BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING
Detailed Agenda
Wednesday, September 9, 2026
ILSC Building, 960 South Main, Brigham City,
Utah 84302

"Always consider the effects on our students."

A. **If ADA accessibility is needed to attend this meeting, please contact the District Office at 435-734-4800 before 4:00 p.m. the day prior to the meeting.**

B. **Work Session - 5:30 p.m.**

1. **College & Career Readiness 5:30 - 6:15 p.m.**
AJ Gilmore, Asst. Superintendent of Secondary Teaching & Learning and Ben Wiley, CTE Director

C. **Administrative - 6:30 p.m.**

1. **Call to Order**
Tiffani Summers, Board President
2. **Reverence**
Danielle Wright, Board Member
3. **Flag Salute/Pledge of Allegiance**
Wade Hyde, Board Member
4. **Recognitions**
Jamie Kent, Public Information Officer
   a. Bear River Girls Lacrosse - Utah 4A State Champions 4
   b. BESD Teacher of the Year - Anthony Frenzel
   c. **Five C's Recognitions:** **9**
      Connections: Robbie Gunter - BEHS
      Communication: Kim McNeeley - Sunrise High School
      Collaboration: Karly Roberts, Jana Young, Whitlee Ivie - Century Elementary
      Contribution: Tremonton City Council
      Career Readiness: Nicole Fry, BEMS
   Jamie Kent, Director of Public Relations
5. **Walmart Grants Presentation** **10**
Jeremy Hunsaker, Cristina Cruz, Dawn Devoe, Seth Salmond, Trevor O'Toole, Eliseo Lopez

D. **Approval of Agenda - 6:50 p.m.**

E. **Public Comment - 6:55 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.

F. **Action Items - 7:25 p.m.**

1. **Approval of Amendment to ACHI Land Trust Plan** **11**
AJ Gilmore, Asst. Superintendent of Secondary Teaching & Learning
2. **Amendment to Willard TSSA Plan** **13**
Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning
3. **Amendment to Fielding TSSA Plan** **18**
Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning
4. **Amendment to Golden Spike Elementary TSSA Plan** **24**
Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning
5. **Naming of School in West Tremonton** **31**
Keith Mecham, Superintendent

G. **Information Items - 7:45 p.m.**

1. **AP and Acadience Results** **34**
Jeff Morris - Assessment Director
2. **Construction and Improvements Update** **48**
Jerry Jackman, Facilities Director
3. **Monthly Financial Report** **56**
Neil Stevens, Business Administrator
4. **Board Committee Reports**

H. **Policy Review** - **7:55 p.m.**

1. **First Reading**
   a. Policy 1071 Electronic Meetings 63
   b. Policy 1072 Board Meetings: Notice Requirements 67
   c. Policy 1074 Board Meetings: Closed Meetings 73
   d. Policy 2031 Procurement of Construction: Construction Bonds and Security 75
   e. Policy 2036 Procurement of Construction: Construction Management Methods 77
   f. Policy 2181 District Emergency Response Plan 80
   g. Policy 2182 School Safety 86
   h. Policy 3007 Employment: Staff Code of Conduct 104
   i. Policy 3010 Employee Bullying and Hazing 113
   j. Policy 3038 High Needed Educator Salary Supplement 129
   k. Policy 3047 Reemployment of Retirees 132
   l. Policy 3070 Alcohol and Drug Abuse - Employees 135
   m. Policy 3094 Reporting Student Drug Possession Offenses 141
   n. Policy 4027 Special Programs: Dropout Prevention and Recovery 143
   o. Policy 4028 Special Programs: Education of Youth in Care 148
   p. Policy 4061 Curriculum: American Heritage 152
   q. Policy 4066 Curriculum: Religious Neutrality 156
   r. Policy 5005 Safe Schools: Student Discipline/Behavior 159
   s. Policy 5010 Admissions and Attendance: Eligibility and Admissions Requirements 185
   t. Policy 5085 Services for Students Experiencing Homelessness 214
   u. Policy 5270 Student Rights and Responsibilities: Bullying, Cyberbullying, Hazing, and Abusive Conduct 218
   v. Policy 6070 Electronic Submission of Information 242
2. **Second Reading**
   a. Policy 1036 Board Member Conflict of Interest 243
   b. Policy 1040 Board Member Elections and Redistricting 247
   c. Policy 1070 Board Meeting Procedures 249
   d. Policy 1210 School Closures and Boundary Changes 254
   e. Policy 2010 Budget Planning/Development/Adoption 259
   f. Policy 2032 Procurement of Construction: School Construction Requirements 264
   g. Policy 2034 Procurement: Contracts and Contract Limitations 277
   h. Policy 3006 Employee Conflict of Interest 297
   i. Policy 3032 Employment: Student Support Scope of Practice 300
   j. Policy 3035 Employee Criminal Background Checks and Personal Reporting of Arrests and Convictions 303
   k. Policy 4060 High School Graduation Requirements 312
   l. Policy 4062 Curriculum: College Course Work 324
   m. Policy 4101 Grading: Credit Through Testing 327
   n. Policy 4175 Student Data Protection 328
   o. Policy 4178 Internet Use 342
   p. Policy 4200 Term of Instruction: School Year & School Day 352

q. Policy 5035 Attendance Requirements and Procedures 355
r. Policy 6002 Government Data Privacy 360

I. **Consent Items** - **8:10 p.m.**

1. **Minutes** **371**
2. **Claims** **379**
3. **Personnel** **389**
4. **Out of State Travel** **391**
5. **150 Mile Trip Requests** **393**

J. **Suggestions for Future Board Meetings** - **8:15 p.m.** **397**

K. **Upcoming Events**

1. BESD Foundation Golf Tournament - Thursday, September 17, 2026 at Eagle Mountain Golf Course
2. USBA Fall Regional Meeting - September 29, 2026 at 6:00 at Maddox Ranch House
3. District Wide Read-A-Thon - Friday, October 2, 2026 9:30-10:30 am
4. USBA Conference - January 7-9, 2026

L. **Closed Session to Discuss Pending or Reasonably Imminent Litigation** **8:20 p.m.**

M. **Closed Session to Discuss the Character, Professional Competence, or Physical or Mental Health of an Individual** **8:45 p.m.**

N. **Adjournment** - **9:15 p.m.**

The next meeting of the Board of Education will be held on Wednesday, September 23, 2026, with a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

BR Girls LAX

- State Girls Lacrosse Championship for the 5th time in a row
- Achieving 114 wins 79 of those in a row
- First Girls LAX Team to win 100 UHSAA Sanctioned Games

2026 UTAH 4A STATE
CHAMPIONS

Region Championship

Box Elder School District Teacher of the Year

- **Anthony Frenzel - ACYI**
- Represent Box Elder School District at the Teacher of the Year Award Banquet

Utah Teacher
of the Year
2021
Anthony Frenzel

Utah State Board of Education
Utah Teacher of the Year
Teach • Lead • Inspire
Awards Banquet
2027
NATIONAL TEACHER PROGRAM

BOX ELDER
SCHOOL DISTRICT
Nicole
Fry
BOX ELDER
MIDDLE SCHOOL

School	Principal	Person Submitting	Grade	Project Name	Amount Requested	Amount Approved
ACHI	Jerry Jackman	Tracy Hendrickson	6-7	STEM Education	**$422.67**	**$425.00**
ACYI	Lewis Whitaker	Valerie Yates	6-7	Digital Microscopes	**$1,280.00**	**$1,280.00**
BEHS	AJ Gilmore	Mike Robinson	10-12	Latinos in Action	**$5,100.00**	**$1,500.00**
BEHS	AJ Gilmore	Andrew Larson	10-12	Patriotic Music for Choirs	**$1,224.00**	**$500.00**
BEMS	Jake Balls	Leslie Garbanati	8-9	A Thinking Classroom. A Learning Classroom.	**$1,474.11**	**$1,475.00**
BRHS	David Lee	Shengnan Hernandez	10-12	Writing Pads for Math Class Activities; KUTA	**$450.00**	**$450.00**
BRHS	David Lee	Tiffany Burnhope	10/12	Mental Health Interventions	**$327.03**	**$350.00**
BRHS	David Lee	Sarajan Marble	10/12	ELL Program Engaging Activities	**$300.00**	**$300.00**
BRMS	Chad Kirby	Angela Walker	8-9	The Bears Care Closet: Sports Gear and Apparel for All	**$557.00**	**$575.00**
Century	Dallin Gittins	Blythe Chournos	K-5	Classroom Emergency Preparedness Kits	**$5,700.00**	**$700.00**
Fielding	Ryan Greene	Rebecca Rhodes	K-5	Decodable Books	**$513.00**	**$520.00**
Garland	Vanica Crane	Nicole Nelson Jodi Pedersen	K-5	Non-fiction Decodable Take Home Library	**$1,094.98**	**$1,100.00**
Golden Spike	Shaylyn Ekins	Shaylyn Ekins	K-5	School-wide PBIS	**$750.00**	**$750.00**
ILSC-SpEd	Catherine Allen	Jeremy Hammond	Post	Building Employment Skills for Students with Disabilities	**$534.74**	**$540.00**
Lake View	Austin Storey	Wendy Dunham	K-5	A Generation of Geniuses!	**$975.00**	**$975.00**
McKinley	Kristi Capener	Ashley Anderson	K-5	Dramatic Play the Kindergarten Way	**$365.03**	**$370.00**
North Park	Heather Godfrey	Hollie Allen	3	Growing Readers and Growing Hearts in Third Grade	**$500.00**	**$500.00**
Park Valley	Melissa Morris	Amy Pugsley	K-10	Math in Motion: An Interactive Flexible Seating Math Center	**$534.93**	**$540.00**
Sunrise	Randy Rasmussen	Hayley Anderson	10-12	Cultivating a Classroom of Readers: Student Book Clubs	**$500.00**	**$500.00**
Three Mile Creek	Teryl Jeffs	Tammy Pedersen	3-5	Retro-Walking	**$199.99**	**$200.00**
Willard	Tawnie Bowcutt	Annalese Kunz	K-2	Growing Readers, One Book at a Time	**$450.00**	**$450.00**
				Total:	**$23,252.48**	**$14,000.00**

Recommendation for approval of the revisions to Harris' SLT & TSSA Plans

Submitted by: A.J. Gilmore, Assistant Superintendent of Secondary Teaching and Learning on behalf of Clark Funk, Harris Intermediate School Principal

Recommendations: It is recommended that the Box Elder School District Board of Education approve the Revision to ACHI's School Land Trust and TSSA spending plans for the 2026-2027 school year.

Recommended Motion:

I move that the BESD Board of Education approve ACHI's revisions to their School Land Trust and TSSA spending plans for the 2026-2027 school year.

Background:
We are requesting a budget revision to reallocate funds toward stipends for class-size reductions (teacher productivity), PBIS work outside of contract time and para professional support. The original budget plan included funding for our instructional coach that is no longer needed and those funds are coming from district funds. We felt a need to reduce class sizes in 6th grade core classes and to hire an additional (making it 2 per grade) instructional para for our reading interventions program.

Proposed Plan & Budget Adjustments Adjustments:
Class-size reduction - We are providing stipends for three 6th grade core teachers for them to work productivity in the first two trimesters each. We hired one instructional para professional to support learning. We provided stipends for our PBIS team to meet and do work outside of contract time.

Financial Implications:
We have made adjustments to our overall STL and TSSA budgets to adjust for these changes. We will be within budget. All of these changes address our school goals.

Policy Implications:
There are no policy implications. All related funds will be used according to district and state guidelines for approved educational purposes.

Staff / Student Implications:
These budget adjustments will provide a better student to teacher ratio and will allow for more teacher/ student interactions. The extra para will allow for more instructional support to students. The PBIS stipends will provide leadership opportunities and advance the work of our PBIS team to provide a more inviting and safe school environment.

	ORIGINAL PLAN	NEW	School Land Trust			TSSA
			$178,607.00			$218,712.00
	2026-27		ELA Goal 1	Math Goal 2	Sci. Goal 3	
7th EBLI Para	$27,061.26		$27,061.26			
6th EBLI Para	$27,061.26		$27,061.26			
6th EBLI Para	$27,061.26		$27,061.26			
7th EBLI Para		$27,061.26	$27,061.26			
EBLI licences	$6,000.00		$6,000.00			
Instructional para- Math	$17,465.00			$17,465.00		
Instructional para- Math	$28,226.00			$28,226.00		
Behavior Support Para	$30,954.26			$21,114.76		$9,839.50
Teacher days to develop curriculum (science)	$4,400.00				$4,400.00	
Support Para in the Den	$18,800.00					$18,800.00
Head husky para 1 hour a day	$5,134.00					$5,134.00
PLC Team Leader Stipend	$15,000.00					$15,000.00
LCSW cost	$54,900.00					$54,900.00
Substitutes for IEP, 504 and ELL	$7,500.00					$7,500.00
Substitutes for PD	$1,400.00					$1,400.00
Biathlon	$600.00	$0.00				$0.00
EOY Activities	$6,800.00	$0.00				$0.00
Lunch and Learn	$9,500.00	$0.00				$0.00
Student/Teacher incentives	$3,345.00	$1,363.50				$1,363.50
PBIS Team		$9,000.00				$9,000.00
Productivity- Science 6		$14,400.00				$14,400.00
Productivity- Science 6		$14,310.00				$14,310.00
Productivity- ELA 6		$15,198.00				$15,198.00
TSSA Supplies from the district						$51,867.00
Sum	$185,450.80		$114,245.04	$66,805.76	$4,400.00	
				Total Land Trust	$185,450.80	
					-$6,843.80	
2025-2026 Carry over					$6,843.80	
					Total TSSA	$218,712.00

~~Building Coach~~	~~37,500.00~~	~~37,500.00~~

TSSA	Total Allocated	$67,004	Please complete this tab and copy all amounts to the allocation tab.						
Goal #, Action Step #	List Expense Here	Total	Salaries 100	*1.0725 NonCont *1.3134 Cont Employee Benefits 200	Purchased Professional & Tech Services 300	Travel 580	Supplies and Materials 600	Teacher & Student Supplies 608	Teacher & Student Incentives Rewards 614
SW Goal 1, Step 1	Instructional Paras	$28,926.59	$26,713.71 [1]	$2,212.88 [2]					
SW Goal 1, Step 1	Para Subs	$5,000.00			$5,000.00				
SW Goal 1, Step 3	Guiding Coalition/Behavior Team Stipends	$10,427.20	$8,000.00 [3]	$2,427.20 [4]					
SW Goal 1, Step 4	Teacher and Student Incentives	$3,350.21							$3,350.21
SW Goal 1, Step 4	Supplies, Including Classroom Materials, Books, and other resources to support learning	$4,300.00						$4,300.00 [5]	
SW Goal 1, Step 5	Professional Development	$15,000.00				$15,000.00 [6]			
		$0.00							
	Total Subcategories	$67,004.00	$34,713.71	$4,640.08	$5,000.00	$15,000.00	$0.00	$4,300.00	$3,350.21

[1] Updated 7/28 from $45019.48

[2] Updated 7/28 from $351904

[3] Updated 7/28 from 2344.63

[4] Updated 7/28 1070.21

[5] Updated 7/28 from $6700.43

[6] Added 7/28 to include a SoR conference and Pd

Goal 1

Goal 1- 93% of kindergarten students will blend 10 or more Whole Words Read by the EOY benchmark period as determined by the Acadience Benchmark Assessment. The percentage of first grade students scoring at or above benchmark on the Acadience Reading Composite will increase by 12% from BOY to EOY.

Action Plan

What specific tasks/activites will need to be done to help reach your goal?

1 Hire paraprofessionals to support students and facilitate small-group reading instruction and deliver targeted Tier 2 and Tier 3 interventions.

2 We will use the district approved curriculum Super Kids with high fidelity, focusing on explicit phonics routines, phonemic awareness, and data driven assessments and interventions.

3 Prioritize regular collaboration and data discussion to facilitate appropriate response to intervention, improve school climate, and improve behavior. Regular meetings with the leadership teams to

4 If funds are not used for paraprofessionals, funds will be used to purchase additional 95% phonics materials, decodable texts, and enhancing school climate.

5 Professional Development in the Science of Reading to support teachers with meeting the needs of students not reaching benchmark.

Review your progress with your leadership team once each trimester.

Trimester Updates:	Date of Review	Measurement Used	Comments
Trimester 1:			
Trimester 2:			
Trimester 3:			

Final Report- Complete after January 15 of the following year. What were the results of your plan?

Backup Plan for Funding Changes

There are times when the planned expenditures in the goals of a plan are provided by the district, a grant, or another unanticipated funding source leaving additional funds to implement the goals. If additional funds are available, how will the school spend the funds to implement the goals in this plan?

Cap Amount	**1**

Recommendation for approval of the revision to Willard's TSSA Plan.

Submitted by: Heidi Jo West, Assistant Superintendent of Elementary Teaching and Learning on behalf of Tawnie Bowcutt, Willard Elementary School Principal

Recommendation: It is recommended that the Box Elder School District Board of Education approve the Revision to Willard's Teacher and Student Success Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve Willard Elementary School's revision to their Student Success Plans and for the schools in Box Elder School District for the 2026-2027 school year.

Background

We are requesting a budget revision to reallocate funds toward professional development and leadership stipends. A closer look at our budget showed that we had over budgeted for general school supplies and instructional paraprofessional positions.

Proposed Plan & Budget Adjustments

We are proposing we put this money back into our school by supporting our staff and giving them high-quality training in the Science of Reading. To stay financially responsible with our TSSA funds, we created an updated spending plan that directly aligns with our goals:

- **Professional Development** in the Science of Reading to support teachers with meeting the needs of students not reaching benchmark.

Financial Implications

There are no negative financial consequences to this change. It simply allows us to spend our allocated TSSA funds more efficiently and intentionally.

- We reallocated funds from over-budgeted lines to better support our goals: $19,611.93 was moved from paraprofessionals and $2,400.43 from supplies to fund $15,000 in Science of Reading professional development and $7,012.36 in leadership team stipends.

Policy Implications

There are no policy implications. All reallocated funds will be used according to district and state

guidelines for approved educational purposes.

Staff / Student Implications

The proposed budget reallocation will positively impact both staff and students by investing directly in teacher capacity and student engagement. Teachers will benefit from high-quality professional learning and targeted instruction strategies from the Science of Reading conference. In turn, students will benefit from more responsive, evidence-based literacy instruction in the classroom. This investment will create a stronger, more supportive learning environment that directly aids student growth and achievement.

Recommendation for approval of the revision to Fielding Elementary's TSSA Plan.

Submitted by: Heidi Jo West, Assistant Superintendent of Elementary Teaching and Learning on behalf of Ryan Greene, Fielding Elementary School Principal

Recommendation: It is recommended that the Box Elder School District Board of Education approve the Revision to Fielding's Teacher and Student Success Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve Fielding Elementary School's revision to their Student Success Plans and for the schools in Box Elder School District for the 2026-2027 school year.

Background

Fielding has qualified for several overcrowding paraprofessionals, which has reduced the school's need to allocate TSSA funding toward aide support. As a result, the proposed Salaries allocation is to be reduced from $106,350.46 to $66,794.60, and the associated Employee Benefits allocation is to be reduced from $8,313.11 to $4,880.29.

The proposed Supplies and Materials allocation for replacement classroom Smart TVs is to be increased from $8,652.07 to $15,652.07 due to an increased number of classroom Smart TVs requiring replacement.

