



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, November 8, 2023

ILSC Building, 960 South Main, Brigham City,
Utah 84302

*"Always consider the effects
on our students."*

A. Work Session - 5:30 p.m.

B. Administrative - 6:30 p.m.

1. Call to Order

Connie Archibald, Board Vice President

2. Reverence

Nancy Kennedy, Board Member

3. Flag Salute/Pledge of Allegiance

Tiffani Summers, Board Member

4. Recognitions

Julie Taylor, Board Member

C. Approval of Agenda - 6:45 p.m.

D. Public Comment - 6:50 p.m.

Those individuals who would like to speak to the Board should read the guidelines and complete the sign-up document located at the door. At the discretion of the Board President, public comment may be permitted at any point during the Board meeting.

E. Action Items - 7:00 p.m.

1. Approval of Increment Financing Solar Farms at Autoliv

David Roberts, Business Administrator

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2. Approval of 2024-25 School District Calendar

Mark Taylor, Executive Director of Human Resources and Title IX

7

F. Information Items - 7:10 p.m.

1. Elementary Report Card Changes

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning

10

2. Monthly Financial Report

David Roberts, Business Administrator

13

3. Board Committee Reports

a. Student Board Member Report

G. Policy Review - 7:35 p.m.

1. First Reading

a. Policy 1037 Employment/Assignment of Relatives (Nepotism)

21

b. Policy 1071 Electronic Meetings

24

c. Policy 1210 School Closures and Boundary Changes

28

d. Policy 3010 Employee Bullying and Hazing

30

e. Policy 3032 Employment: Student Support Scope of Practice

42

f. Policy 3047 Reemployment of Retirees

45

g. Policy 4064 Curriculum: Honors Courses

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h. Policy 5064 Medical Recommendations by School Personnel to Parents

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i. Policy 5228 Athletic Uniforms

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2. Second Reading

a. Policy 1070 Board Meeting Procedures

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b. Policy 1072 Board Meetings: Notice Requirements

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c. Policy 2090 Contracts for School Resource Officer Services

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d. Policy 2241 School Nutrition Program - Charge and Delinquent Policy	69
e. Policy 3007 Employment - Staff Code of Conduct	74
f. Policy 3023 Educator Induction, Mentoring, and Professional Learning	81
g. Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements	86
h. Policy 4027 Special Programs: Dropout Prevention and Recovery	92
i. Policy 4037 Reading Assessment for K-3	97
j. Policy 4038 Mathematics Assessment for K-3	99
k. Policy 4062 Curriculum: College Course Work	101
l. Policy 4064 Curriculum: Religious Neutrality	104
m. Policy 4077 Course Disclosure Statements - Secondary	107
n. Policy 4103 Grading Policy Grades 8-12	109
o. Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct	111
p. Policy 5272 Transgender Students	123
q. Policy 6050 Community Use of School Facilities	126
H. <u>Board Discussion Items - 7:45 p.m.</u>	
1. Board of Education Handbook Review Schedule	130
Nancy Kennedy	
Collaborative Relationship: Shared Governance-page 6	
Essentials of A Professional Learning Community-page 6	
Tiffani Summers	
Authority of Individual Board Members-page 7	
Nominations and Elections for Board Leadership-page 7	
Board Leadership Responsibilities-page 8	
Connie Archibald, Board Vice-President	
I. <u>Consent Items - 7:55 p.m.</u>	
1. Minutes	131
2. Claims	138
3. Personnel	154
4. Clubs	155
J. <u>Suggestions for Future Board Meetings - 8:00 p.m.</u>	157
K. <u>Upcoming Events</u>	
1. BESD Foundation Jubilee of Trees	160
November 15-17, 2023 at USU Brigham City Campus	
2. USBA Conference January 4-6, 2024	
3. Work on MBA	
L. <u>Board Handbook</u>	161
M. <u>Adjournment - 8:05 p.m.</u>	

The next meeting of the Board of Education will be held on Wednesday, December 13, 2023, with a Work Session at 5:00 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

Box Elder School District
Recommendation for Autoliv’s Solar CRA in Tremonton

Recommendation

Enter into an interlocal agreement designating the Autoliv Solar CRA Community Reinvestment Project Area within some or all of the Survey Area (approx. 1360 N 1000 W), and also anticipate adopting an Autoliv Solar CRA Community Reinvestment Project Area Plan (the “**Project Area Plan**”) and an Autoliv Solar CRA Community Reinvestment Project Area Budget (the “**Project Area Budget**”) for the Project Area.

Recommended Board Action: Motion

I move that the Box Elder School Board authorize the execution of an interlocal agreement with the Tremonton city redevelopment agency, regarding tax increment funding in the Autoliv solar CRA.

Background

AutoLiv’s property in Tremonton located on 1360 N 1000 W, has a current taxable value of \$4.7m in real property. This will generate \$27,180 to the school district this year. When the solar facility is finalized, the real property value for the land in greenbelt will increase by approximately \$710,000 which will generate an additional \$4,120 to the school district next year or \$82,400 over 20 years.

The personal property from the solar facility will be valued at \$5.8m next year and an additional \$11.7m in 2025. The 60% to the school district in 2024 will be \$20k, in 2025 \$60k, and over 20 years \$761k. The school district could see a decline in the tax rate in a homeowner’s annual tax with this increased value. The total benefit to the school district is thus (\$761k plus \$82k) \$843k rather than a decline in tax payment from homeowners.

The Autoliv CRA agrees to transfer to the District an annual rebate amount equal to 60% of the District’s portion of the Personal Property Tax Increment

Policy Implications:

None

Financial Implications:

An estimated additional \$4,120 a year in in real property, for an approximate total of \$82,400 over 20 years. An additional estimated amount of \$761,000 over 20 years in personal property tax. The total increase of additional in real and personal property over 20 years would be an estimated \$843,400.

Staff Implications:

None

POLICY 2035

Increment Financing

A. Board Considerations for Approving Tax Increment Financing Projects

1. Economic development is not the mission of the Board of Education. The District's role in economic development is to provide a well-educated workforce that can assume quality jobs in our community and compete in the world environment. Utah law allows the Board of Education to determine what, if any, tax increment will be provided for Redevelopment and Community Development Agencies.
2. The Board of Education will not participate in any project in which the Board or staff has not been involved in the early stages of project development.
3. The Board of Education will not support any project that would likely occur without tax increment financing.
4. The city/county requesting tax increment financing will disclose the projected number of new jobs, by type and annual compensation level, to be generated by the project.
5. The city/county requesting tax increment financing will disclose the number of students expected to be generated by the project. The project's details will include a detailed financial analysis of the projected costs to educate those incremental students, source of revenue, and overall financial impact to the school district budget.
6. During the project's term, if the school district determines that more students are being generated from the project development than were originally projected in the approved development proposal, then the development authority will fund the incremental cost to educate those additional students from tax increment revenues. Under no circumstances will the development project's approved budget be increased to reflect the costs to educate any additional students over those originally projected.
7. All projects approved by the Board of Education will be made with the expectation that the District will not raise offsetting property tax rates to fund projected new students - holding all other Box Elder School District taxpayers harmless.
8. The Board of Education has preference for development projects that:

- a. increases assessed valuation while minimizing impact on the educational services required.
 - b. emphasize commercial, office, industrial, and hotel/convention projects over retail and residential projects.
 - c. provides partnership opportunities with businesses supportive of education.
 - d. the financial participation percentage from the other taxing entities (city/county) will be higher than requested of the District.
 - e. through an interlocal agreement, provides a pass-through of tax increment revenues directly to the District, rather than considering the tax increment revenue to the District as property taxes collected.
 - f. the entity requesting the development project (city/county) will pay for the school district's independent review and analysis of the project, up to \$5,000 per project request.
9. Critical Factors for the Board of Education:
- a. The school district's tax increment participation percentage requested does not exceed 60%. Greater preference will be for those projects requesting less than 60% school district participation.
 - b. All existing and proposed development projects within a city/county will not exceed 10% of that entity's total taxable value.
 - c. All existing and proposed development projects within a city/county will not exceed 10% of that entity's total taxable land.
 - d. The term of any development project will not exceed 15 years. In addition, the city / county commits to not request a renewal or extension beyond the original term approved.
 - e. Preference will be given to projects with even shorter terms than 15 years.
 - f. Any development project must begin within three (3) years of district approval. If a project fails to begin within three (3) years from approval, the District's participation will become null and void.
 - g. The development project's tax increment income cap does not exceed the proposed/budgeted expenditures.

- h. Any tax increment approved by the Board of Education shall include provisions to terminate once the RDA/CDA revenue stream has generated the budgeted revenue OR at the end of the project term, whichever comes first.
- i. The Administrative Fees for any project will not exceed 2.5%. The lower the administrative fee the better.
- j. Any commitment to fund housing in the project will not exceed 10% of total expenditures. If housing is included as a funding component, the school district will be a determining participant in how those housing funds will be spent. Priority for housing funds should be for school district teacher and staff housing, unless that priority is not needed.
- k. A commitment from the city/county that the school district will not be charged any impact fees for any future school district building/construction projects.
- l. The annual wage for projected new jobs created will exceed the current annual city/county average wage.
- m. Should the Board of Education need to bond for new facilities or renovations, the city/county commits to publicly support the school district's bonding efforts.

Recommendation to approve

Submitted by: Mark Taylor, Executive Director of Personnel and Title IX

Recommendation:

It is recommended that the 24-25 calendar be approved by the School Board.

Recommended Motion:

I move that the 24-25 calendar be approved.

Background:

A district calendar is created and approved prior to the closing of school in the year preceding the one in which the calendar is drawn. This calendar ensures we are compliant with the number of instructional days required by the state.

Policy Implications:

This is in accordance with [Policy 1230](#)

Financial Implications:

n/a

Staff Implications:

n/a

Box Elder School District 2024-2025

July 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
	1	2	3	4 <i>4th of July</i>	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 <i>Pioneer Day</i>	25	26	27
28	29	30	31			0/21

August 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
				1	2	3
4	5	6	7	8	9	10
11	12 PD Day	13 PD Day	14 Health Fair/ PD Day	15 New Teacher Training	16 New Teacher Training	17
18	19 Teacher Prep Day/ SpEd PD Day	20 Teacher Prep Day	21 Teacher Prep Day	County Fair		24
25	26 First Day of School Min. Day	27 Minimum School Day	28 Minimum School Day	29 Minimum School Day	30 Minimum	5/22

September 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2 <i>Labor Day</i>	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 HS P/T Conf	24 MS P/T Conf	25 Int P/T Conf	26	27	28
29	30					20/20

October 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
		1	2	3	4	5
6	7	8	9	10	11 <i>Fall Break</i>	12
13	14 <i>Fall Break</i>	15	16	17	18	19
20	21	22	23	24	25	26
27	28 Sunrise P/T Conf	29	30	31		21/21

November 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
					1 <i>No School (PD Day)</i>	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 End of Tri 1 (60 days) Minimum Day	21	22	23 19/19
24	25	26	27 PTC Comp Day	28 Thanksgiving Break	29 Thanksgiving Break	30

December 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20 Minimum School Day	21
22	23 Winter Break	24 Winter Break	25 Winter Break	26 Winter Break	27 Winter Break	28
29	30 Winter Break	31 Winter Break				15/17

January 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
			1 <i>New Year's Day</i>	2 School Resumes	3	4
5	6	7 HS P/T Conf	8 MS P/T Conf	9 Int P/T Conf	10	11
12	13	14	15	16	17	18
19	20 <i>Martin- Luther King Jr Day</i>	21	22	23	24	25
26	27	28	29	30	31	1 21/21

February 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
						1
2	3	4	5	6	7	8
9	10 Sunrise P/T Conf	11	12	13	14 <i>No School (PD Day)</i>	15
16	17 <i>President's Day</i>	18 K-5 P/T Conf	19 K-5 P/T Conf	20	21	22
23	24	25	26	27	28 End of Tri 2 (60 days) Minimum Day	1 19/19

March 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 <i>No School (PD Day)</i>	22
23	24	25	26	27	28	29
30	31 <i>** PTC Comp Day</i>					21/21

April 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
		1 Spring Break	2 Spring Break	3 <i>Spring Break</i>	4 <i>Spring Break</i>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			18/20

May 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 <i>Memorial Day</i>	27	28	29	30 Last Day of School/ End of Tri 3 (60 days) Min.	31 21/21

June 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19 <i>Juneteenth</i>	20	21
22	23	24	25	26	27	28
29	30					0/20

No School for Students/Work day for all employees
Beginning and End of School
** March 31, 2025 - Designated Snow Day

Parent Teacher Conferences
*For 12-month & ESP employees, holidays are marked in bold and italicized throughout the year

End of Trimester - MINIMUM DAY FOR STUDENTS/FULL DAY FOR TEACHERS
Approved by School Board: _____

POLICY 4102

Grading Policy Grades K-7

A. Grading

1. Student work and assessments will be based on standards from the Utah State Curriculum.
2. Scores on report cards reflect what students know and are able to do in relation to content standards.
3. Student proficiency is measured in a variety of ways including projects, reports, tests, observations, discussions and performance tasks.
4. Extra credit will not be included in the proficiency score. Additional opportunities for all students to demonstrate increased proficiency will be provided through extensions and remediation.
5. Proficiency scores will be based on the Box Elder School District Elementary Grading scale.
6. Life skills, such as attendance, behavior, and work completion, are an essential part of the educational process. They are reported separately from content proficiency.

B. Reporting

1. Report cards will be issued a minimum of three times each school year.
2. Student proficiency data will be updated weekly using the electronic grade book.
3. Students and parents will be informed as soon as possible when a student's academic performance, citizenship, or behavior becomes unsatisfactory or shows a marked or sudden decline.

C. Interventions

1. Interventions (re-teaching) will be provided when a student performs below proficiency.
2. When intervention opportunities are provided within the school day, identified students will be required to participate.

D. Homework

*See Box Elder School District [Policy 4100 Homework](#)

Box Elder Elementary

Progress Reports

INFORMATION

BESD reports how students are doing on specific skills that will help each student be successful now and build to future grades. Teachers enter academic understanding levels according to essential skills being assessed.

We have adjusted the rubric in BESD as follows:

3= On grade-level

2= Approaching grade-level

1= Below grade-level

Our report cards will no longer include a 0 or a 4.

A four in standards based grading indicates that a child has been tested above grade level and demonstrates mastery of upper level skills. In elementary school, we do not assess students on standards for subsequent grades, thus it was removed.

A Zero is not used because there should be nothing below, below-grade-level.

Teachers will ensure that students have multiple opportunities to demonstrate proficiency on grade level essential skills.

PROGRESS REPORTS

At the end of each trimester a Progress report will be sent home with a rubric score for each priority standard assessed during the trimester and will show prior standards assessed in prior trimesters. Also included on this progress report will be Acadience scores, number of absences and tardies, and life skills according to the attached rubric.

ACCOUNT LOGIN

For students or parents to log into Passport to check grades they will go to www.besd.net, hover over parents and select Passport (Student Grades).

Student will use their S133 number and computer password to access grades.

Parents will click on "Create a new account" enter the students S133 number and birth date to select their student. This will give the parent access to all their children's classes and grades.

For questions or comments regarding the gradebook, please reach out to your building principal.

MONTHLY FINANCIAL REPORT
OCTOBER 31, 2023

	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	28,900,000	795,514	2.8%	4.5%	1,306,609	29,305,305
6	Tuitions	450,000	74,076	16.5%	14.8%	69,868	470,779
7	Inv Earnings	250,000	510,705	204.3%	13.9%	183,448	1,319,767
8	Indirect Costs	325,000		0.0%	0.0%		969,682
9	Rental Fees/Building/Field	90,000	15,611	17.3%	1.3%	1,088	84,848
10	Other	1,090,000	139,474	12.8%	4.7%	37,493	793,712
11	State	90,355,626	36,077,974	39.9%	33.2%	26,383,523	79,395,835
12	Federal	5,750,000	1,694,331	29.5%	0.8%	79,928	9,512,564
13	Misc./ Fund Bal	250,000		0.0%	0.0%		0
14	TOTAL M & O						
15	REVENUE	127,460,626	39,307,684	30.8%	23.0%	28,061,958	121,852,492
16	Beg Balance						1,642,130
17	Less:						
18	Ending Balance						
19	TOTAL M & O FUNDS						
20	available	127,460,626	39,307,684	30.8%	22.7%	28,061,958	123,494,622
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	62,083,815	14,197,732	22.9%	25.8%	12,354,672	47,974,248
24	Benefits	21,205,976	4,367,803	20.6%	28.2%	5,296,589	18,781,014
25	Purchased Serv.	3,824,104	339,948	8.9%	28.8%	814,111	2,826,365
26	Supplies/Textbooks	5,385,400	1,063,128	19.7%	51.2%	3,517,928	6,872,811
27	Equipment	1,600,000	19,422	1.2%	11.6%	45,527	393,818
28	Other	715,000	19,375	2.7%	0.0%		633,919
29	Total	94,814,295	20,007,407	21.1%	28.4%	22,028,827	77,482,175
30							
31	Student Services (2100)						
32	Salaries	4,103,024	1,200,593	29.3%	28.7%	1,069,094	3,730,022
33	Benefits	1,500,511	455,886	30.4%	29.0%	422,795	1,456,806
34	Other	410,000	52,381	12.8%	17.9%	87,073	486,996
35	Total	6,013,535	1,708,859	28.4%	27.8%	1,578,961	5,673,824
36							
37	Instructional Staff (2200)						
38	Salaries	1,929,567	531,169	27.5%	31.9%	502,331	1,572,334
39	Benefits	645,466	214,731	33.3%	33.3%	202,912	608,931
40	Other	662,972	262,173	39.5%	16.4%	105,670	643,662
41	Total	3,238,005	1,008,073	31.1%	28.7%	810,913	2,824,927

MONTHLY FINANCIAL REPORT
OCTOBER 31, 2023

	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
42	District Administration (2300)						
43	Salaries	408,979	146,304	35.8%	33.3%	123,933	371,799
44	Benefits	209,100	66,793	31.9%	38.4%	58,292	151,856
45	Purch Services	370,000	100,912	27.3%	27.5%	61,374	223,319
46	Liability Insurance	181,715	0	0.0%	0.0%	0	173,062
47	Supplies	49,000	16,924	34.5%	36.6%	19,536	53,428
48	Other	50,000	25,177	50.4%	52.1%	25,993	49,848
49	Total	1,268,794	356,110	28.1%	28.3%	289,127	1,023,312
50	School Administration (2400)						
51	Salaries	5,678,870	1,590,871	28.0%	30.6%	1,439,965	4,708,064
52	Benefits	2,187,422	614,363	28.1%	30.8%	579,470	1,880,992
53	Prof Serv/Travel	98,800	18,308	18.5%	6.6%	4,253	64,103
54	Other	16,500	14,169	85.9%	100.0%	12,745	12,745
55	Total	7,981,592	2,237,711	28.0%	30.5%	2,036,432	6,665,904
56							
57	Business & Support (2500)						
58	Salaries	845,411	234,499	27.7%	35.7%	274,950	770,339
59	Benefits	316,780	86,051	27.2%	34.6%	99,706	287,982
60	Purchased Services	244,060	44,394	18.2%	26.0%	49,362	189,625
61	Other	35,000	-504	-1.4%	2.2%	1,189	55,108
62	Total	1,441,251	364,439	25.3%	32.6%	425,208	1,303,053
63							
64	Operation & Maintenance (2600)						
65	Salaries	6,264,165	2,063,537	32.9%	33.1%	1,886,789	5,694,695
66	Benefits	2,350,968	799,169	34.0%	34.6%	760,809	2,196,585
67	Electricity	1,129,683	264,559	23.4%	24.8%	244,246	984,716
68	Purchased Service	802,000	241,946	30.2%	29.9%	182,103	609,313
69	Telephone	362,130	48,574	13.4%	21.5%	67,660	314,327
70	Natural Gas	958,304	39,369	4.1%	3.1%	26,756	855,629
71	Prop Insurance	345,000		0.0%	0.0%		317,730
72	Repair	387,000	58,494	15.1%	154.5%	331,273	214,375
73	Supplies	798,570	347,618	43.5%	35.3%	256,058	725,973
74	Other	2,500		0.0%	0.0%		323
75	ESSER III A/C	4,000,000	1,667,618	41.7%	0.0%		2,268,341
76							
77	Total	17,400,320	5,530,883	31.8%	26.5%	3,755,695	14,182,008
78							

MONTHLY FINANCIAL REPORT
OCTOBER 31, 2023

	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
79	Transportation (2700)						
80	Salaries	3,800,436	949,532	25.0%	23.3%	773,256	3,319,224
81	Benefits	1,008,265	341,970	33.9%	29.1%	266,846	916,070
82	Purch Serv	255,000	37,445	14.7%	17.9%	40,970	228,853
83	Fuel	1,013,018	150,448	14.9%	4.5%	34,193	755,801
84	Supplies	858,036	109,599	12.8%	13.4%	108,401	807,944
85	Other/Property	142,010		0.0%	96.5%	4,228	4,382
86	Total	7,076,765	1,588,994	22.5%	20.4%	1,227,894	6,032,274
87	Community Services (3300)						
88	Salary	721,479	234,442	32.5%	32.0%	210,043	655,890
89	Benefits	213,685	66,392	31.1%	33.0%	62,070	187,913
90	Purchased Serv	30,000	4,954	16.5%	29.1%	3,797	13,030
91	Supplies/Util	110,500	31,320	28.3%	26.1%	18,515	70,938
92	Property	8,500	4,708	55.4%	2.3%	110	4,767
93	Other Objects	15,550	3,044	19.6%	26.5%	1,400	5,277
94	Desig. Fund Bal						
95	Total	1,099,714	344,861	31.4%	31.6%	295,934	937,816
96	Total Expenditures	140,334,271	33,147,337	23.6%	27.9%	32,448,993	116,125,293
97	Interfund Trans						
98	Change Desig Fund Bal						
99	Other/Budget Cuts						
100	TOTAL EXPENDITURERS						
101	M & O	140,334,271	33,147,337	23.62%	27.9%	32,448,993	116,125,293

MONTHLY FINANCIAL REPORT
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	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
102	School Activity Fund (21)						
103							
104	REVENUE:						
105	School Deposits	4,500,000	1,894,687	42.1%	39.0%	1,664,980	4,264,562
106							
107	Other					0	
108	Total Revenue	4,500,000	1,894,687	42.1%	39.0%	1,664,980	4,264,562
109	EXPENDITURES:						
110	Purchased Services	860,200	92,323	10.7%	18.3%	106,541	583,560
111	Supplies	3,064,800	1,227,272	40.0%	27.9%	920,853	3,299,016
112	Equipment/Property	290,000		0.0%	46.0%	18,294	39,796
113	Desig/Other/Adm	285,000		0.0%	29.8%	58,966	197,681
114	Total Expenditures						
115	School Activity	4,500,000	1,319,595	29.3%	26.8%	1,104,654	4,120,052
116	DEBT SERVICE FUND (31)						
117							
118	REVENUE:						
119	Property Tax	3,351,027	94,779	2.8%	4.4%	162,175	3,682,041
120	Interest	106,200	112,411	105.8%	13.2%	19,247	145,766
121	Other						
122	Total	3,457,227	207,190	6.0%	4.7%	181,422	3,827,807
123	Beginning Bal	4,412,508		0.0%	79.3%	5,524,003	6,963,672
124	LESS:						
125	Ending Balance			0.0%	63.9%	2,818,675	4,412,508
126	Funds Available	4,298,485		0.0%	37.4%	2,818,675	7,536,479
127	EXPENDITURE:						
128	Bond Debt	3,521,250	2,949,773	68.6%	88.8%	2,886,750	3,252,000
129	Fees	50,000		0.0%	0.0%		3,000
130	Other Uses					0	0
131	Total	3,571,250	2,949,773	82.6%	88.7%	2,886,750	3,255,000

MONTHLY FINANCIAL REPORT
OCTOBER 31, 2023

	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
132	CAPITAL OUTLAY FUND (32)						
133							
134	REVENUE:						
135	Property Tax	11,640,438	321,828	2.8%	4.5%	498,875	10,988,589
136	Interest	170,500	327,275	192.0%	17.8%	136,975	768,832
137	Other	52,000	16,807	32.3%	25.8%	29,880	116,016
138	State	1,835,469	-1,515	-0.1%	43.4%	1,627,962	3,754,299
139	Federal /MBA	250,000	15,084	6.0%	0.0%		20,112
140	Ins./Prop.Recry	220,000	920,591	418.5%	0.0%		24,991
141	Total Revenue	14,168,407	1,600,071	11.3%	14.6%	2,293,693	15,672,839
142	Lease Revenue MBA						
143	Other Sources(F50)	345,580					
144	Desig. Fund Bal						
145	TOTAL REVENUE CAPITAL						
146	OUTLAY	14,513,987	1,600,071	11.0%	14.6%	2,293,693	15,672,839
147	Beg. Balance	2,638,711					17,523,561
148	Less:						
149	Ending Balance	3,505,600					2,638,711
150	Capital Outlay Funds	SELL OF MOUNTAIN VIEW ELEM					
151	available	13,647,098	1,600,071			2,293,693	30,557,688

MONTHLY FINANCIAL REPORT
OCTOBER 31, 2023

	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
152	EXPENDITURES:						
153	Oper/Maint		1,666	0.0%	0.0%	0	
154	Other Equipment			0.0%	0.0%	0	
155	Purchased Services	5,000	2,500	50.0%	58.3%	4,188	7,188
156	Technology/Software	2,500,000	345,638	13.8%	37.8%	538,806	1,425,789
157	Improvement						
158	Buildings Maint	2,200,000	846,635	38.5%	78.6%	798,613	1,016,206
159	Vehicles/Buses	1,100,000	47,518	4.3%	80.2%	1,343,870	1,674,969
160	Furniture/Equip	1,600,500	1,894,820	118.4%	20.4%	320,840	1,576,492
161	Other Objects		340	0.0%	0.0%		
162	Vehicle charges						
163	Total Capital	7,405,500	3,139,117	42.4%	52.7%	3,006,316	5,700,646
164	Other/Portables			0.0%	0.0%	1,343,082	
165	Grouse Creek	1,850,000	396,320	21.4%	0.0%		1,520,734
166	Golden Spike	2,100,000	1,373,525	65.4%	0.0%		5,956,980
167	HS Athletic Facilities	1,285,000		0.0%	0.0%		0
168	Property/Other	1,500,000	21,712	1.4%	351.2%	1,164,832	331,633
169	Total Construction	6,735,000	1,791,556	26.6%	32.1%	2,507,914	7,809,347
170	Desig. F Bal						
171	MBA/Bond Fee/Fund 50	1,990,500	15,499	0.8%	0.0%		1,897,580
172	Other		426				1,061
173	TOTAL EXPENDITURES C*						
174	OUTLAY	16,131,000	4,946,597	30.7%	35.8%	5,514,231	15,408,634

MONTHLY FINANCIAL REPORT
OCTOBER 31, 2023

	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
175	SCHOOL FOOD SERVICE FUND (49)						
176							
177	REVENUE:						
178	Lunch Sales	1,371,500	258,811	18.9%	1.2%	72,152	1,374,329
179	State	782,400	437,042	55.9%	9.8%	16,641	772,140
180	Federal	2,545,000	346,047	13.6%	0.0%	75,573	3,596,580
181	Other/Inventory Adj	3,500	0			0	
182	TOTAL REVENUE SCHOOL						
183	FOODS	4,702,400	1,041,900	22.2%	2.9%	164,365	5,743,050
184	Beg. Balance	5,371,320					5,604,342
185	Less:						
186	Ending Balance	5,210,025					5,371,320
187	School Food Service Funds						
188	available	4,863,695	1,041,900	21.4%	2.8%	164,365	5,976,071
189	EXPENDITURES:						
190	Salaries	1,925,494	471,004	24.5%	27.3%	456,355	1,674,343
191	Benefits	739,977	160,967	21.8%	33.1%	157,794	477,229
192	Food/Supplies	3,198,000	497,855	15.6%	20.9%	512,098	2,449,145
193	Equipment	55,000	1,457	2.6%	63.0%	24,571	38,994
194	Other Costs	25,000	61,069	244.3%	56.8%	20,676	36,382
195	Dir/Indirect Costs	325,000		0.0%	0.0%		
196	TOTAL EXPENDITURES SCHOOL						
197	FOODS	6,268,471	1,192,352	19.0%	25.1%	1,171,493	4,676,093

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OCTOBER 31, 2023

	ENDING OCT 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			33.33%	33.33%		
	Percent of 9 month contract completed			22.22%	22.22%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	350,000	260,518	74.4%	27.2%	95,882	352,508
202	Available Revenue	350,000	260,518	74.4%	27.2%	95,882	352,508
203	EXPENDITURE:						
204	Expenses	292,000	133,202	45.6%	39.2%	101,436	258,570
205	Changes/Desg Fund Bal						0
206	TOTAL EXPENDITURE	292,000	133,202	45.6%	39.2%	101,436	258,570
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	39,500	22,000	55.7%	12.3%	3,431	27,861
211	State	5,000	3,781	75.6%	0.0%		
212	Federal						
213	Other	7,000		0.0%	0.0%	0	
214	TOTAL REVENUE/BB						
215	AGENCY FUND	51,500	25,781	50.1%	12.3%	3,431	27,861
216	EXPENDITURE:						
217	Instruction	7,000	105	1.5%	0.6%	70	10,865
218	NUCC	25,000	17,053	68.2%	7.5%	1,351	18,121
219	Other	5,000	494	9.9%	22.3%	519	2,330
220	Changes/Desg Fund Bal			0.0%	0.0%		
221	TOTAL EXPENDITURES						
222	AGENCY FUND	37,000	17,652	47.7%	6.2%	1,939	31,316
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	155,876,998	44,337,831	28.4%	21.4%	32,465,730	151,741,119
229	GRAND TOTAL EXPENDITURE		92%				
230	ALL FUNDS	171,133,992	43,706,508	25.5%	30.0%	43,229,496	143,874,960

POLICY 1037

Employment/Assignment of Relatives (Nepotism) (Reference - [Utah Code § 52-3](#))

- A. Definition: As used in this policy, “appointee” means an employee whose salary, wages, pay, or compensation is paid from public funds; “relative” means father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law - “household member” means a person who resides in the same residence.

[Utah Code § 52-3-1\(1\)\(d\) \(2023\)](#)

- B. No Board member or employee of the district may employ, appoint, or vote for or recommend the appointment of a relative or household member in or to any position or employment, when the appointee will be directly supervised by a relative or household member, unless:
1. The appointee is certificated or otherwise determined eligible or qualified to be employed by the District pursuant to the State Office of Education or other state department or agency; or
 2. The appointee will be compensated from funds designated for vocational training; or
 3. The appointee will be employed for a period of 12 weeks or less; or
 4. The appointee is a volunteer as defined by the District; or
 5. The Superintendent determines that appointee is the only or best person available, qualified, or eligible for the position.

[Utah Code § 52-3-1\(2\)\(a\) \(2023\)](#)

- C. No district employee may directly supervise an appointee who is a relative or household member of the employee unless:
1. The appointee was appointed or employed before the district employee assumed his or her supervisory position, if the appointee’s appointment was not unlawful at the time of the appointee’s appointment; or

2. The appointee will be compensated from funds designated for vocational training; or
3. The appointee will be employed for a period of 12 weeks or less; or
4. The appointee is a volunteer as defined by the district; or
5. The appointee is the only person available, qualified, or eligible for the position; or
6. The Superintendent determines that the employee is the only person available or is best qualified to perform supervisory functions for the appointee.
7. When a District employee supervises a relative or a household member, the employee shall make a complete written disclosure of the employee's relationship with the relative or household member in a sworn statement provided to the Board of Education. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.

