When appropriate, the Principal may delegate such responsibilities to another individual.

Data Governance Plan

The Principal shall establish an administrative Data Governance Plan that complies with the requirements of the Utah Student Data Protection Act and rules adopted by the Utah State Board of Education. The Data Governance Plan shall encompass the full life cycle of student data, from acquisition, to use, to disposal, and shall, among other things:

- (1) Incorporate reasonable data industry best practices to maintain and protect student data and other education-related data;
- (2) Provide for necessary technical assistance, training, support, and auditing;
- (3) Describe the process the School will follow in connection with sharing student data with third-parties, including appropriate third-party contractors;
- (4) Describe the process for an adult student or parent to request that data be expunged;
- (5) Include the School's external research review process for a request for data for the purpose of external research or evaluation; and
- (6) Describe actions the School will take to prevent data breaches as well as the process the School will follow in the event of a data breach.

The Data Governance Plan shall work in conjunction with this policy, the School's metadata dictionary, any other School policy or administrative procedure or plan concerning student data privacy and security.

The Data Governance Plan shall be published as required by the Utah Student Data Protection Act and rules adopted by the Utah State Board of Education.

Metadata Dictionary

The Principal shall ensure that the School creates, maintains, and publishes a metadata dictionary in accordance with the Utah Student Data Protection Act and rules adopted by the Utah State Board of Education.

Training

On an annual basis, the School shall provide appropriate student data privacy training to its employees, aides, and volunteers who are authorized by the School to have access to education records as defined in the Family Educational Rights and Privacy Act.

Student Code of Conduct Policy

HighMark Charter School

Policy: Student Code of Conduct Policy

Adopted: May 20, 2017

1. PURPOSE, BELIEFS, AND PHILOSOPHY

1.1 Purpose

The purpose of HighMark Charter School's (the "School") Student Conduct and Discipline Policy is to help all students develop positive relationships with other students and adults, take responsibility for their actions and learning, and develop the self-discipline necessary to create an environment that is characterized by physical and emotional safety in order to enhance learning for everyone.

The School will foster a school and community-wide expectation of good citizenship for students and a sense of responsibility in the school community for rules and standards of behavior.

The School will promote and require:

- student responsibility for learning and behavior in all grades;
- student conduct that produces a proper learning environment and respect for the personal, civil, and property rights of all members of the School community;
- parents and guardians of all students to assume proper responsibility for their students' behavior and to cooperate with School authorities in encouraging student self-discipline and discouraging behavior that is disruptive to the School's educational program.

1.2 Beliefs and Expectations

The School's beliefs and expectations set a positive and inviting culture for dealing with student behavior issues.

Beliefs:

- Punishment alone will not change behavior
- Much aggressive behavior is a relationship problem, not a behavior problem
- Adults must model the behaviors they expect from the students
- We expect conflicts, but we expect conflicts to be resolved and relationships mended

Expectations:

- Students will show respect for other students
- Students will show respect for adults
- Students will show respect for the building
- Adults will show respect for students
- Students will develop self-discipline

1.3 Procedural Philosophy

The School recognizes that establishing a procedural philosophy consistent with the desired positive school environment is as important as following legal and due process procedures. The School's policy sets forth appropriate legal and due process procedures and will be followed within the context of the procedural philosophy outlined below:

Procedures:

When students are involved in conflicts with other students, they will:

- Work together to resolve the conflict
- Work to repair the relationship and build trust
- Be subject to additional consequences if they exhibit unsafe behaviors during the conflict

When students are involved in a conflict with or feel they have been treated unfairly by a member of the staff or a volunteer, they will:

- Report their feelings to their parent or to the administrator or counselor, who will work together to set up a conference with the student, the parent, an administrator or counselor, and the adult involved in order to resolve the conflict and mend the relationship

When students flagrantly disregard the safety of others, show blatant disrespect to others, or consistently behave in a disrespectful or unsafe way:

- The student will be subjected to consequences and positive behavior support to ensure that the student will make better choices in the future. Consequences might include:
 - In-School Suspension
 - Out of School Suspension
 - Expulsion
 - Restitution
 - Repayment for damages

- The student will work to earn back the trust of the school community by actions such as:
 - Genuine apology to injured or affected parties
 - Demonstration of appropriate behaviors following the incident
 - Repair or replace any damaged items

Due process to protect the rights of students will include:

- All students will be treated with dignity and respect as they go through correction procedures. The administration will see to it that their rights are protected through the process. If parents feel their student has not been treated fairly, they may request a hearing with the School's Board of Directors (the "Board") in accordance with the School's Grievance Policy.
- Parents will be notified when students are involved in situations that are deemed to be serious.
- Parents and students will be notified of the expectations, possible consequences, and the procedures involved in this policy at the beginning of each school year.

2. ENVIRONMENT

2.1 Safe School Environment

It is the School's policy to promote a safe and orderly school environment for all students and employees. Accordingly, the School holds all students, employees, and other adults to the highest standards of behavior in the classroom, on School grounds, in School vehicles, and during School-sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated, and any individual who engages in such activity will be subject to disciplinary action, criminal prosecution, or both.

2.2 Discrimination Prohibited

It is the School's policy to provide equal educational and employment opportunity for all individuals. Therefore, the School prohibits all discrimination on the basis of race, color, religion, sex, age, national origin, disability, or veteran status. Complaints of discrimination or unfair application of this policy should be submitted pursuant to the School's Grievance Policy.

3. DEFINITIONS

3.1 Suspension

For purposes of this policy, suspension is a temporary removal of a student from School and

School-sponsored activities for a period of up to one (1) year. A student who is suspended may, at the Principal's discretion, have access to homework, tests, and other schoolwork through a home study program but will not be allowed to attend classes or participate in any School activities during the period of suspension.

3.2 Expulsion

For purposes of this policy, expulsion means the formal process of dismissing a student from School. Recognizing that students who commit violent or disruptive acts may pose safety problems, the School will work with parents to provide alternative educational placement and programs for the student where appropriate and feasible. However, the Principal retains the authority to exclude the student from all programs or activities for the period of expulsion.

3.3 Change of Placement for Students with Disabilities under IDEA and Section 504

For purpose of the removal of a student with a disability from the student's current educational placement, a "change of placement" occurs if (a) the removal is for more than ten (10) consecutive school days or (b) the student is subjected to a series of removals that constitute a pattern because they total more than ten (10) school days in a school year or because of factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another. Any "change of placement" requires compliance with the procedures outlined in Section 10 of this policy.

3.4 Disruptive Student Behavior

For purposes of this policy, "disruptive student behavior" means the behavior identified as grounds for suspension or expulsion described in Section 4.1, below.

3.5 Parent

For purposes of this policy, "parent" means (i) a custodial parent of a school-age minor; (ii) a legally appointed guardian of a school-age minor; or (iii) any other person purporting to exercise any authority over the minor which could be exercised by a person described above.

3.6 Qualifying Minor

For purposes of this policy, "qualifying minor" means a school-age minor who: (i) is at least nine years old; or (ii) turns nine years old at any time during the school year.

3.7 School Year

For purposes of this policy, "school year" means the period of time designated as the school year by the Board in the calendar adopted each year.

4. GROUNDS FOR SUSPENSION, EXPULSION, OR CHANGE OF PLACEMENT

4.1 Suspension

4.1.1 A student may be suspended from School for any of the following reasons:

- [a] frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior,

including, but not limited to: fighting; gang activity; noncompliance with School dress code; harassment, including sexual, racial, or religious harassment; the use of foul, profane, vulgar or abusive language; or other unreasonable and substantial disruption of a class, activity, or other function of the School;

[b] willful destruction or defacing of School property;

[c] behavior or threatened behavior that poses an immediate and significant threat to the welfare, safety, or morals of other students or School personnel or to the operation of the School;

[d] possession, distribution, control, use, sale, or arranging for the sale of an alcoholic beverage as defined in Utah law;

[e] possession, distribution, control, use, sale, or arranging for the sale of cigars, cigarettes, electronic cigarettes, or tobacco, as defined by Utah Code Ann. § 76-10-101;

[f] possession, distribution, control, use, sale, or arranging for the sale of contraband, including but not limited to real, look-alike or pretend weapons, fireworks, matches, lighters, alcohol, tobacco, mace, pepper spray, laser pointers, pornography, illegal drugs and controlled substances, drug paraphernalia, or any other material or item that has caused or will imminently cause substantial disruption to school operations;

[g] inappropriate use or possession of electronic devices in class or in any other way that substantially disrupts the educational environment;

[h] any criminal activity;

[i] any serious violation involving weapons, drugs, or the use of force, including those actions prohibited in Section 4.1.2 below, that threatens harm or causes harm to the School or School property, to a person associated with the School, or property associated with any such person, regardless of where it occurs; or

[j] bullying or hazing as defined in Utah Code Ann. § 53A-11a-102 and/or the School's Bullying and Hazing Policy.