With the recent state recommendations from SB241 to allocate funds for teacher development in the Science of Reading, this proposal requests a new Travel allocation of $34,500.00. This includes $28,000.00 to send educators to a literacy conference, deepening staff learning in the area of literacy and allowing them to bring skills and strategies back to their teams at Fielding. It also includes $6,500.00 to send newer educators to a Professional Learning Community (PLC) conference, supporting their growth within Fielding's PLC framework.

Proposed Plan & Budget Adjustments

- **Salaries & Employee Benefits:** Fielding has qualified for several overcrowding paraprofessionals, which reduces our need to draw as many TSSA funds for aide support. Because these positions are now covered through overcrowding staffing rather than TSSA, we are able to reduce our Salaries and Employee Benefits allocations and redirect those funds toward the technology and professional development priorities.
- **Smart TVs** — Many of the Smart TVs currently in use at Fielding are 14 years old or older and are reaching the end of their functional life. These displays are central to daily instruction, from modeling reading and math strategies to delivering interactive lessons and multimedia content that keeps students engaged. As these units age, they become less

reliable and more prone to malfunction, which disrupts instructional time and limits teachers' ability to fully engage students with visual and interactive learning tools. Replacing these aging Smart TVs will ensure our classrooms have dependable, up-to-date technology that supports strong teaching and active student participation.

- **Professional Development**:We feel our money is best spent investing in our teachers by sending a group of educators to a literacy conference and supporting several of our newer educators in attending a Professional Learning Community (PLC) conference. Educators who attended the literacy conference last year returned with strategies that had a direct, positive impact on classroom instruction and student learning, and we believe expanding this opportunity will strengthen literacy instruction school-wide. Similarly, connecting our newer educators with PLC training will help them build strong collaborative practices early in their careers, deepening their instructional capacity and better supporting student growth.
- This includes $28,000.00 to send educators to a literacy conference, deepening staff learning in the area of literacy and allowing them to bring skills and strategies back to their teams at Fielding. It also includes $6,500.00 to send newer educators to a Professional Learning Community (PLC) conference, supporting their growth within Fielding's PLC framework.

Financial Implications

There are no anticipated negative financial consequences. Fielding has qualified for several overcrowding paraprofessionals, which has reduced the need to allocate TSSA funding for aide support and offsets the increases below.

- Salaries: $106,350.46 to $66,794.60, a reduction of $39,555.86
- Employee Benefits: $8,313.11 to $4,880.29, a reduction of $3,432.82
- Supplies and Materials: $8,652.07 to $15,652.07, an increase of $7,000.00
- Travel: $0.00 to $34,500.00, an increase of $34,500.00 ($28,000.00 literacy conference; $6,500.00 PLC conference for newer educators)

Policy Implications

There are no policy implications. All reallocated funds will be used according to district and state guidelines for approved educational purposes.

Staff / Student Implications

The proposed budget reallocation will positively impact both staff and students by investing directly in teacher capacity, instructional tools, and student engagement. Teachers will benefit from high-quality professional learning and targeted instructional strategies gained through the literacy and Professional Learning Community conferences, as well as from updated classroom Smart TVs that support clearer, more dynamic delivery of instruction. In turn, students will benefit from more responsive, evidence-based literacy instruction and from improved access to

visual and interactive learning tools in the classroom. This investment will create a stronger, more supportive learning environment that directly aids student growth and achievement.

TSSA	Total Allocated	Input	Please complete this tab and copy all amounts to the allocation tab.						
Goal #, Action Step #	List Expense Here	Total	Salaries 100	*1.0725 NonCont *1.3134 Cont Employee Benefits 200	Purchased Professional & Tech Services 300	Travel 580	Supplies and Materials 600	Teacher & Student Supplies 608	Teacher & Student Incentives Rewards 614
SW Goal #1 Step #1 & SW Goal #2 Step #2	Para Subs	$4,000.00			$4,000.00				
SW Goal #1 Step #1 & SW Goal #2 Step #2	Teacher Subs for PD	$4,000.00			$4,000.00				
SW Goal #1 Step #1 & SW Goal #2 Step #2	Para Salaries	$71,674.89	$66,794.60	$4,880.29					
SW Goal #2, Step #5 & #6	Staff and Student Incentives	$7,724.45							$7,724.45
SW Goal #1, Step #6	School Supplies for Classes	$15,448.91						$15,448.91	
SW Goal #1, Step #6	Smart TVs	$15,652.07					$15,652.07		
SW Goal #1, Step #3	Plain Talk Conference	$28,000.00				$28,000.00			
SW Goal #1, Step #3	PLC at Work Conference	$6,500.00				$6,500.00			
	Total Subcategories	$153,000.32	$66,794.60	$4,880.29	$8,000.00	$34,500.00	$15,652.07	$15,448.91	$7,724.45

Allocations made to salaries/benefits can be moved to the sub category without a plan ammendment/review, if the amount allocated to ESS subs is a close approximation.

Goal 1

By 2030, we aim for 95% of Fielding students to achieve grade-level literacy. To support this, our 2026-2027 goal and action plan focuses on growth across all grade levels: a 10% increase in Acadience proficiency for K-2 and a 5% increase for 3rd grade from beginning-of-year to end-of-year.

Action Plan

What specific tasks/activites will need to be done to help reach your goal?

1. Paraprofessionals will be hired to support and reteach tier 1 instruction and provide small-group tier 2 and tier 3 instruction.

2. Use state and district approved tier 1 programs (SuperKids and Wonders) and LETRS Instruction to improve literacy instruction.

3. Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation. Professional Development opportunities will be provided.

4.Teams will align daily schedules to include the MTSS literacy block, prioritizing regular collaboration and data discussion to facilitate appropriate response to intervention.

5. Progress monitoring will be performed as required throughout the year and reviewed to ensure adequate, consistent growth is occurring.

6. Technology and classroom supplies will be purchased as needed to keep classrooms updated so that teachers and students have easy access to all needed materials.

Trimester Updates:	Date of Review	Measurement Used	Comments
Trimester 1:			
Trimester 2:			
Trimester 3:			

Final Report- Complete after January 15 of the following year. What were the results of your plan?

Backup Plan for Funding Changes

There are times when the planned expenditures in the goals of a plan are provided by the district, a grant, or another unanticipated funding source leaving additional funds to implement the goals. If additional funds are available, how will the school spend the funds to implement the goals in this plan?

Cap Amount $20,000	**1: Plain Talk Conference: Conference, Travel, Per Diem, SW Goal 1 Step 3 Money will be spent to provide PD opportunities to deepen literacy knowledge to be applied**

Goal 2

By the end of the 2027 school year, we will increase K-2 Acadience math proficiency by 5% from beginning-of-year to end-of-year benchmarks.

Action Plan

What specific tasks/activites will need to be done to help reach your goal?

1 Paraprofessionals will be hired to support behavior and reteach tier 1 instruction and provide small-group tier 2 and tier 3 instruction.

2 Use adopted tier 1 math program with regular progress monitoring throughout the year.

3 Coaching cycles, training and feedback for paraprofessionals and teachers to improve instruction and program implementation.

4 5th grade Students will be given multiple leadership opportunities to help motivate them to model appropriate behavior.

5. 5% of funds will be used for teacher incentives.

6. Math materials that support targeted interventions will be purchased.

Trimester Updates:	Date of Review	Measurement Used	Comments
Trimester 1:			
Trimester 2:			
Trimester 3:			

Final Report- Complete after January 15 of the following year. What were the results of your plan?

Recommendation for approval of the revision to Golden Spike's TSSA Plan.

Submitted by: Heidi Jo West, Assistant Superintendent of Elementary Teaching and Learning on behalf of Shaylyn Ekins, Golden Spike Elementary School Principal

Recommendation: It is recommended that the Box Elder School District Board of Education approve the Revision to Golden Spike's Teacher and Student Success Plan as submitted.

Recommended Motion: *I move that the BESD Board of Education approve Golden Spike Elementary School's revision to their Student Success Plans and for the schools in Box Elder School District for the 2026-2027 school year.*

Background

We are requesting a budget revision to reallocate funds toward teacher resources and professional development. A closer look at our budget showed that we had an excess allocation for paraprofessionals required to meet the needs of the students and plan.

Proposed Plan & Budget Adjustments

- We are requesting an amendment to the FY27 TSSA plan with the listed adjustments.
- Reallocation of funds from paraprofessionals to other areas due to moving para support to district budgets.
- Adding in additional funds towards professional development for teachers, specifically focusing on Science of Reading strategies and effective PLC and collaboration. In my experience, taking teams to learn with and from each other has been a great use of funds and has positively impacted teacher understanding, confidence, and has had a direct impact on increased student learning.
- Adding in an additional allocation for teacher resources to support teaching and learning, (eg. additional screens to analyze data, book study requests, materials for engagement directly tied to student learning and teacher effectiveness and efficiency, etc.)

Financial Implications

This change reallocates existing TSSA funds to align with the school's revised goals and identified needs. The adjustments increase funding for targeted professional learning, teacher leadership stipends, student reading initiatives, and instructional resources while reducing TSSA-funded paraeducator expenses. The revised plan does not require funding beyond the school's existing TSSA allocation and allows available funds to be used more strategically to support staff capacity, student engagement, and academic achievement.

Policy Implications

There are no policy implications. All reallocated funds will be used according to district and state guidelines for approved educational purposes.

Staff / Student Implications

The proposed budget reallocation will positively impact staff and students by investing directly in teacher capacity, effective collaboration, and student engagement. Teachers in our two focus grades will participate in targeted professional learning: second-grade teachers will attend the Plain Talk About Literacy and Learning Conference, and fifth-grade teachers will attend the Solution Tree PLC Conference. Stipends will also support the work of our Guiding Coalition and school culture teams, strengthening teacher leadership and schoolwide

collaboration.

Although the allocation for paraeducator support has decreased, this reflects the movement of staff expenses to district budgets rather than a reduction in student support. Additional librarian hours will support Book Battle and other reading initiatives. Funds will also provide engaging books for classroom and home use, Book Battle materials, instructional technology, professional book studies, and other teaching and learning resources.

Together, these investments will strengthen evidence-based literacy instruction, improve collaborative practices, expand students' access to engaging reading materials, and create a more responsive learning environment that supports student growth and achievement.

TSSA	Total Allocated: $236,158	Input	Please complete this tab and copy all amounts to the allocation tab.						
Goal #, Action Step #	**List Expense Here**	**Total**	**Salaries 100**	*1.0725 NonCont *1.3134 Cont **Employee Benefits 200**	**Purchased Professional & Tech Services 300**	**Travel 580**	**Supplies and Materials 600**	**Teacher & Student Supplies 608**	**Teacher & Student Incentives Rewards 614**
SW Goal 1, Step 6, 9; TSI Goal, Step 2, 6, 9	Para Subs (Based on 25-26), IEP Days, etc. PD, Teacher Observations, etc.	$10,000.00			$10,000.00				
TSI Goal, Step 2, SW Goal 1, Step 6, 9	Teacher Subs for PD, Observations, etc.	$2,294.08			$2,294.08				
Goal 1, Step 6 & 9, TSI Goal step 6	Teacher and Student Incentives	$11,807.92							$11,807.92
Goal 1, Step 1, 2	School Supplies for Classes	$23,615.00						$23,615.00	
Goal 1, Step 6, 7	Professional Development Conferences	$56,004.51				$56,004.51 [1]			
Goal 1, Step 1, 3, 4, 5, 10 TSI Goal step 5	Paras to Support the Plan	$105,714.43	$98,201.98 [2]	$7,512.45 [3]					
Goal 1, Step 7	Leadership Stipends [4]	$7,749.06	$5,900.00 [5]	$1,849.06 [6]					
Goal 1, Step 10	Literacy and other Student Resources [7]	$10,000.00						$10,000.00 [8]	
Goal 1, Step 1, 4, 6,	Teacher Resources to support Learning and Collaboration [9]	$8,973.00						$8,973.00 [10]	
	Total Subcategories	$236,158.00	$104,101.98	$9,361.51	$12,294.08	$56,004.51	$0.00	$42,588.00	$11,807.92

Goal 1

84% of K-3 students at Golden Spike will be reading at or above benchmark at EOY according to Acadience Reading.
This will be reached by each grade level meeting their respective goals. K>94%, 1st>84%, 2nd>72%, 3rd>87%

Action Plan

What specific tasks/activites will need to be done to help reach your goal?

1 Use adopted tier 1 programs with fidelity (SuperKids and Wonders); purchase necessary supplies and materials to meet the needs of students, including materials and technology needed to support effective and engaging instruction and collaboration.

2 Use LETRS Instruction to improve literacy instruction, provide coaching, feedback, and PD on Science of Reading and LETRS Strategies. Purchase resources, as necessary, to reinforce LETRS-aligned practices.

3 Coaching cycles and feedback for paraprofessionals and teachers to improve instruction and program implementation. Hold weekly, 30 minute para trainings focusing on best teaching practices, behavior management, and other supportive strategies.

4 Begin progress monitoring at the beginning of the year according to district PM expectations for all students, set Pathways goals by October 15 and monitor regularly. Disaggregate data by subgroup—including students with disabilities—to identify trends and gaps in instruction and support. Analyze where students and teachers are at in relationship to the end of year goals by utilizing the "formula for success" goal breakdown. Share this data with teams monthly and set goals for the next month.

5 Hire Paraprofessionals to support tier 1 instruction and provide reteaching and small-group tier 2 and tier 3 instruction as well as to support students who's behavior may impeede the learning of others. Provide regular professional development to ensure effective practices are being utilized. Librarian hours for Book Battle Support

6 Focus on regular and targeted collaboration (through weekly RTI and PLC), focusing on tier 1 instruction, response to intervention, student learning, and school climate. Hold collaboration on a rotating schedule with the GENED and SPED teachers with the focus on Special Education students and determing their needs to meet both IEP and grade-level standards.

7 Hold regular meetings with the leadership teams to determine the needs of the grade levels and school where both academic and school climate needs are addressed.

8 Use the 95% Core Phonics program in grades 1-5 to support essential reading skills and increase proficiency.

9 Look for and celebrate regular successes at the individual, class, grade, and school levels, including allocation for incentives and tools to promote student engagement, attendance, and positive behavior.

10 Increase student engagement in reading by expanding access to high-interest books and literacy opportunities for both school and home use, including Book Battle.

Review your progress with your leadership team once each trimester.

Trimester Updates:	Date of Review	Measurement Used	Comments
Trimester 1:			
Trimester 2:			
Trimester 3:			

Final Report- Complete after January 15 of the following year. What were the results of your plan?

Backup Plan for Funding Changes

There are times when the planned expenditures in the goals of a plan are provided by the district, a grant, or another unanticipated funding source leaving additional funds to implement the goals. If additional funds are available, how will the school spend the funds to implement the goals in this plan?

Cap Amount	1
Cap Amount	2
Cap Amount	3

TSI, ATSI, CSI Goal	
Golden Spike Elementary students with disabilities will achieve similar increases in benchmark growth as their general education counterparts.	
Action Plan	
What specific tasks/activites will need to be done to help reach your goal?	
1 Provide specially designed instruction aligned to students' IEP goals while maintaining access to grade-level core instruction and curriculum through appropriate accommodations, modifications, and evidence-based interventions.	
***2 Conduct regular collaboration between general education teachers, special education teachers, interventionists, and paraprofessionals through PLCs and RTI meetings to review student progress, identify barriers, and adjust instructional supports. Resource teacher caseloads will be organized by grade level, with each teacher supporting three grade levels. This structure will allow resource teachers to consistently participate in assigned grade-level team meetings and develop deeper expertise in grade-level standards, student data, and instructional needs to align standards between general education and special education. We know that this is working because special education teachers will be able to participate in grade-level PLC and RTI meetings on a rotating weekly schedule. (HLP1)**	
3 Implement frequent progress monitoring for students with disabilities using Acadience, Pathways, classroom assessments, IEP goal data, and intervention data to evaluate growth and inform instructional decisions. Review subgroup data regularly to identify trends and close achievement gaps.	
4 Provide ongoing professional development and coaching for teachers and paraprofessionals focused on inclusive practices, behavior supports, accommodations, specially designed instruction, Science of Reading practices, and effective intervention delivery.	
5 Utilize targeted tier 2 and tier 3 interventions to address academic and behavioral needs for students with disabilities, ensuring interventions are research-based, data-driven, and aligned to individual student needs as well as to the adopted tier 1 programs.	
6 Increase consistency and effectiveness of behavior supports through collaboration with school teams, implementation of behavior intervention plans (BIPs), and proactive classroom management strategies that support student access to instruction.	
6 Celebrate academic growth, behavioral progress, attendance improvements, and achievement of IEP goals for students with disabilities at the individual, classroom, and school levels to promote engagement, confidence, and belonging.	
Designation 1: SWD	Golden Spike Elementary will improve outcomes for students with disabilities through strong tier 1 instruction, specially designed instruction aligned to IEP goals, collaborative problem-solving, data-driven interventions, and inclusive practices that ensure access to grade-level learning.
	95% and Number Worlds
Mid Year Review:	Replace with measurement used: MAP, Acadience, WIDA, etc. Needs approved.
Replace with Date of review	Replace with a narrative

Procedures for evaluating success in reaching this goal. What summative evidence will be used to show you reached this goal on the final report? Acadience data will be used, including on and off level progress monitoring an on-level benchmarking as well as Pathways of Progress measures. We will also use progress towards individual IEP goals, attendance, and behavior data.

[1] 8/26/26 Original Allocation $25,000 Updated Allocation $56,004.51. This supports increased learning in the two focus grades in the areas of Science of Reading and Professional Learning Communities.

[2] 8/26/26 Adjusted the allocation to para support; added librarian hours for book battle

Original Allocation: Salaries $145,911 and Benefits $17,529.04

Proposed Allocation: Salaries $98,201.98 and Benefits $7512.45

[3] 8/26/26 Adjusted the allocation to para support; added librarian hours for book battle

Original Allocation: Salaries $145,911 and Benefits $17,529.04

Proposed Allocation: Salaries $98,201.98 and Benefits $7512.45

[4] 8/26/26 Adjusted teacher leadership stipends for guiding coalition and culture teams

[5] 8/26/26 Adjusted teacher leadership stipends for guiding coalition and culture teams

Original Allocation $0
Proposed Allocation $7,749.06 (Salaries $5,900 and Benefits $1,849.06)

[6] 8/26/26 Adjusted teacher leadership stipends for guiding coalition and culture teams

Original Allocation $0
Proposed Allocation $7,749.06 (Salaries $5,900 and Benefits $1,849.06)

[7] 8/26/26 Added Goal Step 10: Purchase resources to encourage students to read such as engaging books, both for home and school use. Purchase books for "Book Battle" and associated budget item

[8] 8/26/26 Original Allocation $0 Proposed Allocation $10,000.00

[9] 8/26
/26 Including Added teacher resources to support learning and collaboration, including , technology resources for instruction, book study requests, learning and teaching resources, etc.

[10] 8/26/26 Original Allocation $0
Proposed Allocation $8,973

Recommendation to approve

Submitted by: Board of Education

Recommendation:
It is recommended that the BESD Board of Education approves the name of the new West Tremonton Elementary School as: _____.

Recommended Motion:
I move that we approve the name of the new West Tremonton Elementary School as: _____.

Background:
A survey went on in July to all community members. 250 responses were recorded. District leadership team compiled the top 12 responses plus the next 8 and presented it to the board on August 12, 2026 during the Board Work Session.

After discussion, the board then selected their top 4 choices from the 20 possible names that were submitted to the board for consideration. They will discuss these choices at the September 9th School Board meeting prior to the decision.

Policy Consideration:
The naming of a school is determined by the school board per Policy 1222.