[Utah Code § 52-3-1\(2\)\(b\), \(c\) \(2023\)](#)

[Utah Code § 67-16-7\(2\)\(b\) \(2018\)](#)

- D. No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative or household member, unless:
1. The relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member was not unlawful at the time of the appointment;
 - ~~2. The appointee will be compensated from funds designated for vocational training;~~
 3. The appointee will be employed for a period of 12 weeks or less;
 4. The appointee is a volunteer as defined by the District;
 5. The appointee is the only person available, qualified or eligible for the position; or
 6. The Superintendent determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.

[Utah Code § 52-3-1\(3\) \(2023\)](#)

- E. The rules against nepotism apply to employees paid with public funds regardless of the source of those funds, including employees paid with funds from a federal grant.

- F. Within a town, as defined by [Utah Code § 10-1-104](#), this policy on nepotism shall not apply to the employment of uncles, aunts, nephews, nieces or cousins.

[Utah Code § 52-3-4 \(1998\)](#)

- G. This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:
1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all-weather public roads;
 2. the job opening has had reasonable public notice; and
 3. the relative is the best qualified candidate for the position.

If an appointee is to be hired under this exception, the District shall make a written record of the proceedings in which it was established that the appointee met the criteria of this exception, which record shall include a written statement by the hiring officer certifying that the appointee satisfies the exception, all of which shall be retained in the personnel file of the appointee.

[Utah Code § 52-3-4 \(1998\)](#)

- H. Under no condition shall a husband/wife or parent/son or daughter be employed in a supervisor/employee relationship (such as principal/teacher; department head/teacher in department; head custodian/custodian; etc.). If such condition occurs as a result of transfer or promotion, it shall be resolved within one year by transfer of either husband/wife, or parent/son or daughter, to another location. Exceptions may be made, with Board approval, for necessarily existent small schools only.

POLICY 1071

Electronic Meetings

A. Electronic meetings authorized

1. The Board authorizes its meetings to be held through electronic means as set forth in this policy. Such electronic means may include communications by telephone, telecommunications, computer, or similar methods of remote communication. Unless specifically stated by this policy, the other policies governing Board meetings (relating to notice, meetings being open to the public, and other matters) also apply to Board meetings held through electronic means.

B. Definitions

1. The following terms are used in this policy:
 - a. Anchor location: A designated physical location from which the electronic meeting originates or to which participants are connected.
 - b. Electronic notice: email, text, fax, or other means of electronic communication.

C. Member request required for electronic meeting attendance

1. A Board meeting may be held as an electronic meeting upon request of a member of the Board. This request must be made sufficiently in advance of the time that the Board meeting is scheduled so that the necessary arrangements can be made for the electronic meeting, including giving the required notice to other Board members. Therefore, the request should be made not less than 25 hours before the meeting. If a member of the Board wishes to participate electronically because of unforeseen or exigent circumstances arising less than 25 hours before the meeting, such participation may be allowed if the Board President determines that the necessary arrangements may be made for such participation and if a majority of the members of the Board agree to waive the 25-hour requirement.

[Utah Code § 52-4-207\(2\)\(c\)\(iii\) \(2023\)](#)

D. Notice to board members of an electronic meeting

1. After an electronic meeting has been scheduled, and at least 24 hours before the meeting is to begin, the members of the Board shall be provided with a description of

how to electronically connect to the meeting, except as otherwise may be provided in a rule of the Legislature applicable to the Board.

[Utah Code § 52-4-207\(3\)\(c\) \(2023\)](#)

E. Anchor location

1. Unless the requirements have been met for holding an electronic meeting without an anchor location, the Board will provide space and facilities at an anchor location for members of the public to attend the open portions of the meeting. The Board may also provide means by which members of the public ~~who are not physically present at the anchor location~~ may attend the meeting remotely by electronic means.

[Utah Code § 52-4-207\(4\) \(2023\)](#)

F. Electronic meetings without an anchor location

1. The Board may convene and conduct an electronic meeting without an anchor location if the president of the Board makes a determination that either
 - a. conducting the meeting with an anchor location presents a substantial risk to the health or safety of those present or who would otherwise be present at the anchor location or
 - b. the location where the Board would normally meet has been ordered closed to the public for health or safety reasons.
2. The public notice for the meeting must include a description of the Board president's determination and a summary of the facts upon which it is based, along with information on how a member of the public may attend the meeting remotely by electronic means. A determination of substantial risk to health or safety expires 30 days after the day on which the president makes it.

[Utah Code § 52-4-207\(5\)\(a\), \(6\) \(2023\)](#)

3. During the course of an electronic meeting with an anchor location where the Board has provided means by which members of the public who are not physically present at the anchor location may attend the meeting remotely by electronic means, the anchor location may be closed and the meeting continued without an anchor location if the Board president determines that continuing to conduct the meeting with an anchor location presents a substantial risk to the health or safety of those present at the anchor location, announces that determination during the meeting, and states a summary of the facts upon which the determination is made.

[Utah Code § 52-4-207\(5\)\(b\) \(2023\)](#)

G. Electronic meeting not available for site visit or traveling tour

1. When the scheduled meeting is a site visit or traveling tour, the meeting may not be conducted or convened electronically.

H. Determining quorum in an electronic meeting

1. In determining whether a quorum of the Board is present during an electronic meeting, all members are counted who are either present at the anchor location (if the meeting has an anchor location) or who are connected to the meeting by the method provided for remote participation in the meeting.

[Utah Code § 52-4-207\(2\)\(b\) \(2023\)](#)

I. Taking votes during an electronic meeting

1. Except when the vote is unanimous, all votes during an electronic meeting shall be taken by roll call of the members.

[Utah Code § 52-4-207\(9\) \(2023\)](#)

J. Public notice of an electronic meeting

1. In addition to providing and posting the notices required for other Board meetings, the Board shall provide at least 24 hours' advance written or electronic notice of the electronic meeting to
 - a. A newspaper of general circulation within the state; and
 - b. A local media correspondent.
2. Unless the requirements have been met for holding a meeting without an anchor location, the Board shall also post written notice of the electronic meeting at the anchor location at least 24 hours prior to the electronic meeting. The notices of the electronic meeting shall specify the anchor location of the meeting or, if there is no anchor location, shall specify how a member of the public may hear (or view and hear) the meeting and if public comment will be accepted how a member of the public may provide comments by electronic means.

[Utah Code § 52-4-207\(3\) \(2023\)](#)

K. Public access to electronic meetings

1. Space and facilities shall be provided at the anchor location of an electronic meeting of the Board to permit members of the public to attend and monitor the electronic meeting (except those portions of such a meeting which have been properly closed to the public by the Board). If the Board meeting is one at which comments from the public will be accepted, then the space and facilities shall also permit members of the public to participate in the electronic meeting. For an electronic meeting which is being held without an anchor location, the Board shall provide access to the meeting as provided for above regarding meetings without an anchor location
2. Members of the public are not entitled to monitor or attend electronic meetings except through the space and facilities provided at the anchor location or through electronic access provided for a meeting without an anchor location. (Members of the public cannot request an electronic meeting and do not have the right to be remotely connected to a Board meeting except as set forth in this policy.)

[Utah Code § 52-4-207\(4\) \(2023\)](#)

POLICY 1210

School Closures and Boundary Changes

A. Notice of Possible Closure or Boundary Change

- a. At least ~~120~~ 90 days before approving the closure of a school or a change to school attendance area boundaries, the Board shall provide notice that it is considering closure or a boundary change to parents of students enrolled in the school, to parents of students enrolled in other schools in the District which may be affected by the closure or boundary change, and to the governing council and mayor of the municipality where the school is located. The notices to parents shall be provided using the same form of communication that the Board regularly uses to communicate with parents.

[Utah Code § 53G-4-402\(23\)\(a\)\(i\) \(2023\)](#)

B. Hearings on Closure or Boundary Change

- a. Before taking action to close a school or change a school attendance area boundary, the Board shall hold at least two Board meetings which include public hearings to receive comment on the proposed closure or boundary change.

[Utah Code § 53G-4-402\(23\)\(a\)\(ii\) \(2023\)](#)

[Utah Code § 10-9a-103\(52\) \(2023\)](#)

C. Notice of Hearings on Closure or Boundary Change

- a. In addition to meeting the other requirements for notice of a public meeting as set out in Policy 1072 Board Meetings: Notice Requirements, and in addition to the ~~120~~ 90-day notice described above, the Board shall give notice of each public hearing on a proposed school closure or boundary change. The notice shall indicate the school or schools under consideration for closure or boundary change and state the date, time, and location of the public hearing. This notice shall be provided at least 30 days before the date of the hearing to the parents and public officials who were required to receive the 120-day notice described above, **and in the same matter. In addition, for** at least 10 days before the hearing, this notice shall also be **published in a newspaper of general circulation in the area**, posted on the Utah Public Notice Website, **posted in at least three public locations within the municipality in which the school is located**, posted on the District's **official** website, **posted at the District offices**, and posted prominently at the school or schools affected.

Policy 1210
Adopted
September 11, 2019
First Reading
November 8, 2023

[Utah Code § 53G-4-402\(23\)\(b\) \(2023\)](#)
[Utah Code § 63G-30-102\(1\) \(2023\)](#)

POLICY 3010

Employee Bullying and Hazing

A. Definitions

1. "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.
2. "Bullying" means intentionally committing a written, physical, or verbal act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:
 - a. Causing physical or emotional harm to the school employee or student;
 - b. Causing damage to the school employee or student's property;
 - c. Placing the school employee or student in reasonable fear of:
 - 1) Harm to the school employee's or student's physical or emotional well-being;
or
 - 2) Damage to the school employee's or student's property.
 - d. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - 1) The pervasiveness, persistence, or severity of the actions; or
 - 2) A power differential between the bully and the target; or
 - e. Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.
 - f. The foregoing conduct constitutes bullying regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

3. "Communication" means the conveyance of a message, whether verbal, written, or electronic.
4. "Cyberbullying" means:
 - a. 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.
 - b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyberbullying.
5. "Hazing" means a school employee intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
 - a. Meets one of the following:
 - 1) Endangers the mental or physical health or safety of a school employee or student; or
 - 2) 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;
 - 3) 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
 - 4) 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 either
 - b. 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

- c. Is directed toward a school employee or student whom the actor 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.

The conduct described in above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesce in, the conduct.

Utah Admin. Rules R277-613-2 (May 24, 2022)

[Utah Code § 76-5-107.5 \(2022\)](#)

[Utah Code § 53G-9-601\(1\) to \(5\) \(2023\)](#)

6. "Incident" means one or more infractions committed by a student or a group of students acting in concert, and the same time and place

Utah Admin. Rules R277-613-2 (May 24, 2022)

7. "Infraction" means an act of prohibited behavior.

Utah Admin. Rules R277-613-2 (May 24, 2022)

8. "Retaliate" means an act or communication intended:

- a. as retribution against a person for reporting bullying, cyberbullying, abusive conduct, or hazing; or
- b. to improperly influence the investigation of, or the response to, a report of bullying, cyberbullying, abusive conduct, or hazing.

[Utah Code § 53G-9-601\(9\) \(2023\)](#)

9. "School Employee" means:

- a. school administrators, teachers, and staff members, as well as others employed or authorized as volunteers, directly or indirectly, by the school, school board, or school district and who works on a school campus.

[Utah Code § 53G-9-601\(11\) \(2023\)](#)

10. "Volunteer" means a non-employee with significant, unsupervised access to students in connection with a school assignment.

B. Bullying Prohibited

1. No school employee may engage in bullying of a student or of a school employee.
2. School employees who engage in bullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. Anonymous reports of bullying alone cannot constitute the basis for formal disciplinary action.
4. The school or District may also report infractions to law enforcement.

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

C. Hazing and Cyberbullying Prohibited

1. No school employee may engage in hazing or cyberbullying of a student or of a school employee at any time or at any location.
2. School employees who engage in hazing or cyberbullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. The school may also determine to break up or dissolve a team, organization, or other school sponsored group for hazing violations by its members.
4. Anonymous reports of hazing or cyberbullying alone cannot constitute the basis for formal disciplinary action.
5. The school or district may also report infractions to law enforcement.

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

D. Retaliation Prohibited

1. No school employee may engage in retaliation against a school employee, a student, or an investigation for, or witness of, an alleged incident of bullying, cyberbullying, hazing, or retaliation against a school employee or student, or an alleged incident of abusive conduct.
2. School employees who engage in retaliation are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.

3. Anonymous reports of retaliation alone cannot constitute the basis for formal disciplinary action.
4. The school shall inform students who have reported being subject to bullying, cyberbullying, or hazing and these students' parents that retaliation is prohibited and shall encourage the students and parents to be aware of and to report any subsequent problems or new incidents.

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

E. Making a False Report Prohibited

1. No school employee may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against a school employee or student.
2. School employees who engage in making such false allegations are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.

[Utah Code § 53G-9-605\(3\)\(d\) \(2019\)](#)

[Utah Admin. Rules R277-613-4\(1\)\(a\) \(May 24, 2022\)](#)

F. Action Plan

1. Upon receipt of a reported incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation, the school principal or designee shall promptly review and investigate the allegations. This investigation shall include interviewing the alleged targeted individual, the individual alleged to have engaged in prohibited conduct, the parents of the alleged target and alleged perpetrator, any witnesses to the conduct, school staff familiar with the alleged victim, and school staff familiar with the alleged perpetrator. The principal or designee may also review physical evidence, including but not limited to video or audio recordings, notes, email, text messages, social media, and graffiti. The principal or designee shall inform any person being interviewed that the principal or designee is required to keep the details of the interview confidential to the extent allowed by law and that further reports of bullying will become part of the investigation.

Utah Admin Rules R277-613-5(2), (3), (4) (May 24, 2022)

2. When the available information indicates that an infraction may also constitute a civil rights violation, the principal or designee shall also investigate that possible violation and take such disciplinary or other action as may be warranted.

Utah Admin Rules R277-613-5(6) (May 24, 2022)

3. When it is determined that a student has been bullied, cyberbullied, or hazed, this plan of action should include consideration of what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.

[Utah Code § 53G-9-605\(3\)\(g\) \(2019\)](#)

4. The plan of action may include supporting involved students through trauma-informed care practices, if appropriate, as defined in Utah Admin. Rules R277-613-2(15).

Utah Admin. Rules R277-613-5(7) (May 24, 2022)

5. The plan of action may also include positive restorative justice practice action, if permitted. Restorative justice practice is a discipline practice that brings together students, school personnel, school families, and community members to resolve conflicts, address disruptive behaviors, promote positive relationships, and promote healing. An alleged targeted student is *not* required to participate in a restorative justice practice with an alleged perpetrator. If the principal or designee desires to have a student participate, the principal or designee shall first inform that student's parent about the restorative justice practice and obtain the parent's consent prior to such participation.

Utah Admin. Rules R277-613-2(10) (May 24, 2022)

Utah Admin. Rules R277-613-6(6) (May 24, 2022)

6. If any retaliation occurs, the principal or designee shall take strong responsive action against it, including but not limited to providing assistance to any targeted individual and his or her parent in reporting subsequent problems and new incidents.

Utah Admin. Rules R277-613-4(4) (May 24, 2022)

7. The principal or designee shall follow up with parents of all students involved (victim or perpetrator), informing parents when an investigation is concluded, what safety measures will be in place for their child as determined by the investigation, of additional information about the investigation to the extent consistent with the [Family](#)

[Educational Rights and Privacy Act](#) (“FERPA”), and of any available appeal options if a parent disagrees with the resolution of the investigation.

Utah Admin. Rules R277-613-5(10) (May 24, 2022)

G. Training and Education

1. Each school shall establish procedures for training school employees, coaches, volunteers and students on bullying, cyberbullying, hazing, retaliation, and abusive conduct. The principal or designee shall be the point person to assist, direct, and supervise training on these matters.
 - a. Training to students, staff, and volunteers shall:
 - 1) Include information on:
 - a) Bullying, cyberbullying, hazing, retaliation, and abusive conduct;
 - b) Discrimination under [Title VI of the Civil Rights Act of 1964](#), [Title IX of the Education Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), and [Title II of the Americans with Disabilities Act of 1990](#);
 - c) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination,
 - d) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are prohibited based on the student’s or employees’ actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes, or conformance or failure to conform with stereotypes, and
 - e) The right of free speech and how it differs for students, employees, and parents;
 - 2) Complement the suicide prevention program required for students and the suicide prevention training required for licensed educators; and
 - 3) Include information on when issues relating to these standards may lead to employee or student discipline.

Utah Admin. Rules R277-613-4(6) (May 24, 2022)

Utah Admin. Rules R277-613-5(1)(c) (May 24, 2022)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- b. This training shall be provided to all new employees, coaches, and volunteers within the first year of service and shall be provided to all employees, coaches, and volunteers annually.

Utah Admin. Rules R277-613-4(6) (May 24, 2022)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- c. In addition to training school employees and educating students mentioned above, all volunteer coaches, employees, and students involved in any curricular athletic program or any extra-curricular club or activity shall:
- 1) Complete bullying, cyberbullying, harassment, hazing, and abusive conduct prevention training prior to participation;
 - 2) Repeat bullying, cyberbullying, harassment and hazing prevention training at least every three years;
 - 3) Be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this policy.
- d. The content of this activity training shall be developed in collaboration with the Utah High School Activities Association (UHSAA) and the training shall also be provided in collaboration with UHSAA. The school shall obtain and keep signature lists of the participants in the activity training.

Utah Admin. Rules R277-613-6 (May 24, 2021)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- e. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, hazing, or cyberbullying.

[Utah Code § 53G-9-605 \(2019\)](#)

- f. The district may also offer voluntary training to parents and students regarding abusing conduct.

[Utah Code § 53G-9-607\(1\)\(b\) \(2020\)](#)

H. Assessment

1. Subject to the requirements of [Utah Code § 53E-9-203](#) regarding parental consent for certain types of inquiries of students, each school shall regularly (and at least once per year) conduct assessment through student input (surveys, reports, or other methods) of the prevalence of bullying, cyberbullying, and hazing in the school, and specifically in locations where students may be unsafe and adult supervision may be required such as playgrounds, hallways, and lunch areas.

Utah Admin. Rules R277-613-4(3) (May 24, 2022)
[Utah Code § 53E-9-203 \(2022\)](#)

I. Publication and Acknowledgment

1. A copy of this policy shall be included in employee handbooks, shall be provided to the parent of each student enrolled in the District, and shall be available on the District website.
2. Each employee shall annually provide a signed statement stating that the employee has received a copy of this policy; however, such a statement is not a substitute for having met the training requirements of this policy.

[Utah Code § 53G-9-605\(3\)\(h\), \(4\) \(2019\)](#)
Utah Admin. Rules R277-613-4(1)(d), (2) (May 24, 2022)

J. Parental Notification of Incidents

1. The school shall notify the parent or a student who is involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation (whether as a target or as a perpetrator).
2. The school is also required to notify **and provide suicide prevention information to** the parent of a student who threatens ~~to commit~~ suicide, see [Policy 5064 Medical Recommendations by School Personnel to Parents](#). In addition, the school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above. The record is a private record for purposed of the Government Records Access and Management Act.
 - a. The process for notifying a parent shall consist of:
 - 1) The school principal or designee shall attempt to make personal contact with a parent when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two

school people present. If personal contact is not possible, the parent may be contacted by phone. A second school person should witness the phone call.

- 2) Contact with the parent must be documented in a “Verification of Parent Contact Regarding Threat or Incident”.
3. (A copy of the “Verification of Parent Contact Regarding Threat or Incident” is attached below.) Subject to laws regarding confidentiality of student education records, at the request of a parent, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-604 \(2023\)](#)

Utah Admin. Rules R277-613-4(2) (May 24, 2022)

4. The record of parental notification shall be maintained in accordance with the [Utah Code Title 53E, Chapter 9, Part 3 Student Data Protection, Title 53E, Chapter 9, Part 2, Student Privacy](#), and the [Federal Family Educational Rights and Privacy Act \(“FERPA”\)](#). A copy of the record of parental notification shall upon request be provided to the student to whom the record relates. After the student has graduated, the District shall expunge the record of parental notification upon request of the student.

[Utah Code § 53G-9-604\(2\)\(a\)\(ii\) \(2023\)](#)

K. Report to State Superintendent

1. Each year, on or before June 30, the District shall submit a report to the State Superintendent which includes
 - a. a copy of the District’s bullying policy;
 - b. confirmation of compliance with the requirement to obtain a signed acknowledgment of the policy from students, parents, and employees;
 - c. verification of required training regarding bullying, cyberbullying, hazing, retaliation, and abusive conduct;
 - d. the number of verified and alleged incidents of bullying, cyberbullying, hazing, retaliation, and abusive conduct; and
 - e. the number and type of those incidents that either included a student or employee who is part of a federally protected class or was bullied, cyberbullied, hazed, or retaliated against because of the student’s or employee’s actual or

perceived disability, race, national origin, religion, sex, gender identity, sexual orientation or other characteristic.

Utah Admin. Rules R277-613-5(8) (May 24, 2022)

**VERIFICATION OF PARENT CONTACT REGARDING
THREAT OR INCIDENT**

I, [Name] _____, principal or principal's designee, contacted [Name of parent] _____ on [Date] _____ and notified him or her that [Name of student] was involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation. Contact was made:

[] in person

[] by telephone (number used: _____)

[] by email (email address used: _____)

[] by other method (specify): _____

Notice was given of:

[] bullying incident

[] cyberbullying incident

[] abusive conduct incident

[] hazing incident

[] retaliation incident

[] **suicide threat**

[Name of school staff member] _____, witnessed the contact.

Principal or Principal's Designee Title Date

School Staff Member Title Date

POLICY 3032

Employment: Student Support Scope of Practice

A. Definitions

1. "Counseling" means a method used by school counselors, school psychologists, and school social workers to assist individuals and groups in learning how to solve problems, develop coping strategies, and make decisions about personal, health, social, emotional, behavioral, educational, vocational, financial, and other interpersonal concerns.
2. "Psychoeducation" means the process of providing education and information to those seeking or receiving mental health services and their family members.
3. "Psychological services" includes:
 - a. administering psychological and education assessments, and other assessment procedures;
 - b. interpreting assessment results;
 - c. obtaining, integrating, and interpreting information about student behavior and conditions relating to learning;
 - d. consulting with other staff members in planning school programs to meet the special educational needs of student as indicated by psychological assessments, interviews, direct observation, and behavioral evaluations;
 - e. planning and managing a program of psychological services, including psychological counseling for students and parents; and
 - f. assisting in developing positive behavior intervention strategies.
4. "Student support license areas" means the following license areas of concentration:
 - a. School Counselor
 - b. School Psychologist
 - c. School Social Worker

Utah Admin. Rules R277-313-2 (October 11, 2022)
Utah Admin. Rules R277-301-2(7)(a) (June 7, 2022)

B. Scope of Practice for Student Support Licensed Educators

1. Subject to the restrictions set out in [Policy 5140 Education and Family Privacy Rights](#) and [Policy 5064 Medical Recommendations by School Personnel to Parents](#), an educator who holds a student support license area of concentration may do any of the following:
 - a. make referrals for students and families to community mental and behavioral health resources;
 - b. provide professional learning to staff and psychoeducation to parents regarding prevention and mental health related topics;
 - c. provide counseling to individuals and small groups of students with identified needs and concerns;
 - d. provide, coordinate, and participate in crisis intervention and prevention, including assessing students for risk of suicide;
 - e. participate in a multi-disciplinary team for the development of student special services, including behavior intervention plans, Section 504 accommodations, and individualized education program services;
 - f. conduct assessments in which the individual is trained in the ethical administration, scoring, and interpretation related to the intended use of the assessment and meet the assessment publisher's criteria for administration; and;
 - g. act as a related service provider to provide counseling services for students with an individualized education program consistent with State Board of Education rules.

Utah Admin. Rules R277-313-3(1) (October 11, 2022)

2. An educator who holds a School Counselor license area of concentration may implement a school counseling program as outlined in State Board of Education Rule R277-462 and the College and Career Readiness school counseling program model.

Utah Admin. Rules R277-313-3(2) (October 11, 2022)

3. An educator who holds a School Psychologist license area of concentration may provide psychological services for special education.

Utah Admin. Rules R277-313-3(3) (October 11, 2022)

4. An educator who holds either a School Psychologist or a School Social Worker license area of concentration and is also licensed as a psychologist or as a social worker with the Division of Occupational and Professional Licensing of the Utah Department of Commerce may practice mental health therapy in a school.

Utah Admin. Rules R277-313-3(4) (October 11, 2022)

POLICY 3047

Reemployment of Retirees

A. A retiree who is reemployed after July 1, 2010, by the District within one year of the date of the person's retirement will have his or her retiree's allowance cancelled by the Utah State Retirement Office and be reinstated as an active member of the State retirement plan, effective the first day of the month following the date of reemployment unless:

1. the retiree is not reemployed by the District for a period of at least sixty (60) days from the retiree's retirement date;
2. upon reemployment after the break in service, the retiree does not receive any District provided benefit, including:
 - a. medical benefits;
 - b. dental benefits;
 - c. other insurance benefits except workers compensation and withholdings required by state and federal law for Social Security, Medicare, and unemployment insurance; or
 - d. paid time off, including sick, annual or other type of leave; and
 - e. the retiree does not earn in any calendar year of reemployment an amount in excess of the lesser of:
 - 1) ~~\$15,000~~ amount determined by URS; or
 - 2) One-half of the retiree's final average salary upon which the retiree's retirement allowance is based.

[Utah Code § 49-11-1202 \(2020\)](#)

[Utah Code § 49-11-1204 \(2020\)](#)

[Utah Code § 49-11-1205 \(2021\)](#)

3. If the employee retires again within a two-year period from the date of cancellation of the original allowance, the original allowance will resume. Otherwise, if the employee retires after the two-year period, then his or her original allowance will resume, and the retiree will receive an additional allowance based on the formula in effect at the

date of the subsequent retirement for the service credit accrued between the first and subsequent retirement dates.

[Utah Code § 49-11-1204 \(5\) \(2020\)](#)

4. A retiree who is reemployed after July 1, 2010, by the District more than one year from the date of the retiree's retirement may elect to:
 - a. Earn additional service credit and cancel the retiree's retirement allowance; or
 - b. Receive the retiree's retirement allowance and forfeit any retirement related contribution from the District.

[Utah Code § 49-11-1204\(3\) \(2020\)](#)

5. It is the responsibility of the reemployed retiree to report to the Utah State Retirement Office his or her reemployment status. It is the Utah State Retirement Office that ultimately determines the impact, if any, of a retiree's reemployment with the District on the retiree's eligibility for and benefits under the Utah State Retirement System. Therefore, the retiree should contact the Utah State Retirement Office to verify the impact of any reemployment decision prior to accepting reemployment with the District. The Utah State Retirement Board has stated that it will typically find that a retiree has not had an effective termination of service for purposes of the break in employment requirement if prior to retirement the employee has or had any type of prearrangement which anticipates a post-termination of employment fee-for-services relationship with any employer participating in the Utah State Retirement System. In addition, volunteer service for a participating employer may constitute employment or reemployment if there is a prearrangement of any kind that anticipates that the volunteer service is given in exchange for or as a condition of future employment or any fee-for-service relationship with any participating employer or there is any kind of deferred compensation for the volunteer service.

[Utah State Retirement Board Resolution #2019-05](#)

Policy 4064

Curriculum: Honors Courses

A. Honors Course Objectives

1. An honors course is one which focuses on extension and purposeful differentiation while facilitating more depth within course standards. Honors courses meet the following criteria:
 - a. Offer students opportunities to learn from the perspectives of others;
 - b. Where appropriate, encourage students to find multiple possible solution pathways;
 - c. Use of data to reason;
 - d. Encourage students to take risks and persevere in problem solving;
 - e. Personalize student learning experiences; and
 - f. If appropriate, emphasize deep understanding of grade level content and above-level content.
2. Honors courses may not:
 - a. Emphasize teacher lecture;
 - b. Emphasize rote memorization of rules and procedures or basic recall of facts;
 - c. Equate an honors designation with an increased workload, such as requiring more assignments or reading additional texts without clear intent; or
 - d. Include little to no collaborative work.

Utah Admin. Rules R277-728-2 (November 7, 2022)

Utah Admin. Rules R277-728-3(1), (2) (November 7, 2022)

B. Honors Course Enrollment

1. An honors course shall be open and available to any interested student, and schools may not prohibit enrollment based on student past performance, experience, or other measures. School staff shall uniformly promote honors courses to all students and families. To the extent possible, each school shall provide enough sections for honors courses to meet student demand. Schools shall remove barriers and provide opportunities to students from all representative demographics to reach their academic potential.

Utah Admin. Rules R277-728-3(3) to (6) (November 7, 2022)

POLICY 5064

Medical Recommendations by School Personnel to Parents

A. Medical Recommendations by School Personnel Testing

1. School employees may provide information and observations to a student's parents about the student's
 - a. Progress;
 - b. Health and wellness;
 - c. Social interactions; and/or
 - d. Behavior.
2. School employees may complete a behavioral health evaluation form if requested by a student's parent to provide information to a licensed physician, ~~or~~ physician assistant, **advanced practice nurse or nurse practitioner**.
3. In addition, a school employee may communicate information and observations between school personnel regarding a student. School employees may also refer a student to other appropriate school personnel and agents, including referrals and communication with a school counselor or other mental health professionals working within the school.
4. If a school employee believes a student is at risk of (a) attempting suicide, (b) physical self-harm, or (c) harming others, then the employee may question the student about the suicidal thoughts, self-harming behavior, or thoughts of harming others in order to refer the student to appropriate prevention services and to inform the student's parent. However, the questioning shall be limited to that which is necessary for referral to prevention services or to make the parent aware of the perceived risk. (See [Policy 5140 Student and Family Privacy Rights](#))

[Utah Code § 53E-9-203\(7\) \(2022\)](#)
5. If a school employee believes that a situation exists which presents a serious threat to the well-being of a student, that employee shall notify the student's parent without delay. The school employee may consult or use appropriate health care professionals in the event of an emergency while the student is at school, consistent with the student emergency information provided at student enrollment.

6. The school shall notify the parent of a student who:
 - a. Threatens ~~to commit~~ suicide; or
 - b. Is involved in an incident of bullying, hazing, abusive conduct, cyber-bullying, or retaliation (whether as a victim or as a perpetrator).
7. **When a student threatens suicide, the school shall also provide the parent with suicide prevention information materials as well as information on ways to limit the student's access to fatal means, including a firearm or medication. The materials and information provided shall be those selected by the State Superintendent.**
8. The school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above. The record is a private record for purposes of the Government Records Access and Management Act.
9. The process for notifying a parent shall consist of:
 - a. The school principal or designee shall attempt to make personal contact with a parent when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two school people present. If personal contact is not possible, the parent may be contacted by phone. A second school person should witness the phone call.
 - b. Contact with the parent must be documented in a "verification of Parent Contact Regarding Threat or Incident".
10. Subject to laws regarding confidentiality of student educational records, at the request of a parent, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-203 \(2019\)](#)

[Utah Code § 53G-9-604 \(2023\)](#)

11. The record of parental notification shall be maintained in accordance with [Policy 5100 Student Records](#), [Policy 5140 Student and Family Privacy Rights](#), [Title 53E, Chapter 9, Part 3](#), Student Data Protection, [Title 53E, Chapter 9, Part 2, Student Privacy](#), and the Federal Family Educational Rights and Privacy Act ("FERPA"). A copy of the record of parental notification shall upon request be provided to the student to whom the record relates. After the student has graduated, the District shall expunge the record of parental notification upon request of the student.