4.1.2 A student shall be suspended or expelled from School for

[a] any serious violation affecting another student or a staff member, or any serious violation occurring in a School building, in or on School property, or in conjunction with any School-sponsored activity, including:

(i) the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;

(ii) the actual or threatened use of a lookalike weapon with intent to intimidate another person or to disrupt normal School activities; or

(iii) the sale, control, or distribution of a drug or controlled substance as defined in Utah Code Ann. § 58-37-2, an imitation controlled substance defined in Utah Code Ann. § 58-37b-2, or drug paraphernalia as defined in Utah Code Ann. § 58-37a-3; or

[b] the commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.

4.2 Expulsion

A student may be expelled from School for any violation listed under Section 4.1 of this policy if the violation is serious or persistent.

4.3 Weapons – Mandatory Expulsion for One Year – Utah Code Ann. § 53a-11-904(2)(b); 20 U.S.C. § 7151

4.3.1 Any student who commits an act for which mandatory suspension or expulsion is provided under Section 4.1.2, above, using a real or lookalike weapon, explosive, or noxious or flammable material shall be expelled from all School programs and activities for a period of not less than one (1) year, subject to the following:

[a] Within forty-five (45) days after the expulsion, the student shall appear before the Case Management Team (“CMT”), which shall be comprised of the Principal, a Board member, and a teacher selected by them, accompanied by a parent or legal guardian; and

[b] The CMT shall determine:

(i) what conditions must be met by the student and the student's parent for the student to return to School;

(ii) if the student should be placed on probation in a regular school setting consistent with Utah Code Ann. § 53A-11-907, and what conditions must be met by the student in order to ensure the safety of students and faculty at the School; and

(iii) if it would be in the best interest of both the School and the student to modify the expulsion term to less than a year giving highest priority to providing a safe school environment for all students.

[c] For purposes of this policy, the term "firearm", "explosive", and "noxious or flammable material" include but are not limited to: guns, starter pistols, cap guns, bombs, bullets and ammunition, gasoline or other flammable liquids, mace, pepper spray, matches, and lighters.

4.3.2 Students with Disabilities under IDEA and Section 504

Whenever a student receiving special education and related services under the Individuals with Disabilities Education Act (“IDEA”) or Section 504 of the Rehabilitation Act is determined to have carried a weapon to School or a School-sponsored activity, the procedures outlined in Section 10 of this policy must be followed.

4.4 Drugs and Controlled Substances – Mandatory Suspension or Expulsion – Utah Code Ann. § 53A-11-904(2)(a)

4.4.1 A student shall be suspended or expelled from the School for any of the following reasons:

- [a] use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (which includes alcohol), an imitation controlled substance, or drug paraphernalia in a School building, in a School vehicle, on School property, or in conjunction with any School-sponsored activity;
- [b] misuse or abuse, distribution, sale or arranging for the sale of prescription medication at School or a School-sponsored activity; or
- [c] misuse or abuse of over-the-counter remedies, or sharing, distribution, sale, or arranging for the sale of over-the-counter remedies. A student may possess and use over-the-counter remedies at School only in amounts not to exceed the recommended daily dose including, but not limited to: aspirin, ibuprofen, Tylenol (acetaminophen), cough drops, allergy medication, cough syrup and mouthwash.

4.4.2 Students with Disabilities under Section 504

Any student identified as being disabled under either Section 504 of the Rehabilitation Act or the Americans with Disabilities Act who currently is engaging in the illegal use of drugs or alcohol shall be suspended or expelled to the same extent as non-disabled students for the possession, use, control, distribution, sale, or arrangement of the sale of illegal drugs, alcohol, or controlled substances on School property or in conjunction with any School-sponsored activity.

4.4.3 Drug Testing

- [a] Any student who is reasonably suspected of violating Section 4.4 may be subject to a drug test for cause, arranged and paid for by the School.
- [b] Any student who has been suspended or expelled for a violation of Section 4.4 may be required to provide a clean drug test and evidence of completion of drug assessment and/or drug counseling programs as a condition of readmission to School. Testing and counseling required as a condition of readmission rather than for the purpose of providing justification for the initial suspension or expulsion shall be arranged and paid for by the student's parent or guardian.
- [c] Students who refuse to submit to required drug testing and counseling programs or to cooperate with School officials with respect to the sharing of appropriate information, may be expelled from the School.
- [d] Any student who is suspended or expelled for violation of Section 4.4 may be subject to random drug testing, at any time and for any reason, for a period of one year from the date of offense. If the student tests positive, he/she may be expelled from all School programs or activities. Any student who refuses consent for random drug testing under these conditions shall be expelled from all School programs or activities.

4.4.4 Students with Disabilities under IDEA

Whenever a student receiving special education and related services under IDEA knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at School or a School-sponsored activity, the procedures outlined in Section 10 of this policy must be followed.

4.5 Gangs

For purposes of this policy, "gang" means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one its primary activities the commission of criminal acts, which has a unique name or identifiable signs, symbols, or marks, and whose members individually or collectively engage in criminal or violent behavior to persons or property, or who create an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

4.5.1 Gang Activity and Apparel Prohibited

Students who engage in any form of gang activity on or about School property, or at any School-sponsored activity may be suspended or expelled under the terms of this policy. For the purposes of this policy, "gang activities" include, but are not limited to any of the following:

- [a] Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, apparel, emblems, badges, tattoos or manner of grooming, accessories, symbols, signs, or other thing which is evidence of membership in or affiliation with any gang;
- [b] Committing any act or omission or using any speech, either verbal or nonverbal, (flashing signs, gestures, hand shakes, etc.) that demonstrates membership in or a affiliation with a gang;
- [c] Soliciting others for membership in a gang;
- [d] Requesting any person to pay for "protection", claiming "turf", or otherwise intimidating, bullying, retaliating against, threatening, abusing, or harassing any person;
- [e] Possessing a weapon, controlled substances, drug paraphernalia, or other contraband;
- [f] Committing any illegal act; or
- [g] Encouraging or inciting another person to act with physical violence upon any other person or cause damage to property.

4.5.2 Confiscation of Gang Items

Subject to the search and seizure provisions of this policy, gang paraphernalia, apparel, or weapons may be confiscated by School officials at any time.

4.5.3 Consultation with Law Enforcement Authorities

School officials shall consult with local law enforcement authorities and gang detectives whenever they have questions regarding gang-related clothing, apparel, or other gang activity.

4.6 Bullying, Cyber-Bullying, Harassment, Hazing, and Abusive Conduct

Bullying, cyber-bullying, harassment, hazing, and abusive conduct of students and employees are against federal law, state law, and School policy, and are not tolerated by the School. It is the School's intent to respond to school-related incidents by implementing prevention efforts where victims can be identified and assessed, and perpetrators educated, in order to create a safer school that provide a positive learning environment.

School administration has the authority to discipline students and employees for off-campus speech that causes or threatens a substantial disruption on campus, at School activities, or causes or threatens a significant interference with a student's educational performance or involvement in School activities.

Additional information regarding these issues are contained in the School's Bullying and Hazing Policy, which is available on the School's website.

5. AUTHORITY TO SUSPEND OR EXPEL

5.1 Authority to Suspend for Ten (10) School Days or Less for Regular Education Students

The Principal has the authority to suspend a regular education student for up to ten (10) school days. In considering whether to suspend a student, the Principal shall consider all relevant factors, including but not limited to, the severity of the offense, the student's age, disability, academic status and disciplinary record, parental capabilities, and community resources.

5.2 Authority to Suspend and Duration of Suspension for Students with Disabilities

The Principal has the authority to suspend a student with disabilities (504 or IDEA) for not more than ten (10) consecutive school days, and additional removals of not more than ten (10) total school days in that same school year for separate incidents of misconduct as long as those removals do not constitute a pattern resulting in a change of placement. The School need not provide services during periods of removal of ten (10) days cumulative or less if services are not provided to a student without disabilities who has been similarly suspended.

5.3 Authority to Suspend for Longer than Ten (10) Days or Expel for Regular Education Students

Subject to the requirements for due process set forth in Section 9, below, the Principal may suspend a regular education student for longer than ten (10) days or expel a regular education student.

Expulsions shall be reviewed by the CMT and the conclusions reported to the Board at least once each year if the parent/guardian of the expelled student has expressed a desire for the student to return to the School.

5.3.1 Parental Responsibility

If a student is suspended for a period longer than ten (10) days or expelled, the student's parent or legal guardian is responsible for undertaking an alternative education plan that will ensure that the student's education continues during the period of expulsion. The parent or guardian shall work with designated School officials to determine how the student's education will continue through private education paid for by the parents, an alternative program offered by the local school district, or other alternatives which will reasonably meet the educational needs of the student. Costs of educational services which are not provided by the School are the responsibility of the student's parent or guardian.

5.3.2 The parent or guardian and designated School officials may enlist the cooperation of the Division of Child and Family Services, the juvenile court, law enforcement, or other appropriate government agencies in determining how to meet the educational needs of the student.