Financial Considerations:
There are no direct financial considerations at this point. However, the sooner a name is determined, then a mascot and school colors can be determined by the school which can be integrated into the architectural design moving forward.

768 responses

View in Sheets

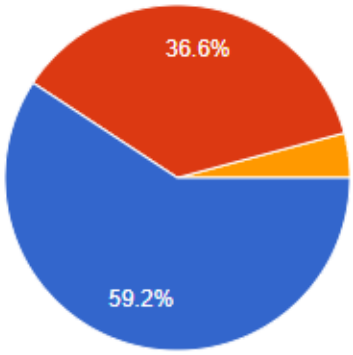
Accepting responses

Summary | Question | Individual

Check your Employee Classification - (Choose 1)

Copy chart

768 responses

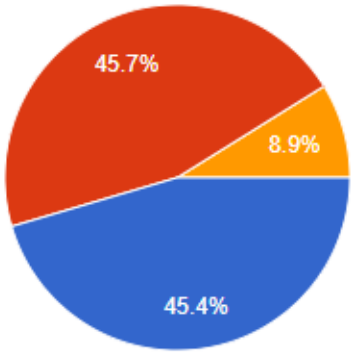


- Certificated:Teacher/Counselor/SLT/OT/LCSW ect..
- ESP: Para/Secretary/Custodial/Transportation/Child Nutrition/IT/Facilities ect..
- Administration/Supervisor

Check your work location - (Choose 1)

Copy chart

768 responses



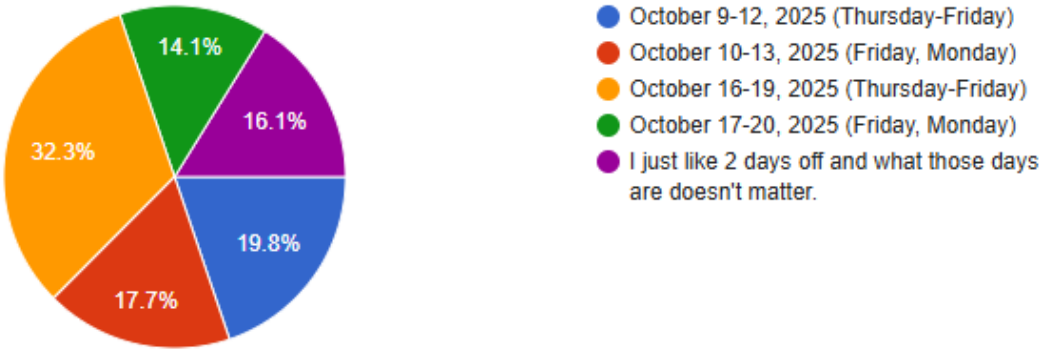
- Work at an Elementary School
- Work at a Secondary School
- Work at other locations

Which 2 day configuration for Fall Break do you support? (Choose 1)

Copy chart

For your information, Cache and Logan School Districts have chosen October 9-12, 2025 as their fall break. Weber, Davis and Morgan School Districts have chosen October 16-19, 2025.

768 responses



Policy Implications:
https://rules.utah.gov/publicat/code/r277/r277-419.htm#T4
This calendar would create 174 instructional days plus 4 District/School PD Days and 2 days for parent teacher conferences for a total of 180 days.

Financial Implications:
No additional costs

Staff Implications:
No additional implications

AP Results & Acacience 2025-2026

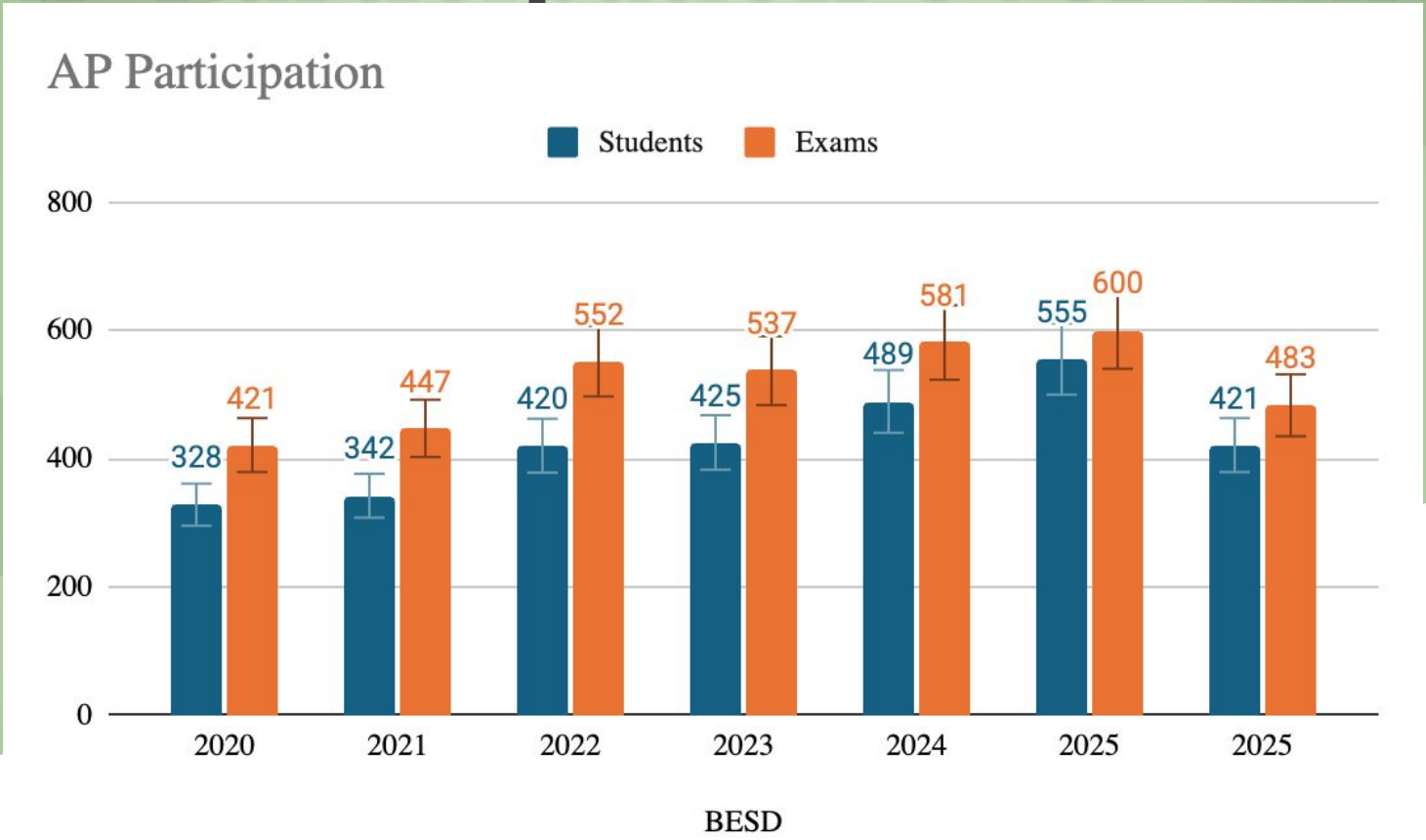
Box Elder School District Board Report

AP Participation

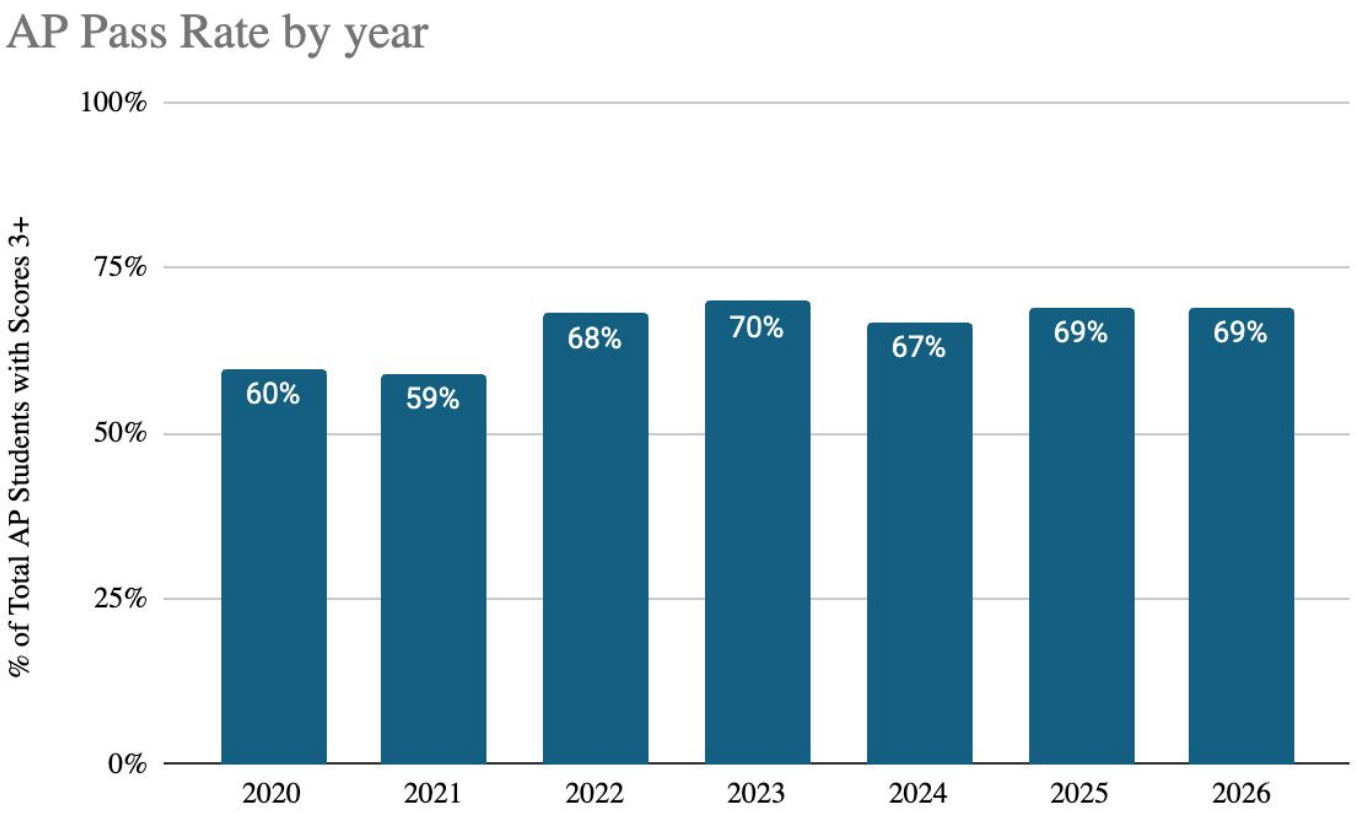
69% Overall
Pass Rate

Total AP Students in Your District: 421						
District Totals:	1	2	3	4	5	Total Exams
Number of Exams	29	121	140	144	49	483
Percentage of Total Exams	6%	25%	29%	30%	10%	69%
						555

AP Participation Over Time



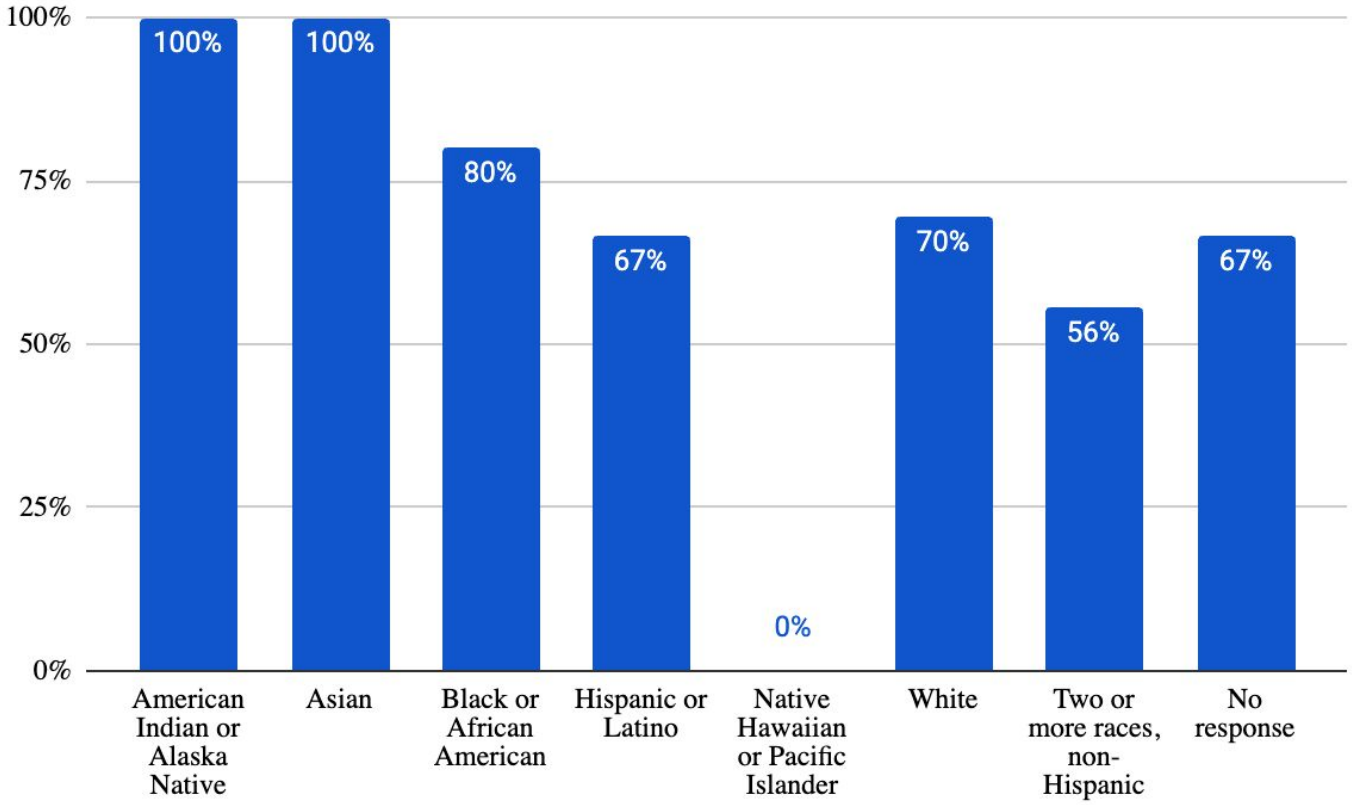
AP % Passing Over Time



AP Scores by Exam

Subject	Pass Rate
2-D Art and Design	92%
3-D Art and Design	100%
Biology	80%
Calculus AB	64%
Calculus BC	87%
Chemistry	90%
Chinese Language and Culture	34%
Computer Science	75%
English Language and Composition	79%
English Literature and Composition	71%
Music Theory	100%
Physics C: Mechanics	78%
Psychology	95%
Spanish Language and Culture	62%
	#DIV/0!
United States History	96%
World History: Modern	52%

AP Scores by Race/Ethnicity

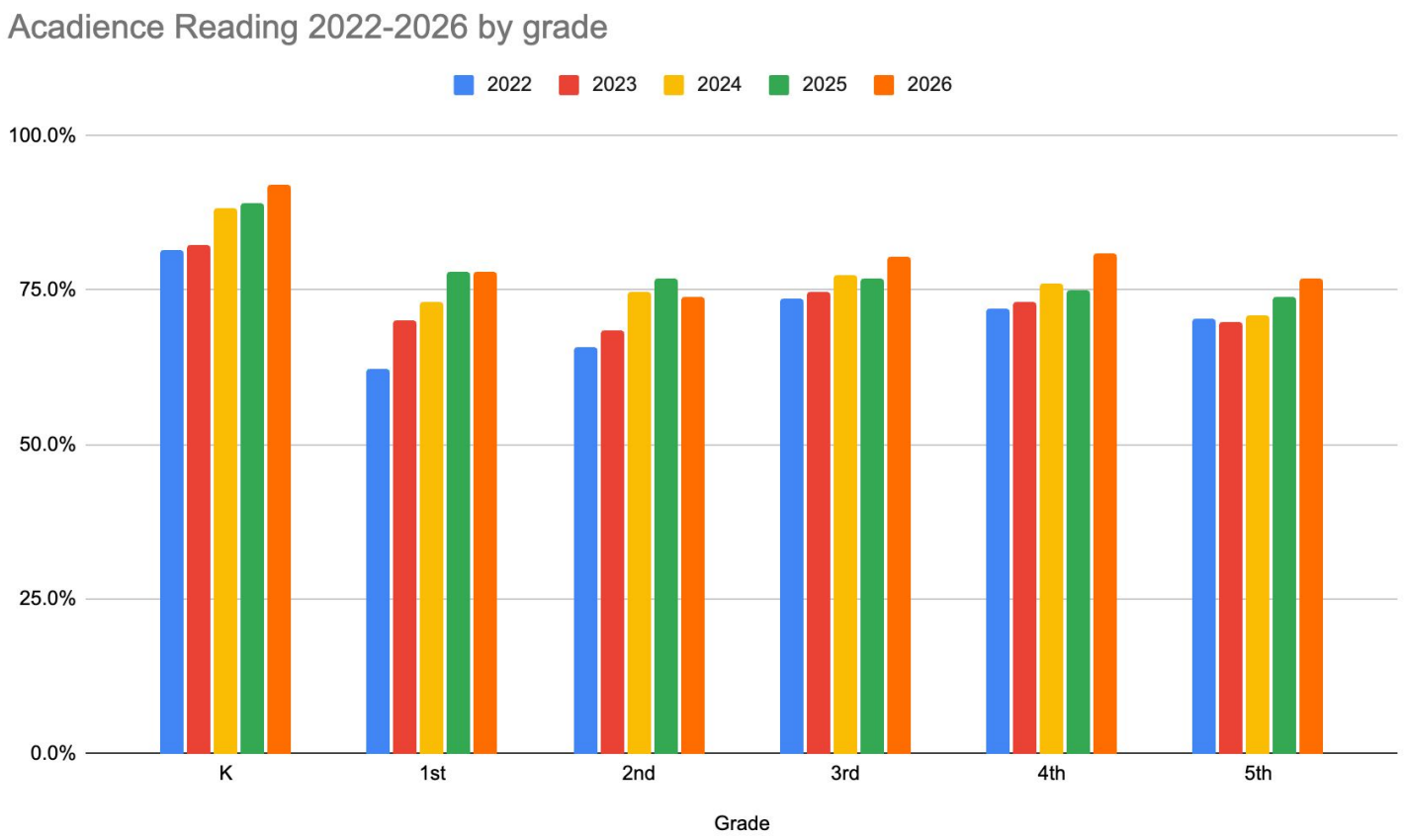


Acadience

K-5 Reading

K-3 Math

K-5 Reading


Acadience Reading 2022-2026 by grade
2022
2023
2024
2025
2026
100.0%
75.0%
50.0%
25.0%
0.0%
K
1st
2nd
3rd
4th
5th
Grade

BESD

Grade Level	2022	2023	2024	2025	2026	Percent Increase
K	81.5%	82.4%	88.3%	89.0%	92.0%	**10.5%**
1st	62.3%	70.0%	73.1%	78.0%	79.1%	**16.8%**
2nd	65.9%	68.4%	74.6%	77.0%	74.0%	**8.1%**
3rd	73.6%	74.8%	77.4%	77.0%	81.1%	**7.5%**