[Utah Code § 53G-9-604 \(2023\)](#)

B. Schools Cannot Require Students to Take a Specific Medication or Treatment

1. School employees shall not require that a student take or continue to take a specific medication, whether over-the-counter or prescription medicine, as a condition for attending school.
2. This policy does not include immunizations against communicable diseases as required by the Department of Health as a prerequisite to school attendance. See [Policy 5050 Immunization Requirements](#).
3. School employees may not:
 - a. Recommend to a parent that a student take or continue to take a psychotropic medication;
 - b. Require that a student take or continue to take a psychotropic medication as a condition for attending school;
 - c. Recommend that a parent seek or use a type of psychiatric or psychological treatment for a student;
 - d. Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a student, except when necessitated to meet the requirement of the Individual with Disabilities Education Act, [20 U.S.C. § 1400 et seq.](#), and its subsequent amendments; or
 - e. Make a child abuse or neglect report to authorities, including the Division of Student and Family Services, solely or primarily on the basis that a parent refuses to consent to:
 - 1) A psychiatric, psychological, or behavioral treatment for a student, including the administration of a psychotropic medication to a student; or
 - 2) A psychiatric or behavioral health evaluation of a student.
 - a) However, school employees may make a report that would otherwise be prohibited under Subsection (5) if failure to take the action described under Subsection (5) would present a serious, imminent risk to the student's safety or the safety of others.

[Utah Code § 53G-9-203 \(2019\)](#)

C. School Mental health Professionals and Counselors Can Recommend Treatment or Evaluation

1. A school counselor, **licensed clinical social worker (LCSW)**, Nurse Practitioner, or other mental health professional acting in accordance with the Mental Health Professional Practice Act, or licensed through the State Board of Education, working within the school system may:
 - a. Recommend, but not require, a psychiatric or behavioral health evaluation of a student;
 - b. Recommend, but not require, psychiatric, psychological, or behavioral treatment for a student;
 - c. Provide to a parent, upon the specific request of the parent, a list of three or more health care professionals or providers, including licensed physicians, psychologists, or other health specialists; and
 - d. Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a student; however, prior written consent of the student's parent and a two-week minimum notification period are required prior to conducting the behavioral health evaluation or mental health screening, test, evaluation, or assessment. A parent may waive the two-week minimum notification period. However, this written consent and notice is not required before questioning a student believed to be at risk of suicide, physically self-harming behavior, or harming others to the extent needed for referral to appropriate prevention services and to notify the parent of the perceived risk. See [Policy 5140 Student and Family Privacy Rights](#).

[Utah Code § 53G-9-203 \(2019\)](#)

[Utah Code § 53E-9-203\(7\) \(2022\)](#)

D. Training and Discipline

1. Each school shall provide training to the appropriate personnel on the proper application of this policy. An intentional violation of this policy shall be dealt with according to the provisions of [Policy 3120 Orderly School Termination for Employees](#).

[Utah Code § 53G-9-203 \(2019\)](#)

**VERIFICATION OF PARENT CONTACT REGARDING
THREAT OR INCIDENT**

I, [Name] _____, principal or principal's designee, contacted [Name of parent] _____ on [Date] _____ and notified him or her that [Name of student] was involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation. Contact was made:

[] in person

[] by telephone (number used: _____)

[] by email (email address used: _____)

[] by other method (specify): _____

Notice was given of:

[] bullying incident

[] cyberbullying incident

[] abusive conduct incident

[] hazing incident

[] retaliation incident

[] suicide threat

[Name of school staff member] _____, witnessed the contact.

Principal or Principal's Designee Title Date

School Staff Member Title Date

Policy 5228

Athletic Uniforms

A. Definitions

1. "Athletic activity" means physical education instruction or a sports event that is sponsored or regulated by the District or a District school or school sports team.
2. "School sports team" means a team on which the student represents the student's school in competition against another school or in competition against other students within the same school.
3. "Athletic uniform" means clothing, headwear, shoes, or other items worn for participation in an athletic activity that are required to be
 - a. A specified style, length, material, or color, or
 - b. Worn in a specified manner, or
 - c. Worn with or without other items or clothing or headwear.

[Utah Code § 53G-7-801\(2\), \(3\), \(8\) \(2023\)](#)

B. Required Accommodation of Religious Beliefs

1. A student participating in an athletic activity may not be prohibited from wearing religious clothing with an athletic uniform. A student also may not be prohibited from wearing clothing under or with an athletic uniform to cover or conceal parts of the student's body (consistent with the student's religious beliefs) which are not covered or concealed by an athletic uniform. However, the additional clothing may not substantially cover an athletic uniform.
2. Whether or not the student is wearing an athletic uniform, a student participating in an athletic activity has the right to wear religious clothing or clothing to cover the student's body consistent with the student's religious beliefs. If the student is wearing an athletic uniform, additional clothing may not substantially cover the athletic uniform.

3. With regard to a student's participation in an athletic activity, a school may not impose requirements relating to religious clothing or additional clothing worn for religious reasons that violate the student's religious or moral beliefs.

[Utah Code § 53G-7-804 \(2023\)](#)

POLICY 1070

Board Meeting Procedures

- A. "Meeting" means the convening of the Board with a quorum present, whether in person or by means of electronic equipment, for the purpose of discussing, receiving public comment about, or acting upon a matter over which the Board has jurisdiction, including a workshop or executive session. However, a "meeting" does not include a chance or social gathering; or meetings where no funds are appropriated for expenditure and board members are convened solely to discuss administrative or operational matters which do not require formal action or would not come before the Board for discussion or action.

[Utah Code § 52-4-103\(7\) \(2023\)](#)

B. Rules of Order and Procedure

1. The Board of Education shall adopt Rules of Order and Procedure to govern a public meeting of the Board of Education. The Rules of Order and Procedure shall include a set of policies that govern and prescribe in a public meeting:
 - a. Parliamentary order and procedure;
 - b. Ethical behavior; and
 - c. Civil discourse.
2. After adopting the Rules of Order and Procedure, the Board of Education shall:
 - a. Conduct its public meeting in accordance with the Rules of Order and Procedure adopted by the Board of Education; and
 - b. Make the Rules of Order and Procedure available to the public at each meeting of the Board of Education, and on the District's public website.

[Utah Code § 53G-4-202\(1\)\(c\). \(2\) \(2019\)](#)

3. Upon a two-thirds vote, the Board of Education may expel a member of the Board from an open public meeting of the Board for:
 - a. Disorderly conduct at the meeting;

- b. The member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the meeting; or
- c. Commission of crime during the meeting; or
- d. Other reasons that have been adopted by the Board.

[Utah Code § 53G-4-202\(5\) \(2019\)](#)

C. Open to the Public

1. Every meeting of the Board shall be open to the public unless closed pursuant to [Utah Code §§ 52-4-204 \(2018\)](#), [52-4-205 \(2019\)](#), and [52-4-206 \(2018\)](#). With the exception of those topics identified for a closed session, the Board shall deliberate and take action openly.

[Utah Code § 52-4-201\(1\) \(2006\)](#)

D. Public Comment

1. At open meetings other than work sessions or emergency meetings, the Board will receive verbal and written comments from the public on topics which are germane to the Board's authority. Written comments can be submitted by sending them through email to the Superintendent before the meeting or by hand delivering them to District staff members at the meeting. Written comments will not be read at the meeting but will be provided to the members of the Board and will be included in the meeting minutes. Verbal comments at the meeting shall be received from members of the public who sign up prior to the time for public comment and will be taken in the order that individuals sign up. Each individual will be allowed up to 3 minutes to provide comments to the Board. The Board's agenda will specify the amount of time for public comment, which will generally be between 30 minutes and 1 hour.

[Utah Code § 52-4-201.3 \(2023\)](#)

2. By allowing public comment, the Board does not endorse any such comment. Therefore, persons providing comment bear any and all legal liability which may arise under governing law from making such comments. For example, defamatory comments about specific individuals may expose the commenter to legal liability from those individuals; similarly, threats of violence towards other individuals may expose the commenter to prosecution.

3. The public comment period is to allow members of the public to provide input to the Board in its capacity as a legislative body. The public comment period is not a forum for discussion or debate between the Board and members of the public. The Board does not engage in discussion during public comments, but may later follow up on comments made during public comment.

E. Public Hearing

1. A public hearing is an open meeting at which members of the public are given a reasonable opportunity to comment on a subject of the meeting. ~~Generally, the Board will determine whether a Board meeting will include a public hearing. However,~~ The Board shall hold a public hearing when considering whether to close a school or change the boundaries of a school, when submitting a ballot issue regarding bond authorization or a tax increase, when considering the adoption of the District budget, before authorizing issuance of bonds, and when considering changes to the Board member compensation schedules, as required by statute.

[Utah Code § 11-14-318 \(2023\)](#)

[Utah Code § 53G-4-402\(23\) \(2023\)](#)

[Utah Code § 53G-7-303\(2\) \(2019\)](#)

[Utah Code § 53G-4-204\(2\) \(2023\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

F. Interference with Conduct of Board Meetings

1. Those in attendance at Board meetings are prohibited from interfering with the conduct of the meeting by demonstrations, whether audible or visual or by conduct. Those who do not abide by Board procedures for orderly presentation of comments when permitted may be asked to leave or the Board may ~~request law enforcement~~ **use appropriate legal means** to remove those disrupting the meeting.
2. Distribution of handbills, flyers, or other printed materials by members of the public is prohibited during Board meetings. Similarly, members of the public may not circulate petitions or similar requests for participation during a Board meeting.

G. Public recording

1. All or any part of the proceedings in any open board meeting may be recorded by any person in attendance provided that the recording does not interfere with the conduct of the meeting.

[Utah Code § 52-4-203\(5\) \(2023\)](#)

H. Attendance by Local Government Representatives

1. An interested mayor or interested county executive (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings. An "interested mayor" is the mayor of the municipality which is partly or entirely within the boundaries of the school district. An "interested executive" is the county executive or county manager of a county with unincorporated area within the boundary of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.
2. An interested mayor or interested county official may attend a closed meeting of the Board if invited by the Board. Where the closed meeting is held to discuss disposition or acquisition of real property, an interested mayor or interested county official may attend if invited by the Board and if the mayor or county executive does not have a conflict of interest with respect to the disposition or acquisition.

[Utah Code § 53G-7-208\(3\)\(a\) \(2019\)](#)

I. Quorum

1. A majority of the members of the Board shall constitute a quorum for meetings of the Board.

[Utah Code § 52-4-103\(12\)\(a\) \(2023\)](#)

[Utah Code § 53G-4-203\(5\) \(2019\)](#)

J. USBA/NSBA Training session for the Board members

1. In the event the Board or any of its members meet with representatives of the Utah School Boards Association (USBA)/National School Board Association (NSBA) for the purpose of receiving or participating in instruction regarding Board functions or activities, and not for the purpose of discussing or acting upon a subject over which the Board has jurisdiction, the Board is not required to comply with the Utah Open and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#)
2. If more than two Board members are present in such meetings, the Board members shall not discuss or act upon any specific matter over which it has jurisdiction. Board

members will discuss only matters relative to the instruction they receive from USBA/NSBA representatives.

3. If Board members determine in an instructional meeting with representatives of USBA/NSBA that there is a need to discuss or act upon a subject over which the Board has jurisdiction, then the Board and its members must comply with the Open and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#), prior to discussing or acting upon such matters.

POLICY 1072

Board Meetings: Notice Requirements

- A. At least once each year, the Board shall give public notice of its annual meeting schedule. The notice shall specify date, time, and place of such meetings.

[Utah Code § 52-4-202\(2\) \(2023\)](#)

- B. The Board shall provide public notice of each meeting at least 24 hours in advance of each meeting; such notice shall include the agenda, date, time, and place of the meeting.

[Utah Code § 52-4-202\(1\) \(2023\)](#)

- C. Where a meeting agenda must be included in the required public notice of a Board meeting, that agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject. The Board may not consider the topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on the topic during the meeting. This limitation may not apply to an emergency meeting where the requirements for holding and giving the best practicable notice of such a meeting have been met.

[Utah Code § 52-4-202\(6\) \(2023\)](#)

- D. When the Board is meeting to conduct a public hearing with respect to adopting the budget or levying a tax rate which exceeds the certified tax rate, the Board's agenda must be limited to the hearing(s) and discussion and action on those items. (If the Board holds another meeting on the same date to address general business items, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)

[Utah Code § 59-2-919\(8\)\(b\)\(i\)\(B\), \(e\) \(2023\)](#)

- E. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given **for at least 24 hours** by:
1. Posting written notice at the local Board of Education office;
 2. Posting notice on the Utah Public Notice Website; and,
 - ~~3. Providing notice to two newspapers of general circulation within the geographic jurisdiction of the public body or to a local media correspondent.~~
 4. ~~The District shall also endeavor to Posting~~ notice ~~of Board meetings~~ on the [District's website](#) ~~at least 24 hours in advance of the Meeting,~~ <https://www.besd.net/>.
 5. Notice of each Board meeting shall also be given to each mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the school district. This notice shall be provided by mail, email, or other effective means agreed to by the person to receive notice.

[Utah Code § 52-4-202\(3\), \(4\) \(2023\)](#)

[Utah Code § 63G-30-102\(1\) \(2023\)](#)

[Utah Code § 53G-7-208\(3\)\(e\) \(2019\)](#)

- F. In case of emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable shall be given of the time and place of the meeting and of the topics to be considered at the meeting. No such emergency meeting of the Board shall be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

[Utah Code § 52-4-202\(5\) \(2023\)](#)

- G. In addition to complying with the aforementioned public notice requirements, in regards to the budget hearing, the Board shall do the following:
1. Publish the required newspaper advertisement and/or electronic newspaper advertisement (see [Utah Code § 45-1-101 \(2023\)](#) and the required Utah Public Notice Website advertisement at least ten days before the day on which the hearing is held

- a. The public hearing notice will include information on how the public may access the proposed budget.
2. File a copy of the proposed budget with the Board's business administrator for public inspection; and
3. Post a copy of the proposed budget on the [District's internet website](#).
4. In addition, if the proposed budget includes a tax rate in excess of the certified tax rate, or if the Board meeting is required to consider whether to adopt a tax rate in excess of the certified tax rate, the Board shall provide the notices and schedule the meeting as required by [Utah Code § 59-2-919](#).

[Utah Code § 53G-7-303\(2\) \(2019\)](#)

[Utah Code § 53F-8-201\(3\) \(2019\)](#)

[Utah Code § 59-2-919 \(2023\)](#)

- H. In addition to complying with the aforementioned public notice requirements, if the Board is meeting under the [Transparency of Ballot Propositions Act](#) to hear arguments for or against a ballot proposition to authorize issuance of bonds or to increase taxes, the Board must post notice of the time, date, and place of the meeting (along with the arguments for and against the proposition):
1. On the Statewide Electronic Voter Information Website for 30 consecutive days before the election on the proposition;
 2. On the [District's website](#) in a prominent place for 30 consecutive days before the election on the proposition;
 3. If the District publishes a newsletter or other periodical, in the next scheduled edition before the election on the proposition.

[Utah Code § 59-1-1604\(5\) \(2016\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

4. The meeting must begin at or after 6:00 p.m.

[Utah Code § 59-1-1605\(3\)\(b\) \(2016\)](#)

- I. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider authorizing issuance of bonds under the Local Government Bonding Act, it shall publish notice of the intent to issue bonds on the Utah

Public Notice Website ~~in the same manner as a meeting notice as set forth above for~~ at least 14 days ~~in advance of before~~ the public hearing on the bond issuance as required by [Utah Code § 11-14-318](#). The notice shall give notice that the hearing will be held to receive input from the public respecting the issuance of the bonds and the potential economic impact that the proposed improvement, facility, or property that the bonds will fund will have on the private sector.

[Utah Code § 11-14-318 \(2023\)](#)
[Utah Code § 63G-30-102\(1\) \(2023\)](#)

- J. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider a request to increase a budget appropriation, it shall publish the required newspaper notice and notice under [Utah Code § 45-1-101](#) of such meeting at least one week prior to the hearing.

[Utah Code § 53G-7-305\(6\)\(b\) \(2019\)](#)

- K. In addition to complying with the aforementioned public notice requirements, if the Board meeting is either to hold a public hearing regarding closing one or more schools or changing the attendance area boundaries for one or more schools, or to take such action, the additional notice requirements set out in Policy 1210 must also be met.

[Utah Code § 53G-4-402\(23\) \(2023\)](#)

- L. ~~Beginning July 1, 2007,~~ In addition to meeting the aforementioned public notice requirements, if the Board is meeting to consider adopting a new Board member compensation schedule or schedules, or to consider amending an existing compensation schedule or schedules, the notice of the meeting with public hearing shall be given ~~for~~ at least seven days ~~prior to before~~ the meeting ~~by:~~

~~1. Publishing the notice at least once in a newspaper published in the county where the District is situated and which is also generally circulated within the District, and publishing notice on the Utah Public Notice Website;~~

~~2. Posting the notice:~~

~~a. At each school in the District~~

~~b. In at least three other public places within the District; and~~

~~c. On the Internet in a manner that is easily accessible to citizens who use the internet.~~

Policy 1072
Amended
October 12, 2021
First Reading
October 18, 2023
Second Reading
November 8, 2023

[Utah Code § 53G-4-204\(3\) \(2023\)](#)

POLICY 2090

Contracts for School Resource Officer Services

- A. A “school resource officer” or “SRO” is a law enforcement officer who contracts with the District to provide law enforcement services for the District or whose law enforcement agency contracts with the District to provide law enforcement services for the District.

[Utah Code § 53G-8-701\(3\) \(2023\)](#)

B. Board Approval

1. The District may contract with a **local** law enforcement agency ~~or an individual~~ to provide school resource officer services ~~if the Board of Education first reviews and approves the contract.~~

[Utah Code § 53G-8-703\(1\) \(2023\)](#)

- a. ~~Before entering into a contract for SRO services, the Board shall present the proposed contract at a public meeting and receive public comment on the proposed contract and on the specific provisions of this policy. As the Board determines is appropriate following receipt of public comment, the Board will modify the proposed contract and this policy before entering into the contract.~~

[Utah Code § 53G-8-703.2 \(2023\)](#)

C. Required Contract Provisions

1. In order to be approved by the Board of Education, a contract for school resource officer services must include:
- a. An acknowledgment that an SRO hired under the contract shall:
- 1) provide for and maintain a safe, healthy, and productive learning environment in a school;
 - 2) act as a positive role model to students;

- 3) work to create a cooperative, proactive, and problem-solving partnership between law enforcement and the District;
 - 4) emphasize the use of restorative approaches to address negative behavior; and
 - 5) at the request of the District, teach a vocational law enforcement class;
- b. a description of the shared understanding of the District and the law enforcement agency or individual regarding the roles and responsibilities of law enforcement and the District to:
- 1) maintain safe schools;
 - 2) improve school climate; and
 - 3) support educational opportunities for students;
- c. a designation of student offenses, **in accordance with [Utah Code § 53G-8-211](#)**, that the SRO:
- 1) **may refer to juvenile court;**
 - 2) shall confer with the District to resolve, ~~including an offense that:~~
 - 3) ~~is a minor violation of the law; and~~
 - 4) ~~would not violate the law if the offense was committed by an adult;~~
- d. ~~a designation of student offenses that are administrative issues that an SRO shall refer to a school administrator for resolution as an administrative issue with the understanding that the SRO will be informed of the outcome of the administrative issue in accordance with [Utah Code § 53G-8-211](#);~~
- e. a detailed description of the rights of a student under state and federal law with regard to:
- 1) searches;
 - 2) questioning; **and**
 - 3) **arrests; and**

- 4) information privacy;
- f. a detailed description of
 - 1) job assignment and duties, including:
 - a) the school to which the SRO will be assigned;
 - b) the hours the SRO is expected to be present at the school;
 - c) the point of contract at the school;
 - d) specific responsibilities for providing and receiving information and
 - e) types of records to be kept, and by whom;
 - 2) training requirements; and
 - 3) other expectations of the SRO and school administration in relation to law enforcement at the District;
- g. that an SRO who is hired under the contract and the principal at the school where an SRO will be working, or the principal's designee, will jointly complete the SRO training described in [Utah Code § 53G-8-702](#); and
- h. ~~if the contract is between the District and a law enforcement agency, that:~~
- i. that both parties agree to jointly discuss SRO applicants; and
- j. that the law enforcement agency will, at least annually, seek out and accept feedback from the District about an SRO's performance.

[Utah Code § 53G-8-703\(2\) \(2023\)](#)

- D. In addition to these required provisions, the contract may include such other provisions as are deemed appropriate, so long as those do not conflict with the required provisions.

POLICY 2241

School Nutrition Program – Charge and Delinquent Policy

A. Purpose

1. The School Nutrition Program is financed through federal and state funds as well as that amount of money that is charged to students and adults who participate in the program. It is intended to be self-sufficient without financial support from the general fund.
2. The purpose of this policy is to explain the following:
 - a. Process for notifying parents/guardians about money that is owed for student meals.
 - b. The procedures for providing meals if students' accounts are delinquent.
 - c. The process to be used if notification of delinquent accounts is ignored.

B. Definitions

~~C. Alternate Meal~~

- ~~1. A meal served to a student that is different than the meals served to other students on that day because the student does not have adequate funds in the student's lunch account.~~

1. Charged Meal

- a. A student is allowed to eat the same meal as other students are served when there aren't adequate funds in their account with the understanding that the parent/guardian will pay for the meals at a later time.

2. Delinquent Account

- a. A student's lunch account that does not have adequate funds to cover the meal charges by the student or parent and there has been no agreement between the parent and school officials to resolve the issue.

3. Parent

- a. A student's parent, legal guardian, or person acting as the parent for school purposes.

4. Designated Day

- a. A day in the week that has been established by the **district individual school** to notify parents that a student's account has a negative balance.

C. Parent/Student Notification at Each Individual Building Participating in the School Nutrition Program

1. The following information is to be communicated to parents at least two weeks before the beginning of a new school year:
 - a. A brief description of the school lunch program in the building.
 - b. A listing of the prices for breakfast and lunch.
 - c. Information regarding how parents may provide payment for meals.
 - d. Information regarding the process for qualifying for free or reduced meals including the process necessary to obtain an application.
 - e. Information regarding the steps that will be taken if their child's account is determined to be delinquent.
 - f. Information regarding where parents can view a copy of this policy.

2. The information is to be communicated in a way that allows access to all families. If the information is posted on the school's website, directions to that website are to be sent to families through the local newspaper, e-mail, text messages, and/or automated calling machines. Hard copies must be available for those who request that means of communication.
3. If the student's family receives benefits from the [Special Nutrition Assistance Program \(SNAP\)](#), the [Family Employment Program \(FEP\)](#), or the [Food Distribution Program on Indian Reservations \(FDPIR\)](#), they ~~could~~ **are** automatically ~~be~~ eligible for meals at no charge and are to be notified of such as soon as the school/district receives appropriate notification.

D. Delinquent Accounts

1. ~~The district or schools~~ will notify a parent (and student when deemed appropriate) on the day designated by the ~~district school~~ on a **weekly basis** if ~~the~~ **a** student has a negative balance in his/her account. Communication can be by any means deemed suitable by the ~~district or~~ school.
2. ~~Schools will notify a parent (and student when deemed appropriate) on the day designated by the school if the student's account is behind an amount equal to \$20.00 or more.~~
 - a. Notification may be by letter, phone, e-mail or text messaging. If a parent requests a specific method of communication, their request is to be honored.
 - b. A record of the contact should be maintained, including the date and the method used to make contact.
 - c. ~~Unless payment arrangements have been made between the parent(s) and school officials, the school is authorized to begin serving an alternate lunch to the student. Parents are to be contacted, preferably personal contact, at least 48 hours before a student is given an alternative lunch. The student is to be contacted and provided instruction with regards to the procedures associated with the alternative lunch prior to the beginning of the lunch period.~~

3. ~~The district or sSchools~~ will notify the parent if ~~(and student when deemed appropriate) on the day designated by the school~~ the student's account is behind an amount equal to \$35.00 or more and thus considered delinquent. Unless payment arrangements have been made between the parent(s) and ~~district school~~ officials, the ~~district or~~ school is authorized to send the account to collections following the procedures outlined in D-51 of this policy.
4. Parents are to be contacted, preferably personal contact, although ~~certified letter is acceptable other means may be used if previous methods have been exhausted and are therefore deemed appropriate by the district or school~~, of the intent to send the account to collections. A persistent effort to communicate with parents prior to sending the account to collections is required as noted above (~~CD-31, CD-42, C-5~~).
5. ~~After a minimum period of at least one month following parental notification by personal contact, the delinquent account may be sent to a collection agency.~~

~~E. Delinquent Accounts~~

1. ~~Elementary school children are to be provided an alternative lunch following the procedures identified in C-4 of this policy. The alternative lunch should be continued until their account is paid in full or payment arrangements are made by a school official after gaining approval from the School Lunch Supervisor. Any cost associated with the alternative lunch is to be added to the student's account.~~
2. ~~Secondary students are to be provided an alternative lunch following the procedures identified in C-4 of this policy. The alternative lunch should be continued until their account is paid in full, payment arrangements are made or the account is sent to collections. Any cost associated with the alternative lunch is to be added to the student's account.~~
3. ~~A secondary student in grades 6-12 may be denied lunch once their account has been sent to collections or anytime during the month of May that their account has a negative balance. Lunch is to be denied until the account is paid in full or payment arrangements are made with a school official after gaining approval from the School Lunch Supervisor. Students may continue to purchase meals if they are able to pay cash. Students must be notified 24 hours in advance before being denied a lunch.~~

- ~~4. Secondary students who, after being given notification prior to lunch, decide to take a regular meal instead of an alternative meal are subject to appropriate discipline by school administrators. The meal **is not** to be taken away from the student.~~
- ~~5. After a period of at least two weeks following parental notification either by personal contact or certified letter, the delinquent account may be sent to a collection agency.~~

F. Community or Private Donations

- Any and all community and private donations are to be dictated, first by the donor and second by the principal, as to how the donations will be allocated to student's delinquent lunch accounts at individual schools. There should be no expectation from parents of students to have community or private donations pay for their delinquent account or for the district to take other funds to do the same.

G. Faculty and Patrons

- Faculty and patrons ~~are will~~ not ~~be~~ allowed to charge any amount.

POLICY 3007

Employment – Staff Code of Conduct

A. Definitions

1. Abuse

- a. “Physical abuse” means abuse that results in physical injury or damage.
- b. “Sexual abuse” has the same meaning as defined in [Utah Code § 80-1-102\(79\)](#).
- c. “Verbal abuse” means repeatedly communicating in an objectively demeaning or disparaging manner which creates a hostile, intimidating, abusive, offensive, or oppressive learning environment.
- d. “Mental abuse” means a pattern of sustained and repetitive acts or inappropriate statements that cause fear, lower self-esteem, or manipulate the person to control behavior. Examples of actions or statements that could be part of such a pattern include intimidation, threatening harm, destruction of property, insults or putdowns, arbitrary and unpredictable inconsistency, and denial that prior abusive incidents occurred. (Appropriate statements or actions taken in imposing discipline for misconduct do not constitute mental abuse.)

[Utah Code § 80-1-102\(63\), \(79\) \(2023\)](#)
Utah Admin. Rule R277-217-3(3) (April 8, 2021)

2. “Boundary violation.” A boundary violation occurs when a staff member crosses verbal, physical, emotional, or social lines that must be maintained to ensure structure, security, and predictability in an educational environment. Depending on the circumstances, the following may constitute a boundary violation:
 - a. Isolated, one-on-one interactions with students out of the line of sight of others;
 - b. Meeting with a student or students in rooms with covered or blocked windows;
 - c. Telling risqué jokes ~~to~~ or **using profanity** in the presence of a student;
 - d. Employing favoritism to a student;

- e. ~~Inappropriate gift~~ Giving ~~a gift~~ to an individual student;
 - f. ~~Staff-initiated frontal hugging or other u~~Uninvited or inappropriate touching;
 - g. Photographing an individual student for a non-educational purpose or use;
 - h. Engaging in inappropriate or unprofessional conduct outside of educational program activities;
 - i. Exchanging personal email or phone numbers with a student for a non-educational purpose or use;
 - j. Interacting privately with a student through social media, computer, or handheld devices; and
 - k. Discussing ~~with a student inappropriate details about~~ the staff member's personal life or personal issues ~~or a student's personal life or personal issues with a student.~~
3. It is NOT a boundary violation to:
- a. Offer praise, encouragement, or acknowledgement;
 - b. Offer rewards available to all who achieve;
 - c. Ask permission to touch for necessary purposes;
 - d. Give a pat on the back or a shoulder;
 - e. Give a side hug;
 - f. Give a handshake or "high five";
 - g. Offer warmth and kindness;
 - h. Use public social media alerts to groups of students and parents; or
 - i. Engage in contact permitted by an IEP or 504 plan.

Utah Admin. Rules R277-210-2(6) (January 21, 2021)

4. It is not a boundary violation when a student acts or speaks in inappropriately familiar ways with a staff member without having been prompted to do so by the staff member, but such incidents must be promptly documented and reported to the staff member's supervisor or the building principal and the student should be given guidance on proper student-staff relationships as directed by the supervisor or principal.
5. "Bullying" means the same as that is defined by Policy 3010.
6. "Cyberbullying" means the same as that is defined by Policy 3010.
7. "Neglect" has the same meaning as defined in [Utah Code § 80-1-102\(58\)](#).
 - a. The term "parent" means the natural or adoptive or step or foster parent of a child or legal guardian who acts in the place of a parent.

[Utah Code § 80-1-102\(58\) \(2023\)](#)

8. "Staff" means an employee or any contractor or volunteer with unsupervised access to students.

Utah Admin. Rule R277-322-2(2) (August 19, 2019)

B. Professional Conduct

1. District staff are expected to comply with all District policies and to adhere to all requirements of the law. District staff are further expected to act professionally. This includes communicating in a civil manner and not promoting personal opinions, issues, or political positions as part of the instructional process in a manner inconsistent with law. It further includes integrity and honesty in relationships with others and conducting any financial business and accounting for funds honestly and with integrity. District staff are expected to comply with appropriate dress and grooming standards as established by District policy, supervisor directives, and generally accepted professional standards. District employees are required to report arrests and convictions as provided for in [Policy 3035 Employee Criminal Background Checks & Arrest Disclosure Requirements](#).

Utah Admin. Rules R277-217-2, -3, -4, and -5 (April 8, 2021)

2. District staff are prohibited from being under the influence of, using, possessing, or distributing any alcoholic beverage, tobacco product (including electronic cigarettes),

or controlled substance at school or at a school-related activity where the staff member is functioning as such, as outlined in [Policy 3070 Alcohol and Drug Abuse: Employees](#). District staff are prohibited from providing alcohol or unauthorized drugs to students or from allowing students under the supervision or control of the staff member to use alcohol or unauthorized drugs. District staff are further expected to support District efforts to reduce inappropriate drug use and alcohol or tobacco use among students.