5.3.3 The School shall contact the parent or guardian of each student under age 16 who has been expelled from all School programs and services at least once a month to determine the student's progress if the parent/guardian of the expelled student has expressed a desire for the student to return to the School.

5.4 Authority to Institute Change of Placement for Student with Disabilities

Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504, or ADA, procedures outlined in the State of Utah Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

6. PROCEDURES FOR ADDRESSING DISRUPTIVE STUDENT BEHAVIOR – Utah Code Ann. § 53A-11-910

6.1 Efforts to Resolve Disruptive Student Behavior Problems

6.1.1 Information About Resources. The School will provide to a parent of a student who engages in disruptive student behavior a list of resources available to assist the parent in resolving the student's disruptive behavior problem.

6.1.2 Procedures for Resolving Problems. The Principal or a teacher or counselor designated by the Principal will work with students who engage in disruptive student behavior according to the procedures identified in Section 7, below, in an attempt to help the student's behavior to improve and to prevent problems from escalating. Incidents of disruptive student behavior and attempts to resolve behavior issues will be documented.

6.2 Notice of Disruptive Student Behavior

6.2.1 Authorization. The Principal is authorized to issue notices of disruptive student behavior to students who are qualifying minors.

6.2.2 Criteria for Issuing Notice. The Principal will issue a “notice of disruptive student behavior” to a qualifying minor who:

[a] engages in “disruptive student behavior” that does not result in suspension or expulsion three times during the school year; or

[b] engages in disruptive student behavior that results in suspension or expulsion once during the school year.

6.2.3 Contents of Notice. The notice of disruptive student behavior will:

[a] require the qualifying minor and a parent of the qualifying minor to whom the notice is issued to (i) meet with School authorities to discuss the qualifying minor's disruptive student behavior; and (ii) cooperate with the Principal and the Board in correcting the student's disruptive student behavior; and

[b] be mailed by certified mail to, or served in person on, a parent of the qualifying minor.

6.2.4 Contesting Notice. A qualifying minor, or a qualifying minor's parent, may contest a notice of disruptive student behavior by requesting in writing, within ten (10) business days after receipt of the notice, a meeting with the CMT at which the parent and the CMT will discuss the facts related to the student's behavior, the basis of the parent's concerns with or objections to the issuance of the notice, and efforts that have been made to address the behavior problems.

6.3 Habitual Disruptive Student Behavior Notice

6.3.1 Criteria for Issuing Notice. The Principal may issue a “habitual disruptive student behavior notice” to a qualifying minor who:

[a] engages in disruptive student behavior that does not result in suspension or expulsion at least six times during the school year;

[b] (i) engages in disruptive student behavior that does not result in suspension or expulsion at least three times during the school year; and (ii) engages in disruptive student behavior that results in suspension or expulsion at least once during the school year; or

[c] engages in disruptive student behavior that results in suspension or expulsion at least twice during the school year.

6.3.2 Notice to Parents. Within five (5) days after the day on which a habitual disruptive student behavior notice is issued, the Principal shall provide documentation to a parent of the qualifying minor who receives the notice of the efforts made by a School representative under Section 7, below.

6.4 Responses to School-Based Behavior

6.4.1 Definitions.

[a] "Mobile crisis outreach team" means a crisis intervention service for minors or families of minors experiencing behavioral health or psychiatric emergencies.

[b] "Restorative justice program" means a school-based program that is designed to enhance school safety, reduce school suspensions, and limit referrals to court, and is designed to help minors take responsibility for and repair the harm of behavior that occurs in school.

[c] "Youth court" means the same as that term is defined in § 78A-6-1203, including that it is a diversion program that provides an alternative disposition for cases involving juvenile offenders in which youth participants, under the supervision of an adult coordinator, may serve in various capacities within the courtroom, acting in the role of jurors, lawyers, bailiffs, clerks, and judges.

6.4.2 Alternative School-Related Interventions. The Board may establish or partner with a certified youth court program or establish or partner with a comparable restorative justice program. The School may refer a student to youth court or a comparable restorative justice program in accordance with § 53A-11-911.

6.4.3 Referrals of Minors. A qualifying minor to whom a habitual disruptive student behavior notice is issued under Section 6.3.1 may not be referred to the juvenile court. The School will follow § 53A-11-911 with respect to referring a minor who is alleged to have committed an offense on school property or that is truancy. In accordance with § 53A-11-911:

[a] if the alleged offense is a class C misdemeanor, an infraction, a status offense on School property, or truancy, the minor may not be referred to law enforcement or court but may be referred to alternative school-related interventions, including:

(i) a mobile crisis outreach team;

(ii) a receiving center operated by the Division of Juvenile Justice Services in accordance with § 62A-7-104; and

(ii) a youth court or comparable restorative justice program.

[b] if the alleged offense is a class B misdemeanor or a nonperson class A misdemeanor, the minor may be referred directly to the juvenile court by the Principal or the Principal's designee, or the minor may be referred to the alternative interventions described above.

7. ALTERNATIVES TO EXPULSION, OR CHANGE OF PLACEMENT FOR FREQUENT OR FLAGRANT DISRUPTIVE BEHAVIOR – Utah Code Ann. § 53A-11-906

A continuum of intervention strategies shall be available to help students whose behavior in School repeatedly falls short of reasonable expectations. Prior to suspending a student for more than ten (10) days or expelling a student for repeated acts of willful disobedience, defiance of authority, or disruptive behavior which are not so extreme or violent that immediate removal is warranted, good faith efforts shall be made to implement a remedial discipline plan to allow the student to remain in the School.

7.1 Before referring the student for long-term suspension, expulsion or change of placement under this Section, School staff should demonstrate that they have attempted some or all of the following interventions:

7.1.1 Talking with the student;

7.1.2 Class schedule adjustment;

7.1.3 Phone contact with the parent or legal guardian;

7.1.4 Informal parent/student conferences;

7.1.5 Behavioral contracts;

7.1.6 After-school make-up time;

7.1.7 Short-term in-school suspension (ISS);

7.1.8 Short-term at-home suspensions;

7.1.9 Appropriate evaluation;

7.1.10 Home study;

7.1.11 Alternative programs; or

7.1.12 Law enforcement assistance as appropriate.

7.2 Parental Attendance with Student – Utah Code Ann. § 53A-11-906(1)-(2).

As part of a remedial discipline plan for a student, the School may require the student's parent or guardian, with the consent of the student's teachers, to attend class with the student for a period of time specified by a designated School official. If the parent or guardian does not agree or fails to attend class with the student, the student shall be suspended in accordance with the provisions of this policy.

8. DUE PROCESS FOR SUSPENSIONS OF TEN (10) DAYS OR LESS

The following procedure shall apply to all students facing suspension of ten (10) school days or less:

8.1 The Principal shall notify the student's custodial parent or guardian of the following without delay: that the student has been suspended, the grounds for the suspension, the period of time for which the student is suspended, and the time and place for the parent or guardian to meet with the Principal to review the suspension.

8.2 The Principal shall also notify the non-custodial parent, if requested in writing, of the suspension.

8.2.1 Section 8.2 does not apply to the portion of School records which would disclose any information protected under a court order.

8.2.2 The custodial parent is responsible to provide the School a certified copy of any court order under subsection 8.2.1.

8.3 The Principal shall document the charges, evidence, and action taken.

8.4 The student shall be requested to present his/her version of the incident in writing. Students with disabilities or young students who are unable to write their own statements shall be accommodated through the use of tape recorder, scribe, etc.

8.5 If the student denies the charges, the student shall be provided with an explanation of the evidence and an opportunity to present his/her version of the incident to the Principal.

8.6 In general, the notice and informal conference shall precede the student's removal from the School.

8.7 If, in the judgment of the Principal, notice is not possible because the student poses a danger to a person or property or an ongoing threat of disrupting the academic process, he/she may be removed immediately. However, in such cases, the necessary notice and hearing shall follow as soon as possible.

9. DUE PROCESS FOR SUSPENSIONS OF MORE THAN TEN (10) DAYS AND EXPULSIONS

9.1 If the Principal believes that a student should be suspended for more than ten (10) days or expelled, the Principal may make the initial decision and shall meet with the student's parent or guardian to discuss the charges against the student and the proposed discipline within five (5) school days after the suspension or expulsion began. If requested in writing, the Principal shall also notify the non-custodial parent of the suspension or expulsion as outlined in Section 8.2 of this policy.