Utah

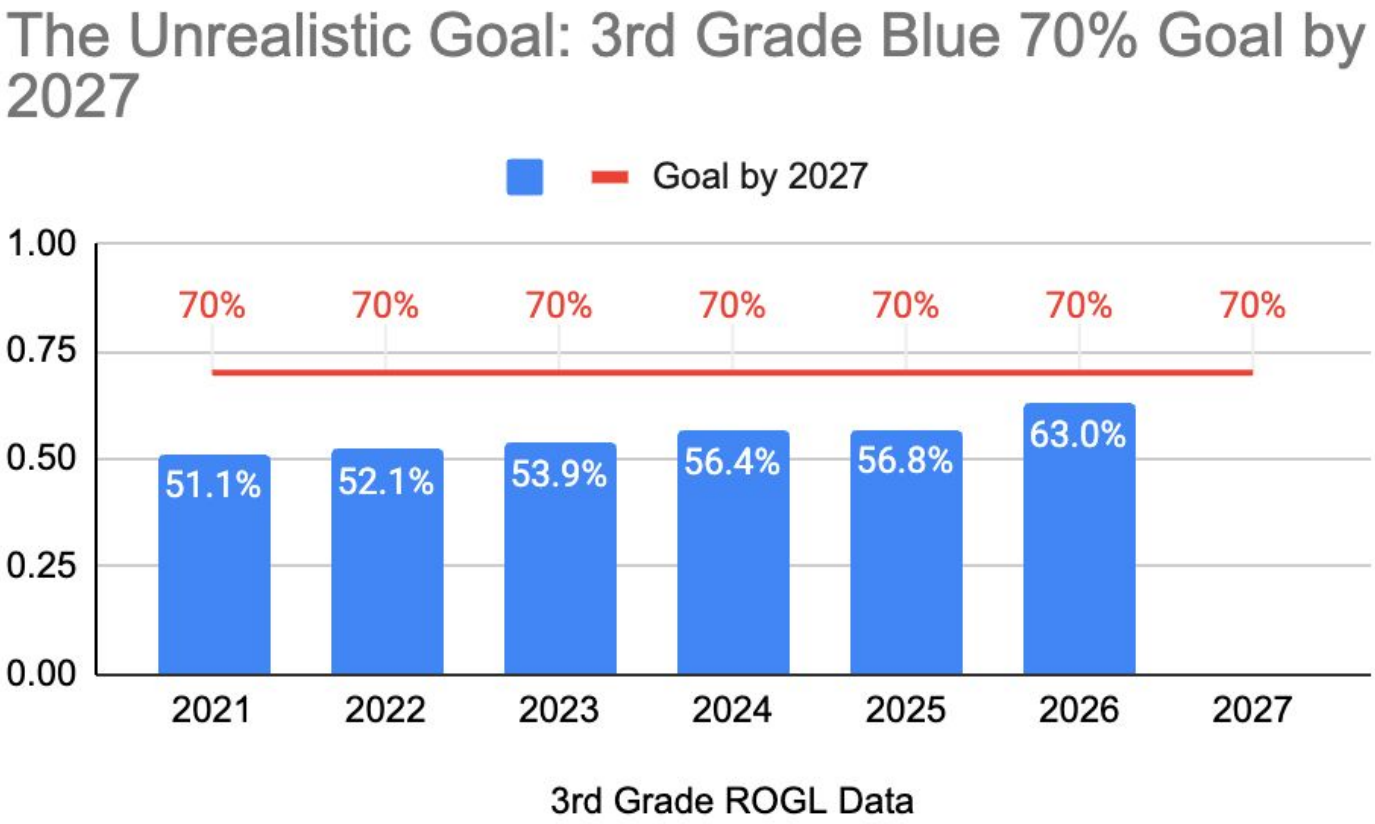
Grade Level	2022	2023	2024	2025	2026	Percent Increase
K	69.4%	74.4%	78.2%	78.0%	78.8%	**9.4%**
1st	60.0%	61.9%	63.8%	64.9%	65.9%	**5.9%**
2nd	65.5%	66.6%	66.5%	66.3%	67.4%	**1.9%**
3rd	70.0%	70.7%	70.7%	70.4%	71.0%	**1.0%**

K-5 Reading

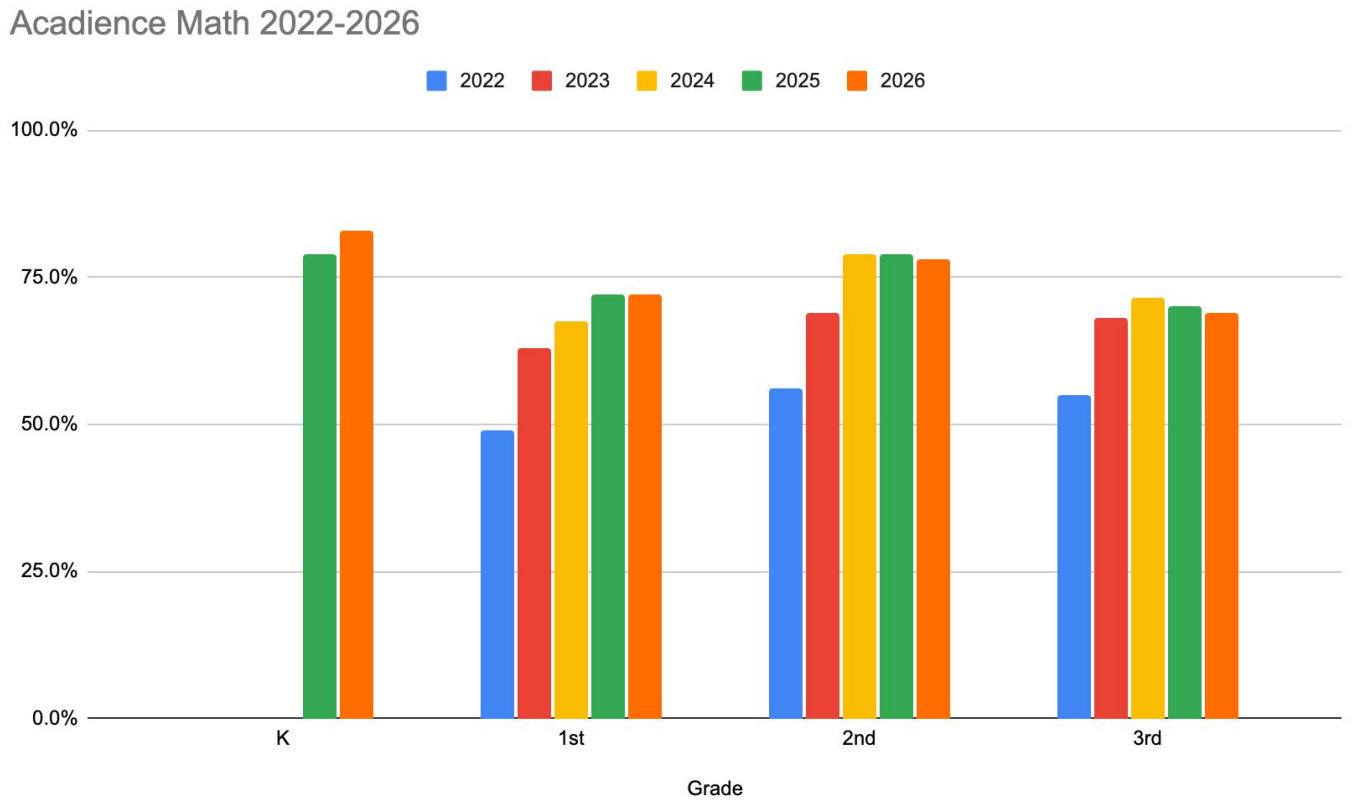
	2023-2024			2024-2025			2025-2026		
Grade	State	BESD	Growth	State	BESD	Growth	State	BESD	Growth
K	78.2%	88.3%	84.5%	78.2%	89.6%	91.0%	77.0%	92.0%	93.0%
1st	63.8%	73.1%	72.1%	65.2%	78.9%	74.0%	65.0%	78.1%	75.7%
2nd	66.5%	74.6%	75.1%	66.3%	78.3%	74.0%	66.0%	73.8%	68.8%
3rd	70.7%	77.4%	80.3%	70.7%	78.2%	76.0%	70.0%	80.4%	78.7%
4th		76.0%	69.0%		75.0%	68.0%		81.0%	75.1%
5th		71.0%	71.0%		74.0%	71.0%		77.0%	74.1%

- Kindergarten 92% of students on Benchmark.
  - Median score on Whole Words read 2024: 2 compared 2026:18
- 1st Grade 13% above state average
- 2nd Grade 7.8% above state average
- 3rd Grade 80% of students on Benchmark!
  - Achieved the state goal for 2030!
- 4th and 5th will not do Acadience Reading to focus on grade level skills as measured by RISE.

Acadience Reading



K-3 Math


Acadience Math 2022-2026
2022
2023
2024
2025
2026
100.0%
75.0%
50.0%
25.0%
0.0%
K
1st
2nd
3rd
Grade

K-3 Math

	2023-2024			2024-2025			2025-2026		
Grade	State	BESD	Growth	State	BESD	Growth	State	BESD	Growth
K	x	x	x	64.4%	79.0%	86.0%	67.0%	83.0%	
1st	57.2%	67.6%	85.6%	59.4%	72.0%	85.0%	62.0%	72.2%	
2nd	62.2%	78.9%	89.1%	65.1%	79.0%	88.0%	65.0%	78.0%	
3rd	60.6%	71.4%	74.6%	61.4%	70.0%	74.0%	61.0%	69.0%	

- Kindergarten 15% above state average
- 1st Grade 10% above state average
- 2nd Grade 13% above state average
- 3rd Grade 8% above state average
  - Discontinue the use of 3rd grade Acadience Math for the 2027 school year to focus on grade level skills as tested by RISE.

Questions?

Jeff Morris
jeff.morris@besd.net

Construction Report

September 2026

Presented by Jerry Jackman

Capital Improvements completed this summer:

Summer Capital Improvements

01

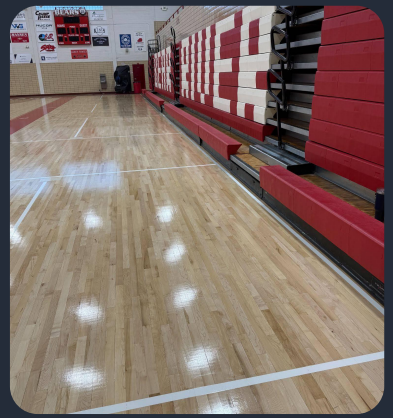
Roof Replacement

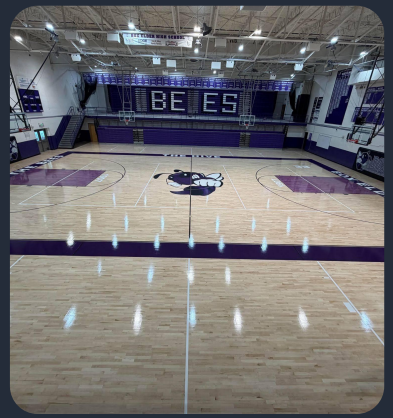
Completed full roof replacements to TMC and on the classroom towers of BEHS

02

Refinished Floors

Sanded, sealed, and polished gym floors to pristine condition.



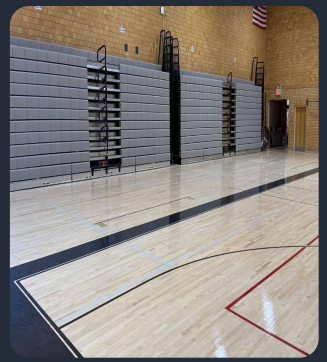


Locations
BEHS, BRHS, & BRMS

03

Bleacher Upgrade

Removed outdated structures and installed modern, safer seating.



Locations
BRMS Gym

Summer Capital Improvements

04

Parking Lot Improvements

Resurfaced some areas and seal coated several parking lots.

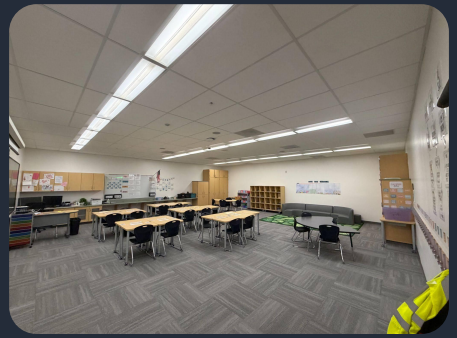
Locations

- Harris, Garland, & Park Valley
- Snowville & Willard

05

Computer Room Remodel

Removed tiered seating, replaced carpet and added some cabinetry.



Locations

TMC & Garland

Summer Capital Improvements

06

Dishwashers Added

Added new commercial dishwashers to upgrade cafeteria facilities.

Locations

- BRHS
- ACHI
- TMC

07

Portables Moved

Moved and set up portables to Fielding.

08

Rigging & Curtains

Abated fire curtains and replaced rigging at BEHS and BRHS.

09

Sewer Line Repair

Repaired critical sewer lines.

Locations

- BRMS
- Lake View

10

The prep work for the playgrounds at Century, North Park, and McKinley is complete. Parts will be delivered on the 8th and 9th and all five will be completed by the end of September!

New construction update.

Construction Update Discovery

01 Interior & Utilities

Removed ceiling. Hot water lines inside are done. Cold water and Fire sprinklers are underway.

02 Foundation & Framing

Footings are almost done and some foundation walls are framed up.

03 Upcoming Milestones

Hope to start masonry by the end of September.

Construction Update
New Elementary in Tremonton

01 Surcharge is still happening

Things have settled approximately 2 hundredths of an inch so hoping to go till the beginning of October and then push to end the surcharge and get started on that side of the building.

02 Received approval to start on North side

Submitting for rebar and should start digging footings in three weeks. Should put water hookup in at the same time

03 Starting today, looking at 18 Month build

Hoping to finish in less, but March 2028 is the conservative completion date.

MONTHLY FINANCIAL REPORT
AUGUST 31,
2026

	ENDING AUGUST 2026	2026-27	2026-27	Currt Bud vs Actual	Prev Bud vs Actual	2025-26	2025-26
	Description	Preliminary	YTD	%	%	YTD	Actual
				17%	17%		
	GENERAL FUND (M&O) FUND (10)			22%	22%		
1							
2	REVENUE:						
3	Local Property Taxes	36,750,000	470,730	1.28%	4.97%	1,774,187	35,711,452
4	Inv Earnings	1,600,000	0	0.00%	0.00%	0	2100000
5	Other	2,850,749	93,882	3.29%	0.00%	0	1,790,000
6	State	104,739,697	19,992,288	19.09%	22.15%	22,639,143	102,201,365
7	Federal	8,360,000	0	0.00%	0.00%		5,100,000
8	TOTAL M & O						
9	REVENUE	154,300,446	20,556,900	13.32%	16.62%	24,413,330	146,902,817
10	Beg Balance	29,746,248	29,746,248			21,161,084	21,161,084
11	TOTAL M & O FUNDS						
12	available	184,046,694	50,303,148	27.33%	124.12%	31,177,306	25,118,581
13	EXPENDITURES:						
14	Instruction (1000)						
15	Salaries	65,442,813	4,934,893	7.54%	7.38%	4,729,498	64,102,681
16	Benefits	25,397,111	2,661,922	10.48%	11.30%	2,424,917	21,458,740
17	Purchased Serv.	5,843,202	176,538	3.02%	7.90%	301,969	3,824,104
18	Supplies/Texbooks	8,964,306	2,467,000	27.52%	12.12%	652,732	5,385,400
19	Equip/ETI/Prog	1,423,179	80	0.01%	0.13%	2,115	1,600,000
20	Other	1,036,142	0	0.00%	0.01%	50	850,000
21	Total	108,106,753	10,240,434	9.47%	8.34%	8,111,281	97,220,925
22							
23	Student Services (2100)						
24	Salaries	5,322,076	451,207	8.48%	9.29%	421,299	4,533,200
25	Benefits	1,958,185	167,686	8.56%	10.83%	175,622	1,621,270
26	Other	408,206	8,206	2.01%	1.02%	6,204	610,000
27	Total	7,688,467	627,098	8.16%	8.92%	603,125	6,764,471
28							
29	Instructional Staff (2200)						
30	Salaries	2,052,137	262,963	12.81%	13.45%	275,000	2,044,647
31	Benefits	788,380	97,635	12.38%	15.92%	112,042	703,766
32	Other	1,054,176	52,917	5.02%	23.69%	214,054	903,373
33	Total	3,894,693	413,514	10.62%	16.46%	601,096	3,651,787
34	District Administration (2300)						
35	Salaries	684,781	102,423	14.96%	19.68%	125,573	638,042
36	Benefits	249,299	34,304	13.76%	23.08%	52,874	229,090
37	Purch Services	120,205	0	0.00%	0.30%	810	270,000
38	Supplies	65,400	5,845	8.94%	0.87%	878	101,420
39	Other	45,500	23,321	51.25%	44.91%	24,700	55,000
40	Total	1,165,185	165,893	14.24%	15.84%	204,835	1,293,551
41	School Administration (2400)						
42	Salaries	5,869,823	867,513	14.78%	13.32%	803,176	6,030,960

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	ENDING AUGUST 2026	2026-27	2026-27	Currt Bud vs Actual	Prev Bud vs Actual	2025-26	2025-26
	Description	Preliminary	YTD	%	%	YTD	Actual
				17%	17%		
	GENERAL FUND (M&O) FUND (10)			22%	22%		
43	Benefits	2,225,256	313,944	14.11%	13.05%	303,105	2,323,042
44	Prof Serv/Travel	200,383	6,689	3.34%	1.69%	1,687	99,772
45	Other	18,400	2,442	13.27%	60.62%	8,762	14,454
46	Total	8,313,862	1,190,588	14.32%	13.19%	1,116,730	8,468,228
47							
48	Business & Support (2500)						
49	Salaries	758,461	126,878	16.73%	11.79%	99,532	844,343
50	Benefits	271,502	43,246	15.93%	8.88%	34,627	389,903
51	Contract Services	839,901	71,939	8.57%	91.76%	372,713	406,183
52	Other	72,500	103	0.14%	4.80%	7,630	159,000
53	Total	1,942,364	242,165	12.47%	28.59%	514,502	1,799,429
54							
55	Operation & Maintenance (2600)						
56	Salaries	7,077,809	1,173,974	16.59%	16.26%	1,113,617	6,848,485
57	Benefits	2,529,467	410,852	16.24%	18.26%	440,257	2,411,429
58	Purchased Service	757,015	182,790	24.15%	15.57%	124,842	802,000
59	Water	372,950	58,125	15.59%		0	0
60	Garbage	185,000	17,937	9.70%			
61	Repairs	296,272	13,871	4.68%	13.00%	91,029	700,250
62	Property Insurance	304,650		0.00%	88.30%	304,650	345,000
63	Telephone	197,137	4,680	2.37%	7.83%	18,002	230,000
64	Travel	143,800	6,810	4.74%			
65	Supplies	1,360,684	167,355	12.30%	8.21%	83,758	1,020,000
66	Natural Gas	698,600	6,030	0.86%	0.85%	7,586	895,300
67	Electricity	1,336,809	151,065	11.30%	9.32%	140,871	1,511,127
68	Software	18,172	0	0.00%			
69	Equipment	7,500	9,555	127.40%			
70	Other	361	0	0.00%	0.00%	0	750
71	Total	15,286,226	2,203,044	14.41%	15.74%	2,324,612	14,764,341
72							
73	Transportation (2700)						
74	Salaries	4,661,970	418,198	8.97%	10.26%	413,993	4,036,067
75	Benefits	1,497,722	142,419	9.51%	14.17%	174,497	1,231,047
76	Purch Serv	915,289	33,886	3.70%	32.78%	117,818	359,416
77	Fuel	1113020	11814.35	1.06%	1.06%	9,905	931,280
78	Supplies	775,490	183,215	23.63%	6.44%	53,448	829,655
79	Other/Veh Charges	0	0	0.00%	0.00%	2	142,010