Utah Admin. Rules R277-217-2(10) to (12) (April 8, 2021)

3. District staff are prohibited from knowingly viewing, accessing, or possessing pornographic or indecent material in any form (print, electronic, or otherwise) while on school premises or at a school-related activity or by using District devices, internet access, or other resources. District staff may not knowingly use, view, create, distribute, or store pornographic or indecent material involving children at any time.

Utah Admin. Rule R277-495-4(1)(c) (April 8, 2019)

Utah Admin. Rule R277-217-2(16) to (18) (April 8, 2021)

[Utah Code § 76-10-1235 \(2007\)](#)

C. Professional and Ethical Relationships with Students

1. District staff are to comport themselves in a way that contributes to maintaining and fostering a positive, effective, non-disruptive and safe learning environment for students. This includes maintaining professional and appropriate demeanor and relationships with students, both during and outside of school hours and on and off campus and through in-person and electronic interactions (through devices or social media). This also includes respecting appropriate intrapersonal boundaries in interacting with students and avoiding behavior that could reasonably lead to the appearance of impropriety.
2. Staff are prohibited from engaging in the following conduct towards students:
 - a. Abuse (physical, sexual, verbal or mental, as defined above);
 - b. Bullying, cyberbullying, harassment (including sexual harassment), or hazing;
 - c. Discrimination based on race, ethnicity, gender, sexual orientation, religion (or lack of religious affiliation or belief), or disability;
 - d. Boundary violations;

- e. Sharing any sexually explicit or lewd communication, image, or photograph;
- f. Allowing students in their homes for a school-related social activity without prior written permission of the principal;
- g. Dating or any type of romantic or sexual relationship or conduct;
- h. Requests for sexual activity or sexually suggestive comments; or
- i. Touching a student in a way that makes a reasonably objective student feel uncomfortable.

Utah Admin. Rule R277-217-2(4) to (7), (22), (23) (April 8, 2021)

Utah Admin. Rule R277-322-2(3) (April 8, 2021)

Utah Admin. Rule R277-322-3-(3)(a) to (j) (August 19, 2019)

[Utah Code § 63G-7-301\(3\)\(a\)\(i\), \(b\) \(2023\)](#)

- 3. The foregoing prohibitions apply to staff interaction with any student presently enrolled in the District and to staff interaction with any student who was enrolled in the District within the time period two (2) years before the conduct in question.

Flaskamp v. Dearborn Public Schools, 385 F.3d 935, 944 (6th Cir. 2004).

- 4. The District recognizes that in circumstances where a staff member and a student have a relationship which is independent of and does not arise out of the school context, interactions which would be a boundary violation in the absence of that independent relationship may not constitute a boundary violation. (Examples of such independent relationships include where the staff member and student are family members or otherwise closely related or where the staff member and student are both affiliated with a non-school organization and the interaction relates to or arises out of that relationship.) The other prohibitions listed above apply regardless of the existence of an independent, non-school relationship.
- 5. Violation of any of the prohibitions of this policy is grounds for employee disciplinary action up to and including termination of employment and for action up to and including termination of the District's relationship with a contractor or volunteer.

D. Reporting Requirements

- 1. Staff members are required to promptly report any suspected incidents of abuse (physical, verbal, sexual, or mental) or neglect, including suspected incidents of child

abuse as provided in [Policy 5090 Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting](#). Staff members are also required to report incidents of student prohibited acts which include hazing and demeaning or assaultive behavior. Staff members shall also report incidents of bullying, cyberbullying, and harassment.

Utah Admin. Rule R277-322-3(3)(c), (k)(i) (August 19, 2019)
[Utah Code § 53G-9-203 \(2019\)](#)
[Utah Code § 80-2-1005 \(2022\)](#)

2. Staff members are also required to report any instance of violation of this Code of Conduct policy, including but not limited to instances of sexual harassment as provided by [Policy 3015 Title IX Sexual Harassment](#). If a staff member becomes aware that a student has initiated any interaction with a staff member which would be improper or inappropriately familiar, the staff member must promptly document and report that incident.

Utah Admin. Rule R277-322-3(4)(a) (August 19, 2019)

3. Staff members should report any instances where the staff member knows or has reason to believe that a staff member holding a Utah educator or administrative license has violated the Utah Educator Standards.

Utah Admin. Rule R277-322-3(4)(b) (August 19, 2019)

E. Reporting Procedures

1. Reports required under this Code of Conduct shall be made as follows: Reports regarding child abuse or neglect shall be made according to [Policy 5090](#). Reports regarding sexual harassment shall be made according to [Policy 3015](#). Other reports required by this Code of Conduct shall be made to the staff member's immediate supervisor or the building principal. However, if the person who would receive the report is the person whose conduct is in question, the report will be made instead to that person's supervisor.

Utah Admin. Rule R277-322-3(3)(k)(i), (4) (August 19, 2019)

F. Training

1. Each staff member must annually read and sign [Policy 5090](#) (regarding reporting of suspected child abuse) and any other policies relating to identifying or documenting child abuse.

Utah Admin. Rule R277-322-3(3)(k)(ii) (August 19, 2019)

2. Each staff member must, at the time of initial employment and annually thereafter, be trained on the requirements of this policy and must at the time of each training sign a statement acknowledging that the staff member has read and understands this code of conduct.

[Utah Code § 63G-7-301\(3\)\(b\) \(2023\)](#)

Utah Admin. Rule R277-322-3(5) (August 19, 2019)

3. Each staff member who is either an employee or a contractor must annually attend sexual abuse and human trafficking prevention training as provided for under [Policy 5090](#).

Utah Admin. Rule R277-322-3(3)(k)(iii) (August 19, 2019)

[Utah Code § 53G-9-207 \(2022\)](#)

4. Each staff member who holds a Utah educator or administrative license shall become and remain familiar with the professional standards set forth in Utah Administrative Rule R277-217.

G. Public Notice of Code of Conduct

1. This policy shall be posted on the District's website.

Utah Admin. Rule R277-322-3(3) (August 19, 2019)

[Policy 3007](#) and [3070](#) *Notice to Employees*

POLICY 3023

Educator Induction, Mentoring, and Professional Learning

A. Educator Induction Program

1. The District and each school shall develop an educator induction program for educators who are: licensed as associate educators, licensed as professional educators and have less than 3 years of experience teaching, and licensed under District-specific licensure during the first 3 years of working in the District. The induction program shall provide for:
 - a. A plan for on-going support and development of an educator, which may include reflective goal setting, implementation of action steps, and evaluation of outcomes that lead to refinement in instructional practice.
 - b. Assistance in meeting the Utah Educator Standards (Utah Admin. Rules R277-530).
 - c. Mentoring (including observation and feedback beginning early in the program).
 - d. Evaluation consistent with [Policy 3210 Educator Evaluation](#), including observation and feedback from the principal.
 - 1) For associate educators, support in meeting the requirements for a professional educator license.

Utah Admin. Rules R277-308-3 (April 8, 2021)

B. Mentoring

1. Mentors serving educators in the District's educator induction program must be licensed as professional educators and shall be trained to advise, coach, consult, and guide the development of a new educator. The mentor shall assist the educator in meeting the Utah Effective Educator Standards. A mentor may not act as the evaluator of an educator that the mentor is assigned to serve.

Utah Admin. Rules R277-308-2(2) (April 8, 2021)

Utah Admin. Rules R277-308-3 (April 8, 2021)

C. Learning Opportunities for Professional Educators

1. Each year, each District employee holding a professional educator license shall be provided professional learning opportunities which upon completion would enable the employee to **obtain complete** the equivalent of **twenty 20** license renewal hours as defined by Utah Administrative Rules R277-302-7, including trainings required by state law or State Board of Education rule. The District shall maintain documentation of these professional learning activities or shall provide the documentation to the employee. If an employee does not participate in these activities, the District shall notify the employee and the State Superintendent that the employee is not eligible to use the simplified license renewal provisions provided under Utah Administrative Rules R277-302-4(1)(a).

Utah Admin. Rules R277-302-6 (July 22, 2022)

D. Professional Learning Standards

1. Professional learning” means a comprehensive, sustained, and evidence-based approach to improving teachers’ and principals’ effectiveness in raising student achievement. “Evidence-based” means that a strategy (**not including reading software**) demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). “Evidence-informed” means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education). Professional development plans shall implement high quality professional learning which meets the following standards:
 - a. It occurs within learning communities committed to continuous improvement, individual and collective responsibility, and goal alignment;
 - b. It requires skillful leaders who develop capacity, advocate for professional learning and create support systems for professional learning;
 - c. It requires prioritizing, monitoring, and coordinating resources for educator learning;

- d. It uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
- e. It integrates theories, research, and models of human learning to achieve its intended outcomes;
- f. It applies research on change and sustains support for implementation of professional learning for long-term change;
- g. It aligns its outcomes with:
 - 1) Performance standards for teachers and school administrators as described in rules of the State Board of Education and
 - 2) Performance standards for students as described in the core standards for Utah public schools adopted by the State Board of Education; and
- h. It incorporates the use of technology in the design, implementation, and evaluation of high-quality professional learning practices and includes targeted professional learning on the use of technology devices to enhance the teaching and learning environment and the integration of technology in content delivery; and
- i. It uses evidence-informed core materials and evidence-based instructional practices and intervention materials.

[Utah Code § 53G-11-303\(1\), \(2\) \(2023\)](#)

E. State-Funded Professional Development

1. The District shall use the funding provided by the State Board of Education under [Utah Code § 53F-7-203](#) to provide paid professional development hours to the following educators: general education teachers, special education teachers, counselors, school administrators, school specialists, student support staff, school psychologists, speech language pathologists, and audiologists. **The funds may only be used for educator salary and benefits and may not be used to cover indirect costs.**

[Utah Code § 53F-7-203\(1\) \(2023\)](#)

[Utah Admin. Rules R277-629-3\(3\) \(October 11, 2022\)](#)

2. The paid professional development hours provided with this state funding shall provide educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging state academic standards and may include activities that
 - a. Improve and increase an educator's:
 - 1) Knowledge of the academic subjects the educator teaches;
 - 2) Time to plan and prepare daily lessons based on student needs;
 - 3) Understanding of how students learn; and
 - 4) Ability to analyze student work and achievement from multiple sources, including how to adjust instructional strategies, assessments, and materials based on the analysis;
 - b. Are an integral part of broad school-wide and District-wide educational improvement plans;
 - c. Allow personalized plans for each educator to address the educator's specific needs identified in observation or other feedback;
 - d. Advance educator understanding of:
 - 1) Effective and evidence-based instructional strategies; and
 - 2) Strategies for improving student academic achievement or substantially increasing the knowledge and teaching skills of educators;
 - e. Are aligned with, and directly related to, academic goals of the school or District; and
 - f. Include instruction in the use of data and assessments to inform and instruct classroom practice.

[Utah Code § 53F-7-202\(3\) \(2022\)](#)

3. Each educator who desires to use paid professional development hours funded by the State Board of Education shall:

- a. **On or b**Before the **first fifth** day of instruction for a given school year, create a plan in consultation with the educator's principal on how the educator plans to use the paid professional hours during the school year; and
 - b. Before the end of a given school year, provide a written statement to the educator's principal of how the educator used the paid professional development hours during the school year.
4. **If an educator begins employment after the fifth day of instruction in a given year, the educator may still qualify for paid professional hours. The paid professional hours may be prorated according to the portion of the school year that the educator is employed.**

[Utah Code § 53F-7-203\(4\) \(2023\)](#)

POLICY 3035

Employee Criminal Background Checks and Arrest Disclosure Requirements

- A. A "licensed employee" is one who holds a valid Utah educator license.
- B. A "non-licensed employee" is one who does not hold a current Utah educator license issued by the State Board of Education.
- C. A "qualifying volunteer" is a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment. For purposes of this policy, "qualified volunteer" does not include an officer or employee of a cooperating employer which has an internship safety agreement with the District as provided by [Policy 3060 Student Teachers and Interns](#).
- D. A "contract employee" is an employee of a staffing service or other entity who works at a District school under a contract.
- E. "Personal identifying information" means an individual's current name, former names, nicknames and aliases; date of birth, address; telephone number; driver license number or other government-issued identification number; Social Security number; and fingerprints.

[Utah Code 53G-11-401\(3\), \(6\), \(7\) \(2019\)](#)
- F. "Criminal History Report" is a document generated by the Bureau of Criminal Identification after a search of the State of Utah's criminal history files and/or other state and federal databases designated by applicable law or by the District.
- G. "Background Check" means information on an applicant or employee that may include, but is not limited to, Criminal History Reports and driving record reports.
- H. Employment Screening
 - 1. Utah law requires Background Checks on all prospective employees (i.e., the individual who is selected as the "successful applicant" for a particular job position in the District), substitutes and coaches (herein referred to cumulatively as the "prospective employee") Utah Admin. Rules R277-516. Accordingly, the District

requires each prospective employee to submit to a background check prior to employment or service in the District.

2. At the time a prospective employee makes application for employment with the District, such prospective employee shall fill out an employment application providing the following warning:
 - a. "All references stated in this application will be checked by the School District and it is the policy of this School District that false information will be grounds for rejecting your application with no further consideration for the position; or, if such false information is discovered after hire, you may be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution."
3. All Employees seeking employment with the District shall provide personal identifying information including: current name, former names, nicknames, and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints.
4. All employees, qualifying volunteers, and contract employees seeking employment with the School District and who are 18 years ~~of age~~ old or older shall sign a written release, waiver and authorization which authorize the School District to request information from the prospective employee's past three employers and supervisors. The release, waiver and authorization shall also authorize the School District to contact former employers to obtain a reference check and to conduct a background search into the employee's criminal record, if any, or any other background check as the School District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.
5. The prospective employee shall pay the cost of the background check.
6. The District shall consider only those convictions which are job-related. The prospective employee shall have opportunity to respond to any information received as a result of the background check.
7. If a current employee is dismissed from employment because of information obtained through a background check, the person shall receive written notice of the reasons for dismissal and shall have an opportunity to respond to the reasons for the dismissal.
8. Each current employee and prospective employee must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting

the District to request a background check of any state or federal criminal history file that the District might deem applicable as a condition of employment.

9. The district shall, for each non-licensed employee and volunteer who will be given significant unsupervised access to a student in connection with the volunteers assignment, collect personal identifying information including: current name, former names, nicknames and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints and submit that personal identifying information to the Bureau of Criminal Identification within the Department of Public Safety.

[Utah Code § 53G-11-402 \(2023\)](#)

Utah Admin. Rules R277-520-8

Utah Admin. Rules R277-516-4

I. Licensed Employees - Background Checks

1. The USBE will conduct background checks for all licensed employees in the year in which their license is to be renewed. The employee shall pay the cost of the background check.

J. Licensed Employees - Reporting of Arrests and Convictions

1. A Licensed Educator who is arrested for any of the following alleged offenses shall report the arrest within forty-eight (48) hours or as soon as possible to the Superintendent or his/her designee:
 - a. Any matters involving arrests for alleged sex offenses;
 - b. Any matters involving arrest for alleged drug-related offenses;
 - c. Any matter involving arrests for alleged alcohol-related offenses;
 - d. Any matters involving arrests for alleged offenses against the individual under [Utah Code § 76-5](#), Offenses Against the Individual. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc., another person(s); and
 - e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.

2. A Licensed Educator shall report convictions, including pleas in abeyance and diversion agreements, within forty-eight (48) hours or as soon as possible upon receipt of notice of the conviction, plea in abeyance, or diversion agreement.
3. A Licensed Educator will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
4. A Licensed Educator will be immediately suspended from transporting students or driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation.
5. The District will provide adequate due process for the accused employee consistent with Utah Admin. Rules R277-516 and applicable administrative procedures established by the District.
6. The Superintendent or his/her designee shall report a conviction, arrest, or offense information received from a Licensed Educator to the USBE.
7. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.

K. Non-Licensed Employees - Background Checks

1. The District shall conduct periodic background checks for all non-licensed employees every five (5) years. The employee shall pay the cost of the background check.

L. Non-Licensed Employees - Reporting of Arrests and Convictions

1. A Non-Licensed Employee who is arrested for any of the following alleged offenses shall report the arrest within forty-eight (48) hours or as soon as possible to the Superintendent or his/her designee:
 - a. Any matters involving arrests for alleged sex offenses;

- b. Any matters involving arrests for alleged drug-related offenses;
 - c. Any matters involving arrests for alleged alcohol-related offenses;
 - d. Any matter involving arrests for alleged offenses against the individual under [Utah Code Ann. Title 76, Chapter 5, Offenses Against the Individual](#). This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc., another person(s); and
 - e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
2. A Non-Licensed Employee will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
 3. A Non-Licensed Employee will be immediately suspended from transporting students of driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation, and where reasonable cause exists, an existing employee must submit to a background check.
 4. The District will provide adequate due process for the accused employee consistent with Utah Admin. Rules R277-516 and applicable administrative procedures established by the District.
 5. The Assistant Superintendent over Personnel shall review arrest information and make employment decisions that protect both the safety of students and/or employees and the confidentiality and due process rights of employees.
 6. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.

- M. When arrest/conviction information is received by the District regarding a Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employment status consistent with Utah Admin. Rules R277-316-3(1)(b) (February 7, 2020) and District policy. The District will also report the arrest to the USBE within forty-eight (48) hours.
- N. When arrest/conviction information is received by the District regarding a Non-Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employee's employment status while considering the Non-Licensed Employee's employment status consistent with applicable Utah law, rules, and regulations, District policy, and any applicable Employment Agreements or Memorandums of Understanding.
- O. Where reasonable cause exists, a current employee may be required to submit to fingerprinting and a criminal background check at the Board's expense prior to the intervallic background check.
- P. An administrator may obtain any information in the possession of the State Office of Education that is relevant to evaluating the employment of a current or prospective employee of the school. If a decision is made not to hire a prospective employee or to take action against a current employee based upon such information, the individual affected shall be given notice of the information and be provided an opportunity to refute or respond to the information. An administrator who, in good faith, discloses or receives information under this section is exempt from civil liability relating to that receipt or disclosure.
- Q. The District shall cooperate with the USBE in investigations of Licensed Educators.

References:

[Utah Code § 53E-6-401](#)

[Utah Code § 76-5, Offenses Against the Individual](#)

Utah Admin. Rules R277-516

POLICY 4027

Special Programs: Dropout Prevention and Recovery

A. At-Risk Coordinator

1. The District shall designate one or more at-risk coordinators to collect and disseminate data regarding dropouts in the District and to coordinate the District's program for students who are at high risk of dropping out of school.

B. Identification of "Designated students"

1. The District shall identify all students: who have withdrawn from school before earning a diploma, and who have been dropped from average daily membership, and whose graduating class (when entering grade 9) have not yet graduated. The District shall further identify students who are at risk of meeting these criteria.

[Utah Code § 53G-9-802 \(2023\)](#)

[Utah Code § 53G-9-801\(3\) \(2023\)](#)

C. Dropout Reduction Plan

1. The District shall provide dropout prevention and recovery services to designated students, including:
 - a. Engaging with or attempting to engage with designated students;
 - b. Consulting with designated students and develop a learning plan to identify:
 - 1) Barriers to regular school attendance;
 - 2) An attainment goal through enrollment in education programs; and
 - 3) Means for achieving the attainment goal through enrollment in one or more of the programs described below in Flexible Enrollment Options.
 - c. Monitoring a designated student's progress toward reaching the designated student's attainment goal; and

- d. Providing tiered interventions for a designated student who is not making progress toward reaching the student's attainment goal.
2. The District shall provide dropout prevention and recovery services throughout the calendar year to students who become designated students while enrolled within the District. The District shall provide dropout prevention and recovery services to students who reside within the District who were enrolled in a charter school that does not include grade 12 and become designated in the summer after the student completes academic instruction at the charter school through the maximum grade level at the charter school.

[Utah Code § 53G-9-802\(1\)\(a\)-\(c\) \(2023\)](#)

3. The District shall establish a policy that describes how the District (or a third party provider) will measure if a designated student made a year's worth of progress toward an attainment goal during the year and how membership days will be determined for a designated student in accordance with the District's school schedule and enrollment policies.

Utah Admin. Rules R277-606-3(3)(a) (July 22, 2022)

D. Flexible Enrollment Option

1. The District shall provide flexible enrollment options for a designated student that are tailored to the designated student's learning plan and include two or more of the following:
 - a. Enrollment in a traditional program in a school within the District;
 - b. Enrollment in the District in a nontraditional program;
 - c. Enrollment in a program offered by a private provider that has entered into a contract with the District to provide educational services; or
 - d. Enrollment in a program offered by another local educational agency.

[Utah Code § 53G-9-802\(2\)\(a\) \(2023\)](#)

E. Designated Student Enrollment Options

1. A designated student may enroll in:

- a. A program offered by the District; or
 - b. The Statewide Online Education Program
2. The District shall make its best effort to accommodate a designated student's choice of enrollment.

[Utah Code § 53G-9-802\(2\)\(b\) \(2023\)](#)

F. Dropout Prevention and Recovery Services

1. Provide dropout prevention and recovery services for any school year in which the District meets the following criteria:
 - a. The District's graduation rate is lower than the statewide graduation rate; and
 - b. The District's graduation rate has not increased by at least 1% on average over the previous three school years, or during the previous calendar year, at least 10% of the District's designated students have not reached the students' attainment goals or made a year's worth of progress toward the students' attainment goals.
2. This requirement does not apply if:
 - a. the District is in its first three years of operation;
 - b. the District's average graduation rate for the previous three years is higher than the statewide graduation rate for the same period; or
 - c. the quotient of the total number of the District's graduating students plus 10 divided by the total number of students in the graduating class, is equal to or greater than the statewide graduation rate.
3. ~~If required to provide dropout prevention and recovery services, the District shall do at least one of the following: may either create its own dropout prevention and recovery services plan or may~~ contract with a third party to provide the dropout prevention and recovery services, ~~use another program that is evidence-based (as defined in [Utah Code § 53G-11-303](#)), or create a dropout prevention and recovery services plan that is evidence-informed (as defined in [Utah Code § 53G-11-303](#)).~~ ~~The District shall do at least one of the following: may either create its own dropout prevention and recovery services plan or may~~ contract with a third party to provide the dropout prevention and recovery services, ~~use another program that is evidence-based (as defined in [Utah Code § 53G-11-303](#)), or create a dropout prevention and recovery services plan that is evidence-informed (as defined in [Utah Code § 53G-11-303](#)).~~ use another program that is evidence-based (as defined in [Utah Code § 53G-11-303](#)), or create a dropout prevention and recovery services plan that is evidence-informed (as defined in [Utah Code § 53G-11-303](#)).
4. If a District enters into a third-party contract to provide the dropout prevention and recovery services, the District shall ensure that:

- a. The third party has a demonstrated record of effectiveness engaging with and recovering designated students;
- b. The contract with the third party requires the third party provide the services described the Dropout Reduction Plan and regularly report progress to the District.

[Utah Code § 53G-9-802\(3\)-\(6\) \(2023\)](#)

Utah Admin. Rules R277-606-3(2) (July 22, 2022)

G. Annual Reporting

1. The District shall annually submit a report to the State Superintendent of Education on dropout prevention and recovery services by October 30, including:
 - a. The total number of designated students in the District;
 - b. If applicable, the name of the third party the District is contracting with to provide dropout prevention and recovery services;
 - c. The methods the District or third party uses to engage with or attempt to recover designated students under the Dropout Reduction Plan;
 - d. The number of designated students who enroll in a program described in the Flexible Enrollment Options as a result of the District's efforts to engage with or attempting to recover a designated student;
 - e. The number of designated students who reach the designated students' attainment goals; and
 - f. Funding allocated to provide dropout prevention and recovery services.

[Utah Code § 53G-9-802\(7\) \(2023\)](#)

Utah Admin. Rules R277-606-4(1)(b) (July 22, 2022)

2. If the District created its own dropout prevention and recovery plan, the District shall annually submit a copy of that plan to the State Superintendent of Education by October 30.

Utah Admin. Rules R277-606-4(2) (July 22, 2022)

H. "Attainment Goals" Defined

1. Attainment Goal means:

- a. A high school diploma;
- b. Utah High School Completion Diploma, as defined in State Board of Education rule;
- c. An Adult Education Secondary Diploma, as defined in State Board of Education rule; or
- d. An employer-recognized, industry-based certificate that is likely to result in job placement and is included in the State Board of Education's approved career and technical education industry certification list.

[Utah Code § 53G-9-801\(1\) \(2023\)](#)

POLICY 4037

Reading Assessment for K-3

- A. Subject to legislative appropriations, District elementary schools shall annually administer the State Board of Education approved benchmark reading assessments in **kindergarten**, grade 1, grade 2, and grade 3 within the following testing windows:
1. The first benchmark before September 30
 2. The second benchmark between December 1 and January 31
 3. The third benchmark between ~~the middle of~~ April 15 and June 15
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, February 28, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(5).
- C. If a benchmark assessment or a supplemental reading assessment indicates that a student is scoring below benchmark, the school shall take the notification and reading remediation interventions outlined below.

Utah Admin. Rules R277-406-3(1) to (5) (July 22, 2022)

D. Scoring Below Benchmark

1. A student scores below or well below benchmark when the student performs below or well below the benchmark score on the benchmark reading assessment and requires additional instruction beyond that provided to typically developing peers to close the gap between the student's current level of achievement and that expected of all students in that grade. For any first, second, or third grade student who through assessment is determined to be scoring below or well below benchmark, the school shall take the following actions:
 - a. Notify the student's parent that the student is reading below grade level;
 - b. Administer diagnostic assessments to the student;

- c. Using data from the diagnostic assessment, provide specific, focused, and individualized intervention or tutoring to develop the reading skill;
 - d. Administer formative assessments and progress monitoring at recommended levels for the benchmark assessment to measure the success of the focused intervention;
 - e. Inform the parent of activities that he or she may engage in with the student to assist the student in improving reading proficiency;
 - f. Provide information to the parent of the student regarding reading interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school; and
 - g. Provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.
2. In meeting these standards, “evidence-based” means that a strategy (**not including reading software**) demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). “Evidence-informed” means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education).

[Utah Code § 53E-4-307\(4\)\(a\) \(2023\)](#)

[Utah Code § 53G-11-303\(1\) \(2023\)](#)

Utah Admin. Rules R277-406-2(11) (July 22, 2022)

Utah Admin. Rules R277-406-3(3)(a) (July 22, 2022)

POLICY 4038

Mathematics Assessment for K-3

- A. Subject to legislative appropriations, District elementary schools shall annually administer the State Board of Education approved benchmark mathematics assessments in **kindergarten**, grade 1, grade 2, and grade 3 within the following testing windows:
1. The first benchmark before September 30
 2. The second benchmark between December 1 and January 31
 3. The third benchmark between the **middle-of** April 15 and June 15.
 4. ~~The District schools may also administer the early mathematics benchmark assessments in kindergarten.~~
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, February 28, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(5).

[Utah Code § 53E-4-307.5 \(2020\)](#)

Utah Admin. Rules R277-406-3(1) to (4) (July 22, 2022)

C. Scoring Below Benchmark

1. A student scores below or well below benchmark when the student performs below or well below the benchmark score on the benchmark mathematics assessment and requires additional instruction beyond that provided to typically developing peers to close the gap between the student's current level of achievement and that expected of all students in that grade.

Utah Admin. Rules R277-403-3(4)(b) (July 22, 2022)

2. If a benchmark assessment indicates that a student is scoring below or well below benchmark, the school shall take the following actions:

- a. Notify the student's parent that the student's mathematics performance is below grade level;
 - b. Administer diagnostic assessments to the student;
 - c. Using data from the diagnostic assessment, provide specific, focused, and individualized intervention or tutoring to develop the mathematics skill;
 - d. Administer formative assessments and progress monitoring at recommended levels for the benchmark assessment to measure the success of the focused intervention;
 - e. Inform the parent of activities that he or she may engage in with the student to assist the student in improving mathematics proficiency;
 - f. Provide information to the parent of the student regarding mathematics interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school; and
 - g. Provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.
3. In meeting these standards, "evidence-based" means that a strategy (**not including reading math software**) demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). "Evidence-informed" means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education).

[Utah Code § 53E-4-307\(4\)\(a\) \(2023\)](#)

[Utah Code § 53G-11-303\(1\) \(2023\)](#)

Utah Admin. Rules R277-406-2(11) (July 22, 2022)

Utah Admin. Rules R277-406-3(3)(a), (b) (July 22, 2022)

POLICY 4062

Curriculum: College Course Work

A. Definitions

1. "Concurrent enrollment" means enrollment in a course that allows a student to earn credit both towards high school graduation and at an institution of higher education.
2. "Eligible student" means a student who
 - a. is enrolled in and counted towards average daily membership in a school within the District,
 - b. has on file a plan for college and career readiness, and
 - c. is in grade 9, 10, 11 or 12.
3. "Eligible instructor" means an instructor who is either employed as faculty by an institution of higher education or who is employed by the District and meets the requirements of [Utah Code § 53E-10-302\(6\)](#).

[Utah Code § 53E-10-301\(2\), \(4\), \(5\)\(a\)\(i\) \(2021\)](#)

[Utah Code § 53E-10-302\(6\) \(2023\)](#)

4. "Designated institution of higher education" means an institution of higher education designated by the Utah Board of Higher Education to provide a course or program of study within a specific geographic region.

[Utah Code § 53E-10-303\(1\) \(2023\)](#)

B. Establishing Concurrent Enrollment Courses

1. The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses. The District and the institution of higher education must
 - a. ensure that the course instructor is an eligible instructor,
 - b. establish qualifying academic criteria for enrollment in the course,

- c. ensure that students enrolling are eligible students, and
 - d. coordinate advising of the eligible students.
2. In establishing student eligibility for a concurrent enrollment course, the requirements shall be sufficiently selective to predict a successful experience and satisfy the restrictions set out in Utah State Board of Education rules. The District is primarily responsible for identifying students who are eligible to participate in a concurrent enrollment course.

Utah Admin. Rules R277-701-7(2), (3) (July 22, 2022)

3. In establishing a particular concurrent enrollment course, the District must first offer to contract with the designated institution of higher education for the course. If the designated institution of higher education **either** chooses not to offer the course, **or** does not respond to the District's proposal within 30 days, **uses instructional materials that are sensitive materials or otherwise prohibited for use in K-12, or reaches enrollment capacity for the course and prohibits expanding the course with an eligible instructor**, the District may then contract with another institution of higher education to provide the course.

[Utah Code § 53E-10-303\(4\) \(2023\)](#)

4. The District and the institution of higher education must provide the State Superintendent and the Utah System of Higher Education with proposed new course offerings, including syllabi and curriculum materials, by November 15 of the year preceding the school year in which the courses would be offered.

Utah Admin. Rules R277-713-9 (July 22, 2022)

5. The student is responsible for expenses and arrangements associated with college enrollment as provided for in [Utah Code § 53E-10-305](#). **The student may apply for a fee waiver if appropriate under the District fee waiver policy for class-related costs including consumables, lab fees, copies, material costs, application fees and textbooks. Unless otherwise provided by agreement with the institution of higher education, the District is responsible for fee waivers.**

[Utah Code § 53E-10-305 \(2023\)](#)

Utah Admin. Rules R277-701-11(3), (4) (July 22, 2022)

C. Participation Form and Parental Permission

1. Before allowing an eligible student to participate in a concurrent enrollment course, the District and the institution of higher education must ensure that the student has, for the current school year
 - a. submitted a completed participation form which includes the signature of the student's parent indicating permission to participate and
 - b. signed an acknowledgment of program participation requirements. (The participation form shall be that which is created by the Utah Board of Higher Education.)