9.2 Notice to Student and Parent/Guardian

During the meeting required in Section 9.1, the Principal shall provide the student's parent or guardian with written notice that includes all of the following elements (or, if the student's parent or guardian refuses to meet, the Principal shall send the notice by certified mail, return receipt requested, to the student's parent or legal guardian within ten (10) school days after the suspension or expulsion began):

9.2.1 a description of the alleged violation(s) or reason(s) giving rise to disciplinary action;

9.2.2 the penalty being imposed (duration of suspension or expulsion);

9.2.3 a statement that a due process hearing may be requested by providing the Principal with written notice within ten (10) school days of the parent or guardian's receipt of the notice;

9.2.4 a statement that, if a due process hearing is requested, the Board, even though less than a quorum, will conduct the hearing;

9.2.5 a statement that the suspension or expulsion is taking effect immediately and will continue for the stated period unless a due process hearing is requested in a timely manner and the Board determines otherwise;

9.2.6 the mailing date of the notice; and

9.2.7 a statement that, if a hearing is not requested within ten (10) school days after receipt of the notice, the Principal's decision to suspend or expel the student will be final, and the parent's right to oppose the decision will be waived.

9.3 Hearing Procedures

If a Due Process Hearing is requested in response to the notice sent pursuant to Section 9.2 of this policy, the following procedures shall apply:

9.3.1 After receipt of the request, the School shall schedule a hearing as soon as possible but not later than ten (10) school days following receipt of the request unless the student's parent or guardian agrees otherwise.

9.3.2 A written Hearing Notice shall be sent to the parent or guardian informing the parent or guardian that the Due Process Hearing will be conducted before the Board and of the following information:

[a] the date, place, and time of the hearing;

[b] the circumstances, evidence, and issues to be discussed at the hearing;

[c] the right of all parties to cross-examine witnesses subject to the Board chairman's determination that this right should be limited to protect student witnesses from retaliation, ostracism or reprisal; and

[d] the right of all parties to examine all relevant records.

9.3.3 The Board shall conduct the Due Process Hearing on the record and shall:

[a] ensure that a written record of the Hearing is made, a copy of which shall be provided to all parties upon request, with the cost borne by the School;

[b] consider all relevant evidence presented at the Hearing;

[c] allow the right to cross-examination of witnesses, unless the Board chairman determines that this right should be limited to protect student witnesses from ostracism, retaliation or reprisal;

[d] allow all parties a fair opportunity to present relevant evidence; and

[e] issue a written decision including findings of fact and conclusions.

9.3.4 Hearing Rules

Formal Rules of Evidence do not apply to the Due Process Hearing, and no discovery is permitted. However, the following rules will apply:

[a] parties may have access to information contained in the School's files to the extent permitted by law;

[b] hearings shall be closed to the press and the public;

[c] documents, testimony, or other evidence submitted by the parties after the hearing will not be considered by the Board; and

[d] the Board may excuse witnesses or parties or suspend or terminate a hearing if persons involved in the hearing are abusive, disorderly, disruptive, or if they refuse to abide by the rules and orders of the Board.

10. DUE PROCESS FOR CHANGE OF PLACEMENT OF STUDENTS WITH DISABILITIES

Where the student is receiving special education services or accommodations on the basis of disability under IDEA, 504 or ADA, procedures outlined in the Utah State Board of Education Special Education Rules shall be followed, including prior written notice to parents or guardians regarding their procedural due process rights, before any long-term disciplinary action or change of placement takes place.

10.1 Required Services

10.1.1 504 and ADA Students

When a determination is made that the conduct of a 504 or ADA student (but not a student who is disabled under IDEA) is not a manifestation of the student's disability pursuant to Section 10.5, the student shall be subject to the same disciplinary consequences as regular education students, up to and including expulsion from School; however, the School must continue to provide education services in accordance with guidelines established by the Utah State Office of Education.

10.1.2 IDEA

A school need not provide services during periods of removal to a student with a disability under IDEA who has been removed from his or her current placement for ten (10) school days or less in that school year if services are not provided to a student without disabilities who has been similarly removed.

If a student with a disability under IDEA has been removed from his or her current placement for more than ten (10) school days in the same school year, for the remainder of the removals the School shall provide services to the extent necessary to enable the student to progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. School personnel, in consultation with the student's special education teacher, determine the extent to which services are necessary to enable the student to appropriately progress in the general curriculum and advance toward achieving the goals set out in the student's IEP.

10.2 Change of Placement for Weapons, Drugs, or Serious Bodily Injury

A student's IEP team may order a change in placement of a student with a disability to an appropriate interim alternative educational setting for the same amount of time that a student without a disability would be subject to discipline, but for not more than forty-five (45) days, if:

10.2.1 The student carries a weapon to or possesses a weapon at School, on School premises, or to or at a School-sponsored activity; or

10.2.2 The student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at School, on School premises, or at a School-sponsored activity; or

10.2.3 The student has inflicted serious bodily injury upon another person while at School, on School premises, or at a School-sponsored activity.

10.3 Change of Placement Due to Student's Serious Misconduct

School officials may request an expedited due process hearing in order to change the placement of a student with a disability to an appropriate interim alternative educational setting, recommended by the student's IEP team, for not more than forty-five (45) days. A hearing officer may order such a change, if he/she:

10.3.1 Determines that School officials have demonstrated by substantial evidence that maintaining the current placement of a student is substantially likely to result in injury to the student or others;

- 10.3.2** Considers the appropriateness of the student's current placement;
- 10.3.3** Considers whether School officials have made reasonable efforts to minimize the risk of harm in the student's current placement, including the use of supplementary aids and services; and
- 10.3.4** Determines that the interim alternative educational setting being recommended by School officials (1) has been selected so as to enable the student to continue to progress in the general curriculum, although in another setting, and to continue to receive those services and modifications, including those described in the student's current IEP, that will enable the student to meet the goals set out in that IEP; and (2) includes services and modifications designed to address the behavior at issue so that it does not recur.

10.4 Parental Notice

As soon as a decision is made by School officials to remove a student with a disability from his/her current placement for more than ten (10) school days, the student's parents must be notified of that decision and of all procedural safeguards outlined by law and School policy.

10.5 IEP Meetings for Manifestation Determination

10.5.1 Immediately, if possible, but in no case later than ten (10) school days after the date on which the decision is made to remove the student from the current placement, a review must be conducted of the relationship between the student's disability and the behavior subject to the disciplinary action.

10.5.2 The manifestation review must be conducted by the student's IEP team and other qualified School personnel.

10.5.3 In conducting the manifestation review, the IEP team may determine that the behavior of the student was not a manifestation of student's disability only if the IEP team:

[a] First considers, in terms of behavior subject to disciplinary action, all relevant information, including:

(i) Evaluation and diagnostic results, including the results or other relevant information supplied by the parents of the student;

(ii) Observations of the student; and

(iii) The student's IEP and placement; and

[b] Then determines whether:

- (i) The conduct in question was caused by or had a direct and substantial relationship to the child's disability; or
- (ii) The conduct in question was the direct result of the School's failure to implement the student's IEP.

10.5.4 If the IEP team determines that either of the standards above was met, the behavior must be considered a manifestation of the student's disability.

10.5.5 Determination that Behavior was not Manifestation of Disability

If the result of the manifestation review is a determination that the behavior of a student with a disability was not a manifestation of the student's disability, the relevant disciplinary procedures applicable to students without disabilities may be applied to the student in the same manner in which they would be applied to students without disabilities, except that a free appropriate public education must still be made available to the student if the student is suspended or expelled from School.

10.5.6 Determination that Behavior was Manifestation of Disability

If the result of the manifestation review is a determination that the behavior of a student with a disability was a manifestation of the student's disability, the student must remain in or be returned to the prior placement.

10.6 IEP Meetings for Functional Behavioral Assessments

10.6.1 Post-Discipline Functional Behavioral Assessments

If School officials have not conducted a functional behavioral assessment and implemented a behavioral intervention plan for the student before the behavior that results in a removal from School for longer than ten (10) school days or a change of placement to an interim alternative educational setting, School officials shall convene an IEP meeting to develop an assessment plan and appropriate behavioral interventions to address that behavior.

10.6.2 Pre-Discipline Behavioral Intervention Plans

If the student already has a behavioral intervention plan, the IEP team shall review the plan and modify it, as necessary, to address the behavior.

10.7 Placement During Appeals and Stay Put

10.7.1 If a parent requests a due process hearing to challenge the interim alternative educational setting or the manifestation determination, the student must remain subject to the

disciplinary action pending the decision of the hearing officer or until the expiration of the forty-five (45) day period, whichever occurs first, unless the parent and School officials agree otherwise.

10.7.2 If a student is placed in an interim alternative educational setting and School personnel propose to change the student's placement after expiration of the interim alternative placement, during the pendency of any proceeding to challenge the proposed change in placement the student must remain in the current placement (the student's placement prior to the interim alternative education setting), unless School officials succeed in getting an order through an expedited hearing as described in Section 10.3.