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	ENDING AUGUST 2026	2026-27	2026-27	Currt Bud vs Actual	Prev Bud vs Actual	2025-26	2025-26
	Description	Preliminary	YTD	%	%	YTD	Actual
				17%	17%		
	GENERAL FUND (M&O) FUND (10)			22%	22%		
80	Total	8,963,491	789,532	8.81%	10.22%	769,663	7,529,475
81	Community Services (3300)						
82	Salary	935,664	103,104	11.02%	12.28%	96,836	788,616
83	Benefits	264,288	25,447	9.63%	12.72%	29,706	233,504
84	Purchased Serv	19,675	39	0.20%	18.66%	3,731	20,000
85	Supplies/Util	107,036	10,031	9.37%	18.74%	20,712	110,500
86	Property	15,133	0	0.00%	1.86%	279	15,000
87	Other Objects	9,800	80	0.82%	0.00%	0	10,550
88	Total	1,351,596	138,700	10.26%	12.84%	151,264	1,178,170
89	Total Expenditures						
90	TOTAL EXPENDITURES						
91	M & O	156,712,637	16,010,967	10.22%	10.09%	14,397,108	142,670,376
92	School Activity Fund (21)						
93							
94	REVENUE:						
95	School Deposits	5,100,000	532,893	10.45%	15.29%	696,143	4,553,039
96	Begining Bal						
97							
98	Total Revenue	5,100,000	532,893	10.45%	15.29%	696,143	4,553,039
99							
100	EXPENDITURES:						
101	Purch Services	845,000	5,965	0.71%	12.94%	97,082	750,000
102	Supplies	4,100,000	518,004	12.63%	14.36%	410,825	2,860,000
103	Other	325,000	0	0.00%	0.00%	0	290,000
104	Total School Activity	5,270,000	523,969	9.94%	13.02%	507,907	3,900,000

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	ENDING AUGUST 2026	2026-27	2026-27	Currt Bud vs Actual	Prev Bud vs Actual	2025-26	2025-26
	Description	Preliminary	YTD	%	%	YTD	Actual
				17%	17%		
	GENERAL FUND (M&O) FUND (10)			22%	22%		
105	DEBT SERVICE FUND (31)						
106							
107	REVENUE:						
108	Property Tax	4,450,000	47,559	1.07%	5.46%	188,275	3,451,030
109	Interest	205,000	0	0.00%	66.46%	232,625	350,000
110	Bonds						
111	Total	4,655,000	47,559	1.02%	11.07%	420,900	3,801,030
112	Begining Bal						
113	LESS:						
114	Ending Balance						
115	Funds Available	11,131,799		0.00%			
116	EXPENDITURE:						
117	Bond Debt	3,308,250	0	0.00%	92.88%	3,072,625	3,308,250
118	Fees	3,000	0	0.00%	100.00%	2,500	2,500
119							
120	Total	3,311,250	0	0.00%	92.88%	3,075,125	3,310,750
121	CAPITAL OUTLAY FUND (32)						
122							
123	REVENUE:						
124	Property Tax	21,797,252	269,966	1.24%	2.82%	544,805	19,311,054
125	Interest	900,000		0.00%	0.00%	0	770,000
126	Other	100,000	100	0.10%	1.57%	1,571	100,000
127	State	100,000	0	0.00%	0.00%	0	100,000
128	Federal	0	0	0.00%	0.00%	0	0
129	Ins./Prop.Recry	0	0	0.00%	0.00%	0	20,000
130	Total Revenue	22,897,252	270,066	1.18%	2.69%	546,376	20,301,054
131	Bond Procedes/Loan				0.00%		
132	Other Sources/QZAB	3,000,000	697	0.02%	0.00%	0	0
133	TOTAL REVENUE CAPITAL						
134	OUTLAY	25,897,252	270,762	1.05%	2.69%	546,376	20,301,054

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	ENDING AUGUST 2026	2026-27	2026-27	Currt Bud vs Actual	Prev Bud vs Actual	2025-26	2025-26
	Description	Preliminary	YTD	%	%	YTD	Actual
				17%	17%		
	GENERAL FUND (M&O) FUND (10)			22%	22%		
135	Beg. Balance	32,246,004					
136	Capital Outlay Funds						
137	available	58,143,256	270,762	0.47%	2.69%	546,376	20,301,054
138	EXPENDITURES:						
139	Purchased Services (300)	1,851,000	8,844	0.48%	14.83%	690,743	4,658,200
140	Property Services (400)	9,946,342	265,273	2.67%	13.98%	538,663	3,852,300
141	Construction Services (460)	4,000,000	342,365	8.56%	13.78%	20,677	150,000
142	Supplies (600)	1,338,700	454,047	33.92%	1.73%	47,682	2,750,000
143	Property & Equipment (700)	12,450,793	1,236,074	9.93%	12.48%	1,923,703	15,408,200
144	Other (800)	6,280,301	0	0.00%	0.00%	0	250,000
145	TOTAL EXPENDITURES CAPITAL						
146	OUTLAY	35,867,136	2,306,602	6.43%	11.90%	3,221,468	27,068,700
147	SCHOOL FOOD SERVICE FUND (49)						
148							
149	REVENUE:						
150	Lunch Sales	1,300,000	11,204	0.86%	2.51%	32,650	1,300,000
151	Interest	85,000		0.00%			
152	State	676,000	3,077	0.46%	1.46%	5,826	900,000
153	Federal	2,500,000	19,945	0.80%	1.46%	36,431	2,500,000
154	Other					0	

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	Description	Preliminary	YTD	%	%	YTD	Actual
				17%	17%		
	GENERAL FUND (M&O) FUND (10)			22%	22%		
155	TOTAL REVENUE SCHOOL	4,561,000	23,022	0.50%			
156	FOODS	9,122,000	57,247	0.63%	1.59%	74,907	4,700,000
157	Beg. Balance	1,945,976	1,945,976	100.00%			
158	School Food Service Funds						
159	available	11,067,976	2,003,223	18.10%	1.59%	74,907	4,700,000
160	EXPENDITURES:						
161	Salaries	2,270,403	130,593	5.75%	6.95%	140,216	2,018,331
162	Benefits	573,576	40,687	7.09%	9.72%	59,340	610,650
163	Purchased Services	101,478	2,357	2.32%	5.18%	155,968	3,009,000
164	Food/Supplies	2,762,140	77,217	2.80%	96.86%	96,861	100,000
165	Equipment	245,544	7,401	3.01%	4.20%	3,359	80,000
166	Other Costs	344,400		0.00%	0.00%	0	325,000
167	TOTAL EXPENDITURES SCHOOL						
168	FOODS	6,297,541	258,255	4.10%	7.42%	455,744	6,142,981
169	Foundation Fund (75)						
170							
171	REVENUE:						
172	Total Revenue	800,000	6,514	0.81%	24.91%	124,569	500,000
173	Available Revenue	800,000	6,514	0.81%	24.91%	124,569	500,000
174	EXPENDITURE:						
175	Expenses	1,100,000				70,289	475,000
176	Changes/Desg Fund Bal						
177	TOTAL EXPENDITURE	1,100,000	5,096	0.46%	14.80%	70,289	475,000
178	Agency Fund (76)						
179							

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	ENDING AUGUST 2026	2026-27	2026-27	Currt Bud vs Actual	Prev Bud vs Actual	2025-26	2025-26
	Description	Preliminary	YTD	%	%	YTD	Actual
				17%	17%		
	GENERAL FUND (M&O) FUND (10)			22%	22%		
180	REVENUE:						
181	Agent Services	55,000	1,300	2.36%	82.80%	66,238	80,000
182	State						
183	Federal						
184	Other						
185	TOTAL REVENUE/BB						
186	AGENCY FUND	55,000	1,300	2.36%	82.80%	66,238	80,000
187	EXPENDITURE:						
188	Instruction	1,400		0.00%	0.00%		10,000
189	NUCC	51,500		0.00%	59.08%	14,770	25,000
190	Other	2,100	33	1.56%	440.40%	13,212	3,000
191	Changes/Desg Fund Bal						
192	TOTAL EXPENDITURES						
193	AGENCY FUND	55,000	33	0.06%	73.64%	27,982	38,000
194							
195							
196							
197							
198	GRAND TOTAL FUNDS AVAILABLE						
199	TOTAL REVENUE, ALL FUNDS	199,929,698	21,473,176	10.74%	14.57%	26,342,463	180,837,940
200							

POLICY 1071

Electronic Meetings

A. Electronic meetings authorized

1. The Board authorizes electronic meetings of the Board as set forth in this policy. 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 electronic Board meetings.

   Utah Code § 52-4-207(1), (2)(a) (2024)

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 meeting: A meeting that some or all members of the Board attend through an electronic video, audio, or both video and audio connection.

   c. Electronic notice: email, text, fax, or other means of electronic communication.

   Utah Code § 52-4-103(1), (3) (2026)

C. Member request required for electronic meeting attendance

1. An electronic Board meeting may be held 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) (2024)

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)(b) (2024)

E. Notice to Public of Virtual Participation in Tax Increase Hearing

1. At least 24 hours before holding a public hearing on a proposed tax rate that exceeds the certified tax rate, the Board shall post on the District website instructions as to how individuals can connect to and participate virtually in the public hearing.

   Utah Code § 59-2-919(6)(b)(ii), (8)(g)(i) (2026)

F. 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 participate remotely by electronic means.

   Utah Code § 52-4-207(4) (2023)

G. Electronic meetings without an anchor location

1. The Board may hold an electronic meeting without an anchor location if all members of the Board are attending remotely through an electronic video, audio, or both video and audio connection, unless the Board receives a written request at least 12 hours before the meeting to provide an anchor location for members of the public to attend.

   Utah Code § 52-4-207(5)(e) (2024)

2. The Board may also hold 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.

3. 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 participate in 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) (2024)

4. 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 participate in 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) (2024)

H. 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.

I. 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) (2024)

J. 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(2)(c)(vi) (2024)

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 the 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.)

3. When the Board is holding a public hearing on a proposed tax rate that exceeds the certified tax rate, the Board will ensure that individuals may participate virtually in the hearing, including the ability to access the hearing through video and audio connection, to provide oral testimony through video, audio, or both video and audio connection, and to submit written comments electronically for inclusion in the public record, both before and during the public hearing.

   Utah Code § 52-4-207(4) (2024)
   Utah Code § 59-2-919(8)(g)(ii) (2026)

POLICY 1072

Board Meetings: Notice Requirements

A. Public Notice of Annual Meeting Schedule

1. 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. Notice of Specific Meetings

1. 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. Action Limited to Meeting Agenda

1. 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. (See "Emergency Meeting" below.)

   Utah Code § 52-4-202(6) (2023)

2. When the Board is considering whether to levy a tax rate exceeding the certified tax rate, the Board will give notice that it is considering doing so by making a statement during a public meeting held on or after May 1 but before June 13 that includes the information required by Utah Code § 59-2-919(4)(b)(i). In addition, the agenda for

the meeting at which the statement is provided will give notice that the Board intends to make this statement.

Utah Code § 59-2-919(4)(b) (2026)

3. 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 t~~The Board may not hold~~s~~ another meeting on the same date to address general business items and may not hold another public hearing on the same date~~, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)~~. The meeting must begin at or after 6:00 p.m., and the meeting time may not be scheduled at the same time as the public hearing of another overlapping taxing entity in the same county as the District. The meeting must also be available for individuals to attend or participate either in person or remotely through electronic means.

   Utah Code § 59-2-919(8)(b)(i), (c), (e), (f) (2026)

D. Giving Notice of Meeting

1. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given for at least 24 hours by:

   a. Posting written notice at the local Board of Education office;

   b. Posting notice on the Utah Public Notice Website; and,

   c. Posting notice on the District's website, https://www.besd.net/.

   d. 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)

   e. When the Board meeting is for the purpose of a public hearing on a proposed tax increase which exceeds the certified tax rate, the Board shall also, at least 24

hours before the hearing, post on the District website instructions as to how individuals can connect to and participate virtually in the public hearing.

Utah Code § 59-2-919(6)(b)(ii), (8)(g)(i) (2026)

E. Emergency Meeting

1. 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)

F. Annual Budget Meeting Notice

1. In addition to complying with the aforementioned public notice requirements, in regards to the budget hearing, the Board shall do the following:

   a. 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

      1) The public hearing notice will include information on how the public may access the proposed budget.

   b. File a copy of the proposed budget with the Board's business administrator for public inspection; and

   c. Post a copy of the proposed budget on the District's website.

      Utah Code § 53G-7-303(3) (2025)

   d. I~~n addition, i~~f the Board is considering a tentative or proposed budget which 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 required meetings and hearing as required by Utah Code § 59-2-919 and Utah Code § 59-2-924.

      Utah Code § 53F-8-201(3) (2019)

Utah Code § 59-2-919 (2026)
Utah Code § 59-2-924 (2026)

G. Bond or Tax Increase Election Hearing Notice

1. 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):

   a. On the Statewide Electronic Voter Information Website for 30 consecutive days before the election on the proposition;

   b. On the District's website in a prominent place for 30 consecutive days before the election on the proposition;

   c. 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)

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

   Utah Code § 59-1-1605(3)(b) (2016)

H. Bond Issuance Hearing Notice

1. 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 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)

I. Lease Revenue Bond Notices

1. In addition to complying with the aforementioned public notice requirements, before issuing a lease revenue bond for more than $10,000,000, the Board shall

   a. make the required meeting statement,

   b. publish notice of the proposed issuance of the lease revenue bond and notice of the related public hearing, and

   c. hold a public hearing on the proposed issuance. The hearing shall be conducted as provided in Utah Code § 11-14-103(6) (2024) for lease revenue bonds.

      1) The required meeting statement must be made during a meeting at least 14 days before the public hearing and the Board's agenda must have a separate item for the Board statement. The statement must indicate the Board's intent to issue a lease revenue bond and the purpose and estimated amount of the bond.

      2) The notice must provide the date, time, place, and purpose of the public hearing. The notice must clearly state that the Board intends to issue a lease revenue bond, explain the purpose, proposed amount, and length of term of the bond and the annual amount that will be required to be paid in principal and interest. The notice must identify the intended lessee of the facility to be constructed using the proceeds from the bond and the expected amount of lease payments that the lessee will pay. The notice must include a statement substantially as follows: "This proposed lease revenue bond commits money from future property tax and income tax revenue allocated to the school district. Additionally, a lease revenue bond generally has a higher interest cost than a voter-approved general obligation bond." The notice shall meet the format requirements set forth in Utah Code § 11-14-103(6)(e)(iv)(A). The notice shall be published in a newspaper or newspapers of general circulation in the District once each week for the two weeks before the public hearing on the bond issuance and may not be placed in the portion of the newspaper where legal notices and classified advertisements appear. The notice shall also be published electronically on the public notice website established under Utah Code § 45-1-101 for at least two weeks before the public hearing on the bond issuance. The notice shall also be published as a class A notice for at least two weeks before the public hearing on the bond issuance (posted at the Board of Education office, posted on the Utah Public Notice Website, and posted on the District's website).

      Utah Code § 11-14-103(6) (2024)
      Utah Code § 45-1-101 (2023)

Utah Code § 63G-30-102(1) (2023)

J. Budget Appropriation Increase Meeting Notice

1) 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.

b. Utah Code § 53G-7-305(6)(b) (2019)

K. School Closure or Boundary Change Hearing Notice

1. 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 School Closures and Boundary Changes must also be met.

   Utah Code § 53G-4-402(24) (2026)

L. Board Member Compensation Hearing Notice

1. 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 before the meeting

   Utah Code § 53G-4-204(3) (2023)

POLICY 1074

Board Meetings: Closed Meetings

A. A closed meeting may be held upon a two-thirds affirmative vote of the Board members present at a meeting for which public notice was given pursuant to Utah Code § 52-4-202, providing a quorum is present. No resolution, rule, regulation, contract or appointment shall be approved at a closed meeting, nor may the Board interview an applicant to fill an elected position at such a meeting. The recording and minutes of an open meeting at which the vote is taken to hold a closed meeting shall contain the reason or reasons for holding a closed meeting and the votes, by name, of the members present, either for or against the proposition to hold such a meeting. No vote may be taken in a closed meeting except a vote on a motion to end the closed portion of the meeting and return to an open meeting. A motion to end the closed portion of the meeting may be approved by a majority of the members present.

Utah Code § 52-4-204 (2024)

B. Closed meetings may only be held for the following purposes:

1. Discussion of the character, professional competence, or physical or mental health of an individual;

    a. However, the Board may not interview a person applying to fill an elected position, midterm vacancy or temporary absence in a closed meeting regardless of whether the interview may include a discussion of the character, professional competence, or physical or mental health of the applicant.

2. Strategy sessions with respect to collective bargaining or pending or reasonably imminent litigation; or

3. Strategy sessions with respect to the purchase, exchange, or lease of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms; or

4. Strategy sessions with respect to the sale of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms, but only if the Board previously gave public notice that the property would be offered for sale, and the terms of the sale are publicly disclosed before the Board approves the sale; or

5. Discussion regarding deployment of security personnel, devices, or systems;

6. Investigative proceedings regarding allegations of criminal misconduct; or

7. The Board is fulfilling one of the following procurement functions:

    a. Deliberations as an evaluation committee regarding a solicitation or as protest officer regarding a protest; or

    b. Consideration of information designated as a trade secret if the consideration is necessary to properly conduct a procurement; or

    c. Discussion of information provided to the Board during a procurement if (at the time the Board meets) the information may not be disclosed to the public or procurement participants and the Board needs to review or discuss the information to properly fulfill its role and responsibilities in the procurement process.

C. If the meeting is closed for any reason stated in paragraph 1 or 5 of this Section, then the person presiding must sign a sworn statement affirming that the sole purpose of closing the meeting was to discuss those specific topics, and neither a recording nor minutes shall be kept of that portion of the closed meeting.

Utah Code § 20A-1-511(3)(d) (2025)
Utah Code § 52-4-205 (2026)
Utah Code § 52-4-206(6) (2023)

POLICY 2031

Procurement of Construction: Construction Bonds and Security

A. Bid Security Requirements

1. Bid security in an amount equal to at least 5% of the amount of the bid shall be required for all competitive bidding for construction contracts estimated to exceed $50,000. The Procurement Official may require an acceptable bid security for construction projects of $50,000 or less. Bid security shall be a bond provided by a surety company authorized to do business in this state, the equivalent in cash, or any other form satisfactory to the District.

2. When a bidder fails to comply with the requirement for bid security described in the invitation for bids, the bid shall be rejected as nonresponsive.

3. After the bids are opened, they shall be irrevocable for the period specified in the invitation for bids. If a bidder is permitted to withdraw a bid before award, no action shall be taken against the bidder or the bid security. If the successful bidder fails or refuses to enter into the contract or furnish the additional bonds required, then the bidder's bid security may be forfeited.

4. When issuing an invitation for a bid, the Procurement Official may not require a person or entity who is bidding for a contract to obtain a bond from a specific insurance or surety company, producer, agent, or broker.