[Utah Code § 53E-10-304 \(2020\)](#)

Policy 4064

Curriculum: Religious Neutrality

A. Constitutional Freedom in Public Schools

1. Any school in the District, in accordance with State Board of Education policy, may undertake any instructional activity, performance or display which includes examination of or presentations about religion, political or religious thought or expression, or the influence thereof on music, art, literature, law, politics, history or any other element of the curriculum, including the comparative study of religions, provided it is designed to achieve academic educational objectives included within the context of a course or activity and conducted in accordance with applicable rules or policies of this District.

Utah Code § 53G-10-202(1) (2023)

2. No aspect of cultural heritage, political theory, moral theory, or societal value shall be either included within or excluded from school curricula for the primary reason that it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or supreme being.

Utah Code § 53G-10-202(2) (2023)

B. Religious Neutrality

1. School officials and employees may not use their positions to endorse, promote, or disparage a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint. District schools may not sponsor or deny the practice of prayer or religious devotionals.

Utah Code § 53G-10-202(3), (4) (2023)

C. Participation Waivers

1. A student may refrain from participation in any aspect of school that violates a religious belief or right of conscience of the student.
2. A student's parent may waive the student's participation in any aspect of school that violates the student's or the student's parent's religious belief or right of conscience.
3. A student may not be penalized or discriminated against for refraining from participation due to the student or student's parent's religious belief or right of conscience.
4. A student may not be required or incentivized to affirm or deny the religious belief or right of conscience of the student or the student's parent. When a student refrains from participation, the school shall promptly notify the student's parent.
5. The school may offer an alternative that does not violate the student's or the student's parent's religious belief or right of conscience but may not require the student or student's parent to explain, defend, or justify the religious belief or right of conscience.

Utah Code § 53G-10-205 (2023)

D. Expressions of Belief

1. Expression of personal beliefs by a student participating in school-directed curricula or activities may not be prohibited or penalized unless the expression unreasonably interferes with order or discipline, threatens the well-being of persons or property, or violates concepts of civility or propriety appropriate to the school setting.
2. Limitations on student expression, practice, or conduct shall be by the least restrictive means necessary to satisfy the school's interests or to satisfy another specifically identified compelling governmental interest.

Utah Code § 53G-10-203(1), (3) (2023)

E. Expressions of Belief During Discretionary Time

1. Free expression of voluntary religious practice or freedom of speech by students during discretionary time, (non-instructional time during which a student is free to pursue personal interests), shall not be denied unless:
 - a. The conduct unreasonably interferes with the ability of school officials to maintain order and discipline;
 - b. Unreasonably endangers persons or property; or,
 - c. Violates concepts of civility or propriety appropriate to the school setting.
2. Any limitation under this section on student expression, practice, or conduct shall be by the least restrictive means necessary to satisfy the school's interests or to satisfy another specifically identified compelling governmental interest.

Utah Code § 53G-10-203(2), (3) (2023)

POLICY 4077

Course Disclosure Statements – Secondary

- A. Each course offered to students in grade 6-12 shall have a Course Disclosure Statement.
- B. Course Disclosure Statements shall be updated at the beginning of each trimester, contain accurate information, and be available to parents and students at the beginning of each course.
- C. Course Disclosure Statements shall contain information and guidelines consistent with Box Elder School District Policies and individual school student handbooks.
- D. Course Disclosure Statements shall contain at least the following information:
 1. A brief description of the course including major course goals;
 2. A list of books, videos, etc., other than District adopted texts that will be used in the course;
 3. A statement on attendance and tardiness and the impact of such on citizenship grades;
 4. A statement on grading that may include:
 - a. A grading scale; (see [Policy 4103 Grading Policy Grades 8-12](#))
 - b. Weighting of assignments, quizzes, tests, etc.
 - c. A statement on make-up work, extensions, interventions and evidence of relearning prior to re-takes;
 5. A statement on or a listing of class rules and/or expectations;
 6. A statement on any optional fees associated with the course;

7. A statement offering accommodations for qualifying individuals with disabilities;
 8. Notation of how to contact the teacher and when she/he is available to meet with parents and/or students;
- E. In addition to the required information listed in Section D, teachers are encouraged to include suggestions for success in the course, encouragement to students, and other information to help students be successful.

POLICY 4103

Grading Policy Grades 8-12

A. Grading

1. Student work and assessments will be based on standards from the Utah State Curriculum.
2. Grades on report cards will accurately reflect students' academic proficiency in relation to course standards.
3. Student proficiency is measured in a variety of ways including; projects, reports, tests, observations, discussions and performance tasks.
4. Additional opportunities for all students to demonstrate increased proficiency will be provided through extensions, interventions and remediation.
 - a. Extra credit will not be included in the academic grade.
 - b. Additional opportunities include re-doing assignments or re-taking quizzes and tests following an intervention in a timely manner.

B. Grades will be determined based on the Box Elder School District Secondary grading scale.

1. All grades with percentages within .5 of the numeric cutoffs will be rounded up to that number.

<u>Letter</u>	<u>Numeric</u>
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70

D+	67
D	63
D-	60
F	0 - 59.49

C. Attendance, tardies and behavior will not be included in the academic grade.

D. Reporting

1. Report cards will be issued a minimum of three times each school year.
2. Student proficiency data will be updated weekly using the electronic grade book.
3. Students and parents will be informed as soon as possible when a student's academic performance, citizenship, or behavior becomes unsatisfactory or shows a marked or sudden decline.

E. Interventions

1. Interventions (re-teaching) will be provided when a student performs below proficiency.
2. When intervention opportunities are provided within the school day, identified students will be required to participate.

F. Homework

*See Box Elder School District [Policy 4100 Homework](#)

1. Non-content related material will not be used as additional opportunities to demonstrate increased proficiency
2. Service opportunities (activities) will be counted in the Life Skills or Citizenship categories and not the academic grade.

Policy 5270

Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct

A. Definitions

1. "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.
2. "Bullying" means intentionally committing a written, physical, or verbal act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:
 - a. Causing physical or emotional harm to the school employee or student;
 - b. Causing damage to the school employee or student's property;
 - c. Placing the school employee or student in reasonable fear of:
 - 1) Harm to the school employee's or student's physical or emotional well-being;
or
 - 2) Damage to the school employee's or student's property.
 - d. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - 1) The pervasiveness, persistence, or severity of the actions; or
 - 2) A power differential between the bully and the target; or
 - e. Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

- f. The foregoing conduct constitutes bullying regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.
3. “Communication” means the conveyance of a message, whether verbal, written, or electronic.
 4. “Cyberbullying” means:
 - a. 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.
 - b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyberbullying.
 5. “Hazing” means a student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
 - a. Meets one of the following:
 - 1) Endangers the mental or physical health or safety of a school employee or student; or
 - 2) 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;
 - 3) 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
 - 4) 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 either

- b. 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
- c. Is directed toward a school employee or student whom the student 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 student also participates.

The conduct described above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesce in, the conduct.

Utah Admin. Rules R277-613-2 (May 24, 2022)

[Utah Code § 76-5-107.5 \(2022\)](#)

[Utah Code § 53G-9-601\(1\) to \(5\) \(2023\)](#)

- 6. "Incident" means one or more infractions committed by a student or a group of students acting in concert, at the same time and place.

Utah Admin. Rules R277-613-2 (May 24, 2022)

- 7. "Infraction" means an act of prohibited behavior.

Utah Admin. Rules R277-613-2 (May 24, 2022)

- 8. "Retaliate" means an act or communication intended:

- a. as retribution against a person for reporting bullying, cyberbullying, abusive conduct, or hazing; or
- b. to improperly influence the investigation of, or the response to, a report of bullying, cyberbullying, abusive conduct, or hazing.

[Utah Code § 53G-9-601\(9\) \(2023\)](#)

- 9. "School Employee" means:

- a. school administrators, teachers, and staff members, as well as others employed or authorized as volunteers, directly or indirectly, by the school, school board, or school district and who works on a school campus.

[Utah Code § 53G-9-601\(11\) \(2023\)](#)

10. "Volunteer" means a non-employee with significant, unsupervised access to students in connection with a school assignment.

Utah Admin. Rules R277-613-2 (May 24, 2022)

B. Bullying and Abusive Conduct Prohibited

1. No student may engage in bullying of a student or school employee on school property, at a school related or sponsored event, on a school bus, at a school bus stop, or while the student is traveling to or from a school location or school related or sponsored event. No student may engage in abusive conduct.
2. Students who engage in bullying or abusive conduct are in violation of this policy and verified infractions shall result in disciplinary action up to and including expulsion, consistent with the District's [Safe Schools Policy 5005](#).
3. Anonymous reports of bullying or abusive conduct alone cannot constitute the basis for formal disciplinary action.
4. The school or District may also report infractions to law enforcement if that is permitted by [Utah Code § 53G-8-211](#).

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

Utah Admin. Rules R277-613-7 (May 24, 2022)

C. Hazing and Cyberbullying Prohibited

1. No student may engage in hazing or cyberbullying of a student or of a school employee at any time or at any location.
2. Students who engage in hazing or cyberbullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including expulsion as well as suspension or removal from a school-sponsored team or activity, including school sponsored transportation, consistent with the District's [Safe Schools Policy 5005](#).
3. The school may also determine to break up or dissolve a team, organization, or other school sponsored group for hazing violations by its members.

4. Anonymous reports of hazing or cyberbullying alone cannot constitute the basis for formal disciplinary action.
5. The school or district may also report infractions to law enforcement if that is permitted by [Utah Code § 53G-8-211](#).

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

D. Retaliation Prohibited

1. No student may engage in retaliation against a school employee, a student, or an investigation for, or witness of, an alleged incident of bullying, cyberbullying, hazing, or retaliation against a school employee or student, or an alleged incident of abusive conduct.
2. Students who engage in retaliation are in violation of this policy and for verified infractions are subject to disciplinary action up to and including expulsion, consistent with the District's [Policy 5005 Safe Schools – Student Discipline/Behavior](#).
3. Anonymous reports of retaliation alone cannot constitute the basis for formal disciplinary action.
4. The school shall inform students who have reported being subject to bullying, cyberbullying, or hazing and these students' parents that retaliation is prohibited and shall encourage the students and parents to be aware of and to report any subsequent problems or new incidents.

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

E. Making a False Report Prohibited

1. No student may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against a school employee or student.
2. Students who engage in making such false allegations are in violation of this policy and verified violations shall result in disciplinary action up to and including expulsion, consistent with the District's [Policy 5005 Safe Schools – Student Discipline/Behavior](#).

[Utah Code § 53G-9-605\(3\)\(d\) \(2019\)](#)
Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

F. Action Plan

1. Upon receipt of a reported incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation, the school principal or designee shall promptly review and investigate the allegations. This investigation shall include interviewing the alleged targeted individual, the individual alleged to have engaged in prohibited conduct, the parents of the alleged target and alleged perpetrator, any witnesses to the conduct, school staff familiar with the alleged victim, and school staff familiar with the alleged perpetrator. The principal or designee may also review physical evidence, including but not limited to video or audio recordings, notes, email, text messages, social media, and graffiti. The principal or designee shall inform any person being interviewed that the principal or designee is required to keep the details of the interview confidential to the extent allowed by law and that further reports of bullying will become part of the investigation.

Utah Admin Rules R277-613-5(2), (3), (4) (May 24, 2022)

2. When the available information indicates that an infraction may also constitute a civil rights violation, the principal or designee shall also investigate that possible violation and take such disciplinary or other action as may be warranted.

Utah Admin. Rules R277-613-5(6) (May 24, 2022)

3. When it is determined that a student has been bullied, cyberbullied, or hazed, this plan of action should include consideration of what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.

[Utah Code § 53G-9-605\(3\)\(g\) \(2019\)](#)

4. The plan of action may include supporting involved students through trauma-informed care practices, if appropriate, as defined in Utah Admin. Rules R277-613-2(15).

Utah Admin. Rules R277-613-5(7) (May 24, 2022)

5. The plan of action may also include positive restorative justice practice action, if permitted. Restorative justice practice is a discipline practice that brings together students, school personnel, school families, and community members to resolve

conflicts, address disruptive behaviors, promote positive relationships, and promote healing. An alleged targeted student is *not* required to participate in a restorative justice practice with an alleged perpetrator. If the principal or designee desires to have a student participate, the principal or designee shall first inform that student's parent about the restorative justice practice and obtain the parent's consent prior to such participation.

Utah Admin. Rules R277-613-2(12) (May 24, 2022)

Utah Admin. Rules R277-613-6(7) (May 24, 2022)

6. If any retaliation occurs, the principal or designee shall take strong responsive action against it, including but not limited to providing assistance to any targeted individual and his or her parent in reporting subsequent problems and new incidents.

Utah Admin. Rules R277-613-4(5) (May 24, 2022)

7. The principal or designee shall follow up with parents of all students involved (victim or perpetrator), informing parents when an investigation is concluded, what safety measures will be in place for their child as determined by the investigation, of additional information about the investigation to the extent consistent with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and of any available appeal options if a parent disagrees with the resolution of the investigation.

Utah Admin. Rules R277-613-5(10) (May 24, 2022)

G. Training and Education

1. Each school shall establish procedures for training school employees, coaches, volunteers and students on bullying, cyberbullying, hazing, retaliation, or abusive conduct. The principal or designee shall be the point person to assist, direct, and supervise training on these matters.

- a. Training to students, staff, and volunteers shall:

- 2) Include information on:

- a) Bullying, cyberbullying, hazing, retaliation. and abusive conduct;

- b) Discrimination under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;

- c) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination,
 - d) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are prohibited based on the students' or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes, or conformance or failure to conform with stereotypes, and
 - e) The right of free speech and how it differs for students, employees, and parents;
- 3) Complement the suicide prevention program required for students and the suicide prevention training required for licensed educators; and
 - 4) Include information on when issues relating to these standards may lead to employee or student discipline.

Utah Admin. Rules R277-613-4(6) (May 24, 2022)
Utah Admin. Rules R277-613-5(1)(c) (May 24, 2022)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- b. This training shall be provided to all new employees, coaches, and volunteers within the first year of service and shall be provided to all employees, coaches, and volunteers at least once every three years after the initial training.

Utah Admin. Rules R277-613-4(7) (May 24, 2022)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- c. In addition to training school employees and educating students mentioned above, all volunteer coaches, employees, and students involved in any curricular athletic program or any extra-curricular club or activity shall:
 - 1) Complete bullying, cyberbullying, harassment, ~~and~~ hazing, and abusive conduct prevention training prior to participation;
 - 2) Repeat bullying, cyberbullying, harassment and hazing prevention training at least every three years;

- 3) Be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this policy.
- d. The content of this activity training shall be developed in collaboration with the Utah High School Activities Association (UHSAA) and the training shall also be provided in collaboration with UHSAA. The school shall obtain and keep signature lists of the participants in the activity training.

Utah Admin. Rules R277-613-6 (May 24, 2022)

Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- e. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, hazing, or cyberbullying.

[Utah Code § 53G-9-605 \(2019\)](#)

- f. The District may also offer voluntary training to parents and students regarding abusing conduct.

[Utah Code § 53G-9-607\(1\)\(b\) \(2020\)](#)

- g. The principal or designee responsible for reviewing and investigating allegations of bullying, cyberbullying, hazing, retaliation, and abusive conduct shall receive training on conducting a review and investigation as provided for in this policy.

Utah Admin. Rules R277-613-5(1)(b) (May 24, 2022)

H. Assessment

1. Subject to the requirements of [Utah Code § 53E-9-203](#) regarding parental consent for certain types of inquiries of students, each school shall regularly (and at least once per year) conduct assessment through student input (surveys, reports, or other methods) of the prevalence of bullying, cyberbullying, and hazing in the school, and specifically in locations where students may be unsafe and adult supervision may be required such as playgrounds, hallways, and lunch areas.

Utah Admin. Rules R277-613-4(4) (May 24, 2022)

[Utah Code § 53E-9-203 \(2022\)](#)

I. Publication and Acknowledgment

1. A copy of this policy shall be included in student conduct handbooks, shall be provided to the parent of each student enrolled in the District, and shall be available on the District website.
2. Each student 8 years of age and older and a parent of each student enrolled in the District shall annually provide a signed statement stating that the student and parent has received a copy of this policy; however, such a statement is not a substitute for having met the training requirements of this policy.

[Utah Code § 53G-9-605\(3\)\(h\), \(4\) \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(d), (2) (May 24, 2022)

J. Parental Notification of Incidents

1. The school shall notify the parent or a student who is involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation (whether as a target or as a perpetrator).
2. The school is also required to notify **and provide suicide prevention information to** the parent of a student who threatens ~~to commit~~ suicide. In addition, the school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above. The record is a private record for purposed of the Government Records Access and Management Act.
 - a. The process for notifying a parent shall consist of:
 - 1) The school principal or designee shall attempt to make personal contact with a parent when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two school people present. If personal contact is not possible, the parent may be contacted by phone. A second school person should witness the phone call.
 - 2) Contact with the parent must be documented in a "Verification of Parent Contact Regarding Threat or Incident".
3. (A copy of the "Verification of Parent Contact Regarding Threat or Incident" is attached below.) Subject to laws regarding confidentiality of student education records, at the request of a parent, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-604 \(20232\)](#)

Utah Admin Rules R277-613-4(2) (May 24, 2022)

4. The record of parental notification shall be maintained in accordance with the [Utah Code Title 53E, Chapter 9, Part 3 Student Data Protection, Title 53E, Chapter 9, Part 2, Student Privacy, and the Federal Family Educational Rights and Privacy Act \(“FERPA”\)](#). A copy of the record of parental notification shall upon request be provided to the student to whom the record relates. After the student has graduated, the District shall expunge the record of parental notification upon request of the student.

[Utah Code § 53G-9-604\(2\)\(a\)\(ii\) \(2023\)](#)

K. Report to State Superintendent

1. Each year, on or before June 30, the District shall submit a report to the State Superintendent which includes
 - a. a copy of the District’s bullying policy;
 - b. confirmation of compliance with the requirement to obtain a signed acknowledgment of the policy from students, parents, and employees;
 - c. verification of required training regarding bullying, cyberbullying, hazing, retaliation, and abusive conduct;
 - d. the number of verified and alleged incidents of bullying, cyberbullying, hazing, and retaliation; and
 - e. the number and type of those incidents that either included a student or employee who is part of a federally protected class or was bullied, cyberbullied, hazed, or retaliated against because of the student’s or employee’s actual or perceived disability, race, national origin, religion, sex, gender identity, sexual orientation, or other characteristic.

Utah Admin. Rules R277-613-5(11) (May 24, 2022)

**VERIFICATION OF PARENT CONTACT REGARDING
THREAT OR INCIDENT**

I, [Name] _____, principal or principal's designee, contacted [Name of parent] _____ on [Date] _____ and notified him or her that [Name of student] _____ was involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation. Contact was made:

- in person
- by telephone (number used: _____)
- by email (email address used: _____)
- by other method (specify): _____

Notice was given of:

- bullying incident
- cyberbullying incident
- abusive conduct incident
- hazing incident
- retaliation incident

[Name of school staff member] _____, witnessed the contact.

Principal or Principal's Designee Title Date

School Staff Member Title Date

Policy 5272

Transgender Students

A. Definitions

1. ~~“Assigned gender.” This is the gender designated at the time of birth and may also be thought of as the gender corresponding to the individual’s original physiology, or biological gender.~~ “Sex.” This is the biological, physical condition of being male or female, determined by an individual’s genetics and anatomy at birth.

[Utah Code § 53E-9-205\(1\)\(d\) \(2023\)](#)

2. “Gender identity.” This is the individual’s internal sense of gender, and “identified gender” refers to the gender that matches this internal sense. Gender identity can be shown by information including but not limited to medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity, or other evidence that the gender identity is sincerely held, part of a person’s core identity, and not being asserted for an improper purpose.
3. “Gender expression” means the external cues or indications used to communicate gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.
4. “Transgender” means that an individual’s ~~sex assigned gender~~ differs from the individual’s gender identity.
5. “Transgender boy” (or “transgender man”) is an individual whose ~~sex assigned gender~~ is female but whose gender identity is male.
6. “Transgender girl” (or “transgender woman”) is an individual whose ~~sex assigned gender~~ is male but whose gender identity is female.

[Utah Code § 34A-5-102 \(1\)\(o\) \(2016\)](#)
[In re Childers-Gray, 2021 UT 13, ¶ 5 & n.7, 487 P.3d 96](#)

B. Records and References

1. The official records of the student shall reflect the student’s legal name and gender, which is the name and gender listed on the student’s birth certificate or as changed

by court order. Access to this portion of official student records shall be restricted with respect to persons other than the student's parent to maintain the confidentiality of a student's transgender status. Official records which reflect a student's sex, gender, or gender identity may not be changed to a gender or gender identity which does not conform with the student's sex without written permission of the student's parent.

~~Utah Code § 26-2-11 (1995)~~

~~Utah Code § 42-1-1 (1933)~~

~~Utah Code § 53E-9-205 (2023)~~

2. The unofficial records of the student shall reflect the preferred name and gender identity of the student. Students shall be addressed or referred to by the pronouns associated with the identified gender: transgender boys shall be referred to using "he" "his" and "him" and transgender girls shall be referred to using "she" and "her." Unofficial records which reflect a student's sex, gender, or gender identity may not be changed to a gender or gender identity which does not conform with the student's sex without written permission of the student's parent.

~~Utah Code § 53E-9-205 (2023)~~

3. A student's transgender status shall not be disclosed to individuals other than the student's parent without the student's consent except as expressly authorized by the superintendent following such legal consultation as the superintendent determines is appropriate.

~~Utah Code § 53E-9-205 (2023)~~

C. Facilities

1. In determining which gender-segregated school facilities (restrooms and locker rooms) are to be used by transgender students, the school administrator shall take into consideration the desires of the individual transgender student and of the student's parents as well as the privacy interests of other students. In addition to having the transgender student use the facilities corresponding with the gender identity, potential accommodations include use of single user restrooms or changing spaces or using facilities at a different time than other students. If the desired use by the transgender student is in significant conflict with privacy interests of other students, the school administrator should consult with the superintendent and as appropriate with legal counsel.

D. Classes and Activities

1. When classes or intramural activities are segregated by gender, transgender students are to be grouped according to the student's gender identity. Where students are grouped according to qualities which may have some association with gender (such as vocal quality for singing groups), the pertinent quality shall be evaluated without regard to ~~sex assigned-gender~~ or transgender status. Where school activities involve overnight travel, lodging arrangements for transgender students shall take into consideration the desires of the individual transgender student and of the student's parents as well as the privacy interests of other students. If the arrangement desired by the transgender student is in significant conflict with privacy interests of other students, the school administrator should consult with the superintendent and as appropriate with legal counsel.

E. UHSAA Extracurricular Activities

1. Participation by students in activities under the oversight of the Utah High School Activities Association is subject to UHSAA rules and policies. Therefore, participation of transgender students in such activities shall be governed by those rules and policies.

[Utah High Schools Activities Association Handbook 2022-23, Interps. & Guidelines 1.1.4 \(P. 26-27\)](#)

F. Bullying and Harassment

1. [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#), which prohibits bullying, cyberbullying and harassment regardless of the motivation for such misconduct, applies to prohibit bullying, cyberbullying or harassment of students because of their transgender status or gender expression. When the parent of a transgender student is given the required notification of a bullying or harassment incident against a transgender student which is motivated by transgender status or gender expression, care should be taken to avoid disclosing the student's transgender status to the student's parents if the student has not consented to such disclosure.
2. When a student has been bullied, cyberbullied, or harassed because of the student's transgender status or gender expression, consideration should be given to what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.

Policy 6050

Community Use of School Facilities

- A. Public school buildings and grounds are civic centers and may be used by district residents for supervised recreational activities and meetings, subject to the requirements and restrictions set forth below. Use of school property as a civic center may not interfere with a school function or purpose and is considered a “permit” for governmental immunity purposes.
- B. School buildings and grounds are only available for civic center use to organizers who are residents of the District. Requests for civic center use must be accompanied by appropriate documentation of the requester’s residence within the School District.

[Utah Code § 53G-7-209\(4\) \(2018\)](#)

- C. The Board may set and charge a reasonable fee for such use to compensate the district for the use of school property as a civic center and to fully compensate for any and all expense incurred in that use. The fee charged may take into account increased overhead expense, including utilities, personnel, and other areas affected by use of the facilities. See Policy 2160 for rental procedures and fees.

[Utah Code § 53G-7-209\(2\)\(c\) \(2018\)](#)

- D. The business administrator is designated as the district's special functions officer. The special functions officer shall have charge of the grounds and shall take reasonable measures to protect school property when used for civic center purposes. The business administrator may designate a district employee to serve as special functions officer in connection with particular uses of the facilities for civic center purposes. The school principal will serve as special functions officer for civic center functions held in the school unless otherwise notified by the superintendent.
- E. The Principal shall allow the use of school facilities and shall also be responsible for collection of monies, notification of personnel involved (custodian, lunch manager, or technician), and the determination of free use of the building according to policy and procedures.
- F. The school district shall make all meeting facilities in buildings under its control available to registered political parties, without discrimination, to be used for political party activities if the political party requests the use of the meeting facility before 5:00 p.m. no

later than 30 calendar days before the day on which the use by the political party will take place and the meeting facility is not already scheduled for another purpose at the time of the proposed use. The political party shall pay the District the actual costs incurred by the District for custodial services to clean the meeting facilities after the political party's use. In addition, the political party shall pay the District the actual cost of any services requested by the political party and provided by the District.

[Utah Code § 20A-8-404\(3\) \(2023\)](#)

[Utah Code § 20A-8-404 \(2023\)](#)

- G. The rental of school facilities for other than school use or civic centers shall be according to the following guidelines:
1. Application for rental will be made with the principal of the school. Application requires the signatures of the applicant and the principal. The principal is responsible for the building and the protection and maintenance thereof. The principal of the school shall accept application from only those groups who can assure adherence to the standards of behavior of the school. Tobacco, **electronic cigarette products**, intoxicating drinks, and boisterous conduct are expressly prohibited. The following will not be tolerated and are expressly prohibited by the Board:
 - a. vandalism;
 - b. use without consent, or abuse of school furniture or other school property; and,
 - c. appropriation or abuse of books, supplies, or athletic equipment belonging to the school or to its students. School athletic equipment may only be used with prior approval of the principal.
 - d. Rental rates will be determined according to the rental rate schedule approved by the Board of Education.
 - e. Payments will be collected by the Principal, recorded, and sent to the District Office with a copy of the original application.
 - f. Personnel charges will be added according to the rates listed on the rental schedule.
 - g. Commercial, sports organizations, and non-civic center users must provide a certificate of liability insurance with limits of not less than \$500,000. The District shall be named as an additional insured. (This provision (g) can only be waived

in writing by the Board of Education or through use as a civic center.) A Hold Harmless Agreement shall also be entered into.

- H. The principal shall be responsible for adequate supervision of the school during rental hours. Any non-school group occupying school property shall provide adult supervision adequate to maintain order and prevent the destruction of school property. Facilities shall not be available at the time of use unless the supervisor or supervisors are present as agreed. At the time of rental, arrangements shall be made for adequate supervision. School supervision shall consist of a minimum of one designated employee of the district to care for the interest of the district and its property. In the absence of the principal the designee shall be in complete charge of the building and grounds.
- I. ~~Arrangements for adequate supervision shall be made in keeping with the use for which the rental is made to ensure proper conduct in and around the building and the proper care of the school and its equipment.~~
- J. ~~The use of school ground facilities will be allowed at no cost provided fields are not abused or used during extremely wet conditions or other times when the field would be damaged.~~ Community groups such as youth football or soccer will be allowed to use specified areas of the school grounds as approved by the Principal. Groups wishing to reserve specific times for fields must enter into a written rental agreement with the principal ~~provided fields are not abused or used during extremely wet conditions or other times when the field would be damaged.~~
- K. Due to excessive use of the regular playing fields within the regular school program, the necessity of keeping certain playing fields in top condition for school league play makes the regular use of these fields by non-school groups impractical. High school stadiums are available to community organizations for rent; however, the stadiums shall not be used at any time that would interfere with a school function or purpose. Any other equipment rental requests shall be made to the Principal; such requests shall be granted upon the approval of the Principal and may result in a fee for expenses incurred.
- L. A "political sign" is any sign or document that advocates the election or defeat of a candidate for public office or the approval or defeat of a ballot proposition. Schools and the school district are not required to allow the posting of political signs on school property. ~~However, if the district or a district administrator or their designee posts or permits the posting of a political sign on school property, then the district shall also permit the posting of all other political signs, subject to the same requirements and restrictions.~~ Any requirements or restrictions placed on the posting of political signs must be politically neutral and content neutral and therefore are not allowed in Box Elder schools.

[Utah Code § 20A-17-103 \(2023\)](#)

- M. The Board may refuse to permit the use of school property as a civic center if it determines the use to be inadvisable.

[Utah Code § 53G-7-209\(3\) \(2018\)](#)

Box Elder Board of Education Board of Education Handbook Study Review Schedule

October 18, 2023 Wade Hyde

Board of Education Handbook Introduction-page 2

Authority and Responsibilities of the Board-page 2

Principles of Board Leadership-page 2

October 18, 2023-Connie Archibald

Making School Board Decisions-page 3

Holding Closed Meetings-page 4

November 8, 2023-Nancy Kennedy

Collaborative Relationship: Shared Governance-page 6

Essentials of A Professional Learning Community-page 6

November 8, 2023-Tiffani Summers

Authority of Individual Board Members-page 7

Nominations and Elections for Board Leadership-page 7

Board Leadership Responsibilities-page 8

December 13, 2023-Julie Taylor

New Board Member Orientation-page 8

Board of Education Code of Conduct-page 9

December 13, 2023-Danielle Wright

Board Member Commitments and Ethics-page 9

January 10, 2024-Karen Cronin

Disciplining Board Members-page 11

Policies Governing the Board-page 12

January 10, 2024-Bryan Smith

Guidelines and Parliamentary Motions-page 12

Simplified Chart of Parliamentary Motions-page 13

January 10, 2024-Steve Carlsen

Board Policies Relevant to Board of Education Legal Status, Responsibilities,
and Ethics-page 14

Board Policies Relevant to School Board Meetings-page 15

TENTATIVE MINUTES OF A WORK MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
OCTOBER 18, 2023

Work Session of the Board of Education, Box Elder School District, held Wednesday evening October 18, 2023 at 5:30 p.m. at Independent Life Skills Center.

Principal Reports to the Board

Lewis Whitaker, Principal at Box Elder Middle School, presented about applying to be a PLC model school this year. Facilities improvements are making it a better environment.

Jamie Kent and Robbie Gunter, Box Elder High School, presented gathering additional data to be a model PLC school. Social media is a big avenue of communication for the school. Elevating employee appreciation, school wide behavior plan, student pride.

Vanica Crane, Principal at Garland Elementary presented on focusing on school culture, adding “we are safe, respectful and responsible”.

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
October 18, 2023

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening October 18, 2023 at 6:30 p.m. at the Independent Life Skills Center.

Those in attendance at the meeting included Board President Wade Hyde, Vice President Connie Archibald, Tiffani Summers, Julie Taylor, Nancy Kennedy, Karen Cronin, Danielle Wright and Bryan Smith and Student Board Member Alyssa Lyman. Also, present were Superintendent Steve Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, IT Director Robert Gordon and Business Administrator David Roberts; members of the press, employees and patrons.