11. ADMINISTRATIVE STUDENT CONDUCT AND DISCIPLINE PLAN

11.1 Elements of Plan

The Principal will develop, with input from administration, instruction and support staff, students, parents, and other community members, a Student Conduct and Discipline Plan. The plan shall be comprehensive, clearly written, consistently enforced, and include the following elements:

11.1.1 written standards for student behavior expectations, including school and classroom management;

11.1.2 effective instructional practices for teaching student expectations, including:

[a] self-discipline;

[b] citizenship;

[c] civic skills; and

[d] social skills;

11.1.3 systematic methods for reinforcement of expected behaviors;

11.1.4 uniform methods for correction of student behavior;

11.1.5 uniform methods for at least annual data-based evaluations of efficiency and effectiveness;

11.1.6 an ongoing staff development program related to development of:

[a] student behavior expectations;

[b] effective instructional practices for teaching and reinforcing behavior expectations;

[c] effective intervention strategies; and

[d] effective strategies for evaluation of the efficiency and effectiveness of interventions;

11.1.7 procedures for ongoing training of appropriate School personnel in:

[a] crisis intervention training;

[b] emergency safety intervention professional development; and

[c] School policies related to emergency safety interventions consistent with evidence-based practice;

11.1.8 policies and procedures relating to the use and abuse of alcohol and controlled substances by students;

11.1.9 policies and procedures, consistent with requirements of Rule R277-613 and the School's Bullying and Hazing Policy, related to:

[a] bullying;

[b] cyber-bullying;

[c] hazing;

[d] retaliation; and

[e] abusive conduct;

11.1.10 direction for dealing with bullying and disruptive students;

11.1.11 direction regarding the range of behaviors and the continuum of administrative procedures that may be used by school personnel to address the behavior of habitually disruptive or unsafe students;

11.1.12 strategies to provide for necessary adult supervision;

11.1.13 notice to employees that violation of this rule may result in employee discipline or action;

11.1.14 gang prevention and intervention provisions in accordance with Subsection 53A-15-603(1); and

11.1.15 provisions that account for the School's unique needs or circumstances, including:

[a] the role of law enforcement; and

[b] emergency medical services; and

[c] a provision for publication of notice to parents and school employees of policies by

reasonable means;

11.1.16 procedures for responding to reports received through the School Safety and Crisis Line under Subsection 53A-11-1503(3).

11.2 Plan Consistent with this Policy

The administrative Student Conduct and Discipline Plan shall be consistent with this policy, including without limitation the provisions in Section 6 regarding notices of disruptive student behavior and the emergency safety intervention policies and procedures set forth in Section 18.

12. EXTRACURRICULAR ACTIVITIES

Participation in interscholastic athletics and other extracurricular activities is not a constitutionally protected civil right. Therefore, students who are suspended or expelled may lose the privilege of participation during the period of suspension/expulsion and may not be allowed to invoke due process procedures to challenge the denial of extracurricular participation.

13. RE-ADMISSION OF EXPELLED STUDENTS AND DENIAL OF ADMISSION BASED ON PRIOR EXPULSION – Utah Code Ann. §53A-11-904(3)

A student who is expelled from the School can only be re-admitted to the School through the School's standard lottery procedures.

A student may be denied admission to the School if he or she was expelled from the School or any other school during the preceding 12 months.

14. INVESTIGATIONS

Whenever the Principal has reason to believe that School rules or policies have been broken, he or she shall proceed with an investigation. However, if the Principal believes that laws have been broken or child abuse has occurred, he/she shall request appropriate authorities to conduct the investigation.

14.1 General Investigation Guidelines for Principal

The Principal has the authority and duty to conduct investigations and to question students pertaining to infractions of school rules, whether or not the alleged conduct is a violation of criminal law. The Principal shall conduct investigations according to the following general guidelines:

14.1.1 The Principal shall conduct investigations in a way that does not unduly interfere with School activities.

14.1.2 The Principal shall separate witnesses and offenders in an attempt to keep witnesses from collaborating their statements and have all parties provide separate statements concerning the incident under investigation; written statements are preferable, if possible.

14.1.3 The Principal shall advise students suspected of wrongdoing orally or in writing of the nature of the alleged offense.

14.1.4 Students must be provided an opportunity to give their version of the incident under investigation; however, refusals to respond or provide information should be respected.

14.1.5 When questioning students as part of an investigation, School staff should have another adult present whenever possible.

14.1.6 The Principal shall accommodate students with disabilities and young children unable to write their own statements through use of tape recorders, scribes, etc.

14.1.7 All students involved in the investigation shall be instructed that retaliation is prohibited. Any act of reprisal against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing is strictly prohibited and subject to disciplinary action.

14.1.8 When the investigation is completed and if it is determined that disciplinary action may be in order, due process requirements must be met. Specifically, the student must be given proper notice of the charges against him/her and the disciplinary action being recommended, as well as a fair opportunity to present his or her version of the facts.

14.2 Coordination with Law Enforcement

The Principal has the responsibility and the authority to determine when the help of law enforcement officers is necessary, as outlined in this policy and Utah State law.

14.2.1 The School administration may invite law enforcement officials to the School to:

[a] conduct an investigation of alleged criminal conduct on the School premises or during a School-sponsored activity;

[b] maintain a safe and orderly educational environment; or

[c] maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property.

14.2.2 Investigation of Criminal Conduct

During an investigation for violation of School rules, it may become evident that the incident under investigation may also be a violation of criminal law. If the School official has reason to suspect that a criminal act has been committed and, in the opinion of the Principal, law enforcement should be notified, the following procedure should be followed:

- [a] The Principal shall request that law enforcement officers conduct an investigation during school hours and question students who are potential witnesses to the alleged criminal behavior.
- [b] The School official shall inform the student's parent or legal guardian as soon as possible that the student may have committed a criminal act and that law enforcement authorities will be involved in the investigation.
- [c] Unless circumstances dictate otherwise, questioning of the student by School officials shall not begin or continue until the law enforcement officers arrive.
- [d] Reasonable attempts shall be made to contact the student's parents or legal guardian who, unless an emergency exists, shall be given the opportunity to meet with the student and to be present with the student during questioning by law enforcement authorities.
- [e] The Principal shall document the contact or attempted contact with the student's parents or legal guardian. If the Principal cannot contact the student's parent or guardian, or if the parent or guardian is unable to be present with the student for questioning, the Principal shall be present and document generally what occurs during the interview.
- [f] The student shall not be questioned by law enforcement unless or until he/she has received Miranda warnings from the officer.
- [g] If the parent or student refuses to consent to questioning by law enforcement authorities, the law enforcement authorities shall determine the course of action to be pursued.

14.2.3 Investigation Initiated by Law Enforcement Authorities

School officials shall cooperate with law enforcement authorities who are carrying out official duties such as investigating crimes, serving subpoenas, etc.

- [a] When law enforcement officers can show a need to do so, they shall be permitted to conduct an investigation on School grounds during School hours.
- [b] Such a need will ordinarily be shown if delay in police investigation might result in danger to a person, flight from jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. In such cases:
 - (i) The officers shall be required to get prior approval of the Principal or other designated person before beginning an investigation on School premises.

(ii) The Principal shall document the circumstances warranting the investigation as soon as practical.

(iii) Alleged criminal behavior related to the School environment brought to the Principal's attention by law enforcement officers shall be dealt with under the provisions of Section 14.1.

(iv) Law enforcement officials (investigating School-related or student-related crimes) may not have access to student education records, aside from directory information, unless they have a subpoena or court order or permission from parent or guardian.

(v) Directory information is limited to a student's name, home address, date of birth, phone number, class schedules and parents' address and phone numbers for use in case of emergency.

14.2.4 Release of Student to Law Enforcement Official

[a] Students may not be released to law enforcement authorities voluntarily by School officials unless the student has been placed under arrest or unless the parent or legal guardian and the student agree to the release.

[b] When students are removed from School for any reason by law enforcement authorities, every reasonable effort shall be made to contact the student's parent or legal guardian immediately except in cases of child abuse and neglect. Such effort shall be documented.

[c] The Principal shall immediately notify the Board of the removal of a student from School by law enforcement authorities.

[d] Where it is necessary to take a student into custody on School premises, the law enforcement officer shall contact the Principal and relate the circumstances necessitating such action.

[e] Whenever the need arises to make arrests or take students into custody on School premises, the Principal shall make reasonable efforts to consult and confer with the law enforcement officers as to how an arrest is to be made.

[f] When possible, the Principal shall have the student summoned to the Principal's office before the student is taken into custody.

[g] When a student has been taken into custody or arrested on School premises without prior notification to the Principal, the School staff present shall encourage the law enforcement officers to tell the Principal of the circumstances as quickly as possible. If the officers decline to

tell the Principal, the School staff members present shall immediately notify the Principal.

14.2.5 Quelling Disturbances of School Environment

Law enforcement officers may be requested to assist in controlling disturbances of the School environment that a Principal has found to be unmanageable by School personnel and that has the potential of causing harm to students and other persons or to property. Such circumstances include situations where a parent or member of the public exhibits undesirable or illegal conduct on or near School grounds or at a School-sponsored activity and who refuse to abide by a Principal's directive to leave the premises.