   Utah Code § 63G-6a-1102 (2020)
   Utah Code § 63G-6a-1103(2) (2026)
   Utah Admin. Rules R33-111-201 (October 22, 2024)

B. Required Bonds

1. When a construction contract is awarded by the District in excess of $50,000, the contractor to whom the contract is awarded shall deliver the following bonds or security to the District, which shall become binding on the parties upon the execution of the contract:

   a. a performance bond satisfactory to the District that is in an amount equal to 100% of the price specified in the contract and is executed by a surety company authorized to do business in this state or any other form satisfactory to the District; and

b. a payment bond satisfactory to the District that is in an amount equal to 100% of the price specified in the contract and is executed by a surety company authorized to do business in this state or any other form satisfactory to the District, which is for the protection of each person supplying labor, service, equipment, or material for the performance of the work provided for in the contract.

2. The performance bond shall be delivered to the District within fourteen days of the contractor receiving notice of the award of the construction contract. If the contractor fails to deliver the required performance or payment bond, the contractor's bid shall be rejected, its bid security may be enforced, and award of the contract may be made to the next lowest responsive and responsible bidder or next highest ranked offer.

3. The Procurement Official may not require a contractor to whom a contract is awarded to obtain a performance or payment bond from a specific insurance or surety company, producer, agent, or broker.

   Utah Code § 53E-3-704(2) (2026)
   Utah Code § 63G-6a-1103 (2026)
   Utah Admin. Rules R33-111-301 (October 22, 2024)
   Utah Admin. Rules R33-111-303 (October 22, 2024)

C. Form of Bonds

1. The form of the bonds required by this policy shall be established by rule made by the Procurement Policy Board. Any person may obtain from the District a certified copy of a bond upon payment of the cost of reproduction of the bond and postage, if any.

   Utah Code § 63G-6a-1105 (2020)

POLICY 2036

Procurement of Construction: Construction Management Methods

A. Common Construction Management Methods

1. Single Prime (General) Contractor. The single prime contractor method is typified by one business, acting as a general contractor, contracting with the District to timely complete an entire construction project in accordance with drawings and specifications provided by the District. Generally, the drawings and specifications are prepared by an architectural or engineering firm under contract with the District. Further, while the general contractor may take responsibility for successful completion of the project, much of the work may be performed by specialty contractors with whom the prime contractor has entered into subcontracts.

2. Multiple Prime Contractors. Under the multiple prime contractor method, the District contracts directly with a number of general contractors or specialty contractors to complete portions of the project in accordance with the District's drawings and specifications. The District may have primary responsibility for successful completion of the entire project, or the contracts may provide that one or more of the multiple prime contractors has this responsibility.

3. Design-Build. In a design-build project, an entity, often a team of a general contractor and a designer, contract directly with the District to meet the District's requirements as described in a set of performance specifications and/or a program. Design responsibility and construction responsibility both rest with the design-build contractor. This method can include instances where the design-build contractor supplies the site as part of the package.

4. Construction Manager Not at Risk. A construction manager is a person experienced in construction that has the ability to evaluate and to implement drawings and specifications as they affect time, cost, and quality of construction and the ability to coordinate the construction of the project, including the administration of change orders as well as other responsibilities as described in the contract.

5. Construction Manager or General Contractor (Construction Manager at Risk). The District may contract with the construction manager early in a project to assist in the development of a cost-effective design. In a Construction Manager/General Contractor (CM/GC) method, the CM/GC becomes the general contractor and is at risk for the responsibilities of a general contractor for the project, including meeting the specifications, complying with applicable laws, rules and regulations, that the project will be completed on time and will not exceed a specified maximum price.

Utah Admin. Rules R33-113-203(4) (October 22, 2024)

B. Selection of Construction Management Methods

1. For public school construction projects under $3,000,000, the District will use the design-bid-build method unless the Division of Facilities Construction and Management approves an alternative delivery method.

   Utah Code § 63A-5b-1203(4) (2026)

2. For public school construction exceeding $3,000,000, the District will use one of the following methods:

   a. Design-bid-build;

   b. Design-build; or

   c. A construction manager general contractor.

3. However, to use a construction manager general contractor, the District must employ or contract with qualified construction management staff with demonstrated construction manager general contractor experience, must submit and obtain approval of a detailed project management plan from the Division, and must demonstrate to the Division that doing so is appropriate considering:

   a. when the project must be ready to be occupied;

   b. the type of project;

   c. the extent to which the requirements of the District and the way they are to be met are known;

   d. the location of the project;

   e. the size, scope, complexity, and economics of the project;

   f. the source of funding and any resulting constraints necessitated by the funding source;

   g. the availability, qualification, and experience of District personnel to be assigned to the project and the amount of time that the District personnel can devote to the project; and

   h. the availability, qualifications, and experience of outside consultants and contractors to complete the project under the various methods being considered.

Utah Code § 63A-5b-1203(1), (2)(a) (2026)
Utah Code § 63G-6a-1302(3) (2026)

C. Construction Manager General Contractor Selection

1. If the District uses a construction manager or general contractor, the construction manager general contractor shall be selected using a standard procurement process or a valid exception to a standard process. In addition, when entering into a subcontract that was not specifically included in the construction manager general contractor's cost proposal, the construction manager general contractor shall procure the subcontractor by using a standard procurement process or a valid exception to a standard process in the same manner as if the subcontract work was procured directly by the District. A construction manager or general contractor contract may include provision by the contractor of operations, maintenance, or financing.

   Utah Code § 63A-5b-1203(5) (2026)
   Utah Code § 63G-6a-1302(4), (5), (8) (2026)
   Utah Admin. Rules R33-113-205(1), (2) (October 22, 2024)

D. Design-Build Contract Provision

1. A design-build contract may include a provision for obtaining the site for the construction project. A design-build contract may include provision by the contractor of operations, maintenance, or financing.

   Utah Code § 63A-5b-1203(1) (2026)
   Utah Code § 63G-6a-1302(6), (7) (2026)

POLICY 2181

District Emergency ~~Response~~ Plan

A. Adoption of Plan

1. Pursuant to Utah Code § 53G-4-402(20) and Utah State Board of Education regulations, the Board shall adopt and implement a comprehensive emergency ~~response~~ plan to prevent and combat violence in the schools, on school grounds, on school vehicles, and in connection with school-related activities and events and to address recovery from an emergency. The plan shall include an Emergency Preparedness Plan, and Emergency Response Plan, and an Emergency Recovery Plan. ~~Existing plans shall be modified as needed to conform to the requirements of rules issued by the State Board of Education.~~ Plans shall be reviewed at least once every three years and updated as needed.

   Utah Code § 53G-4-402(20)(a) (2026)
   Utah Admin. Rules R277-400-2(8), (9), (10) (November 7, 2025)
   Utah Admin. Rules R277-400-3(4) (November 7, 2025)

2. An Emergency Preparedness Plan includes the policies and procedures developed to promote the safety and welfare of students, protect District property, or regulate the operation of schools during an emergency occurring within the District or a school. The purpose of this plan is to safeguard students, staff, and patrons before, during and after any emergency or disaster.

   Utah Admin. Rules R277-400-2(8) (November 7, 2025)

3. An Emergency Response Plan is a District or school plan to prepare and protect students and staff in the event of natural disasters, technological or school security emergencies.

   Utah Admin. Rules R277-400-2(10) (November 7, 2025)

4. An Emergency Recovery Plan includes the policies and procedures developed to return a school or the District back to ordinary daily routine after an emergency by restoring programming, operations, and the school environment. The purpose of this plan is to manage immediate, short term, and long-term recovery from an emergency incident. It must address academic recovery (resuming educational programming, teaching and learning); business services recovery (resuming operations that aid the provision of teaching and learning and other essential services); health, wellbeing, and behavioral recovery (awareness of community resources to assist the school

community); and physical and structural recovery (restoring buildings, equipment, and supplies).
Utah Admin. Rules R277-400-2(2), (3), (9), (13), (19) (November 7, 2025)
Utah Admin. Rules R277-400-8 (November 7, 2025)

B. Emergency ~~Response~~ Plan Committee

1. The Board of Education shall appoint a committee to assist with development or revision or review of emergency ~~response~~ plans. The committee shall consist of appropriate school and community representatives, which may includ~~eing the district safety and security specialist, and may include~~ administrators, school safety directors, school safety and security specialists, school nurses, teachers, parents, officers of other governmental entities (municipalities, counties, or others), and fire and law enforcement personnel. The committee shall include representatives of governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels.

   Utah Admin. Rules R277-400-3(3) (November 7, 2025)
   Utah Code § 53G-8-701.8 (2026)

C. Contents of Plan

1. The District ~~Comprehensive~~ Emergency ~~Response~~ Plan shall

   a. include prevention, intervention, and response components, including standard response protocols as established by the state security chief;

   b. be consistent with the student conduct and discipline policies required for school districts by statute;

   c. require professional learning for all district and school building staff on the staff's roles in the emergency response plan;

   d. provide for coordination with local law enforcement and other public safety representatives in preventing, intervening, and responding to violence in the schools, on school grounds, on school vehicles, and in connection with school-related activities and events;

   e. include a process to timely notify staff of a crisis;

   f. include a student and parent notification policy that uses safe messaging;

   g. identify one or more SafeUT liaisons to provide information from SafeUT to relevant stakeholders, communicate with SafeUT concerning updates and

feedback, and attend the annual SafeUT training provided by the State Superintendent;

h. include procedures to notify a student who is off-campus at the time of a school violence emergency because the student is either participating in a school-related activity or excused from school for released-time religious instruction;

i. include, to the extent practicable, standards and protections for participants and attendees at school-related activities, including those off school property;

j. include measures to assure that during an emergency students receive reasonably adequate educational services and supervision during school hours during an emergency and for education services in an extended emergency situation;

k. include implementation and maintenance of the incident response method established by the state security chief (which requires marking internal rooms and hallways with standard designations);

l. include evacuation procedures to assure reasonable care and supervision of students until the student is released to a responsible party or as is permitted under State Board of Education regulation;

m. address access to school buildings by specific groups, including students, community members, lessees, invitees, and others;

n. include measures to assure that students and adults receive emergency preparedness training, including developmentally appropriate and age-appropriate training regarding rescue techniques, first aid~~,~~. Hold, Secure, Lockdown, Evacuate, and Shelter protocols; Avoid, Deny, Defend, and Aid protocols; safety measures appropriate to specific emergencies and other emergency skills;

o. establish a multidisciplinary team to identify interventions for students who may be highly impacted by a crisis;

p. identify and keep a record of crisis response professionals who may assist in crisis response and resources and community partnerships for follow-up or intensive care after a crisis;

q. identify resources and materials available for emergency training;

r. contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs; and

s. provide procedures for recording District funds spent for emergencies (including funds spent for assessing and repairing damages) and for seeking reimbursement for such expenditures.

Utah Code § 53G-4-402(20)(b) (2026)
Utah Admin. Rules R277-400-4(4), -5, -6(1), -11, 12(2)(b), -13(1) (November 7, 2025)

D. Formulation and Review of Plan

1. In creating the ~~comprehensive~~ emergency ~~resource~~ plan, the Board shall consider and make use of resources provided by the Utah State Board of Education, including the plan models and other resources prepared by the State Board as provided for in Utah Code § 53G-4-402(18)(c), recommendations provided by the emergency response plan committee, and may consider such other resources it finds helpful.

   Utah Code § 53G-4-402(18)(c) (2026)

2. The Board may direct individual schools to develop and implement school-specific emergency response plans to supplement the District's plan according to the needs and features of the school. New school staff shall be made aware of the emergency plan as part of orientation.

   Utah Admin. Rules R277-400-3(2) (November 7, 2025)

3. The District shall establish a parent and student reunification plan for each school in the District. Such plan shall provide for reasonable care and supervision of students until the student is released to a responsible party. Schools shall not release students grade 8 or below unless a parent or other responsible person has been notified and assumed responsibility for the student. A school may release a student grade 9 or above without such notification if a school administrator determines that the student is reasonably responsible and that notification is not practicable.

   Utah Admin. Rules R277-400-5(1)(c) (November 7, 2025)

4. The District emergency response plan shall be reviewed at least once every three years, with the assistance of the District emergency response plan committee appointed by the Board of Education. As part of the review process, each school shall review existing security measures and procedures within that school and make necessary adjustments as funding permits.

   Utah Admin. Rules R277-400-3(4) -7(1)(b) (November 7, 2025)

E. Public Notice of Plan

1. A copy of the District emergency ~~response~~ plan and any school emergency ~~response~~ plans shall be filed in the superintendent's office. At the beginning of each school year, written notice of the pertinent portions of the District plan and any school plan shall be provided to the parents of students at each school and the staff of each school. Each school shall also designate an Emergency Preparedness, Emergency Response, and Emergency Recovery week each year before April 30 with activities as described in Utah State Board of Education regulation.

   Utah Admin. Rules R277-400-4(1), (2), (3) (November 7, 2025)

F. Emergency Preparedness Training

1. The Board of Education shall, by July 1 of each year, certify to the State Superintendent that the District emergency ~~response~~ plan has been practiced at the school level and has been presented to and reviewed by the District's teachers, administrators, students and their parents or guardians, and public safety representatives.

   Utah Admin. Rules R277-400-3(1) (November 7, 2025)

2. The District shall provide annual training to District and school staff on their roles, responsibilities, and priorities in the emergency response plan.

   Utah Admin. Rules R277-400-7(1)(a) (November 7, 2025)

3. Each school shall conduct emergency drills as required by ~~Utah Admin. Rules R277-400-6 and R277-400-7(1)(b)~~ Utah Code § 15A-5-202.5(2)(d).

   Utah Admin. Rules R277-400-6, -7(1)(b) (November 7, 2025)

G. School Building Access

1. With respect to building access during an emergency by various groups (including students, employees, community members, lessees, invitees, and others), the emergency response plan shall consider identified time periods and shall address possession and use of school building keys by designated administrators and employees. The plan may include restricted access for some individuals.

   Utah Admin. Rules R277-400-5(1)(c) (November 7, 2025)

H. Cooperation With Other Government Entities

1. As appropriate, the Board of Education may enter into cooperative agreements with other governmental entities to establish proper coordination and support during emergencies.

2. The Board shall cooperate with other governmental entities to provide emergency relief services in times of public need. For statewide emergencies or emergencies involving more than one school district, the State Superintendent is the chief officer to coordinate assistance by the schools. For emergencies within the school district, the Board of Education, through the superintendent, is the chief officer to coordinate assistance by the schools.

   Utah Admin. Rules R277-400-10 (November 7, 2025)

POLICY 2182

School Safety

A. Safety Needs Assessment

1. Unless an exception or modification is granted by the state security chief, the District shall ensure that a school safety needs assessment is conducted by October 15th of an applicable year, for each school or K-12 campus in the District. The assessment must be conducted at least once every three years for each school or K-12 campus. The District shall update the assessment schedule as necessary to ensure compliance with the three-year assessment requirement. The District may implement a rotating or staggered schedule for the assessments provided that each school within a K-12 campus is assessed at least once every three years and the District documents the schedule and shares it with the state security chief, the School Safety Center, the county security chief, and the law enforcement agency with primary jurisdiction over the school's physical location (referred to in this policy as the "local law enforcement agency").

2. A school's assessment is conducted by the school safety specialist in collaboration with the county security chief and with the local law enforcement agency.

3. The assessment will be that selected by the state security chief in collaboration with the School Safety Center and will determine needs and deficiencies regarding

   a. appropriate school safety personnel (including necessary supports, training, and policy creation for personnel),

   b. physical building security and safety (including required upgrades to facilities and safety technology),

   c. the school's current threat and emergency response protocols (including any emergency response agreements with local law enforcement),

   d. if applicable, a school's current visitor management protocols, including alignment with recommended best practices as described in Utah Code § 53G-8-806;

   e. student threat assessment information as defined below;

f. cardiac emergency preparedness (including an inventory of whether automated external defibrillators are present and accessible, maintenance status, and current staff training offerings) and

g. compliance with the universal access key box requirements.

4. The District shall report the results of each school safety needs assessment to the state security chief and the School Safety Center.

Utah Code § 53-25-701(1)(a) (2026)
Utah Code § 53G-8-701.5(1)(a), (c), (3) (2026)
Utah Code § 53G-8-806(6)(b)(iii) (2026)

B. Safety Personnel

1. Unless an exception or modification is granted by the state security chief, the District shall appoint or designate school safety personnel as required by statute and according to the timeline established by the state security chief. The personnel shall include a school safety and security specialist for the District, a school safety and security specialist for each school campus, and (for each school and based on the results of the school safety needs assessment) at least one school resource officer or school guardian. A school may have the same individual serve in more than one of these roles if the school notifies the School Safety Center and the state security chief of the decision to do so.

Utah Code § 53G-8-701.5(2), (3) (2026)
Utah Code § 53G-8-701.8(1) (2026)

2. District Safety and Security Specialist

a. The District school safety and security specialist is the District point of contact for the county security chief, local law enforcement, and the state security chief. The school safety and security specialist:

1) Shall collaborate and maintain effective communications with local law enforcement, the county security chief, the District, and school-based behavioral and mental health professionals to ensure adherence with all policies, procedures, protocols, rules, and regulations relating to school safety and security;

2) Shall, as applicable, coordinate security responses among school safety and security specialists, school resource officers, and school guardians;

3) If the school safety and security specialist is a District employee, shall be a member of the multidisciplinary team;

4) Shall, only once complete the training requirements for school guardians;

5) Shall complete the school resource officer~~s~~ and administrator training the state security chief approves in consultation with the School Safety Center; and

6) If serving as a backup school guardian, satisfy all the requirements that apply to a school guardian.

Utah Code § 53G-8-701.5(2)(b) (2026)
Utah Code § 53G-8-701.8(2) (2026)
Utah Code § 53-22-105(1)(a), (b), (d) (2026)
Utah Code § 53G-8-702 (2024)
Utah Code § 53G-8-703(4)(a)(ii) (2024)
Utah Code § 53G-8-213(1)(a) (2026)
Utah Admin. Rules R277-400-2(25) (November 7, 2025)

b. The school safety and security specialist does not have authority to act in a law enforcement capacity. The specialist may take actions necessary to prevent or abate an active threat and may temporarily detain an individual when the specialist has reasonable cause to believe the individual has committed or is about to commit a forcible felony. Except during an active threat, if the specialist is carrying a firearm on school grounds it shall be carried in a concealed manner and may not be displayed or open carried.

Utah Code § 53G-8-701.8(3), (4) (2026)
Utah Code § 76-2-402(1) (2022)

C. School Safety and Security Specialist

1. A school safety and security specialist shall be designated for each school campus in the District from among the employees of that school campus. The specialist may not be the school principal or a teacher. (A teacher is an employee who has an assignment to teach in a classroom.) During an active emergency at the school, the specialist is subordinate to any responding law enforcement officers.