President Hyde called the meeting to order and welcomed those in attendance and conducted the business of the meeting.

After the reverence which was offered by Karen Cronin, the pledge of allegiance was led by Bryan Smith.

Recognitions:

Julie Taylor recognized the following:

- Mary Ewing - Kitchen Manager at Lake View Elementary – preparation and quick action in saving a student’s life using the Heimlich.
- Amy Ayotte – McKinley elementary - Utah Teacher of the Year Nominee (USB) – nominated to represent Box Elder School District, recognized for all her contributions at a high level

Approval of Agenda:

Karen Cronin made the motion to approve the agenda, second by Bryan Smith. The motion passed unanimously.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

Public Comment:

No public comment.

Action Items:

Approval of Johnson Controls Contract

David Roberts, Business Administrator – project development contract to make facilities improvement measures. A guaranteed savings that will provide a no cost to the District.

Nancy Kennedy made the motion to approve, second by Connie Archibald. The motion passed unanimously.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

Approval of School Positive Behavior Plans (PBS)

Megan Bushnell, Equity & Student Services Director

2023-2024 Prevention Plans, a requirement 2 year ago requires Board approval. There is a lot of work put into creating the plans.

A couple Board members mentioned that an update on the assignments of schools needs to be made.

Connie Archibald made the motion to approve, second by Karen Cronin. The motion passed unanimously.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

Approval of 2023-24 LEA Specific Licenses and LEA Specific Endorsements

Mark Taylor, Executive Director of Human Resources and Title IX - We have 43 educators earning new endorsements, 25 working on professional licenses. A 3-year commitment is required and is district specific.

Karen Cronin made the motion to approve, second by Tiffani Summers. The motion passed unanimously.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

Information Items:

October 1 Enrollment Report

Mark Taylor, Executive Director of Human Resources and Title IX - presented that the District is down a little over 100 students versus our projections. Decrease of 65 elementary students, an increase of 13 secondary students. Kindergarten enrollment is the lowest it has been in 15 years.

Monthly Financial Report

David Roberts, Business Administrator - everything looks good and in line with the budget.

Busing Protocol for Courtesy Riders

David Roberts, Business Administrator and Jason Sparks, Transportation Director - presented on multiple district policies with regards to courtesy and space available ridership. Will have a conversation with Utah Risk about liability for noneligible riders and with our in-house attorney on same topic, as well as draft for the Board prevue.

Board Committee Reports

Nancy Kennedy reported on Bridgerland activities, including a fashion show on November 18-19 starting 7pm.

Student Board Member Report

Alyssa Lyman, Student Board Member - reported on Bear River High School homecoming week, book drive and other activities.

Alyssa also talked to Dallin Davidson, BEHS Student Body President, and he reported to her on the participation, highest in a long time, for homecoming for Box Elder High School, can drive for the food pantry and veteran's day assembly.

Safe School Violations - Policy 5005 Safe Schools

Steve Carlsen, Superintendent - School/District Report Cards, this would continue with working toward a safe learning environment for all students.

Policy Review:

First Reading – a couple spelling and grammatical errors were mentioned.

Nancy Kennedy made the motion to approve the policies on first reading, second by Bryan Smith. The motion passed unanimously.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

Policy 1070 Board Meeting Procedures.

Policy 1072 Board Meeting: Notice Requirements.

Policy 2090 Contracts for School Resource Officer Services.

Policy 2241 School Nutrition Program - Charge and Delinquent Policy.

Policy 3007 Employment - Staff Code of Conduct.

Policy 3023 Educator Induction, Mentoring, and Professional Learning.

Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements

Policy 4027 Special Programs: Dropout Prevention and Recovery

Policy 4037 Reading Assessment for K-3

Policy 4038 Mathematics Assessment for K-3

Policy 4062 Curriculum: College Course Work

Policy 4064 Curriculum: Religious Neutrality

Policy 4077 Course Disclosure Statements-Secondary

Policy 4103 Grading Policy: Grades 8-12

Policy 5270 Student Rights and Responsibilities: Bullying, Cyberbullying, Hazing, and Abusive Conduct

Policy 5272 Transgender Students

Policy 6050 Community Use of School Facilities

Board Discussion Items:

Policy 2160 Building and Grounds Rental and Supervision Permit and Use Agreement

Policy 6018 Community Use of School Facilities

David Roberts, Business Administrator – talked about concerns about supervision, verbal abuse from public, damage done, the use of supplies and utilities. Thoughts were shared about how we may be able to mitigate issues. David was directed to talk to our in-house attorney and come back later to discuss further.

Board of Education Handbook Review Schedule

Wade Hyde, Board President - talked about the Utah Code associated with Board responsibilities. The three most important responsibilities of a Board are: first, delegates authority; second, monitor policies, progress and culture; third, takes responsibility for itself, Board work not staff work.

Board of Education Handbook Introduction-page 2

Authority and Responsibilities of the Board-page 2

Principles of Board Leadership-page 2

Connie Archibald, Board Vice President, talked about the Board's responsibilities with regards to policy decisions, personnel, problem solving decisions, and managerial decisions through consent items. Closed sessions require a quorum, notice, and purpose/intent of the closed session.

Making School Board Decisions-page 3

Holding Closed Meetings-page 4

Nancy and Tiffani have the assignments for next board meeting.

Consent Items:

Connie Archibald made the motion to approve consent items, seconded by Karen Cronin. The motion passed unanimously with the votes as follows:

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

The Consent items included the following items:

Approval of the minutes of working and regular meeting September 13, 2023.

Approval of claims 00041597- 00041959, 02091522, 05091222, 07093022, 08093022, 09090122, 09090122, 09090222, 09092022, 09093022.

Personnel Actions

See attachment to agenda.

Exemption from Compulsory Attendance (Home School)

Suggestions for Future Board Meetings:

Busing Protocol for courtesy riders, building and ground rental and supervision policies and meetings with legislators in December

Conflict of interest statements for the Board need to be fill out and returned

Upcoming Events:

USBA Conference in January 4-6, 2024 in Salt Lake City.

Closed Session to Discuss the Purchase, Exchange, or Lease of Real Property:

A motion by Karen Cronin, second by Danielle Wright was made at 8:35 to go into a closed meeting. Roll call was done by President Hyde, all voted in favor.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes

Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

A motion by Connie Archibald, second by Tiffani Summers was made to move back into open session at 9:54pm.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

Adjournment:

Connie Archibald made the motion to adjourn the meeting, seconded by Karen Cronin. The motion passed.

Nancy Kennedy – yes
Karen Cronin – yes
Tiffani Summers – yes
Wade Hyde – yes
Connie Archibald – yes
Danielle Wright – yes
Julie Taylor – yes
Bryan Smith – yes

With the announcement that the next meeting will be held on Wednesday, November 8, 2023 at the Independent Life Skills Center a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah., President Wade Hyde adjourned the meeting at 10:12 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00045668	756.41	10/05/23	812477 ALSCO/AMERICAN LINEN	C
01	00045669	42.00	10/05/23	36784 AMERICAN RED CROSS	C
01	00045670	155.00	10/05/23	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00045671	317.10	10/05/23	102956 BEAR RIVER MENTAL HEALTH	C
01	00045672	255.50	10/05/23	85768 BEAR RIVER SEWER DEPT	C
01	00045673	263.96	10/05/23	87120 BEEHIVE TELEPHONE CO	C
01	00045674	7,282.30	10/05/23	113116 BRYSON SALES & SERVICE	C
01	00045675	1,723.63	10/05/23	19070 C&R AUTO AND TRAILER SALES	C
01	00045676	7,051.99	10/05/23	3271 CANON SOLUTIONS AMERICA	C
01	00045677	240.00	10/05/23	62774 CEDAR RIDGE AUTO WASH INC	C
01	00045678	141.00	10/05/23	107994 CERTIFIED SHRED	C
01	00045679	1,005.21	10/05/23	162470 CRUS OIL INC	C
01	00045680	30.16	10/05/23	65013 MARK DAVIS	C
01	00045681	239.40	10/05/23	58955 BECKY EZOLA	C
01	00045682	1,957.00	10/05/23	40916 FORSTER'S CAMERA SERVICE INC	C
01	00045683	1,828.50	10/05/23	48780 VICTOR GARCIA	C
01	00045684	4,498.56	10/05/23	304217 GARLAND CITY	C
01	00045685	1,000.00	10/05/23	56782 GOLDEN SPIKE ELEMENTARY	C
01	00045686	2,094.43	10/05/23	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00045687	296.25	10/05/23	327480 GREER'S HARDWARE	C
01	00045688	3,600.92	10/05/23	111125 IML SECURITY SUPPLY	C
01	00045689	1,058.24	10/05/23	455120 JACKS TIRE & OIL INC	C
01	00045690	101.92	10/05/23	67024 ROBERT LEE	C
01	00045691	526.68	10/05/23	42064 JENNIE MONSEN-HANSEN	C
01	00045692	85.69	10/05/23	66869 STEVEN MOORE	C
01	00045693	100.00	10/05/23	108828 MORETON & COMPANY INC	C
01	00045694	3,728.88	10/05/23	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00045695	241.90	10/05/23	57860 BAILEY NESSEN	C
01	00045696	5,277.68	10/05/23	111273 NUCO2 LLC	C
01	00045697	3,538.38	10/05/23	49859 JACKSON GROUP LOCKBOX	C
01	00045698	280.19	10/05/23	700077 PERRY CITY	C
01	00045699	354.00	10/05/23	109474 RC TOWING	C
01	00045700	176.28	10/05/23	58360 ALEXIS RUZICH	C
01	00045701	383.84	10/05/23	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00045702	39.95	10/05/23	110789 CORE BUSINESS TECHNOLOGIES (SIP)	C
01	00045703	1,361.02	10/05/23	65374 SUMMIT FIRE & SECURITY LLC	C
01	00045704	35.95	10/05/23	110914 SUPERIOR WATER AND AIR INC	C
01	00045705	999.00	10/05/23	12440 THE AMERICAN AUTOMOBILE ASSOCIATION, INC	C
01	00045706	3,151.77	10/05/23	111109 TOM RANDALL DIST	C
01	00045707	40,568.00	10/05/23	999016 UTAH RETIREMENT SYSTEMS	C
01	00045708	150.00	10/05/23	63177 VALANT MEDICAL SOLUTIONS, INC	C
01	00045709	43.59	10/05/23	24580 VERIZON WIRELESS	C
01	00045710	44.46	10/05/23	62510 JESSICA WAITE	C
01	00045711	8,035.54	10/05/23	924155 WASTE MGMT OF UTAH INC	C
01	00045712	359.00	10/05/23	32824 YES PRINT COPY N MORE, LLC	C
01	00045713	415.09	10/05/23	102931 ZIONS BANK NATIONAL BANK	C
01	00045714	962.50	10/05/23	31364 95 PERCENT GROUP	C
01	00045715	11,046.73	10/05/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045716	229.00	10/05/23	106497 APPLE STORE	C
01	00045717	297.00	10/05/23	138420 CHEMTECH FORD INC	C
01	00045718	464.75	10/05/23	59048 CHROMEBOOKPARTS.COM	C
01	00045719	1,425.00	10/05/23	100293 DELL INC	C
01	00045720	845.81	10/05/23	180241 DEMCO INC	C
01	00045721	547.11	10/05/23	103155 EAI EDUCATION	C
01	00045722	574.74	10/05/23	109704 FOLLETT SCHOOL SOLUTIONS	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00045723	1,481.03	10/05/23	778870 GOPHER SPORT	C
01	00045724	6,421.50	10/05/23	45616 GRIZZLY INDUSTRIAL, INC.	C
01	00045725	1,675.11	10/05/23	386370 HYKO SUPPLY CO	C
01	00045726	406.81	10/05/23	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00045727	659.80	10/05/23	33430 LEADING EDGE LAMINATING	C
01	00045728	211.73	10/05/23	11894 LIBRARY STORE	C
01	00045729	5,346.14	10/05/23	66583 MOUNTAINLAND POWER EQUIPMENT	C
01	00045730	3,952.15	10/05/23	633340 OFFICE DEPOT	C
01	00045731	2,625.00	10/05/23	53295 PATRIOT ART AND DESIGN	C
01	00045732	315.00	10/05/23	695360 PAXTON/PATTERSON LLC	C
01	00045733	87.50	10/05/23	100987 PEARSON EDUCATION CENTER	C
01	00045734	32.22	10/05/23	699420 PERMA BOUND BOOKS	C
01	00045735	1,229.19	10/05/23	60291 RENEGADE RENTALS LLC	C
01	00045736	3,814.99	10/05/23	63827 SMALL ENGINE WAREHOUSE	C
01	00045737	3,576.00	10/05/23	110873 SOLUTION TREE	C
01	00045738	1,464.88	10/05/23	157371 STAPLES	C
01	00045739	11,378.80	10/05/23	861085 TVS PRO	C
01	00045740	3,433.76	10/05/23	53376 WING AERO PRODUCTS, INC	C
01	00045741	876.89	10/06/23	66753 ABLE ACCESS ELEVATOR & LIFT	C
01	00045742	299.35	10/11/23	1 BRITNEE SANDOVAL	C
01	00045743	40.95	10/11/23	1 JACOB WIESE	C
01	00045744	491.70	10/11/23	1 WHITNEY WAYMENT	C
01	00045745	1,000.00	10/11/23	10260 ADELE C YOUNG INTERM SCH	C
01	00045746	219.00	10/11/23	35519 AL'S TROPHIES & FRAMES, INC.	C
01	00045747	1,000.00	10/11/23	347560 ALICE C HARRIS INTERM SCH	C
01	00045748	143.57	10/11/23	67091 MARIA BAUER	C
01	00045749	1,000.00	10/11/23	85738 BEAR RIVER HIGH SCHOOL	C
01	00045750	1,000.00	10/11/23	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00045751	1,666.28	10/11/23	12033 BOB'S BODY SHOP	C
01	00045752	1,000.00	10/11/23	104338 BOX ELDER HIGH SCHOOL	C
01	00045753	1,000.00	10/11/23	104348 BOX ELDER MIDDLE SCHOOL	C
01	00045754	100.00	10/11/23	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00045755	78,545.62	10/11/23	108217 BRIGHAM CITY CORPORATION	C
01	00045756	808.80	10/11/23	43907 BRIGHAM GLASS	C
01	00045757	1,000.00	10/11/23	85559 CENTURY ELEMENTARY	C
01	00045758	72.00	10/11/23	46132 TANNER CHADEZ	C
01	00045759	96.00	10/11/23	49654 J DAVID COOK	C
01	00045760	264.78	10/11/23	62596 KELLY COPPIETERS	C
01	00045761	241.17	10/11/23	67105 DEANNA CROCKETT	C
01	00045762	429.96	10/11/23	10774 CRUMP MOTORS	C
01	00045763	186.10	10/11/23	62626 ANN DAVIS	C
01	00045764	1,000.00	10/11/23	186330 DISCOVERY SCHOOL	C
01	00045765	6,032.91	10/11/23	729332 ECONO WASTE INC	C
01	00045766	757.48	10/11/23	32263 TIFFANY EDDINGTON	C
01	00045767	1,000.00	10/11/23	64084 ALDER EDUCATION LAW	C
01	00045768	1,000.00	10/11/23	281678 FIELDING SCHOOL	C
01	00045769	1,000.00	10/11/23	304218 GARLAND SCHOOL	C
01	00045770	1,000.00	10/11/23	56782 GOLDEN SPIKE ELEMENTARY	C
01	00045771	72.00	10/11/23	46116 ROBERT GORDON	C
01	00045772	156.57	10/11/23	58645 JENNIFER GREEN	C
01	00045773	96.00	10/11/23	58300 JOSH HOCHSTETTLER	C
01	00045774	96.00	10/11/23	49646 CODY HOWARD	C
01	00045775	4,733.51	10/11/23	61530 INTELEPEER CLOUD COMMUNICATIONS, LLC	C
01	00045776	17,050.88	10/11/23	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00045777	242.52	10/11/23	67083 MELANIE JOOSTEN	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00045778	16,500.00	10/11/23	67113 JOSEPH M SANFELIPPO LLC	C
01	00045779	1,000.00	10/11/23	512588 LAKE VIEW SCHOOL	C
01	00045780	243.88	10/11/23	9970 COLLEEN LAMBRIGHT	C
01	00045781	315.20	10/11/23	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00045782	1,601.26	10/11/23	111727 LAVENDER HILL PRESS	C
01	00045783	96.00	10/11/23	3603 CASEY LILJENQUIST	C
01	00045784	3,897.79	10/11/23	58246 LINDE GAS & EQUIPMENT INC	C
01	00045785	96.00	10/11/23	46507 ERIC MCEWAN	C
01	00045786	1,000.00	10/11/23	561078 MCKINLEY SCHOOL	C
01	00045787	742.36	10/11/23	57622 DAVID MORRIS	C
01	00045788	202.12	10/11/23	64416 HADLIE NELSON	C
01	00045789	1,000.00	10/11/23	612068 NORTH PARK SCHOOL	C
01	00045790	1,000.00	10/11/23	690789 PARK VALLEY SCHOOL	C
01	00045791	31.14	10/11/23	32107 GRACE READ	C
01	00045792	236.08	10/11/23	29823 RHONDA RIGBY	C
01	00045793	2,230.25	10/11/23	892645 ROCKY MOUNTAIN POWER	C
01	00045794	250.58	10/11/23	44040 LISA SMITH	C
01	00045795	5,000.00	10/11/23	112080 SQUIRE & COMPANY	C
01	00045796	1,000.00	10/11/23	804825 SUNRISE HIGH SCHOOL	C
01	00045797	1,000.00	10/11/23	700008 THREE MILE CREEK ELEMENTARY	C
01	00045798	60.00	10/11/23	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00045799	110,249.52	10/11/23	892916 DGO FUEL NETWORK TEAM	C
01	00045800	211.89	10/11/23	941217 WILLARD CITY CORP	C
01	00045801	1,000.00	10/11/23	941226 WILLARD SCHOOL	C
01	00045802	173.80	10/11/23	109320 ABECEDARIAN	C
01	00045803	13,630.39	10/11/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045804	86.00	10/11/23	86 BUSINESS SOLUTIONS GROUP	C
01	00045805	4,041.70	10/11/23	108473 CENGAGE LEARNING	C
01	00045806	196.40	10/11/23	180241 DEMCO INC	C
01	00045807	547.32	10/11/23	62235 DEX IMAGING LLC	C
01	00045808	1,027.74	10/11/23	110014 INTERNATIONAL GREENHOUSE CO	C
01	00045809	772.42	10/11/23	386370 HYKO SUPPLY CO	C
01	00045810	245.11	10/11/23	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00045811	6,999.98	10/11/23	111841 THE LAMPO GROUP, LLC	C
01	00045812	5,121.83	10/11/23	66435 OBSERVERTAB, LLC	C
01	00045813	1,077.55	10/11/23	633340 OFFICE DEPOT	C
01	00045814	3,139.90	10/11/23	100987 PEARSON EDUCATION CENTER	C
01	00045815	95.09	10/11/23	699420 PERMA BOUND BOOKS	C
01	00045816	13,216.00	10/11/23	63371 RAPID FIRE PROTECTION, INC	C
01	00045817	3,000.00	10/11/23	66346 RYAN STREAM LLC	C
01	00045818	259.00	10/11/23	43923 SOUTHWEST EDUCATIONAL DEVELOPMENT CENTER	C
01	00045819	892.40	10/11/23	157371 STAPLES	C
01	00045820	816.50	10/11/23	111588 ULINE	C
01	00045821	1,760.00	10/11/23	61360 ZANER-BLOSER INC	C
01	00045822	50.00	10/19/23	1 JAMIE ATWATER	C
01	00045823	200.00	10/19/23	1 JENNIE OR JASON O'DELL	C
01	00045824	536.36	10/19/23	6617 ACME WATER CO	C
01	00045825	2,261.40	10/19/23	14010 AED EVERYWHERE	C
01	00045826	1,239.70	10/19/23	14575 AIRMOTIVE SERVICE	C
01	00045827	1,662.50	10/19/23	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00045828	198.13	10/19/23	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00045829	598.05	10/19/23	109695 BELLAS FRESH MEXICAN GRILL	C
01	00045830	200.00	10/19/23	19003 TORY BIRKINSHAW	C
01	00045831	900.00	10/19/23	104338 BOX ELDER HIGH SCHOOL	C
01	00045832	100.00	10/19/23	104348 BOX ELDER MIDDLE SCHOOL	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00045833	1,076.75	10/19/23	108217 BRIGHAM CITY CORPORATION	C
01	00045834	128.02	10/19/23	57991 EMILEE BURNHAM	C
01	00045835	192.00	10/19/23	6319 MEGAN BUSHNELL	C
01	00045836	1.49	10/19/23	890740 CENTURYLINK LONG DISTANCE	C
01	00045837	1,190.00	10/19/23	40363 CIO MEDICAL SERVICES	C
01	00045838	4,000.00	10/19/23	1490 COGNIA INC	C
01	00045839	208.69	10/19/23	5720 KAREN CRONIN	C
01	00045840	192.00	10/19/23	49050 JENETTE CROSS	C
01	00045841	99.95	10/19/23	14958 CULLIGAN	C
01	00045842	606.23	10/19/23	59269 CUMMINS SALES AND SERVICE	C
01	00045843	5,690.63	10/19/23	143160 FRONTIER COMMUNICATION	C
01	00045844	1,664.00	10/19/23	108301 HERITAGE AUTO OF BRIGHAM CITY	C
01	00045845	586.55	10/19/23	361 INTERMOUNTAIN HEALTHCARE	C
01	00045846	24,597.73	10/19/23	49026 IVY LANE PEDATRICS	C
01	00045847	14,538.00	10/19/23	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00045848	137.76	10/19/23	543168 MADDOX RANCH HOUSE	C
01	00045849	183.04	10/19/23	111457 KEITH MECHAM	C
01	00045850	778.71	10/19/23	732367 RAFT RIVER RURAL	C
01	00045851	32,751.80	10/19/23	892645 ROCKY MOUNTAIN POWER	C
01	00045852	2,752.02	10/19/23	60020 RON KELLER TIRE INC	C
01	00045853	160.70	10/19/23	110840 RUSH TRUCK CENTER OF UTAH	C
01	00045854	458.75	10/19/23	802087 SNOWVILLE WATERWORKS INC	C
01	00045855	3,290.00	10/19/23	11240 MASTER TEACHER	C
01	00045856	1,927.50	10/19/23	66729 TK ELEVATOR CORPORATION	C
01	00045857	3,636.21	10/19/23	109356 TRANSPORT DIESEL	C
01	00045858	1,542.51	10/19/23	852617 TREMONTON CITY CORP	C
01	00045859	14,545.34	10/19/23	102558 UTAH DEPARTMENT OF HEALTH	C
01	00045860	4,346.87	10/19/23	55034 UTAH PARENT CENTER, INC	C
01	00045861	1,818.42	10/19/23	999009 UTAH RETIREMENT SYSTEMS	C
01	00045862	1,378.99	10/19/23	892964 UTAH STATE TAX COMMISSION	C
01	00045863	155.00	10/19/23	110040 WALL 2 WALL	C
01	00045864	235.00	10/19/23	45233 MARCIA WILSON	C
01	00045865	192.00	10/19/23	8990 JEREMY YOUNG	C
01	00045866	9,522.54	10/19/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045867	1,495.00	10/19/23	106497 APPLE STORE	C
01	00045868	17,420.00	10/19/23	3271 CANON SOLUTIONS AMERICA	C
01	00045869	1,045.00	10/19/23	108473 CENGAGE LEARNING	C
01	00045870	3,503.46	10/19/23	11517 COMPUNET, INC	C
01	00045871	1,368.30	10/19/23	62235 DEX IMAGING LLC	C
01	00045872	92.36	10/19/23	212299 EDUTEK CORPORATION	C
01	00045873	2,967.95	10/19/23	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00045874	97.59	10/19/23	110220 GLOBAL EQUIPMENT CO	C
01	00045875	990.00	10/19/23	100148 HIGH NOON BOOKS	C
01	00045876	258.57	10/19/23	386370 HYKO SUPPLY CO	C
01	00045877	4,825.80	10/19/23	102697 INTERCONNECT SERVICES INC	C
01	00045878	1,318.89	10/19/23	1104 KELVIN	C
01	00045879	4,343.50	10/19/23	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00045880	7,299.47	10/19/23	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00045881	394.98	10/19/23	32948 N2Y LLC	C
01	00045882	3,978.60	10/19/23	66435 OBSERVERTAB, LLC	C
01	00045883	144.06	10/19/23	633340 OFFICE DEPOT	C
01	00045884	1,035.21	10/19/23	13560 PERIPOLE, INC	C
01	00045885	715.60	10/19/23	699420 PERMA BOUND BOOKS	C
01	00045886	222.00	10/19/23	35955 PROMO PLUS	C
01	00045887	135.98	10/19/23	100241 S&S WORLDWIDE	C

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01	00045888	48.00	10/19/23	157371 STAPLES	C
01	00045889	376.25	10/19/23	66915 VENTRIS LEARNING	C
01	00045890	10,654.00	10/19/23	310 VIRCO INC	C
01	00045891	221.27	10/19/23	43753 VISTA HIGHER LEARNING, INC.	C
01	00045892	31.75	10/26/23	1 EMILEE SUNDAY	C
01	00045893	200.00	10/26/23	1 KORI WRIGHT	C
01	00045894	88.00	10/26/23	1 MARIAN SOUTHWORTH	C
01	00045895	846.63	10/26/23	108217 BRIGHAM CITY CORPORATION	C
01	00045896	363.00	10/26/23	104843 WAYNE BURRELL	C
01	00045897	411.62	10/26/23	890740 CENTURYLINK LONG DISTANCE	C
01	00045898	120.00	10/26/23	109514 MICHAEL DRAPER	C
01	00045899	377.00	10/26/23	55557 ELIZABETH FERTIG	C
01	00045900	4,128.00	10/26/23	110559 HARMONY HOME HEALTH LLC	C
01	00045901	220.90	10/26/23	62600 VARINIA HILL	C
01	00045902	78.00	10/26/23	26760 NICHOLE HOWARD	C
01	00045903	1,039.80	10/26/23	61328 MARSHALL INDUSTRIES	C
01	00045904	1,039.35	10/26/23	12289 REAL CURRICULUM LLC	C
01	00045905	29.44	10/26/23	103604 SCHOLASTIC MAGAZINES	C
01	00045906	407.00	10/26/23	25836 KRIS THOMPSON	C
01	00045907	10,501.20	10/26/23	852617 TREMONTON CITY CORP	C
01	00045908	250.00	10/26/23	863370 UASSP/UTAH ASSOCIATION OF	C
01	00045909	5,450.40	10/26/23	31364 95 PERCENT GROUP	C
01	00045910	173.80	10/26/23	109320 ABECEDARIAN	C
01	00045911	7,031.25	10/26/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045912	1,823.11	10/26/23	108543 B & H PHOTO VIDEO	C
01	00045913	2,792.79	10/26/23	108473 CENGAGE LEARNING	C
01	00045914	465.18	10/26/23	158220 COVER UP	C
01	00045915	101.52	10/26/23	62235 DEX IMAGING LLC	C
01	00045916	1,995.00	10/26/23	45772 EKAHAU INC	C
01	00045917	655.82	10/26/23	57207 FILTERBUY INC.	C
01	00045918	537.67	10/26/23	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00045919	454.83	10/26/23	386370 HYKO SUPPLY CO	C
01	00045920	7,500.00	10/26/23	109811 JASON HEWLETT ENTERTAINMENT	C
01	00045921	.00	10/26/23	520730	C
01	00045922	8,176.00	10/26/23	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00045923	1,122.10	10/26/23	44172 NORCO INC	C
01	00045924	2,133.64	10/26/23	633340 OFFICE DEPOT	C
01	00045925	1,902.17	10/26/23	699420 PERMA BOUND BOOKS	C
01	00045926	385.00	10/26/23	709060 PITSCO EDUCATION, LLC	C
01	00045927	185.95	10/26/23	714550 POSITIVE PROMOTIONS	C
01	00045928	119.99	10/26/23	60291 RENEGADE RENTALS LLC	C
01	00045929	2,035.04	10/26/23	108663 SCHOOL OUTFITTERS	C
01	00045930	103.12	10/26/23	54313 SCHOOL SPECIALTY, LLC	C
01	00045931	146.19	10/26/23	157371 STAPLES	C
01	00045932	2,900.00	10/26/23	61360 ZANER-BLOSER INC	C
01	00045933	858.76	10/30/23	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00045934	4,150.31	10/30/23	999014 AMERICAN FAMILY LIFE COMP	C
01	00045935	80.00	10/30/23	999027 B E SCHOOL BOARD FUND	C
01	00045936	527.34	10/30/23	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00045937	234.00	10/30/23	999055 BOX ELDER FOUNDATION	C
01	00045938	100.00	10/30/23	999023 BOX ELDER SCHOOL DISTRICT	C
01	00045939	1,721.00	10/30/23	999033 BUREAU CHILD SUPPORT SERV	C
01	00045940	33,115.87	10/30/23	65781 DELTA DENTAL INSURANCE COMPANY	C
01	00045941	53.74	10/30/23	999077 DENTAL SELECT	C
01	00045942	5,850.00	10/30/23	999021 ELEVATE CREDIT UNION	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00045943	685.78	10/30/23	999019 EMI HEALTH	C
01	00045944	69.12	10/30/23	999017 GLOBE LIFE INSURANCE CO	C
01	00045945	23,472.47	10/30/23	999035 HORACE MANN INSURANCE COMPANY	C
01	00045946	615.00	10/30/23	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00045947	394.71	10/30/23	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00045948	510.78	10/30/23	999111 MEADE RECOVERY SERVICES LLC	C
01	00045949	1,170.84	10/30/23	55727 MOUNTAIN PEAK LAW GROUP PC	C
01	00045950	10,009.00	10/30/23	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00045951	9,695.97	10/30/23	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00045952	3,772.33	10/30/23	999008 OPTICARE	C
01	00045953	194.62	10/30/23	999038 OUTSOURCE RECEIVABLES	C
01	00045954	758,683.17	10/30/23	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00045955	1,294.95	10/30/23	999032 PRE-PAID LEGAL SERVICES	C
01	00045956	21,204.73	10/30/23	999018 THE HARTFORD	C
01	00045957	484.06	10/30/23	48119 TITANIUM FUNDS	C
01	00045958	490.00	10/30/23	999012 UESP	C
01	00045959	14,711.82	10/30/23	999007 UTAH EDUCATION ASSOCIATION	C
01	00045960	6,819.94	10/30/23	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00045961	241,062.81	10/30/23	999003 UTAH STATE TAX COMMISSION	C
01	02101723	1,987.48	10/16/23	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05101023	119,794.09	10/09/23	888540 US BANK	M
01	07103123	340,252.09	10/30/23	999070 HEALTH EQUITY INC	M
01	08103123	1,513,497.56	10/30/23	999005 UTAH STATE RETIREMENT FUND	M
01	09102023	131,658.43	10/30/23	999140 BANK OF UTAH	M
01	09102623	650.11	10/26/23	999140 BANK OF UTAH	M
01	09103123	1,311,770.06	10/30/23	999140 BANK OF UTAH	M
01	9102023A	23,806.80	10/30/23	999140 BANK OF UTAH	M
Total Bank No 01		5,363,379.04			
02	00101233	841.09	10/05/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101234	60,000.00	10/05/23	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101235	1,485.85	10/11/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101236	552.76	10/19/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101237	2,000.00	10/19/23	60313 DUO GROUP LLC	C
02	00101238	166.92	10/19/23	103155 EAI EDUCATION	C
02	00101239	338.25	10/19/23	699420 PERMA BOUND BOOKS	C
02	00101240	52.95	10/19/23	111629 WEST MUSIC COMPANY	C
02	00101241	262.64	10/26/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101242	493.00	10/26/23	14567 MOBYMAX EDUCATION	C
02	00101243	549.50	10/26/23	23981 SKULLS UNLIMITED	C
02	00101244	5,746.53	10/30/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 02		72,489.49			
11	01105051	62.00	10/05/23	29785 HENRY BAKER	A
11	01105052	1,774.70	10/05/23	104132 BEAZER LOCK & KEY	A
11	01105053	274.06	10/05/23	101520 BELL JANITORIAL	A
11	01105054	40.00	10/05/23	64467 DAVE BINGHAM	A
11	01105055	1,066.50	10/05/23	102177 BRADY INDUSTRIES LLC	A
11	01105056	780.00	10/05/23	66958 CDW GOVERNMENT INC	A
11	01105057	1,084.40	10/05/23	134250 CEM SALES & SERVICE	A
11	01105058	7,750.00	10/05/23	60500 DOABLE WELLNESS	A
11	01105059	8,398.25	10/05/23	728870 DOMINION ENERGY UTAH	A
11	01105060	1,726,069.71	10/05/23	107656 DWA CONSTRUCTION INC	A
11	01105061	40.00	10/05/23	108590 CINDY GIBBS	A
11	01105062	70.11	10/05/23	322776 GRAINGERS INC	A
11	01105063	32.00	10/05/23	110864 JEFF HUNT	A