15. INVESTIGATION OF CHILD ABUSE AND NEGLECT

Utah law requires that whenever any person, including any School employee, has reason to believe that a child has been subjected to incest, molestation, sexual exploitation, sexual abuse, physical abuse, or neglect, or observes a child being subjected to conditions or circumstances which would reasonably result in such, he/she shall immediately notify the nearest peace officer, law enforcement agency, or office of the Division of Child and Family Services.

15.1 The School shall distribute annually to all School employees copies of the School's procedures for reporting suspected child abuse or neglect.

15.2 If there is reason to believe that a child may have been subjected to abuse or neglect, an oral report shall be made immediately by the School employee reporting the abuse/neglect with a written report to follow within twenty-four (24) hours.

15.2.1 When making the oral report, always have the person you notify identify himself/herself. The notified person's name shall be entered on the written report.

15.2.2 A copy of the written report shall be put in a child abuse-neglect file to be maintained by the Principal, for all reported cases of suspected child abuse or neglect.

15.2.3 The child abuse-neglect reporting form shall not be placed in the student's personal file.

15.3 It is not the responsibility of the Principal or other School employees to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.

15.3.1 Investigation by staff prior to submitting a report shall not go beyond that necessary to support a reasonable belief that a reportable problem exists.

15.3.2 To determine whether or not there is reason to believe that abuse or neglect has occurred, professional School employees may (but are not required to) gather information only to the extent necessary to determine whether a reportable circumstance exists.

15.3.3 Interviews with the child or suspected abuser shall not be conducted by the Principal or School employees.

15.3.4 Notes of voluntary or spontaneous statements by the child shall be made and given to the investigating agency.

15.3.5 The Principal, School employees, Division of Child and Family Services and law enforcement personnel are required to preserve the anonymity of those making the initial report and any others involved in the subsequent investigation.

15.3.6 Investigations are the responsibility of the Division of Child and Family Services.

[a] The Principal or other School employees shall not contact the parents, relatives, friends, neighbors, etc. for the purpose of determining the cause of the injury and/or apparent neglect.

[b] School officials shall cooperate with social service and law enforcement agency employees authorized to investigate reports of alleged child abuse and neglect, assisting as asked as members of interdisciplinary child protection teams in providing protective diagnostic, assessment, treatment, and coordination services.

15.3.7 Persons making reports or participating in good faith in an investigation of alleged child abuse or neglect are immune, in accordance with state law, from any civil or criminal liability that otherwise might arise from those actions.

16. SEARCHES OF PERSON OR PROPERTY

Given the School's custodial and tutelary responsibility for children, and the Board's intent to preserve a safe environment for all students and staff, the Board recognizes that School officials must have the authority to conduct reasonable searches of students and student property. School officials engaging in searches of students and property shall abide by the following guidelines:

16.1 General Guidelines for Searches of Person or Property

16.1.1 Student Lockers

Students have no right or expectation of privacy in school lockers. While lockers are under the joint control of students and the School, lockers are solely School property and may be searched at any time by School officials with or without cause. Once a locker is opened for search, any search of student belongings contained within the locker must comply with the guidelines for searches of personal belongings in Section 16.2 of this policy.

16.1.2 Searches of Students and Student Property

Searches of a student's person, personal property (coats, hats, backpacks, bookbags, purses,

wallets, notebooks, gym bags, etc.) may be conducted whenever the student's conduct creates a reasonable suspicion that a particular School rule or law has been violated and that the search is reasonably related to the suspicion and not excessively intrusive in light of the age and sex of the student and nature of the infraction. Circumstances warranting a search include those in which School officials have a reasonable suspicion that the student or student property is concealing items including but not limited to weapons, drugs, alcohol, tobacco, unsafe contraband, pornography, pagers or lost/stolen/misplaced items.

16.2 Searches of Personal Belongings

16.2.1 Personal belongings may be searched by School officials whenever School officials have a reasonable suspicion to believe a student is concealing evidence of a policy violation or criminal activity and the items being searched are capable of concealing such evidence. The student may be asked to open personal belongings and to turn over personal property for search by a School official. All searches of student property by School officials shall be witnessed by an objective third party (such as another teacher, or police officer) to observe that the search is not excessively intrusive.

16.2.2 All contraband discovered in a search by School officials shall be immediately confiscated and turned over to law enforcement officers if School officials have reason to believe the contraband is related to the commission of a criminal act.

16.3 Searches of Person

16.3.1 School officials shall make sure the search meets the following guidelines:

[a] The search shall be conducted in a private area of the School by a School official of the same sex as the student being searched;

[b] The search shall be observed by an objective third party of the same sex as the student being searched (i.e., Principal, teacher, police officer);

[c] School officials may ask the student to remove his/her hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband;

[d] Under no circumstances may School officials require students to remove any other items of clothing or touch students in any way during the search.

[e] If this limited search does not turn up suspected contraband and School officials have reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement officers shall be summoned immediately to conduct further search and investigation.

[f] In general, all questioning and searching of students conducted by law enforcement officers shall proceed according to the investigation guidelines in Section 14 of this policy.

16.4 Documentation of Searches

School officials shall thoroughly document the details of any search conducted of a student's property or person. Documentation shall be made at the time of the search, or as soon as possible thereafter, and shall include the following:

16.4.1 The time, place and date of the search;

16.4.2 The reasonable suspicion giving rise to the search (what did School officials suspect to find during the search);

16.4.3 The name and title of individuals conducting and observing the search;

16.4.4 A statement about evidence that was found or not found as a result of the search;

16.4.5 A statement about who took possession of contraband (i.e., police, school, etc.);

16.4.6 Information regarding the attempts of School officials to notify parents about the search.

17. RECORDS—INTERAGENCY COLLABORATION – 20 U.S.C. § 1232g(h)(i)-(2); Utah Code Ann. § 53A-11-1001-1004

17.1 Board and Principal Notification by Juvenile Court and Law Enforcement Agencies.

17.1.1 Within three (3) days of being notified by the juvenile court that a juvenile has been adjudicated or of being notified by a law enforcement agency that a juvenile has been taken into custody or detention for a violent felony, defined in Utah Code Ann. § 76-3-203.5, or an offense in violation of Title 76, Chapter 10, Part 5 Weapons, the President of the Board shall notify the Principal.

17.1.2 Upon receipt of the information, the Principal shall make a notation in a secure file other than the student's permanent file; and, if the student is still enrolled in the School, the Principal shall notify staff members who should know of the adjudication, arrest or detention.

17.1.3 Staff members receiving information about a juvenile's adjudication, arrest or detention may only disclose the information to other persons having both a right and a current need to know.

17.2 Student Discipline Records/Education Records

School officials may include appropriate information in the education record of any student concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community.

17.2.1 Disclosure of Discipline Records to Other Educators

School officials may disclose student discipline information described above to teachers and other School officials, including teachers and school officials in other schools, who have legitimate educational interests in the behavior of the student.

17.2.2 Disclosure of Discipline Records to Other Agencies

School officials shall not release personally identifiable student discipline records to other government agencies, including law enforcement agencies, unless the agency produces a subpoena or court order (need for standing court order from juvenile court), or unless the student's parent or guardian has authorized disclosure.

18. EMERGENCY SAFETY INTERVENTIONS

A School employee may not subject a student to physical restraint or seclusionary time out unless utilized as a necessary emergency safety intervention ("ESI") in compliance with this Section.

18.1 Definitions

18.1.1 An "ESI" is the use of seclusionary time out or physical restraint when a student presents an immediate/imminent danger of physical violence/aggression towards self or others likely to cause serious physical harm. An ESI is not for disciplinary purposes.

18.1.2 "Physical restraint" means a personal restriction that immobilizes or significantly reduces the ability of a student to move his or her arms, legs, body, or head freely.

18.1.3 "Physical escort" means a temporary touching or holding of the hand, wrist, arm, shoulder, or back for the purpose of guiding a student to another location.

18.1.4 "Seclusionary time out" means that a student is placed in a safe enclosed area, isolated from adults and peers, and the student is, or reasonably believes, he or she will be prevented from leaving the area. The safe enclosed area must meet the fire and public safety requirements described in R392-200 and R710-4.

18.2 General Procedures

18.2.1 Teachers and other personnel who may work directly with students shall be trained on the use of effective alternatives to ESI as well as the safe use of ESI and a release criteria.

18.2.2 An ESI shall:

[a] be applied for the minimum time necessary to ensure safety;

[b] implement an appropriate release criteria;

[c] be discontinued as soon as imminent danger of physical harm to self or others has dissipated;

- [d] be discontinued if the student is in severe distress;
- [e] never be used as punishment or discipline;
- [f] be applied consistent with the School's administrative Student Conduct and Discipline Plan; and
- [g] in no instance be imposed for more than 30 minutes.

18.3 Students with Disabilities Receiving Special Education Services

18.3.1 Use of ESI for a student with a disability receiving specialized educational services under IDEA or Section 504 shall be subject to all applicable state and federal laws, including Least Restrictive Behavioral Interventions (LRBI) policies and procedures for special education/504 programs.