Utah Code § 53G-8-701.6(1), (2), (4) (2026)
Utah Code § 53G-8-701.5(2)(a)(i) (2026)

Utah Admin. Rules R277-400-9(4) (November 7, 2025)

2. The school safety and security specialist:

   a. Reports directly to the principal;

   b. Oversees school safety and security practices to ensure a safe and secure school environment for students and staff;

   c. Ensures adherence with all policies, procedures, protocols, rules, and regulations relating to school safety and security through collaborating and maintaining effective communications with, as applicable:

      1) The principal;

      2) School staff;

      3) The school resource officer;

      4) The school guardian;

      5) Local law enforcement;

      6) The county security chief;

      7) The school safety and security specialist;

      8) The District; and

      9) School-based behavioral and mental health professionals;

   d. In collaboration with the county security chief and the local law enforcement agency:

      1) Conducts the school safety needs assessment;

      2) Submits the completed assessments to the School Safety Center by October 15 of each year; and

         a) Assessments will be shared with the Board in closed session for deployment of security personnel, devices, or systems; and

3) Reviews the results of the school safety needs assessment to recommend and implement improvements to school facilities, policies, procedures, protocols, rules, and regulations relating to school safety and security;

e. Serves as a member of the multidisciplinary team;

f. When deemed necessary by the specialist, conducts a behavioral threat assessment using an evidence-based tool recommended by the state security chief;

g. Monitors and regularly reports to the principal, local law enforcement, and the Superintendent or designee security risks for the school resulting from either issues with school facilities or the implementation of practices, policies, procedures, and protocols relating to school safety and security;

h. Coordinates with local first responder agencies to implement and monitor safety and security drills in accordance with policy and applicable procedures and protocols;

i. Ensures that school staff and, when appropriate, students, receive training on and remain current on the school's safety and security procedures and protocols;

j. Following an event where security of the school has been significantly compromised, organizes a debriefing following the recommendations from the state security chief, in collaboration with the School Safety Center, regarding strengthening school safety and security practices, policies, procedures and protocols with (as applicable):

1) The principal;

2) School staff;

3) The school resource officer;

4) The school guardian;

5) Local law enforcement;

6) The county security chief;

7) The school safety and security specialist;

8) The District; and

9) School-based behavioral and mental health professionals;

k. Abides by District, school, and law enforcement policy outlining the chain of command;

l. During an emergency and as applicable, coordinates with the:

1) School resource officer;

2) School guardian;

3) School administrators; and

4) Responding law enforcement officers;

m. Follows District, school, and law enforcement student privacy policies (including state and federal privacy laws);

n. Participates in annual training selected by the state security chief; and

o. Remains current on:

1) A comprehensive school guideline selected by the state security chief;

2) The duties of a school safety and security specialist; and

3) The school's emergency response plan.

Utah Code § 53G-8-701.6(3) (2026)
Utah Code § 53G-8-213(1)(d) (2026)
Utah Admin. Rules R277-400-9(2), (4) (November 7, 2025)

3. School resource officer

a. A school resource officer is a law enforcement officer who provides law enforcement services for the District under a contract between the District and the officer or the officer's law enforcement agency.

Utah Code § 53G-8-701(7) (2026)

Utah Code § 53-22-105(3), (8), (14) (2025)

b. The school resource officer's responsibilities and duties are as outlined in Policy 2090 Contracts for School Resource Officer Services and in the contract between the District and the law enforcement agency.

4. School guardian

a. A school guardian is a school employee who meets the eligibility requirements and has been approved to be a school guardian by the school's principal (or the Superintendent if a principal applies to be a guardian). A school may designate more than one school guardian. An employee's school guardian status may be revoked at any time by the school principal, county sheriff, or state security chief.

Utah Code § 53-22-105(3), (8), (15) (2026)

b. A school employee may volunteer to be a school guardian if the employee's regular work duties and responsibilities must require the employee to be physically present at the school's campus while school is in session. The principal, a teacher, or a person whose primary responsibilities require the employee to be primarily present in a classroom to teach, care for, or interact with students are not eligible unless the person is employed at a school with 350 or fewer students, or employed at a school with adjacent campuses as determined by the state security chief, or unless an exception is made by the state security chief.

Utah Code § 53-22-105(1)(g) (2026)
Utah Code § 53G-8-701.5(3) (2026)

c. To be qualified for designation as a school guardian, an eligible employee must:

1) Satisfactorily complete the initial training for a school guardian within the prior six months;

2) Hold a valid firearm concealed carry permit;

3) Certify to the sheriff of the county where the school is located that the employee has undergone the initial training and intends to serve as a school guardian;

4) Complete an initial "fit to carry" assessment the Department of Health and Human Services approves and a provider administers and maintain

compliance with mental health screening requirements consistent with law enforcement standards; and

5) Be approved by the school administrator to be a school guardian.

Utah Code § 53-22-105(3)(a) (2026)

d. A school guardian must complete the required annual and biannual training to retain the designation of a school guardian.

Utah Code § 53-22-105(1)(a), (b), (3)(b) (2026)

e. A school guardian does not have authority to act in a law enforcement capacity. The guardian may take actions necessary to prevent or abate an active threat and may temporarily detain an individual when the guardian has reasonable cause to believe the individual has committed or is about to commit a forcible felony.

Utah Code § 53-22-105(7) (2026)

f. Except during an active threat, ~~if the~~ a school guardian's ~~is carrying a~~ firearm ~~on school grounds it~~ shall be carried in a concealed manner and may not be displayed or open carried. The guardian shall ensure the firearm is immediately accessible to respond to active threats during the guardian's assigned duty hours. A guardian may temporarily store the guardian's firearm ~~on school grounds only if the firearm is stored~~ in a biometric gun safe~~, that safe is~~ located in the guardian's office but only for brief personal needs such as restroom use, or during required activities where carrying is physically impractical and storage is approved by the school administrator, or at the end of the guardian's shift. The firearm must be immediately retrievable by the guardian and the temporary storage must not exceed 15 minutes (except as approved by the school administrator for documented necessity) and the storage must occur only when ~~and~~ the guardian is physically present on school grounds ~~while the firearm is stored in the safe~~.

Utah Code § 53-22-105(5) (2026)

g. Except when it occurs during a training exercise, a school guardian who points a firearm at an individual during the performance of the guardian's duties shall file a report which describes the incident, identifies the individuals involved, and includes any other information required by the state security chief. The report shall be submitted within 48 hours of the incident to the school administrator, school safety and security specialist, and the state security chief.

Utah Code § 53-22-105(11), (12), (13) (2026)

h. "Deadly force" means a force that creates or is likely to create, or that the individual using the force intends to create, a substantial likelihood of death or serious bodily injury to an individual. If a school guardian uses deadly force, the guardian shall be subject to investigation by the law enforcement agency with primary jurisdiction over the school's location. The guardian shall be placed on administrative leave pending the investigation. The guardian is not required to provide the report described in the paragraph above. The guardian is not required to participate in a voluntary interview. If the guardian chooses to participate in an interview, the interview may not be conducted sooner than two sleep cycles after the incident.

Utah Code § 53-22-105(1)(c), (14) (2026)
Utah Code § 76-2-408(1)(b) (2022)

i. A school guardian with active status in the school guardian program is not liable for civil damages or penalties if the guardian:

1) Threatens, draws, or otherwise uses a firearm reasonably believing the action to be necessary in compliance with Utah Code § 76-2-402 (regarding use of force in defense of a person); or

2) When carrying or storing a firearm, is acting in good faith and is not grossly negligent.

Utah Code § 53-22-105(10) (2026)
Utah Code § 76-2-402 (2022)

D. Student Threat Information Sharing

1. A "credible threat" is a threat that has been evaluated by a threat assessment team and determined to pose a potential risk of physical violence, serious bodily injury, or significant property damage to students, school personnel, or school property, based on

a. the specificity and plausibility of the threat,

b. the student's access to means to carry out the threat,

c. the student's history of concerning behaviors, and

d. other factors identified through evidence-based threat assessment protocols.

2. "Threat assessment information" means

   a. the nature and content of a credible threat,

   b. the name of the student who made the threat, including known aliases,

   c. the target or targets of the threat,

   d. the threat assessment team's evaluation and risk determination,

   e. any safety interventions or support services provided, and

   f. other information relevant to preventing violence and ensuring school safety.

3. The "threat assessment team" is a multidisciplinary team established by the District which includes a school administrator, school safety personnel (including a school safety and security specialist or a school resource officer), a mental health professional (if available), and other individuals as determined by the District.

4. When a student has presented a credible threat, the District shall report the threat assessment information to the State Board of Education and to others as required by State Board of Education regulations. The District shall also place a flag on a student's record when any of the following apply:

   a. a threat assessment team determines that the student has made a credible threat,

   b. the threat involves potential harm to a student, school personnel, or school property,

   c. the threat involves weapons or explosive devices, or

   d. the threat assessment team determines that sharing the information is necessary to protect student and school safety.

   Utah Code § 53G-8-806(1), (2), (3) (2026)

E. Universal Access Key Boxes

1. A “universal access key box” is a UL Standard 1037 compliant secure container designed to store and protect emergency access keys and devices.

2. “Emergency responder” means law enforcement, fire service, or emergency medical personnel authorized by local authorities to respond to school emergencies.

3. A school building shall include universal access key boxes that:

    a. Are installed at main entry points;

    b. Contain master keys and access devices providing complete access to all areas of the school;

    c. Are accessible only to authorized emergency responders;

    d. Are electronically monitored for tampering; and

    e. Are weather-resistant and vandal-resistant.

4. The District shall maintain universal access key boxes by:

    a. Conducting quarterly inspections;

    b. Updating the contents within 24 hours of any lock or access control changes;

    c. Maintaining current key and access device inventories;

    d. Documenting all inspections and updates; and

    e. Immediately replacing any damaged or malfunctioning boxes.

5. The District shall coordinate with the county security chief and local ~~emergency~~ first responders to:

    a. Determine optimal box placement;

    b. Establish access protocols;

    c. Maintain current emergency contact information; and

    d. Conduct annual reviews of box usage and effectiveness.

6. The District shall include universal access key box locations and protocols in school emergency response plans, building schematic diagrams provided to emergency responders, and school safety and security training materials.

   Utah Code § 53G-8-805(1), (5), (6) (2026)
   Utah Admin. Rules R277-471-4(1) – (4) (October 8, 2025)

F. Automated External Defibrillators

1. An "AED" is an automated external defibrillator.

2. A "cardiac emergency response plan," or "CERP," is a plan developed by a school that addresses the appropriate use of school personnel to respond to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while on school grounds.

3. "Emergency cardiovascular care" means immediate medical care provided to an individual experiencing a life-threatening cardiovascular emergency.

4. "Evidence-based core elements" means practices and standards for emergency cardiovascular care that are recommended by the American Heart Association or that are nationally recognized, evidence-based standards focused on emergency cardiovascular care.

5. Beginning with the 2026-2027 school year, each school in the District will develop a CERP that integrates evidence-based core elements. Each CERP will include:

   a. appropriate placement of an AED that:

      1) is determined by the CERP in accordance with guidelines for AED placement that an organization focused on emergency cardiovascular care establishes;

      2) is identified with appropriate signage;

      3) is on-site at the school or placed on school property in a location that is accessible within three minutes; and

      4) is maintained in an unlocked location on school property that enables placement on a victim within three minutes.

   b. designation of appropriate school staff to be trained in:

      1) first aid;

2) cardiopulmonary resuscitation, or CPR; and

3) AED use that follows evidence-based guidelines.

c. The staff designated to receive the training may include an educator, a school nurse, or an athletic trainer.

d. The District will test and maintain the AEDs according to the manufacturer guidelines. For each District school, the District will inform appropriate emergency services providers of the type of AED in place and the location or locations of AEDs in the school.

Utah Code § 53G-9-216 (2026)

G. Panic Alert Devices

1. Consistent with the results of the school safety needs assessment, the following ~~lead teacher in each classroom~~ shall be provided with a wearable panic alert device that shall communicate directly with public safety answering points (Box Elder Communication Dispatch Center): the lead teacher in each classroom and, beginning July 1, 2027, the school safety and security specialist, the school safety and security director, a school resource officer, a school guardian and an armed school security guard. Before the beginning of each school year, all school building personnel shall receive training on the protocol and appropriate use of the panic alert device.

Utah Code § 53G-8-805(2), (3) (2026)
Utah Code § 53G-8-805(2), (3) (2026)

H. Video and Audio Surveillance

1. District Security

a. Video and/or audio recording devices may be used to monitor the health, safety, and welfare of all students, staff, and visitors to district property and to safeguard District facilities. Such recordings may be stored as evidence of unsafe, disruptive, and/or illegal behavior and may become part of a student record, a personnel file, and/or a legal proceeding. The Superintendent or his designee shall ensure the secure storage of these records against tampering and according to the District's record retention schedule.

2. Notification

a. The District administration shall notify staff and students through student/parent and personnel handbooks that video/audio surveillance **may** occur on District property. The District **may** also provide notification through the posting of such notice at the main entrances of all District buildings and property, and on all buses in which video/audio surveillance may occur.

3. Access to Cameras

a. Each school security camera system shall be accessible by the local law enforcement agency and public safety answering points according to access protocols which shall be established in consultation with the local law enforcement agency.

Utah Code § 53-25-701(1)(c) (2026)
Utah Code § 53G-8-805(4)(a), (b) (2026)

4. Access to Recordings

a. Surveillance recordings will be released to the public only in conformance with applicable GRAMA provisions. In addition, the content of the surveillance recordings used as evidence in or investigation of specific student matters constitute student records which are confidential and protected under FERPA. When a surveillance recording kept in a student matter shows multiple students, then whether those students or their representatives may access the recording shall be determined on a case-by-case basis. The content of surveillance recordings used as evidence or in investigation of specific personnel matters are private records under GRAMA.

b. Staff and students are prohibited from tampering or otherwise interfering with the surveillance equipment and records. District administrative staff may review surveillance recordings to verify the occurrence of disruptive, unsafe, and/or illegal behavior. Parents or legal guardians shall only be allowed to view material that concerns their child in relationship to an alleged incident. Requests to inspect video/audio surveillance recordings must be made in writing.

c. The District Transportation Supervisor, Building Administrator, and/or the Superintendent's designee shall review all recordings that may be created from surveillance equipment on District vehicles.

d. If the record becomes the subject of a disciplinary proceeding, it shall be treated like all other evidence in the hearing as confidential and protected. Viewing of such records shall only be permitted at school-related sites including the

transportation office, school buildings, or District office. All viewing will include the building principal or his/her designee.

I. Law Enforcement Access to Security Cameras

1. The District shall make all security cameras in school buildings accessible by a local law enforcement agency and public safety access points, shall coordinate with the local law enforcement agency to establish appropriate access protocols, and shall physically mark all hallways and doorways consistent with the incident response method or system the state security chief creates.

   Utah Code § 53G-8-805(4) (2025)

J. School Visitor Management Protocols

1. A "controlled access point" is a designated entry point to a school building that school personnel or electronic surveillance monitors during school hours and which requires visitors to follow check-in procedures before accessing the school building interior.

2. "School hours" means the period during which students are present in the school building for instructional purposes.

3. A "visitor" is any individual who is not a current student or employee of the school, including parents, contractors and service providers, volunteers; and guests.

4. A "visitor management system" is a process or technology used to track, monitor, and manage visitors entering school facilities.

5. The District may establish visitor management protocols for schools in the District. If established, such protocols must provide for:

   a. designated controlled access points that require all visitors to:

      1) enter the school building through a main entrance or other designated entry point during school hours;

      2) report immediately to a central office or reception area before accessing other areas of the school building; and

      3) present valid government-issued identification or other acceptable identification the District may determine in its policy;

b. a visitor sign-in and sign-out process that records at minimum:

   1) the visitor's name;

   2) the date and time of entry and exit;

   3) the purpose of the visit; and

   4) the specific location or individual the visitor intends to visit;

c. procedures for:

   1) issuing visible identification, including a visitor badge or pass, that visitors must display prominently while on school grounds; and

   2) distinguishing between different types of visitors, such as parents, volunteers, contractors, and other guests;

d. protocols for monitoring and supervising visitors while on school grounds, including:

   1) requiring school personnel to accompany visitors when visitors access areas where students are present, except as District policy otherwise provides for parents or authorized volunteers;

   2) prohibiting visitor access to restricted areas; and

   3) procedures school personnel shall follow to challenge or question any individual without visible identification;

e. procedures for responding to visitors who:

   1) refuse to comply with visitor management protocols;

   2) pose a potential threat to school safety; or

   3) the District or school denies entry to the school;

f. clear signage at all school building entrances that:

   1) directs visitors to the designated controlled access point;

2) notifies visitors of the requirement to check in and obtain authorization before entering; and

3) states that the District prohibits unauthorized entry and that unauthorized entry may result in criminal prosecution under Utah Code § 76-6-206; and

g. annual training for school personnel on:

1) implementing and enforcing visitor management protocols;

2) identifying and responding to unauthorized individuals on school grounds; and

3) communication procedures with the school safety and security specialist or school safety and security director described in this policy.

6. A visitor management protocol established by the District shall provide reasonable accommodations in visitor management procedures for individuals with disabilities in compliance with the Americans with Disabilities Act, 42 U.S.C. Sec. 12101 et seq.

7. The District may establish reasonable exceptions to the visitor management requirements of a visitor management protocol for:

a. emergency situations requiring immediate access to the school building;

b. law enforcement officers, firefighters, or emergency medical personnel responding to an emergency;

c. volunteers or employees of an educational foundation who have successfully completed a background check and ongoing monitoring as required in Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements;

d. brief visits to exterior areas of the school campus that do not require entry into school buildings;

e. school-sponsored events held during regular school hours with larger than normal numbers of visitors on the school campus; and

f. school-sponsored public events held outside of regular school hours.

8. The District may also implement an electronic visitor management system that includes capabilities such as automated identification verification, integration with

sex offender registry databases, digital badge printing, automated visitor tracking and reporting and emergency notification capabilities. If the District implements an electronic visitor management system, the District shall maintain visitor data in accordance with Title 63G, Chapter 2, Government Records Access and Management Act, shall protect personally identifiable information and use such information solely for school safety purposes, and shall notify visitors of data collection practices in accordance with applicable privacy laws.

9. If the District has established any visitor management protocols, the school safety needs assessment conducted under this policy shall include information about the protocols, including but not limited to an evaluation of the adequacy of current visitor management protocols, physical infrastructure supporting controlled access, including entry vestibules, secure reception areas, and electronic access control systems, and recommendations for improvements to visitor management protocols and infrastructure.

   Utah Code § 53G-8-806 (2026)

K. Prevention and Intervention

1. The District shall provide schools with curriculum materials regarding comprehensive violence prevention and intervention strategies such as resource lessons and materials on anger management, conflict resolution, and respect for diversity and other cultures. In so doing, the District shall make use of materials and resources provided by the State Board of Education. Schools may also provide age-appropriate instruction on firearm safety, including appropriate steps to take if a student sees a firearm or facsimile firearm at school.

   Utah Admin. Rules R277-400-9(5), (6) (November 7, 2025)

2. To the extent resources permit, the District shall also develop or incorporate tiered student assistance programs. In developing student assistance programs, the District may coordinate with the State Superintendent and other state agencies.

   Utah Admin. Rules R277-400-9(3), (7) (November 7, 2025)

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(81).

   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 Admin. Rule R277-217-3(3) (November 21, 2025)

2. "Boundary violation." A boundary violation occurs when a staff member crosses verbal, physical, emotional, or social lines with a student or minor 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 or using profanity in the presence of a student;

   d. Employing favoritism to a student;

   e. Inappropriate gift giving to an individual student;

f. 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.

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) (November 21, 2025)

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 Employee Bullying and Hazing.

6. "Consensual sexual activity" means sexually explicit conduct involving an individual or consenting adults.

   Utah Admin. Rules R277-210-2(11) (November 21, 2025)

7. "Cyberbullying" means the same as that is defined by Policy 3010.

8. "Minor" means an individual under the age of 18 or an individual who an educator reasonably believes is under the age of 18 under the circumstances of the interaction.

   Utah Admin. Rules R277-210-2(36) (November 21, 2025)

9. "Neglect" has the same meaning as defined in Utah Code § 80-1-102(59).