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Bank	Check No	Amount	Date	Vendor	Type
11	01105064	666.54	10/05/23	59129 DESI LARSEN	A
11	01105065	62.00	10/05/23	29777 JAMES O MAY	A
11	01105066	94.00	10/05/23	49999 BILLY MCFARLAND	A
11	01105067	725.76	10/05/23	43982 MIKE MOORE	A
11	01105068	40.00	10/05/23	67032 GARY MORTENSEN	A
11	01105069	403.42	10/05/23	35718 O C TANNER RECOGNITION COMPANY	A
11	01105070	65.00	10/05/23	54364 SPENCER, SHERRY	A
11	01105071	1,145.27	10/05/23	100590 WAXIE SANITARY SUPPLY	A
11	01105072	152.12	10/11/23	101520 BELL JANITORIAL	A
11	01105073	2,624.70	10/11/23	105301 CACHE VALLEY ELECTRIC INC	A
11	01105074	332.23	10/11/23	106437 CARSON ELEVATOR CO INC	A
11	01105075	5,090.00	10/11/23	66958 CDW GOVERNMENT, LLC	A
11	01105076	358.00	10/11/23	31380 JOSE M CEDILLO	A
11	01105077	3,778.73	10/11/23	134250 CEM SALES & SERVICE	A
11	01105078	4,969.80	10/11/23	53473 CHARLIE'S PRODUCE	A
11	01105079	6,719.67	10/11/23	107656 DWA CONSTRUCTION INC	A
11	01105080	62.00	10/11/23	58335 KARLENE FARLEY	A
11	01105081	52.00	10/11/23	106815 MAILEE FORREST	A
11	01105082	31.20	10/11/23	67059 TRENA GREGORY	A
11	01105083	90.00	10/11/23	434 MAEGAN HEINER	A
11	01105084	52.00	10/11/23	40320 JACINDA HEYDER	A
11	01105085	40.00	10/11/23	52493 ROBERT KENNER	A
11	01105086	614.20	10/11/23	66699 CHET KUNZLZER	A
11	01105087	74.00	10/11/23	67075 RACHEL MCCULLOUGH	A
11	01105088	228.00	10/11/23	56103 KARA MORRISS	A
11	01105089	60.00	10/11/23	54356 MARISSA NELSON	A
11	01105090	60.00	10/11/23	21962 MARK NELSON	A
11	01105091	52.00	10/11/23	112077 BOB PROFAIZER	A
11	01105092	32.00	10/11/23	55930 MCKELLEN RADER	A
11	01105093	52.00	10/11/23	45349 LADAWN RICHINS	A
11	01105094	32.00	10/11/23	777230 JAY DEE SCOTT	A
11	01105095	270.00	10/11/23	58858 ANNA SHERMAN	A
11	01105096	52.00	10/11/23	58866 RACHEL SMITH	A
11	01105097	741.52	10/11/23	12793 SONYA SPACKMAN	A
11	01105098	214.00	10/11/23	102033 SCOTT STAHELI	A
11	01105099	220,691.23	10/11/23	12688 SYSCO	A
11	01105100	5.25	10/11/23	47686 TNT ENGRAVING	A
11	01105101	235.04	10/11/23	107454 MARIETTA VEEDER	A
11	01105102	35,630.00	10/19/23	66958 CDW GOVERNMENT, LLC	A
11	01105103	342.90	10/19/23	134250 CEM SALES & SERVICE	A
11	01105104	9,617.66	10/19/23	728870 DOMINION ENERGY UTAH	A
11	01105105	339.51	10/19/23	322776 GRAINGERS INC	A
11	01105106	30,181.80	10/19/23	27243 KELLY SERVICES INC	A
11	01105107	772.60	10/19/23	21130 AMBER ROSE	A
11	01105108	1,435.20	10/26/23	101520 BELL JANITORIAL	A
11	01105109	1,810.97	10/26/23	53473 CHARLIE'S PRODUCE	A
11	01105110	399,414.61	10/26/23	107656 DWA CONSTRUCTION INC	A
11	01105111	6,050.00	10/26/23	803050 SHI INTERNATIONAL CORP	A
Total Bank No 11		2,484,004.66			
20	10400514	495.66	10/16/23	45500 BOX ELDER SCHOOL DISTRICT	C
20	10400515	1.22	10/26/23	111656 SCHOLASTIC BOOK FAIRS	C
Total Bank No 20		496.88			
21	12500807	230.00	10/03/23	66915 VENTRIS LEARNING	C
21	12500808	57.75	10/04/23	47686 TNT ENGRAVING	C

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Bank	Check No	Amount	Date	Vendor	Type
21	12500809	23.65	10/04/23	489250 KENTS MARKET PL/BRIGHAM	C
21	12500810	35.04	10/19/23	45500 BOX ELDER SCHOOL DISTRICT	C
21	12500811	114.09	10/19/23	45500 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 21		460.53			
22	13200730	289.84	10/03/23	38032 AMAZON CAPITAL SERVICES INC	C
22	13200731	61.96	10/19/23	38032 AMAZON CAPITAL SERVICES	C
22	13200732	449.85	10/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200733	47.84	10/19/23	489240 KENTS MARKET PL/TREMONTON	C
22	13200734	708.51	10/19/23	66516 SCHOOL LIFE	C
22	13200735	107.18	10/24/23	38032 AMAZON CAPITAL SERVICES	C
22	13200736	2,205.61	10/24/23	106895 BADGER SCREEN PRINTING CO	C
22	13200737	230.00	10/24/23	27510 LINDSI FLORENCE	C
22	13200738	930.65	10/27/23	64386 HOME RUN CONSULTANTS, INC	C
Total Bank No 22		5,031.44			
24	13601094	75.00	10/02/23	39667 SIGN GYPSIES BOX ELDER	C
24	13601095	130.00	10/03/23	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601096	1,930.13	10/03/23	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601097	1,706.87	10/18/23	999023 BOX ELDER SCHOOL DISTRICT	C
24	13601098	149.74	10/18/23	489240 KENTS MARKET PL/TREMONTON	C
24	13601099	161.88	10/18/23	43567 PENCIL WHOLESALE LLC	C
24	13601100	442.00	10/18/23	13560 PERIPOLE, INC	C
24	13601101	25.00	10/19/23	6793 CACHE VALLY CENTER FOR THE ARTS	C
24	13601102	92.61	10/27/23	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601103	299.00	10/27/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 24		5,012.23			
26	16401108	175.07	10/04/23	106895 BADGER SCREEN PRINTING CO	C
26	16401109	1,481.03	10/04/23	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401110	580.71	10/04/23	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401111	86.00	10/04/23	86 BUSINESS SOLUTIONS GROUP	C
26	16401112	190.79	10/04/23	9857 BLAINE NORRIS	C
26	16401113	36.05	10/04/23	62316 NANCILEE SUMMERS	C
26	16401114	30.00	10/04/23	110914 SUPERIOR WATER AND AIR INC	C
26	16401115	659.07	10/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401116	780.79	10/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401117	823.50	10/19/23	66834 MOUNTAIN VALLEY PRINTING	C
Total Bank No 26		4,843.01			
28	16701222	310.86	10/11/23	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701223	139.95	10/11/23	14958 CULLIGAN	C
Total Bank No 28		450.81			
29	16800532	110.03	10/16/23	489240 KENTS MARKET PL/TREMONTON	C
29	16800533	200.00	10/16/23	999140 BANK OF UTAH	C
29	16800534	109.89	10/24/23	103604 SCHOLASTIC MAGAZINES	C
29	16800535	984.45	10/24/23	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800536	295.80	10/25/23	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800537	587.25	10/26/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 29		2,287.42			
30	17200645	41.98	10/11/23	112046 ACE HARDWARE - BRIGHAM	C
30	17200646	110.53	10/11/23	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200647	1,567.33	10/11/23	64017 COPPER CANYON APPAREL	C
30	17200648	100.46	10/11/23	769715 SAM'S CLUB BUSINESS PAYMENTS	C
30	17200649	132.00	10/12/23	12777 PETTINGILL'S FRUIT FARM	C
Total Bank No 30		1,952.30			

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Bank	Check No	Amount	Date	Vendor	Type
31	18800381	79.99	10/10/23	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800382	702.00	10/10/23	108194 LINDA KUNZLER	C
31	18800383	118.54	10/10/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 31		900.53			
32	20000301	209.49	10/23/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 32		209.49			
33	30402941	63.15	10/03/23	1 BRITTNEY GORDON	C
33	30402942	707.64	10/03/23	38032 AMAZON CAPITAL SERVICES INC	C
33	30402943	109.89	10/03/23	103604 SCHOLASTIC MAGAZINES	C
33	30402944	952.23	10/03/23	53058 SODA FIXX SODA SHACK	C
33	30402944	-952.23	10/04/23	53058 SODA FIXX SODA SHACK	CV
33	30402945	168.54	10/03/23	5908 WALMART COMMUNITY	C
33	30402946	952.23	10/04/23	52434 SUNSHINE & SUGAR- JANET KING	C
33	30402947	850.17	10/10/23	38032 AMAZON CAPITAL SERVICES INC	C
33	30402948	1,000.00	10/10/23	1627 DOMINO'S PIZZA / TREMONTON	C
33	30402949	450.00	10/10/23	66834 MOUNTAIN VALLEY PRINTING	C
33	30402950	276.77	10/10/23	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402951	50.00	10/20/23	1 CHELSY SCHNERINGER	C
33	30402952	905.25	10/20/23	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402953	600.00	10/20/23	51055 BULK BOOKSTORE	C
33	30402954	53.90	10/24/23	38032 AMAZON CAPITAL SERVICES INC	C
33	30402955	25.60	10/24/23	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402956	1,518.00	10/24/23	158220 COVER UP	C
33	30402957	1,026.53	10/24/23	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 33		8,757.67			
34	30803437	268.51	10/02/23	38032 AMAZON CAPITAL SERVICES INC	C
34	30803438	520.00	10/02/23	45500 BOX ELDER SCHOOL DISTRICT	C
34	30803438	-520.00	10/02/23	45500 BOX ELDER SCHOOL DISTRICT	CV
34	30803439	50.00	10/02/23	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
34	30803440	720.00	10/02/23	106568 IRON GATE CATERING	C
34	30803441	400.00	10/02/23	45500 BOX ELDER SCHOOL DISTRICT	C
34	30803442	1,294.36	10/09/23	38032 AMAZON CAPITAL SERVICES INC	C
34	30803443	106.47	10/09/23	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803444	864.00	10/09/23	106568 IRON GATE CATERING	C
34	30803445	285.49	10/09/23	109248 J W PEPPER MUSIC	C
34	30803446	429.71	10/09/23	489250 KENTS MARKET PL/BRIGHAM	C
34	30803447	1,822.00	10/09/23	5908 WALMART COMMUNITY	C
34	30803448	435.00	10/16/23	57789 DO GOOD DESIGNS UTAH	C
34	30803449	432.00	10/16/23	106568 IRON GATE CATERING	C
34	30803450	1,511.72	10/19/23	106895 BADGER SCREEN PRINTING CO	C
34	30803451	250.00	10/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803452	108.10	10/19/23	1961 DESTINY EXPRESS/FOLLETT SCHOOL SOLUTIONS	C
34	30803453	648.00	10/19/23	106568 IRON GATE CATERING	C
34	30803454	151.65	10/19/23	109248 J W PEPPER MUSIC	C
34	30803455	360.31	10/19/23	633340 OFFICE DEPOT	C
34	30803456	30.06	10/19/23	702688 PETTY CASH	C
34	30803457	7.91	10/30/23	1 TYLER WALTON	C
34	30803458	165.79	10/30/23	112046 ACE HARDWARE - BRIGHAM	C
34	30803459	453.92	10/30/23	38032 AMAZON CAPITAL SERVICES INC	C
34	30803460	538.43	10/30/23	106055 BLICK ART MATERIALS	C
34	30803461	654.00	10/30/23	106568 IRON GATE CATERING	C
34	30803462	174.78	10/30/23	100241 S&S WORLDWIDE	C
34	30803463	574.26	10/30/23	5908 WALMART COMMUNITY	C

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Bank	Check No	Amount	Date	Vendor	Type
Total Bank No 34		12,736.47			
35	40403202	50.00	10/20/23	1 JEA'NOTT WILSON	C
35	40403203	164.59	10/20/23	1724 ACE HARDWARE TREMONTON	C
35	40403204	45.00	10/20/23	41998 BEAR RIVER FLORAL & GIFTS	C
35	40403205	43.68	10/20/23	106055 BLICK ART MATERIALS	C
35	40403206	627.96	10/20/23	104321 BOX ELDER SCHOOL DISTRICT	C
35	40403207	165.20	10/20/23	158220 COVER UP	C
35	40403208	168.30	10/20/23	286060 FLINN SCIENTIFIC	C
35	40403209	58.97	10/20/23	327480 GREER'S HARDWARE	C
35	40403210	2,608.57	10/20/23	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40403211	3,037.80	10/20/23	61794 LIMINEX	C
35	40403212	482.97	10/20/23	729276 QUILL CORPORATION	C
35	40403213	39.95	10/20/23	110914 SUPERIOR WATER AND AIR INC	C
35	40403214	125.00	10/20/23	863370 UASSP/UTAH ASSOCIATION OF	C
35	40403215	47.90	10/20/23	21865 VIC'S QUALITY SAFE AND KEY	C
35	40403216	57.00	10/20/23	43729 BENJAMIN WILEY	C
35	40403217	458.08	10/23/23	489240 KENTS MARKET PL/TREMONTON	C
35	40403218	28.91	10/23/23	103778 SCHOLASTIC BOOK CLUBS	C
Total Bank No 35		8,209.88			
36	40804276	-1,182.75	10/06/23	111790 SUNSTONE POTTERY	CV
36	40804284	70.97	10/05/23	1 JUDY MCKENZIE	C
36	40804285	805.66	10/05/23	38032 AMAZON CAPITAL SERVICES INC	C
36	40804286	415.12	10/05/23	180241 DEMCO INC	C
36	40804287	865.43	10/05/23	489250 KENTS MARKET PL/BRIGHAM	C
36	40804288	112.32	10/05/23	19879 SHEET MUSIC PLUS	C
36	40804289	1,004.83	10/05/23	5908 WALMART COMMUNITY	C
36	40804290	189.89	10/10/23	38032 AMAZON CAPITAL SERVICES INC	C
36	40804291	447.48	10/10/23	106055 BLICK ART MATERIALS	C
36	40804292	1,829.00	10/10/23	104338 BOX ELDER HIGH SCHOOL	C
36	40804293	342.80	10/10/23	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804294	104.00	10/10/23	109248 J W PEPPER MUSIC	C
36	40804295	658.00	10/10/23	57703 MIKAROSE LLC	C
36	40804296	1,154.25	10/10/23	111790 SUNSTONE POTTERY	C
36	40804297	30.06	10/17/23	38032 AMAZON CAPITAL SERVICES INC	C
36	40804298	1,221.40	10/17/23	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804299	240.00	10/17/23	6890 FBLA - PBL	C
36	40804300	10.00	10/17/23	10731 SMITH'S CUSTOMER CHARGES	C
36	40804301	1,558.78	10/17/23	40193 WHEELWRIGHT LUMBER COMPANY INC	C
36	40804302	18.00	10/24/23	1 LEWIS WHITAKER	C
36	40804303	335.49	10/24/23	112046 ACE HARDWARE - BRIGHAM	C
36	40804304	681.62	10/24/23	38032 AMAZON CAPITAL SERVICES INC	C
36	40804305	188.00	10/24/23	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804306	26.74	10/24/23	489240 KENTS MARKET PL/TREMONTON	C
36	40804307	103.49	10/24/23	543168 MADDOX RANCH HOUSE	C
36	40804308	537.12	10/24/23	11711 SOUTHWEST STRINGS	C
Total Bank No 36		11,767.70			
37	70413611	25.00	10/03/23	1 CANDICE REEDER	C
37	70413612	17.65	10/03/23	1 JONI MCDUGAL	C
37	70413613	820.40	10/03/23	106895 BADGER SCREEN PRINTING CO	C
37	70413614	100.00	10/03/23	66877 CHRISTOPHER BAILEY	C
37	70413615	89.15	10/03/23	85738 BEAR RIVER HIGH SCHOOL	C
37	70413616	2,362.71	10/03/23	62308 BEST WESTERN PREMIER BRIAN HEAD HOTEL	C
37	70413617	2,669.00	10/03/23	104321 BOX ELDER SCHOOL DISTRICT	C
37	70413618	450.00	10/03/23	29637 DESERT HILLS HIGH SCHOOL	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70413619	99.83	10/03/23	106378 GOLDEN SPIKE EQUIPMENT	C
37	70413620	267.35	10/03/23	66362 HODGE PRODUCTS INC	C
37	70413621	3,170.82	10/03/23	4790 HOME DEPOT CREDIT SERVICE	C
37	70413622	279.16	10/03/23	3263 IMAGE MATTERS	C
37	70413623	500.00	10/03/23	67016 LITTLE LAMBS FOUNDATION FOR KIDS	C
37	70413624	6,442.72	10/03/23	111030 LOWE'S	C
37	70413625	1,657.00	10/03/23	4910 NATIONAL FFA ORGANIZATION	C
37	70413626	225.00	10/03/23	36510 RIDGELINE HIGH SCHOOL	C
37	70413627	558.00	10/03/23	11908 PREMIER DRILL CLASSIC	C
37	70413628	4,766.62	10/03/23	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70413629	80.00	10/03/23	39667 SIGN GYPSIES BOX ELDER	C
37	70413630	90.00	10/03/23	29408 SHARON SMOOT	C
37	70413631	60.00	10/03/23	36161 UTAH TSA	C
37	70413632	304.11	10/03/23	5908 WALMART COMMUNITY	C
37	70413633	2,412.49	10/05/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413634	9,610.21	10/05/23	31658 BSN SPORTS	C
37	70413635	334.00	10/05/23	158220 COVER UP	C
37	70413636	100.00	10/05/23	173340 DAR'S JJ WHITE BLACKSMITH	C
37	70413637	170.00	10/05/23	6890 FBLA - PBL	C
37	70413638	287.83	10/05/23	327480 GREER'S HARDWARE	C
37	70413639	395.88	10/05/23	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
37	70413640	1,155.00	10/05/23	7242 PINNEAE GREENHOUSES	C
37	70413641	2,730.00	10/05/23	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70413642	300.00	10/05/23	8303 SKY VIEW HIGH SCHOOL	C
37	70413643	93.18	10/05/23	5193 STEVE REGAN CO	C
37	70413644	197.67	10/05/23	16535 VEX ROBOTICS	C
37	70413645	14.25	10/05/23	32824 YES PRINT COPY N MORE, LLC	C
37	70413646	114.00	10/10/23	1 DAVID RICHARDS	C
37	70413647	1,331.21	10/10/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413648	723.01	10/10/23	67156 AMERICAN SCALE COMPANY	C
37	70413649	102.90	10/10/23	28622 SHAUNA BARFUSS	C
37	70413650	50.00	10/10/23	41998 BEAR RIVER FLORAL & GIFTS	C
37	70413651	500.00	10/10/23	104321 BOX ELDER SCHOOL DISTRICT	C
37	70413652	73.47	10/10/23	1597 BRIGHTON HIGH SCHOOL	C
37	70413653	2,176.00	10/10/23	47210 CLAY PLANET	C
37	70413654	496.29	10/10/23	3263 IMAGE MATTERS	C
37	70413655	453.99	10/10/23	109248 J W PEPPER MUSIC	C
37	70413656	256.00	10/10/23	51764 JONES SHIRTS & SIGNS	C
37	70413657	725.00	10/10/23	67130 LIFETRACK SERVICES	C
37	70413658	270.00	10/10/23	67148 MADE IT, LLC	C
37	70413659	330.00	10/10/23	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70413660	781.99	10/10/23	66834 MOUNTAIN VALLEY PRINTING	C
37	70413661	162.15	10/10/23	4960 OLD GRIST MILL BREAD	C
37	70413662	143.91	10/10/23	5916 PITNEY BOWES	C
37	70413663	140.69	10/10/23	709060 PITSCO EDUCATION, LLC	C
37	70413664	2,635.56	10/10/23	67164 RAMADA INN	C
37	70413665	488.46	10/10/23	7323 SQUARE ONE PRINTING	C
37	70413666	100.00	10/10/23	67172 BRACKEN WEBSTER	C
37	70413667	140.00	10/11/23	67121 BEAR RIVER BAKERY	C
37	70413668	140.00	10/17/23	67121 TROY MECHAM	C
37	70413669	1,499.16	10/17/23	39209 FAIRFIELD INN DRAPER	C
37	70413670	19,633.32	10/17/23	104321 BOX ELDER SCHOOL DISTRICT	C
37	70413671	313.55	10/17/23	67199 GREAT BASIN GRAPHICS	C
37	70413672	120.00	10/17/23	56340 IMAGINE IT VINYL	C
37	70413673	624.28	10/17/23	422180 INDUSTRIAL TOOL & SUPPLY	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70413674	240.00	10/17/23	67148 MADE IT, LLC	C
37	70413675	21.13	10/17/23	7161 MILLER GAS CO, INC	C
37	70413676	532.26	10/17/23	44172 NORCO INC	C
37	70413677	500.00	10/17/23	67180 ROCK SLIDE ENGINEERING	C
37	70413678	28,400.00	10/17/23	58084 SAUNDERS TOURS	C
37	70413679	489.92	10/19/23	1724 ACE HARDWARE TREMONTON	C
37	70413680	555.63	10/19/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413681	183.02	10/19/23	106055 BLICK ART MATERIALS	C
37	70413682	920.00	10/19/23	40363 CIO MEDICAL SERVICES	C
37	70413683	6,826.39	10/19/23	489240 KENTS MARKET PL/TREMONTON	C
37	70413684	182.88	10/19/23	51187 METALMART INC.	C
37	70413685	1,980.00	10/19/23	67210 PICKLEVILLE	C
37	70413686	400.00	10/19/23	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70413687	813.24	10/19/23	157371 STAPLES	C
37	70413688	35.00	10/19/23	110914 SUPERIOR WATER AND AIR INC	C
37	70413689	4,938.67	10/24/23	104321 BOX ELDER SCHOOL DISTRICT	C
37	70413690	276.00	10/24/23	37672 EWELL EDUCATIONAL SERVICES INC	C
37	70413691	252.00	10/24/23	28991 FAMILY CAREER AND COMMUNITY LEADERS OF	C
37	70413692	1,840.00	10/24/23	4910 NATIONAL FFA ORGANIZATION	C
37	70413693	350.00	10/24/23	15180 CHRIS REES	C
37	70413694	200.00	10/24/23	19615 SKYLINE HIGH SCHOOL	C
37	70413695	156.10	10/24/23	7323 SQUARE ONE PRINTING	C
37	70413696	21.15	10/24/23	111790 SUNSTONE POTTERY	C
37	70413697	9,939.00	10/24/23	50920 TRIBAL WEST LACROSSE	C
37	70413698	250.00	10/24/23	863370 UASSP/UTAH ASSOCIATION OF	C
37	70413699	377.00	10/24/23	7552 UTAH FFA ASSOCIATION	C
37	70413700	921.36	10/26/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413701	950.14	10/26/23	106895 BADGER SCREEN PRINTING CO	C
37	70413702	600.00	10/26/23	46965 LITTLE REDS LLC	C
37	70413703	298.18	10/26/23	15415 TANDY LEATHER FACTORY 157	C
37	70413704	194.90	10/26/23	892964 UTAH STATE TAX COMMISSION	C
37	70413705	182.38	10/26/23	16535 VEX ROBOTICS	C
37	70413706	14.25	10/26/23	32824 YES PRINT COPY N MORE, LLC	C
37	70413707	88.24	10/31/23	1 SARA ANDERSON	C
37	70413708	97.25	10/31/23	1 TYRELL SCOTT	C
37	70413709	394.50	10/31/23	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70413710	14,273.60	10/31/23	31658 BSN SPORTS	C
37	70413711	629.38	10/31/23	4790 HOME DEPOT CREDIT SERVICE	C
37	70413712	1,810.00	10/31/23	46965 LITTLE REDS LLC	C
37	70413713	743.48	10/31/23	111030 LOWE'S	C
37	70413714	3,048.78	10/31/23	66834 MOUNTAIN VALLEY PRINTING	C
37	70413715	194.61	10/31/23	5908 WALMART COMMUNITY	C
37	70413716	4,581.60	10/31/23	17680 WORLD'S FINEST CHOCOLATE	C
Total Bank No 37		167,062.01			
38	70813375	-235.98	10/16/23	1 ANDREA GREGORY	CV
38	70813546	3,511.39	10/06/23	38032 AMAZON CAPITAL SERVICES INC	C
38	70813547	8,446.96	10/06/23	106055 BLICK ART MATERIALS	C
38	70813548	262.68	10/06/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813549	843.89	10/06/23	31658 BSN SPORTS	C
38	70813550	44.00	10/06/23	107994 CERTIFIED SHRED	C
38	70813551	1,549.84	10/06/23	64017 COPPER CANYON APPAREL	C
38	70813552	417.00	10/06/23	4618 COLEMAN KNITTING MILL	C
38	70813553	761.12	10/06/23	158220 COVER UP	C
38	70813554	1,282.50	10/06/23	107267 DOMINO'S PIZZA / BRIGHAM	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70813555	35.78	10/06/23	286060 FLINN SCIENTIFIC	C
38	70813556	900.00	10/06/23	107027 HOUGHTON MIFFLIN HARCOURT	C
38	70813557	2,004.00	10/06/23	106568 IRON GATE CATERING	C
38	70813558	937.23	10/06/23	109248 J W PEPPER MUSIC	C
38	70813559	997.64	10/06/23	489250 KENTS MARKET PL/BRIGHAM	C
38	70813560	314.55	10/06/23	25119 SIZZLING PLATTER	C
38	70813561	137.00	10/06/23	62111 MAA AMERICAN MATHEMATICAL COMPETITIONS	C
38	70813562	178.63	10/06/23	633340 OFFICE DEPOT	C
38	70813563	300.00	10/06/23	8303 SKY VIEW HIGH SCHOOL	C
38	70813564	240.00	10/06/23	804825 SUNRISE HIGH SCHOOL	C
38	70813565	2,685.00	10/06/23	19488 T SHIRT CHOP SHOP	C
38	70813566	18.00	10/06/23	47686 TNT ENGRAVING	C
38	70813567	100.00	10/06/23	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70813568	50.00	10/06/23	7625 UHSTCA	C
38	70813569	160.00	10/06/23	34185 UTAH DANCE & DRILL ASSOCIATION	C
38	70813570	700.00	10/06/23	14923 WEBER HIGH SCHOOL	C
38	70813571	260.72	10/06/23	40193 WHEELWRIGHT LUMBER COMPANY INC	C
38	70813572	298.30	10/06/23	32824 YES PRINT COPY N MORE, LLC	C
38	70813573	791.00	10/11/23	67067 HUG-HES CAFE	C
38	70813574	95.97	10/19/23	1 FLOR RAMIREZ	C
38	70813575	435.99	10/19/23	1 J LOGAN STUART	C
38	70813576	94.03	10/19/23	1 MATT TAYLOR	C
38	70813577	98.54	10/19/23	1 SARAH HAMER	C
38	70813578	843.39	10/19/23	58211 ARTS PEOPLE	C
38	70813579	1,286.49	10/19/23	108543 B & H PHOTO VIDEO	C
38	70813580	1,843.25	10/19/23	67040 BAREFOOT	C
38	70813581	3,915.82	10/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813582	100.50	10/19/23	107034 CHARIOT GROUP INC	C
38	70813583	1,655.19	10/19/23	158220 COVER UP	C
38	70813584	16.00	10/19/23	102017 CLEARFIELD HIGH SCHOOL	C
38	70813585	1,505.00	10/19/23	57789 DO GOOD DESIGNS UTAH	C
38	70813586	136.95	10/19/23	109652 DREWES FLORAL & GIFTS	C
38	70813587	1,536.00	10/19/23	52140 TRACER GOLF ACCESSORIES	C
38	70813588	196.00	10/19/23	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70813589	1,500.00	10/19/23	32093 ELLIE ROSE HADFIELD	C
38	70813590	187.06	10/19/23	422180 INDUSTRIAL TOOL & SUPPLY	C
38	70813591	493.36	10/19/23	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70813592	932.42	10/19/23	489250 KENTS MARKET PL/BRIGHAM	C
38	70813593	48.93	10/19/23	25119 SIZZLING PLATTER	C
38	70813594	1,066.11	10/19/23	543168 MADDOX RANCH HOUSE	C
38	70813595	2,905.00	10/19/23	4910 NATIONAL FFA ORGANIZATION	C
38	70813596	478.47	10/19/23	698980 PEPSI-COLA OF OGDEN	C
38	70813597	735.00	10/19/23	7242 PINNEAE GREENHOUSES	C
38	70813598	280.50	10/19/23	5010 RED MOUNTAIN WHOLESALE	C
38	70813599	35.00	10/19/23	280 RICHFIELD HIGH SCHOOL	C
38	70813600	1,275.93	10/19/23	10731 SMITH'S CUSTOMER CHARGES	C
38	70813601	125.36	10/19/23	5193 STEVE REGAN CO	C
38	70813602	80.00	10/19/23	804825 SUNRISE HIGH SCHOOL	C
38	70813603	1,097.25	10/19/23	111790 SUNSTONE POTTERY	C
38	70813604	937.20	10/19/23	20010 SWIM CAPZ	C
38	70813605	963.76	10/19/23	5223 SWIRE COCA-COLA	C
38	70813606	81.75	10/19/23	47686 TNT ENGRAVING	C
38	70813607	50.00	10/19/23	7641 UGBCA	C
38	70813608	1,860.00	10/19/23	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70813609	100.00	10/19/23	21814 UHSBCA	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70813610	75.00	10/19/23	7609 UTAH FBLA-PBL	C
38	70813611	377.00	10/19/23	7552 UTAH FFA ASSOCIATION	C
38	70813612	7,502.78	10/19/23	5908 WALMART COMMUNITY	C
38	70813613	312.15	10/19/23	27812 WEISSMAN'S THEATRICAL SUPPLY	C
38	70813614	13,996.00	10/24/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813615	73.82	10/27/23	1 TASHA HOWARD	C
38	70813616	9,943.91	10/27/23	38032 AMAZON CAPITAL SERVICES INC	C
38	70813617	442.85	10/27/23	58211 ARTS PEOPLE	C
38	70813618	811.60	10/27/23	45500 BOX ELDER SCHOOL DISTRICT	C
38	70813619	1,960.44	10/27/23	39209 FAIRFIELD INN DRAPER	C
38	70813620	321.75	10/27/23	65544 BIRDIE GOLF LLC	C
38	70813621	1,080.32	10/27/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813622	2,564.61	10/27/23	31658 BSN SPORTS	C
38	70813623	1,006.20	10/27/23	64408 BUDDY'S ALLSTARS, INC	C
38	70813624	1,100.00	10/27/23	40363 CIO MEDICAL SERVICES	C
38	70813625	2,620.00	10/27/23	61743 CMC NEPTUNE	C
38	70813626	635.30	10/27/23	23736 WEISSMAN	C
38	70813627	308.88	10/27/23	103987 EWING IRRIGATION	C
38	70813628	744.55	10/27/23	4790 HOME DEPOT CREDIT SERVICE	C
38	70813629	337.68	10/27/23	45535 HYATT PLACE PROVO/DOWNTOWN	C
38	70813630	152.25	10/27/23	109248 J W PEPPER MUSIC	C
38	70813631	176.75	10/27/23	25119 SIZZLING PLATTER	C
38	70813632	108.79	10/27/23	4979 O'REILLY AUTOMOTIVE	C
38	70813633	311.79	10/27/23	111637 OASIS STAGE WERKS	C
38	70813634	60.34	10/27/23	49069 MATTHEW PATTERSON	C
38	70813635	204.00	10/27/23	698980 PEPSI-COLA OF OGDEN	C
38	70813636	63.80	10/27/23	21539 PREMIER FOODS	C
38	70813637	225.00	10/27/23	36510 RIDGELINE HIGH SCHOOL	C
38	70813638	753.99	10/27/23	54313 SCHOOL SPECIALTY, LLC	C
38	70813639	100.00	10/27/23	109177 STATE OF UTAH	C
38	70813640	80.00	10/27/23	804825 SUNRISE HIGH SCHOOL	C
38	70813641	400.00	10/27/23	19488 T SHIRT CHOP SHOP	C
38	70813642	742.44	10/27/23	47686 TNT ENGRAVING	C
38	70813643	70.00	10/27/23	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
Total Bank No 38		106,647.46			
39	77800582	207.87	10/17/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 39		207.87			
40	11500037	746.16	10/09/23	64017 COPPER CANYON APPAREL	C
40	11500038	75.00	10/09/23	702688 PETTY CASH	C
40	11500039	488.00	10/09/23	66974 THIS IS THE PLACE FOUNDATION	C
40	11500040	513.17	10/20/23	104321 BOX ELDER SCHOOL DISTRICT	C
40	11500041	2,383.16	10/20/23	111656 SCHOLASTIC BOOK FAIRS	C
Total Bank No 40		4,205.49			