18.3.2 Additionally, ESIs written into a student's IEP as a planned intervention are prohibited unless school personnel, the family, and the IEP team agree less restrictive means which meet the circumstances described in R277-608-5 have been attempted; a Functional Behavioral Assessment has been conducted; and a positive behavior intervention plan based on data analysis has been written into the plan and implemented.

18.4 Physical Restraint

18.4.1 A School employee may, in accordance with Section 18.2.2 and when acting within the scope of employment, use and apply physical restraint as an ESI in self defense or as may be reasonable and necessary under the following circumstances:

- [a] to protect the student or another person from serious physical harm;
- [b] to remove from a situation a student who is violent;
- [c] to take possession of a weapon or other dangerous object in the possession or under the control of a student; or
- [d] to protect property from being destroyed, when physical safety is at risk.

18.4.2 When an employee exercises physical restraint as an ESI on a student, the following types of physical restraint are prohibited:

- [a] prone, or face-down;
- [b] supine, or face-up;
- [c] restraint which obstructs the airway or adversely affects the student's primary mode of communication;
- [d] mechanical restraint, except for seatbelts or safety equipment used to secure students during transportation, other appropriate protective or stabilizing restraints, and devices used by a law enforcement officer in carrying out law enforcement duties; or

[e] chemical restraint, except as prescribed by a licensed physician and implemented in compliance with a student's Health Care Plan.

18.4.3 Nothing in this Section prohibits a School employee from using less intrusive means, including a physical escort, to address circumstances described in Section 18.4.1.

18.5 Seclusionary Time Out

A School employee may, in accordance with Section 18.2.2 and when acting within the scope of employment, place a student in seclusionary time out as an ESI under the following circumstances:

18.5.1 the student presents an immediate danger of serious physical harm to self or others;

18.5.2 any door remains unlocked; and

18.5.3 the student is within line sight of the employee at all times.

18.6 Notification

18.6.1 If an ESI is used, the School or employee shall immediately notify the student's parent/guardian and School administration.

18.6.2 In addition to providing the notice described in Section 18.6.1, if the ESI is applied for longer than fifteen minutes, the School shall immediately notify the student's parent/guardian and School administration.

18.6.3 Parent notifications made under this Section shall be documented in the student information system as required by R277-609-8(3)(d)).

18.6.4 Within 24 hours of using ESI, the School shall notify the parent/guardian that they may request a copy of any notes or additional documentation taken during the crisis situation.

18.6.5 Upon request of a parent/guardian, the School shall provide a copy of any notes or additional documentation taken during a crisis situation.

18.6.6 A parent/guardian may request a time to meet with School staff and administration to discuss the crisis situation.

18.7 Emergency Safety Intervention (ESI) Committee

18.7.1 The School shall establish an ESI committee that includes:

[a] at least two administrators (if there are at least two administrators employed by the School);

[b] at least one parent of a student enrolled in the School, appointed by the School's Principal; and

[c] at least two certified educational professionals with behavior training and knowledge in both state rules and the School's conduct and discipline policies.

18.7.2 The ESI committee shall:

- [a] meet often enough to monitor the use of ESI within the School;
- [b] determine and recommend professional development needs;
- [c] develop policies for dispute resolution processes to address concerns regarding disciplinary actions; and
- [d] create and communicate methods for evaluation of the efficiency and effectiveness of the Schools' rules and standards.

18.7.3 The School shall collect, maintain, and periodically review the documentation or records regarding the use of ESI in the School.

18.7.4 The School shall annually provide documentation of any School use of ESI to the State Superintendent of Schools.

18.8 Corporal Punishment

School employees may not inflict or cause the infliction of corporal punishment upon a student. School personnel who inflict corporal punishment on a student will be subject to discipline up to and including termination.

19. TRAINING

19.1 All new employees shall receive information about this policy and the administrative Student Conduct and Discipline Plan at new employee orientation. All other employees shall be provided information on a regular basis regarding this policy, the Student Conduct and Discipline Plan, and the School's commitment to a safe and orderly school environment.

19.2 Employees who have specific responsibilities for investigating, addressing, and resolving issues addressed in the policy shall receive annual training on this policy and related legal developments.

19.3 The Principal shall be responsible for informing students, parents, and staff of the terms of this policy and the Student Conduct and Discipline Plan, including the procedures outlined for investigation and resolution of violations.

20. POLICY AND PLAN DISSEMINATION AND REVIEW

20.1 The School shall compile an annual report of all out-of-school suspensions and expulsions and submit it to the Board. For each suspension or expulsion, the report shall indicate the student's race, gender, disability status, and age/grade, as well as the reason for the discipline, the length of the discipline, and a statement as to whether the student was referred to the Board.

20.2 A summary of this policy and the Student Conduct and Discipline Plan shall be posted in

the School, and the policy and plan will be posted on the School's website. The policy or a summary of the policy and the plan or summary of the plan shall also be published in student registration materials, student and employee handbooks, and other appropriate school publications as directed by the Board.

20.3 This policy and the plan shall be reviewed as necessary with appropriate revisions recommended to the Board.

Staff Grievance Policy

**HighMark Charter School
Policy: Staff Grievance Policy
Adopted: September 19, 2011**

Purpose

The Board of Directors (“Board”) of HighMark Charter School (the “School”) values open communication between faculty, staff, administration, and the Board. The Board also believes that individuals can generally resolve their own disputes through open, respectful communication. If a situation arises that cannot be resolved between the parties involved, then this policy will be used. The purpose of this policy is to ensure that staff members understand how to pursue the resolution of grievances, concerns and disputes involving other School employees.

The Board wishes to emphasize that the School is an at-will employer, and this policy is not intended to modify the at-will employment relationship between the School and its employees.

Policy

A staff member who has a complaint regarding another staff member must first address the issue with the other employee involved and work reasonably and in good faith to resolve the concern.

A staff member that is not able to resolve the dispute himself or herself may then raise the issue with the School’s Director.

If a staff member’s complaint involves the Director, the staff member must first address the issue with the Director and work reasonably and in good faith to resolve the problem.

A staff member should not direct complaints to the Board unless and until he or she has worked in good faith to resolve the issues with the other individual and with the School’s Director.

In the event the staff member and the Director are unable to resolve a complaint and the staff member wishes to bring the issue to the Board’s attention, the complaint may be directed to the Board in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board will then consider the complaint and take whatever action it deems appropriate.

This policy does not confer upon any employee of the School any additional rights. Accordingly, the existence of this policy does not preclude the School from terminating any employee for any lawful reason even if the employee is pursuing the resolution of a grievance.

Additionally, this policy is not intended to discourage an employee from reporting to the appropriate individual(s) a legal violation committed by another employee and does not limit a

School employee's right to appropriately report a legal violation committed by another employee.

Test Administration Policy

HighMark Charter School

Policy: Test Administration Policy

Adopted: May 21, 2012

Policy

HighMark Charter School (the “School”) places a high value on ethics and integrity and expects students and staff to demonstrate these characteristics. Accordingly, the School recognizes the importance of fair and ethical test administration. The School’s Director will therefore implement all required procedures in order to ensure that all state-mandated tests are administered in an ethical manner.

Travel Policy

**HighMark Charter School
Policy: Travel Policy
Adopted: April 15, 2013**

PURPOSE

The purpose of this policy is to establish procedures for authorization of travel by employees or agents of HighMark Charter School (the "School") who may be required to travel to fulfill their official duties or to attend seminars, conferences or other professional or educational activities benefiting the School.

POLICY

1. This policy applies to all employees, officials, or agents travel to conventions and/or travel undertaken for execution of School business. This includes but is not limited to:
 - a. Travel requiring an overnight stay; and
 - b. Conventions and conferences when no overnight stay is required.
2. This policy does not apply to field trips.
3. All travel must be approved in advance by the Principal, or the Board if the Principal is the traveler. All requests for travel approval will be requested at least three (3) weeks prior to departure date and prior to making any arrangements. Travel requests shall explain the purpose of the travel and, where applicable, include the conference registration materials, proposed hotel accommodations, and approximate airfare. Flight reservations may be made by the School's Management Company.
4. Reimbursement for actual expenses documented with a receipt will be paid for all approved travel events that are more than 100 miles from the School campus as follows: \$30 for dinner, \$15 for lunch, and \$10 for breakfast.
5. Reasonable and necessary ground transfer and mileage rate expenses will be reimbursed based on receipts submitted for such expenses. The traveler is responsible for collecting receipts in order to present them for reimbursement. Mileage will be reimbursed at the standard IRS mileage reimbursement rates in effect at the time.
6. Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the Principal or the Chair of the Board of Directors.

Tuition Reimbursement Policy

HighMark Charter School

Policy: Tuition Reimbursement Policy

Adopted: November 18, 2014

Purpose

HighMark Charter School (the “School”) believes that the School and its students benefit when employees develop and improve their knowledge and skills. Obtaining additional education can increase teaching abilities and professional competence. The School therefore desires to identify the conditions upon which the School is willing to reimburse School employees for tuition paid in order to obtain education that will improve their ability to serve the School and its students.