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Bank	Check No	Amount	Date	Vendor	Type
				Total Manual Checks	3,443,416.62
				Total Computer Checks	2,336,582.06
				Total ACH Checks	2,484,004.66
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	-2,890.96
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				Grand Total	8,261,112.38
				Number of Checks	728

Batch Yr	Batch No	Amount
24	000199	376.23
24	000282	-235.98
24	000454	671.86
24	000533	5,405.51
24	000598	19,230.75
24	000609	-1,182.75
24	000631	1,049.22
24	000643	61,866.85
24	000644	16,096.74
24	000645	48,506.45
24	000646	64,471.19
24	000647	1,726,069.71
24	000648	60,841.09
24	000658	75.00
24	000660	1,038.51
24	000667	400.00
24	000668	230.00
24	000670	130.00
24	000673	25,034.52
24	000675	1,930.13
24	000685	289.84
24	000689	952.23
24	000693	23.65
24	000694	57.75
24	000701	2,579.65
24	000710	3,274.33
24	000711	27,436.23
24	000713	17,800.51
24	000721	187,286.21
24	000722	304,534.55
24	000723	11,386.93
24	000724	96,858.78
24	000725	8,479.67
24	000726	1,485.85
24	000734	876.89
24	000745	4,802.03
24	000747	1,309.16
24	000750	79.99
24	000751	4,725.42
24	000752	702.00
24	000753	2,300.17
24	000754	12,054.63
24	000755	118.54
24	000760	276.77
24	000765	140.00

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				24	000769	450.81
				24	000770	791.00
				24	000771	1,820.30
				24	000772	132.00
				24	000778	116,423.37
				24	000779	52,150.51
				24	000780	6,994.46
				24	000781	75,755.78
				24	000782	409.75
				24	000783	3,110.88
				24	000786	110.03
				24	000787	200.00
				24	000789	867.00
				24	000793	495.66
				24	000804	52,023.70
				24	000810	207.87
				24	000811	3,060.24
				24	000830	1,706.87
				24	000831	311.62
				24	000836	442.00
				24	000837	25.00
				24	000841	2,263.36
				24	000843	37,259.15
				24	000845	35.04
				24	000848	114.09
				24	000849	1,268.16
				24	000852	12,386.08
				24	000854	3,059.84
				24	000861	1,555.25
				24	000862	7,722.89
				24	000866	2,896.33
				24	000872	209.49
				24	000873	10,420.46
				24	000874	11,522.20
				24	000876	35,993.98
				24	000877	402,132.61
				24	000878	1,305.14
				24	000879	486.99
				24	000882	2,542.79
				24	000883	1,890.46
				24	000884	2,624.03
				24	000885	13,996.00
				24	000887	119,794.09
				24	000888	18,599.92
				24	000889	109.89
				24	000890	984.45
				24	000904	295.80
				24	000914	3,161.21
				24	000915	27,401.06
				24	000917	1.22
				24	000919	587.25
				24	000920	4,463,668.17
				24	000927	92.61
				24	000928	930.65
				24	000934	299.00
				24	000943	2,569.09
				24	000944	5,746.53
				24	000948	25,861.44

For November 8, 2023 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Golden Spike	Darci Davis	Counselor	Resigned

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
ILSC	Laurel Butts	Functional Skills Para
District Office	Ashlyn Wager	Student Custodian
Three Mile Creek	Brycen Strebel	Student Custodian
Sunrise	Stephen Francis	Instructional Para/Mentor
BEHS	Elise Burt	Copy Aide
ACHI	Jeremy L. Webb	ISS Para
District Office	Elizabeth McMullen	School Pysch Data Entry Para
District Office	Melissa Hislop	Nurse
Snowville	Tayla Marcotte	Secretary/Instructional Para/Media Para
Discovery	Tiffany Patterson	Trustlands Para
Fielding	Tylie Smith	4th Grade Para
District Office	Amber Wheatley	Roaming Cook
Discovery	Candice Palmer	Functional Skills Para
Golden Spike	Serena Lindsey	EIC Para
North Park	Miriam Deru	TSSA Para
Garland	Rylan Christensen	Functional Skills Para
ACYI	Shalon Hadfield	Behavior Para
Garland	Ariell Rushton	ED Para
Golden Spike	Ashleigh Akin	Cook
BRHS Nat	Bracken Thonmpson	LGT/WSI
BEMS	Lyza Pebley	Math Aide
Three Mile Creek	Tallie Mecham	TSSA Para

Lillian Balfuss

Box Elder School District
Secondary Club Application

1. Recommended club name She Tech
2. What is the club's purpose? To help women have technology in there school/work. And to have fun with Technology.
3. What are the club's goals? To encourage young women to make tech part of there carreres, and help expose them to enter ship oppertunities.
4. What activities will be planned for the club? learing how to use tec in jobs talking about diffrent kinds of coding. Maybe some guest speakers.
5. Please indicate which of the following categories are appropriate for the proposed club:

<input type="checkbox"/> Athletic	<input type="checkbox"/> Gaming
<input type="checkbox"/> Business/Economic	<input type="checkbox"/> Religious
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Community Service/Social Justice
<input type="checkbox"/> Art/Music/Performance	<input checked="" type="checkbox"/> Other (Please explain)
<input type="checkbox"/> Science	<u>Technology based club</u> ^{Coding HTML}
6. Are you asking for the club to be considered curricular or non-curricular ?
7. Meeting information: 2:40 - 3:40 Highschool room Tuesday, Wednesday, Thursday
Preferred meeting time during the day (must be non-instructional time) After school
Anticipated number of meetings per month 1-2
Preferred location for club meetings Highschool
8. Proposed faculty advisor Michelle M. Smitten

9. Financial information:

Will the club have a budget? NO

What will the budget be? N/A

Where will the money come from? N/A

How will the money be spent? N/A

- I Don't plan on having a budget or money. if i do it will be snacks and probably come from me.

10. By submitting this application you are giving your assurance that the club will comply with the provisions of policies of the Box Elder Board of Education, the Utah State Board of Education, and the State of Utah.

July Wilkinson 9-26 Sara Kuchinski 10/10 Mae Higley 10/10
Signatures of at least three students (non-curricular club) with dates of signatures.

By signing as club advisor/sponsor below, I agree to oversee and supervise all activities of the proposed club.

[Signature]
Club Advisor/Sponsor (curricular club)

10/10/23
Date

11. Club's application approval:

(Yes or No)

Jamie Kent
Principal or Principal's Designee

10-17-23
Date

(Yes or No)

[Signature]
Board President or Designee

10-30-23
Date

12. Club's name approval:

(Yes or No)

Jamie Kent
Principal or Principal's Designee

10-17-23
Date

(Yes or No)

[Signature]
Board President or Designee

10-30-23
Date

Suggestions for Future Board Meetings

December 13, 2023 – (tentative)

- Meeting with Legislators
- Approval of New Courses – Keith Mecham
- Audit Report – David Roberts
- Policy Review
- Busing Protocol for Courtesy Riders – David Roberts
- Building and Ground Rental and Supervision Policies – David Roberts
- Complete MBA – Connie Archibald

January 10, 2024 – (tentative)

- Approval of 2-year contract for Business Administrator
- First public comment on School Fees
- School Fees – Keith Mecham (Information Item)
- BESD Foundation Presentation – Colleen Shaffer
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- AAPPL Data – Jeremy Young
- Policy Review
- Board Committee Assignments
- USBA Conference Report

February 14, 2024 – (tentative)

- Second Public Comment on School Fees
- Approval of School Fees – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review

March 13, 2024 – (tentative)

- Negotiations Team Approval – Mark Taylor
- Legislative Update – Steve Carlsen
- Policy Review

April 10, 2024 – (tentative)

- ESP Recognitions – Mark Taylor
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2024 Capital Improvement Plan – Corey Thompson
- ACT Data – Jeremy Young
- School Lunch Report – David Roberts
- Energy Report – Mike Clark

- Policy Review
- Board Graduation Assignments

May 8, 2024 – (tentative)

- Retirement Recognitions – Mark Taylor
- Administrative Association Recognitions - BEAA
- Approval of School Land Trust Plans –Keith Mecham and Heidi Jo West
- Approval of PBS (HB 58) Plans – Megan Bushnell
- Approval of 2023-2024 Board Meeting Calendar – Steve Carlsen
- Policy Review

June 12, 2024 – (tentative)

- Budget Hearing – David Roberts
- Approval of Budget – David Roberts
- Approval of 2023-24 Tax Rates – David Roberts
- Approval of Internal and Independent Auditors – David Roberts
- MBA Meeting – David Roberts
- Pick-up Contributions for Members of Contributory Retirement System – Mark Taylor
- Tentative Ratification of Negotiated Agreement with BEEA – Mark Taylor
- Tentative Ratification of Negotiated Agreement with BESPAs – Mark Taylor
- Declaration of Open Enrollment Schools – Mark Taylor
- Approval of TSSA Plans – Keith Mecham and Heidi Jo West
- Policy Review
- Sunrise High School Schedule Discussion

July 9, 2025 – (tentative)

- Approval of Sex Education Committee – Keith Mecham
- 2021-22 TSSA Plan Results – Keith Mecham and Heidi Jo West
- Bullying Report

August 14, 2024 – (tentative)

- Approval of Early Literacy Plan – Heidi Jo West
- AP Results – Jeremy Young
- Policy Review

September 11, 2024 – (tentative)

- Walmart Grants Presentation
- Nucor Grants Presentation
- Swearing in of Student Board Member – David Roberts
- Policy Review

October 9, 2024 – (tentative)

- October 1 Enrollment Report – Mark Taylor
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- Approval of PBS Plans – Megan Bushnell
- RISE and Utah Aspire Plus Data – Jeremy Young
- Policy Review

November , 2024 – (tentative)

- Policy Review
- Report on BESD Foundation – Colleen Shaffer

Join us for
Box Elder School District Foundation's

Jubilee of Trees

November 16-17, 12-8 pm

USU Brigham City Campus, 989 S Main Street

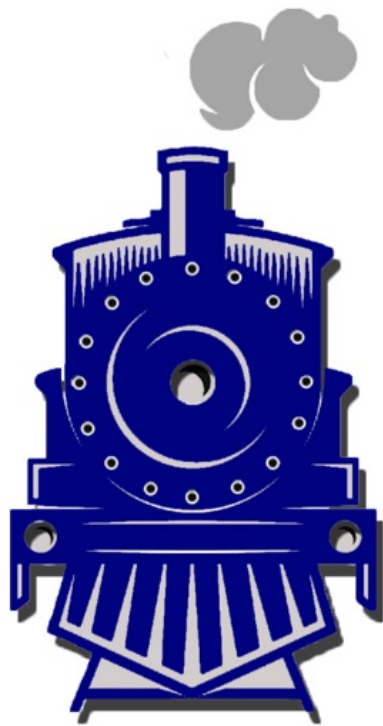
Bring the family to meet Santa
Friday, November 17th, 5-7 pm

Trees and gift baskets will be available for bid
by silent auction

All proceeds will benefit student health
and wellness programs in Box Elder School
District, including Teen Centers



BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

Box Elder School District Board of Education Handbook Table of Contents

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BOARD OF EDUCATION HANDBOOK INTRODUCTION

This Board of Education Handbook has been developed to capture, in one place and in plain language, the primary operating procedures and governing principles of the Box Elder County School District Board of Education.

This handbook serves as a resource for members of the board as they assume their offices and carry out their responsibilities. It will be posted on the school district's website and updated periodically.

The Box Elder County School District Board of Education has one goal and one purpose: **student learning**.

Authority and Responsibilities of the Board

The powers and mandatory duties of the Board of Education are defined in the Utah Code and State Board of Education Rule.

Principles of Board Leadership

Remembering three important principles of board leadership will help keep the Box Elder County School District Board of Education focused on its most important responsibilities:

1. The board delegates authority.
The board delegates authority to the superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate board ends and define operating limits.
2. The board monitors performance.
The board constantly monitors progress toward district goals and compliance with written board policies.
3. The board takes responsibility for itself.
The board, collectively and individually, takes full responsibility for board activity and behavior. Board deliberations and actions are limited to board work, not staff work.

[Utah Code § 53G-4](#)

Making School Board Decisions

State and federal laws, financial constraints, and local expectations must govern school districts. Nevertheless, decisions made by a local board of education create the environment in which a district will flourish or flounder.

Although the typical school board makes many different decisions, all of those decisions can be put into four general categories:

Policy decisions are the most important work of the board. The majority of a board's time should be spent on policy development, monitoring, and review. Written policies accomplish the following:

- articulate district direction and goals;
- delegate authority and define limitations on that authority;
- establish board processes, including those for monitoring progress toward district goals and ensuring compliance with laws and board policy.

The board is empowered to make policy decisions for district schools. Board members act as trustees for the community; therefore, policies are often understood as expressions of the community's aspirations for its public schools.

Problem solving decisions come in response to a crisis or opportunity that cannot be resolved by the superintendent or is not fully addressed in existing board policy. For example, in the face of declining enrollment, a typical school board would not expect its superintendent to make a final decision on which building to close. Although the superintendent would be expected to provide information and make recommendations, the school board would make the final decision, after deliberating alternatives and consulting policy statements.

Problem-solving decisions usually have isolated, one-time impacts. However, such decisions can establish a precedent that may have the force of policy. For example, a school board's decision to grant a benefit to one group of students may obligate it to grant the same benefit to another group in a similar situation.

Managerial decisions required of each local Utah school board are set forth in the statutes, most notably in [Utah Code § 53G-4-402](#). For example, a school board is required to do the following:

- implement the core curriculum
- administer tests,
- implement training programs,
- enroll children in school,
- establish school libraries, and

- establish school safety traffic committees
- ensure that school community councils receive the required annual training and review and approve the school improvement plans developed by the school community councils.

With few exceptions, managerial duties are delegated to the superintendent. Where there is good communication and high level of trust between the board and superintendent, combined with sound policies that set directions and establish parameters, routine managerial duties will consume only a small amount of time at public board meetings. Legally required board actions can usually be accomplished through approval of consent agendas.

School boards must learn to distinguish policy decisions from problem-solving decisions. Sometimes this is challenging but, in general, boards that emphasize policy development will need to make fewer decisions in response to routine problems. Superintendents who have strong policy guidance are able to resolve a wider array of problems without bringing them to the board for action. Good policy development and review processes allow boards to operate at the systemic level - dealing with mission, purpose, direction, and results.

Conversely, boards without up-to-date written policies often find their meetings running late into the night. Their superintendents must bring numerous issues for discussion and action, which wastes time and yields inconsistent results.

Personnel decisions represent a special category of managerial decisions. Most school boards delegate personnel matters to the superintendent and use policies to express their desired standards for hiring, evaluation, compensation, discipline, and dismissal. This approach avoids the quagmire of wrestling directly with hiring or disciplining employees other than the superintendent and business administrator. Personnel actions, therefore, are usually found on the consent agenda, because a board is required by law to approve all employment contracts, salaries, benefits, and dismissals.

The superintendent is an appointed public official, the district's chief executive, and an employee of the board. Only the board can employ, evaluate, discipline, or dismiss the superintendent.

Holding Closed Meetings

A closed meeting may be held if:

1. A quorum is present.
2. The meeting is an open meeting for which specific notice for a closed meeting has been given with the stated purpose defined.

3. Two-thirds of the members present vote to close the meeting. Voting must be taken by roll call. Name and vote.

Minutes of the closed meeting shall contain:

1. Reason for holding the meeting.
2. Location of the meeting.
3. Vote by name, of each member of the board, either for or against the motion to hold the closed meeting.

Purpose of a closed meeting:

1. Discussion of the character, professional competence, or physical or mental health of individual.
2. Strategy sessions to discuss collective bargaining.
3. Strategy sessions to discuss pending or reasonably imminent litigation.
4. Strategy sessions to discuss the purchase, exchange, or lease of real property including any form of a water right or water shares if public discussion of the transaction would:
 - a. Disclose the appraisal or estimated value of the property under consideration; or
 - b. Prevent the board from completing the transaction on the best possible terms.
5. Strategy sessions to discuss the sale of real property, including any form of water right or water shares if public discussion of the transaction would:
 - a. Disclose the appraisal or estimated value of the property under consideration; or
 - b. Prevent the board from completing the transaction of the best possible terms.
6. Discussion regarding deployment of security personnel, devices or systems.
7. Investigative proceedings regarding allegations of criminal misconduct.

A Board may not interview a person applying to fill an elected position in a closed meeting.

Record of closed meetings:

1. A recording shall be made of the closed portion of the meeting.
2. Detailed written minutes may be kept that disclose the content of the closed portion of the meeting.
3. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment.
4. The recording and any minutes of a closed meeting shall include:
 - a. Date, time, and place of the meeting.
 - b. Name of the members present and absent.
 - c. Names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of the closing the meeting.
5. No recording or minutes will be taken if the purpose of the closed meeting is for the discussion of the character, professional competence, or physical or mental health of an individual.

- a. A sworn statement must be signed by the presiding member of the board that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual.

Collaborative Relationships: Shared Governance

The Box Elder County School District Board of Education has the exclusive right and responsibility to determine the goals and direction of the schools and use all its resources to achieve such goals, within the bounds of state and federal law and rules of the Utah State Board of Education.

Box Elder School District is a complex organization, which can succeed only if we enlist the energy, creativity, and effort of many people to accomplish our goals. The board believes that ideal conditions for student learning can be realized when shared governance is thoughtfully used to support student achievement.

Board decisions should accurately reflect the public's interests. Statutes of the state of Utah require local school boards to make decisions by majority vote; thus the obligation to seek consensus under shared governance does not bind the board in its decision-making.

The board delegates to school sites and departments the right to make some decisions using the shared governance process. Site-based decisions must conform to legal requirements, state and federal rules and regulations, the district's Student Achievement Plan, policies, procedures, guidelines, and contractual obligations, including negotiated employee agreements.

Essentials of A Professional Learning Community

- A. The Superintendent and district administrators will ensure that all of the schools in the district function as professional learning communities. Professional learning communities are defined as educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.
 1. The Board, district, and school administrators will ensure that time is available, within the contract day, for educators to meet together regularly in collaborative teams.
 2. District/school administrators will ensure this time is reserved for activities directly related to the process of collective inquiry and action research to achieve better achievement results for our students.

3. Collaborative teacher teams will focus on the following four questions:
 - a. What is it that our students are expected to know and do?
 - b. How will we know if they know and can do what is expected?
 - c. How will we respond if they don't know and can't do what is expected?
 - d. How will we respond if they already know and can do it?

District and school administrators will ensure that ongoing training and professional learning opportunities are provided to ensure that all Box Elder School District educators are proficient in the philosophies and practices related to professional learning communities/collaborative teacher teams.

Authority of Individual Board Members

Power belongs not to individual members of a Board of Education but to the Board of Education acting as a corporate body through collective action. Board members have authority only when acting as a Board of Education in a legally constituted session, with a quorum present. The statement or action of an individual member or group of members of the Board of Education does not bind the Board of Education itself, except when that statement or action is specifically authorized by an official act of the board. This does not preclude individual board members from representing the board at meetings and ceremonial events or speaking to constituent groups in their capacity as board members.

Nominations and Elections for Board Leadership

Nominations

- A. An office must be created by Board Policy or by a motion to that effect before it can be filled by election or otherwise.
- B. The Board President must call for nominations.
- C. Nominations do not require a second. However, any number of persons may second a given nomination just to show their support of that nominee.
- D. The motion "to close nominations" is not in order until the assembly is ready to close nominations.
 1. When there are two or more nominees for the office the motion to close nominations requires a two-thirds vote. (This motion must be seconded.)
 2. A negative vote on the motion signifies that there are additional nominations forthcoming.
 3. If and when there are no further nominations the Board President may then put the motion to close nominations to a vote without waiting for a second.

Elections

- A. Elections and nominations must conform to the procedure prescribed by the Utah State Law and Board Policy.

- B. In case of a tie vote, the election is decided by lot unless the organization adopts a motion to do otherwise.
- C. Elections are decided by a roll call vote, not by secret ballot. Election to the office is determined by a simple majority.

Board Leadership Responsibilities

The board president will:

1. Conduct meetings of the board in accordance with law and policy.
2. Communicate regularly with the superintendent, business administrator, and members of the board to set meeting agendas, facilitate the flow of necessary information, and respond to community issues and queries.
3. Sign legal assurances, correspondence, and contracts on behalf of the board as required by law, policy, or vote of the board.
4. Represent the board, or designate others to represent the board, as requested, in executive meetings with community and business leaders or elected officials to promote perform their duties.

The board vice president will:

1. Advise and assist the president as needed.
2. Substitute for the president as required.
3. Attend meetings with or at the request of the president and superintendent.
4. Keep the board appropriately informed of issues or data that would help members

Board leadership may speak for the board, or designate others to speak for the board, when requested to do so by vote or consensus of the board communication, without binding the board to a specific decision or position.

New Board Member Orientation

Following the election or appointment of new members, the superintendent and board leadership will provide for an orientation, as to the board's operation and processes, the working relationships with the Superintendent of Schools and staff of the Box Elder School District, and substantive background information pertaining to school system issues and procedures. A copy of this handbook will be provided online. New board members are also encouraged to attend the orientation session organized by the Utah School Boards Association (USBA).

Board of Education Code of Conduct

The members of the Board of Education agree to abide by the following norms of behavior, both as they govern the conduct of board meetings and as they govern the actions of individual board members. These norms will provide an orderly way to conduct public business, promote an atmosphere of mutual respect, and establish a level of expectation for those who aspire to become school board members in the future.

Board members shall:

1. Represent the Board with dignity, honesty, and integrity.
2. Attend meetings regularly, prepared, professional, engaged, and dedicated to accomplishing and adhering to the agenda.
3. Support efforts to focus on the important matters, remembering that the student is always our most important matter.
4. Communicate effectively, early, and often with each other and with others concerned, seeking to make your own ideas clear while respecting the different opinions of others.
5. Be loyal to the Board and work to achieve unity by supporting its decisions, even though you may personally espouse a different view.
6. Value civility and avoid contention realizing conflict on some issues is inherent and not undesirable.
7. Represent and seek to understand the needs of all students, staff and citizens in the District without partisanship.
8. Work effectively with the Superintendent, and through him/her, with the staff throughout the District.
9. Develop and improve Board skills by establishing goals, measuring progress, and participating in a variety of training opportunities
10. If at all possible Board members should notify the Superintendent or the Board President well in advance of any concerns or questions regarding the Board agenda so that they can be resolved in advance if possible.

Board Member Commitments and Ethics

The Board and its members commit to standards of conduct that are consistent with the public trust placed in elected officials. Accordingly, the Board and its members will:

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;

3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see [20 U.S.C. 1681 et seq.](#); [Utah Code § 34A-5 et seq.](#));
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see [20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#); and [Utah Code § 53E-9 et seq.](#));
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;
8. Conduct Board business in compliance with the [Utah Open Meetings Act \(Utah Code § 52-4-1 et seq.\)](#);
9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

A. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in

violation of [Utah Code, § 67-16-4](#).

3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of [Utah Code §§ 67-16-5 to 5.6](#)
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or transaction consistent with [Utah Code §§ 67-16-6 to 8](#). Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their public duties in violation of [Utah Code § 67-16-9](#).
6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.

Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

Disciplining Board Members

If a member of the Board of Education violates the Code of Conduct or the ethical assurances outlined in [Board Policies 1034](#) and [1035](#), the board president and vice president will speak to that member about his or her responsibilities. If disruptive or destructive behavior occurs, the board may issue a formal reprimand by a vote of five members.

Policies Governing the Board

Detailed information about the board's process of conducting meetings and other guidance around board operation can be found in [School Board Policy Article 1](#).

Links to other helpful resources, including specific citations to Utah Code, are included with the appropriate policy on the district's website.

Guidelines and Parliamentary Motions

The following guidelines and examples have been taken from the Utah School Boards Association book titled *Coming to Order*, which is available on the USBA website. The Box Elder School District Board of Education appoints a Business Administrator who serves as the board's parliamentarian:

1. A board should agree on and adopt an agenda format that it will follow at regular meetings.
2. Action items on the agenda require:
 - a motion by a board member,
 - a second to the motion (required by most boards but not all),
 - a discussion of the motion by board members, and
 - a vote by board members.
3. Other than the consent agenda, each motion should be limited to one idea or issue.
4. No new motion may be made while another is being discussed.
5. A motion may be amended and votes on the amendments must be taken before acting on the original motion.
6. Before a vote on a main motion is taken, business can be interrupted by a motion:
 - to table the main motion,
 - to postpone action,
 - to refer the motion to a committee,
 - to withdraw it from consideration, or
 - to adjourn the meeting.

The subsidiary motions must be disposed of prior to action on the main motion.
7. Debate can be closed formally with a motion to move the question and a two-thirds affirmative vote.
8. When a Board member wishes to speak in board meeting, he/she should request to be recognized by the Board President before speaking. He/she may gain recognition by the President by raising a hand or speaking audibly, "Mr./Mrs. President". Once recognized the Board member should address the Board.

9. When the president senses the discussion has ended, a vote may be taken without a formal motion to close debate unless a member objects.
10. Some motions, such as a motion to adjourn, are not debatable. See the “Simplified Chart of Parliamentary Motions” on page 10.
11. Before a motion is voted upon, it should be repeated aloud.
12. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
13. The president should indicate before each vote whether a simple or special majority is required.
14. The president should keep readily at hand a reference guide, such as the chart of parliamentary motions.

Simplified Chart of Parliamentary Motions

Motion & Order of Precedence	You Say:	Debatable	Amendable	Vote Required
Adjourn	I move to adjourn	No	No	Majority
Recess	I move to recess for	No	No	Majority
Close Debate	I move the previous question	No	No	2/3
Postpone Definitely	I move to postpone the motion to	Yes	Yes	Majority
Refer to Committee	I move to refer the motion to	Yes	Yes	Majority
Amend the Amendment	I move to amend the amendment by	Yes	Yes	Majority
Amend or substitute	I move to amend the motion by	Yes	Yes	Majority
Main motion	I move to	Yes	Yes	Majority
Reconsider		Yes	Yes	Majority
Rescind		Yes	Yes	Majority (with notice)

Incidental Motions				
No order of precedence. Arise incidentally and decided immediately				
Point of Order (to enforce rules)	Point of Order	No	No	None
Parliamentary Inquiry	Parliamentary questions	No	No	None
Withdraw or Modify a Motion	I withdraw (or modify) my motion	No	No	Majority

Board Policies Relevant to Board of Education Legal Status, Responsibilities, and Ethics

Policy 1010 School Board’s Legal Status

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371387/1010-School_Board_Legal_Status.pdf

Policy 1020 Board Power and Duties

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371388/1020-Board_Powers__Duties.pdf

Policy 1025 Administration Relations

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371389/1025-Administration_Relations.pdf

Policy 1034 Board of Education Code of Conduct

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371392/1034-Board_of_Education_Code_of_Conduct.pdf

Policy 1035 Board Member Commitments and Ethics

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371393/1035-Board_Member_Commitments_and_Ethics.pdf

Policy 1036 Conflict of Interest: Board Member and Employee

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371394/1036-Board_Member_Employee_Conflict_of_Interest.pdf

Policy 1037 Employment/Assignment of Relatives (Nepotism) (Reference - [Utah Code 52-3](#))

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371395/1037-Employee_Assignment_of_Relatives.pdf

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371399/1070-Board_Meeting_Procedures.pdf

Policy 1072 Board Meetings: Notice Requirements

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371400/1072-Board_Meetings_Notice_Requirements.pdf

Policy 1074 Board Meetings: Closed Meetings

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371401/1074-Board_Meetings_Closed_Meetings.pdf

Policy 1080 Board Committees

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371402/1080-Board_Committees.pdf

Policy 1090 Rules of Order

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371403/1090-Rules_of_Order.pdf

Policy 1100 Minutes

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371404/1100-Minutes.pdf

Policy 1110 Public Participation in Board Meeting

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371405/1110_Public_Participation_in_Board_Meeting.pdf