Policy

The School may reimburse tuition for School employees if the following conditions are satisfied:

- (1) The employee has been employed by the School for at least one (1) year.
- (2) The tuition is for courses that are either (a) job related, meaning the course will result in increased knowledge and skill, is aimed primarily at improving the employee’s performance in his/her present job or will enable the employee to remain current with changes or developments in their field or (b) an elective that is part of a degree program that is job related.
- (3) The courses are taken at (a) fully-accredited Utah colleges or universities; (b) a school providing training or instruction that is approved by the State Board of Education.
- (4) Courses may be for credit or not.
- (5) Except in unusual circumstances and as approved by the Principal, courses must be taken outside of regularly scheduled work hours.
- (6) Reimbursement will only be provided when the employee obtains approval from the Board of Directors and enters into a written agreement in the form approved by the Board of Directors prior to enrolling in the course. Additionally, the Principal must give prior approval for each course for which reimbursement will be sought.
- (7) The employee must agree to work at the School for a minimum of three (3) years following reimbursement of tuition. In the event the employee’s employment with the School is terminated, voluntarily or involuntarily, for any reason, before the completion of three (3) years, the prorated portion of the reimbursed tuition must be repaid to the School based on the number of years worked for the School since the most recent reimbursement.
- (8) Reimbursement is limited to a maximum of nine (9) credit hours per year, up to a total of thirty-six (36) credit hours, at a rate not to exceed \$150 per credit hour.
- (9) Reimbursement will be paid when the employee:

- (a) Provides evidence of completion of the course with a passing mark of B or better.
- (b) Provides an itemized receipt of the payment of tuition.
- (c) Passes any applicable Praxis exam.

TUITION REIMBURSEMENT AGREEMENT

This Tuition Reimbursement Agreement (the "Agreement") is entered into this _____ day of _____, 20_____, between [[school name]], a Utah nonprofit corporation (the "School"), and _____, an individual (the "Teacher").

Recitals

- A. The School operates a charter school in [[city]], [[county]], [[state]].
- B. The Teacher is currently employed with the School as _____.
- C. The Teacher desires the School's financial assistance to obtain the following additional education in order to improve the Teacher's skill and professional competence:
[[clearly specify the course(s), program, degree, certification, as applicable, and the institution]] (the "Coursework").
- D. The School desires to reimburse the Teacher's tuition and, in connection therewith, to provide an incentive for the Teacher to continue to work at the School thereafter.
- E. The School and the Teacher desire to enter into this Agreement in order to carry out that intent.

Agreement

Now, therefore, in consideration of the foregoing and the mutual covenants and promises of the parties hereto, the School and the Teacher agree as follows:

1. The Teacher will satisfactorily complete the requirements associated with the Coursework within _____ months from the date of this Agreement.
2. The Principal must approve each course for which the teacher will seek reimbursement to ensure that it is job related or an elective required for a degree program.
3. The School will reimburse the Teacher's tuition for the Coursework when the Teacher:
 - (a) Provides evidence of completion of the course with a passing mark of B or better.
 - (b) Provides an itemized receipt of the payment of tuition.
 - (c) Passes the _____ Praxis exam. [[include this if applicable]]
4. If the Teacher's employment at the School is terminated (voluntarily or involuntarily) for any reason within three (3) years following the most recent reimbursement of tuition or the Teacher fails to satisfactorily complete the Coursework within the required time frame set forth in Section 1, above, the Teacher must repay the tuition paid by the School pro rata based on the number of years worked for the School from the most recent reimbursement.
5. The Teacher acknowledges that this Agreement does not guarantee the Teacher employment with the School.

The Parties have executed this Agreement as of the date first set forth above.

The School:

Board President

Principal

The Teacher:

Weapons Policy

**HighMark Charter School
Policy: Weapons Policy
Adopted: November 21, 2016**

Purpose of Policy

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

Policy

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

Utah Code § 76-10-505.5(2) provides that “[a] person may not possess any dangerous weapon, firearm, or sawed-off shotgun, as those terms are defined in Section 76-10-501, at a place that the person knows, or has reasonable cause to believe, is on or about school premises as defined in this section.”

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

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

The law further provides that a qualified person may receive a permit “to carry a concealed firearm for lawful self-defense.” UCA § 53-5-704(1).

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

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

However, this policy does not apply if the possession is approved by the responsible school administrator or the item is present or to be used in connection with a lawful, approved activity and is in the possession or under the control of the person responsible for its possession or use. UCA § 76-10-505.5(4)(b), (c).

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

Concealed Firearm Permit Exceptions and Clarification

Utah State law allows any holder of a valid concealed firearm permit to carry a concealed firearm on School Property. Because a concealed firearm must be readily accessible for immediate use, any person who carries a concealed firearm on School Property, must keep it on their person at all times, and it must be fully concealed. School employees are prohibited from keeping a concealed firearm in or on any property, fixture or furniture owned by the school. This includes but is not limited to desks, closets, cabinets, or any other property owned by and located on School Property. If a person carries a concealed firearm in any personal container, bag, briefcase, purse, backpack, etc., that item must be on the person at all times while on School Property.

School employees who obtain a concealed firearm permit do so at their own volition. Any employee's decision to carry or use a dangerous weapon will be the sole responsibility of that person as an individual, and no such action, including any lawful action, is taken as an employee by or on behalf of the school or is otherwise authorized or sanctioned by the school. Employees who have concealed carry permits are obligated to have knowledge of and adhere to state and local weapons laws.

Wellness Policy

HighMark Charter School
Policy: Wellness Policy
Adopted: May 21, 2012

Purpose

The purpose of this Policy is to ensure the best possible mental and physical health environment for the students of HighMark Charter School (the “School”). The School’s Board of Directors (the “Board”) recognizes that the link between nutrition, physical activity and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and life long health and wellbeing. Healthy eating and physical activity are essential to reduce risk for many chronic diseases. Schools have a responsibility to help students learn healthy eating and activity patterns. Staff wellness also is an integral part of a healthy school environment, since school staff can be daily role models for healthy behaviors.

Policy

Goal:

All students in the School shall posse the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices through their lifetime. All staff in the School are encouraged to model healthful eating and physical activity as a valuable part of daily life.

This policy is designed to effectively utilize School and community resources to equitably serve the needs and interest of all students and staff, taking into consideration difference in culture.

Nutrition Education:

The School will promote nutrition education as follows:

- The School will provide education for students to help them learn skills needed to practice lifelong healthy eating.

Promotion of Healthy Eating and Nutrition Guidelines:

The School will strive to promote healthy eating through the following guidelines:

- Encourage the increased consumption of a variety of healthy foods, including fruits, vegetables, whole grains and low fat dairy products.
- Offer food and beverages outside the lunch meal service which are a good source of nutrients, moderate in sodium, moderate or low in fat, and moderate in sugar that is not naturally occurring in the food and moderate in calories.

- Strive to improve student nutrition behaviors on the school campus: include an increase of healthier meal choices by students to include fruits, vegetables, whole grains, and low fat dairy products.
- Serve school meals that meet the USDA nutrition standards for all meals as well as provide sufficient choices, including new foods and foods prepared in new ways to meet the taste preference of the students.
- Designated lunch periods for all students offer sufficient time to enjoy eating healthy foods. Lunch periods will be scheduled near the middle of the school day.
- Offer a low fat milk selection and encourage the consumption of lower fat options.
- Provide student's opportunities to practice healthy habits – they can choose from an array of healthy food options, eat in relaxed and comfortable surroundings and enjoy daily physical activity.

Physical Activity:

The School will promote physical activity as follows:

- Ensure that every student from kindergarten through sixth grade receives regular, age-appropriate, quality physical education.
- Provide within the school environment safe, enjoyable activities for all students, including those who are not athletically gifted.
- Provide, through physical education, safe and satisfying physical activity for all students, including those with special needs.
- Provide for fitness education and assessment to help students understand and improve or maintain their physical well-being.
- Promote the benefits of doing regular amounts of physical activity now and throughout life.
- Ensure that physical activity facilities on school grounds are kept safe and well-maintained.

Staff as Role Models:

The School will encourage staff to serve as positive role models to students as follows:

- Offer opportunities and encouragement for staff to model healthy eating habits.
- Develop strategies for teachers, administrators, students, foodservice professionals, and community members to serve as role models in practicing health eating and being physically active.

Food Safety/Food Security:

- All foods made available will comply with state and local food safety and sanitation regulations.

- Implement Hazard Analysis and Critical Control Point (HACCP) plans and guidelines to prevent food illness in school.
- All food service equipment and facilities must meet applicable local and state standards concerning health, safe food preparation, handling and storage, drinking water, sanitation and workplace safety.

Measuring Implementation:

The School will measure the implementation of this policy as follows:

Conduct a review of the progress toward wellness policy goals each year and identify areas for improvement.