   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) (2025)

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

    Utah Admin. Rule R277-322-2(3) (August 7, 2024)

B. Professional Conduct

1. District staff are expected to comply with all District policies and to adhere to all requirements of the law.

2. District staff are further expected to act professionally.

   a. 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.

b. It further includes integrity and honesty in relationships with others and conducting any financial business and accounting for funds honestly and with integrity.

c. District staff are expected to comply with appropriate dress and grooming standards as established by District policy, supervisor directives, and generally accepted professional standards.

d. 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 (November 21, 2025)

3. District staff are expected to observe and adhere to practices of confidentiality, privacy, and discretion. Confidentiality ensures that information is accessible only to those authorized to have access.

   a. Any information obtained during the scope and course of employment regarding an individual's educational record, including, but not limited to: health, behavior, schedule, home conditions, financial status, or employment record should be considered confidential, no matter how trivial it may seem.

      1) This includes information that may have been observed, written, verbally shared, or electronically transmitted.

4. 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(12) to (14) (November 21, 2025)

5. District staff may not engage in consensual sexual activity on school grounds, during contract hours, or while responsible for actively supervising students. 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, including equipment provided to the District through an education service provider. District staff may not knowingly use, view, create, distribute, or store pornographic or indecent material involving children at any time. District staff may not expose students to sensitive material as defined by Utah Code § 53G-10-103 and as determined by the District. (This restriction does not apply when District staff access pornographic or indecent material for the limited purpose of investigating a violation of this restriction or to enforce this restriction.) District staff may not expose a student to materials that are inappropriate given the age and maturity of the student.

Utah Admin. Rule R277-495-4(1)(c) (October 8, 2025)
Utah Admin. Rule R277-217-2(5), (18) to (22) (November 21, 2025)
Utah Code § 76-5c-208 (2026)

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.

   a. 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).

   b. This also includes respecting appropriate intrapersonal boundaries in interacting with students and avoiding behavior that could reasonably lead to the appearance of impropriety.

      1) An educator may not invite, suggest, or encourage a student to reconsider or change the student's sexual orientation or gender identity.

   c. An educator may not use his or her position, through language, instruction, materials, or symbols, to actively endorse, promote, or disparage another individual's race; color; religious belief; sex; national origin; marital status; political belief or creed; physical or mental condition; family, social, or cultural background; sexual orientation; or gender identification ~~particular partisan, religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint in a manger inconsistent with District policy~~.

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 or harassment based on race, color, ethnicity, national origin, sex, gender identity, sexual orientation, religion (or lack of religious affiliation or belief), political viewpoint 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. Rules R277-217-2(4) to (7), (9), (25) to (28) (November 21, 2025)
Utah Admin. Rules R277-217-3(2), (3) (November 21, 2025)
Utah Admin. Rules R277-322-2(2, (4) (August 7, 2024)
Utah Admin. Rules R277-322-3(3)(a) to (j) (August 7, 2024)
Utah Code § 53H-1-504(1), (2) (2025)
Utah Code § 63G-7-301(3)(a)(i), (b) (2025)

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. In addition, District staff may not knowingly engage in sexually explicit conduct with a former student within two (2) years of the student graduating or officially exiting from high school where the staff member works.

Flaskamp v. Dearborn Public Schools, 385 F.3d 935, 944 (6th Cir. 2004).
Utah Code § 76-5-422 (2025)
Utah Admin. Rules R277-210-2(44), (50) (November 21, 2025)
Utah Admin. Rules R277-217-2(6) (November 21, 2025)

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. Rules R277-322-3(3)(c), (k)(i) (August 7, 2024)

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 7, 2024)

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 7, 2024)

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. Rules R277-322-3(3)(k)(i), (4) (August 7, 2024)

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. Rules R277-322-3(3)(k)(ii) (August 7, 2024)

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) (2025)
   Utah Admin. Rules R277-322-3(5) (August 7, 2024)

3. Each staff member who is either an employee or a contractor must once every three years, attend sexual abuse and human trafficking prevention training as provided for under Policy 5090.

   a. *Utah Admin. Rules R277-322-3(3)(k)(iii) (August 7, 2024)*
   b. *Utah Code § 53G-9-207 (2024)*

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.

5. Each staff member who holds a Utah educator or administrative license must, each year, read and acknowledge reading Policy New Policy Parent Information Portal.

   Utah Code § 53G-6-806(4) (2026)

G. Public Notice of Code of Conduct

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

Utah Admin. Rules R277-322-3(3) (August 7, 2024)

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.

   Utah Code § 53G-9-601(1) (2025)

2. "Action plan" means a process to address an "incident."

   Utah Code § 53G-9-601(2) (2025)
   Utah Admin. Rules R277-613-2(2) (October 8, 2025)

3. ~~"Bullying (Staff)" means staff bullying or student bullying a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:~~

   ~~a. Creates an environment that a reasonable person would find hostile, threatening, or humiliating and~~

   ~~b. Substantially interferes with a student or employee's educational or professional performance, opportunities, or benefits.~~

   ~~c. It does not mean instances of~~

   ~~1) ordinary teasing, horseplay, argument, or peer conflict,~~

   ~~2) reasonable correction of behavior by a school employee, or~~

   ~~3) reasonable coaching strategies and techniques by a school employee who is a coach.~~

   Utah Code § 53G-9-601(3) (2025)

4. "Communication" means the conveyance of a message, whether verbal, written, or electronic.

   Utah Code § 53G-9-601(4) (2025)

5. "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.

      Utah Code § 53G-9-601(5) (2025)

6. "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

a) 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

b) 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.

b. 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 acquiesced in, the conduct.

Utah Code § 76-5-107.5 (2022)
Utah Code § 53G-9-601(6) (2024)

7. "Incident" means an incident of bullying, cyber-bullying, hazing, or retaliation which has been substantiated through a formal investigative process as described in this policy. An incident occurs at the same time and in the same place and may involve one or more students to whom the incident is directed, one or more students who instigate ~~as causes of~~ the incident, or a student as both a ~~subject~~ target and a cause of the incident.

Utah Code § 53G-9-601(7) (2025)
Utah Admin. Rules R277-613-2(8), (19) (October 8, 2025)

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(11) (2025)

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 or who works on a school campus.

Utah Code § 53G-9-601(13) (2025)

10. "Staff bullying" means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:

    a. Creates an environment that a reasonable person would find hostile, threatening, or humiliating and

    b. Substantially interferes with a student or employee's educational or professional performance, opportunities, or benefits.

    c. It does not mean instances of

        1) ordinary teasing, horseplay, argument, or peer conflict,

        2) reasonable correction of behavior by a school employee, or

        3) reasonable coaching strategies and techniques by a school employee who is a coach.

    Utah Code § 53G-9-601(14) (2025)
    Utah Admin. Rules R277-613-2(17) (October 8, 2025)

11. "Student bullying" means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

    a. Creates an environment that a reasonable person would find hostile and

    b. Interferes with a student's educational performance, opportunities, or benefits.

    c. It does not mean instances of

        1) ordinary teasing, horseplay, argument, or peer conflict,

        2) reasonable correction of behavior by a school employee, or

        3) reasonable coaching strategies and techniques by a school employee who is a coach.

    Utah Code § 53G-9-601(15) (2025)

Utah Admin. Rules R277-613-2(18) (October 8, 2025)

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

    Utah Admin. Rules R277-613-2(20) (August 8, 2025)

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 an incident of bullying shall result in disciplinary action up to and including termination, consistent with Policy 3044 Orderly School Termination for Employees.

3. Anonymous reports of bullying alone cannot constitute the basis for formal disciplinary action.

4. The school or District may also report an incident of bullying to law enforcement.

   Utah Code § 53G-9-602(1) (2024)
   Utah Code § 53G-9-605(3)(b) (2024)
   Utah Admin. Rules R277-613-4(1)(a) (October 8, 2025)

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 an incident of hazing or cyberbullying shall result in disciplinary action up to and including termination, consistent with Policy 3044 Orderly School Termination for Employees.

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 an incident of hazing or cyber-bullying to law enforcement.

Utah Code § 53G-9-602(2) (2024)
Utah Code § 53G-9-605(3)(b) (2024)
Utah Admin. Rules R277-613-4(1)(a) (October 8, 2025)

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 occurrence of bullying, cyberbullying, hazing, retaliation, or an alleged occurrence of abusive conduct.

2. School employees who engage in retaliation are in violation of this policy and an incident of retaliation shall result in disciplinary action up to and including termination, consistent with Policy 3044 Orderly School Termination for Employees.

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 occurrences.

Utah Code § 53G-9-603(1) (2024)
Utah Code § 53G-9-605(3)(c) (2024)
Utah Admin. Rules R277-613-4(1)(a) (August 8, 2025)

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 instances of false allegations shall result in disciplinary action up to and including termination, consistent with Policy 3044 Orderly School Termination for Employees.

Utah Code § 53G-9-603(2) (2024)
Utah Code § 53G-9-605(3)(d) (2024)
Utah Admin. Rules R277-613-4(1)(a) (October 8, 2025)

F. Creation or Distribution of Intimate Images Prohibited

1. No school employee may create or share (or otherwise distribute) a sexually explicit or nonconsensually intimate image of any student, employee, or other person associated with the school. School employees who violate this prohibition are in violation of this policy (and may be in violation of other policies) and for verified infractions are subject to disciplinary action up to and including termination, consistent with Policy 3044 Orderly School Termination for Employees. This restriction does not prevent an employee from sharing such an image with an administrator as part of reporting the image or in response to a request from an administrator for the image.

   Utah Admin. Rules R277-613-4(1)(a)(vii) (October 8, 2025)

G. Investigation and 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 individual ~~students subjected to the incident~~ targeted, the individual alleged to have engaged in prohibited conduct, the parents of the targeted student~~s~~ ~~subjected to the incident~~ and alleged perpetrator, any witnesses to the conduct, school staff familiar with the targeted student ~~subjected to the incident~~, 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) (October 8, 2025)

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) (October 8, 2025)

3. When it is determined that an incident has occurred, the school shall create and implement an action plan. While parents should be involved in the development and implementation of the action plan, the school may develop and implement the plan without parent involvement when the parent chooses not to participate in the process.

4. The action plan shall include a communication plan designed to keep each parent updated on the implementation of the plan. The communication plan shall provide for regular updates and communication shall include explaining the process for addressing the incident, informing the parent about the outcome of the investigation, and discussing safety considerations for the student at whom the incident was directed.

5. For the targeted student ~~at whom the incident was directed~~ and in direct coordination with that student's parent, the plan shall include

   a. a tailored response to the incident that addresses the student's needs,

   b. a mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident,

   c. notification of the consequences and plan to address the behavior of the student who caused the incident,

   d. supportive measures designed to preserve the student's access to educational services and opportunities, and

   e. to the extent available, access to other resources the parent requests for the student.

6. The action plan may not include a requirement that the student at whom the incident was directed change the student's education schedule or placement or participation in a school-sponsored sport, club, or activity.

7. For the student who caused the incident and in direct coordination with that student's parent, the plan shall include

   a. a range of tailored and appropriate consequences, making reasonable effort to preserve the student's access to educational services and activities,

   b. a process to determine and provide any needed resources related to the underlying cause of the incident,

   c. supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students, and

d. a process to remove the student from school in an emergency situation, including a description of what constitutes an emergency.

Utah Code § 53G-9-605.5 (2024)
Utah Code § 53G-9-605(3)(f), (h), (i) (2024)
Utah Admin. Rules R277-613-6(1), (2), (4) (October 8, 2025)

8. The student who caused the incident (or the student's parent) may appeal one or more of the consequences to that student which are included in the action plan through the same processes and procedures provided for appeal of other student disciplinary actions.

Utah Code § 53G-9-605.5(4) (2024)
Utah Admin. Rules R277-613-6(3) (October 8, 2025)

9. The action plan may include providing supportive services designed to preserve a a student's access to educational opportunities and a sense of safety ~~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) (October 8, 2025)

10. The action plan may also include ~~positive restorative justice~~ accountability practices ~~action~~, if permitted, including restorative justice practice. 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. The student at whom the incident was directed is *not* required to participate in a restorative justice practice with the student who caused the incident. 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(13) (October 8, 2025)
Utah Admin. Rules R277-613-5(7), (8)(a) (October 8, 2025)

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

Utah Admin. Rules R277-613-4(5) (October 8, 2025)

12. 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) (October 8, 2025)

H. 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.

2. Training to students, staff, and volunteers shall:

    a. Include information on:

        1) Bullying, cyberbullying, hazing, retaliation, and abusive conduct;

        2) 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;

        3) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination,

        4) 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~~ disability,

        5) The right of free speech and how it differs for students, employees, and parents; and

        6) Safe digital citizenship as defined in Utah Code § 53G-7-1202(1)(a);

    b. Complement the suicide prevention program required for students and the suicide prevention training required for licensed educators; and

c. Include information on when issues relating to these standards may lead to employee or student discipline.

Utah Code § 53G-9-607(1), (2) (2024)
Utah Admin. Rules R277-613-4(6) (October 8, 2025)
Utah Admin. Rules R277-613-5(1)(c) (October 8, 2025)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

d. 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~~ at least once every three years after the initial training.

Utah Admin. Rules R277-613-4(7) (October 8, 2025)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

e. 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.

f. 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 (October 8, 2025)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

g. 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(3)(i)(ii), (4) (2024)

h. The District may also offer voluntary training to parents and students regarding bullying, cyberbullying, hazing, and abusive conduct, and retaliation.

Utah Code § 53G-9-607(2)(c) (2024)

i. The principal or designee responsible for reviewing and investigating allegations of bullying, cyber-bullying, 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) (October 8, 2025)

I. District Coordinator

1. The ~~District shall designate at least one individual who can~~ Director of Student Services or Executive Director of Human Resources shall provide training to each school principal or designee responsible for school training and oversight. ~~This individual~~ The Director of Student Services will also oversee~~s~~ implementation of action plans, monitor~~s~~ implementation of this policy regarding communication plans, act~~s~~ as the District's liaison to the State Board of Education regarding bullying, cyberbullying, hazing, abusive conduct, and retaliation, and assist~~s~~ with school case-specific needs.

Utah Admin. Rules R277-613-5(1)(c) (October 8, 2025)

J. Assessment

1. ~~Subject to the requirements of Utah Code § 53E-9-203 regarding parental consent for certain types of inquiries of students, e~~Each school shall regularly (and at least once per year) ~~conduct~~ assess~~ment 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) (October 8, 2025)
Utah Code § 53E-9-203 (2024)

K. 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)(j), (4) (2024)
   Utah Admin. Rules R277-613-4(1)(d), (2) (October 8, 2025)

L. Parental Notification of Incidents and Suicide Threats

1. The school shall promptly notify a student's parent when the student is involved in an incident (whether as a target or as a perpetrator) or when a student threatens suicide. When the student is involved in an incident, the parent shall also be notified of the action plan. In addition to giving notice of the incident or threat, the school shall also provide the parent with

   a. suicide prevention materials and information as recommended by the State Superintendent,

   b. information on ways to limit a student's access to fatal means (including firearms and medication), and

   c. information and resources on the healthy use of social media and online practices. (See Policy 5064 Medical Recommendations by School Personnel to Parents.)

2. The school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above and provide the required information. If applicable, the record shall also track implementation of the action plan. 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". When there is an action plan, the documentation shall be supplemented to track implementation of the action plan.

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 (2024)
   Utah Admin. Rules R277-613-4(3) (October 8, 2025)

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)(iii), (4) (2024)

M. 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 incidents of student bullying, cyberbullying, hazing, retaliation, and abusive conduct; and

   e. the number and type of those incidents that either included a student ~~or employee~~ who was allegedly 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, including the federal reporting requirements for civil rights violations.

   Utah Admin. Rules R277-613-5(12) (October 8, 2025)

~~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~~

~~[__] cyberbullying~~

~~[__] abusive conduct~~

~~[__] hazing~~

~~[__] retaliation~~

~~[__] suicide threat~~

~~If notice was given of a suicide threat, information was provided as required regarding suicide prevention, ways to limit student access to lethal means, and healthy use of social media and online practices.~~

~~If notice was given of an incident, the parent was informed of the process for addressing the incident, was updated on the progress of the process, was informed of the action plan, and was informed of the result of the process as follows:~~

~~Date: _____ Nature of contact: _____~~

~~Date: _____ Nature of contact: _____~~

~~Date: _____ Nature of contact: _____~~

~~[Attach additional pages as needed to document communication with parent]~~

~~[Name of school staff member]_____ , witnessed the contact and confirmed that information was provided.~~

~~_____ _____ _____~~

~~Principal or Principal's Designee Title Date~~

~~_____ _____ _____~~

~~School Staff Member Title Date~~

Record of Parent Notification of Bullying Incident

This form is a record required to be maintained securely and confidentially by the school, consistent with Utah Code 53G-9-604 following parent notification of student:

- Suicide threat
- Bullying incident
- Cyber-bullying incident
- Hazing incident
- Retaliation incident

THIS FORM SHOULD NOT BE USED TO NOTIFY PARENT(S) OF THE INCIDENT.

Student Information:
Student's name:
Parent(s) name:
Date of incident:

Notification Details:
Parent was notified of the incident by:

(Designated School Employee's Name/Signature)

☐ Method of notification:
☐ Phone
☐ Email
☐ Mail
☐ In-person
☐ Other

Date/Time parent was notified:

Parent Contact Information:
Name:
Email:
Phone number:

Incident Type Parent was notified of:
☐ Suicide threat
☐ Bullying incident
☐ Cyber-bullying incident
☐ Hazing incident
☐ Retaliation incident

POLICY 3038

Highly Needed Educator Salary Supplement

A. General Policy Statement

1. The Salary Supplement for Highly Needed Educators (SHiNE) Program is designed to enhance the recruitment and retention of teachers in subject areas identified as high-need. Under this program, Box Elder School District is required to annually designate two to five teaching assignments that are challenging to staff or retain educators in. Eligible teachers—those assigned to high-need areas, possessing the appropriate qualifications, and meeting performance criteria—will receive salary supplements as determined by the Box Elder School District and as outlined in this policy. These supplements are subject to annual verification of eligibility.

B. Definitions

1. In this policy:

   a. "High-needs area" means a teaching assignment that has been designated by the Board of Education as challenging for the District to fill or to retain educators in. The District's high-needs areas for the current school year and the amount of supplement for each area are as listed in G.1.-5. of this Policy.

   b. "Qualifying assignment" means an assignment to a high-needs area or which is substantially equivalent to such an assignment.

   c. "Eligible teacher" means a teacher who has a qualifying assignment, has satisfied the requirements of this Policy to demonstrate assignment to a high-needs area and a qualifying teaching background, and is either a new employee of the District or has not received any unsatisfactory ratings on the teacher's three most recent evaluations.

   Utah Code § 53F-2-504(1) (2025)

C. Determining Eligibility for Salary Supplement

1. To demonstrate eligibility for the salary supplement, the teacher shall submit documentation showing that the teacher:

a. Is assigned to one or more of the high-needs areas designated by the Box Elder Board of Education ~~for the school year 2025/2026~~, or the teacher's assignment is substantially equivalent to a designated high-needs area:

b. Has a qualifying teaching background for the high-needs area, as shown by education transcripts or other documentation; and

c. Is either a new employee of the District or has not had any unsatisfactory ratings on the teacher's three most recent evaluations.

2. The documentation must be submitted by October 1. The Superintendent or designee shall review the documentation provided by the teacher seeking the salary supplement and determine if the requirements have been satisfied, including verifying the teacher's teaching background. The Superintendent or designee shall promptly inform the teacher of the determination. Once all timely requests have been evaluated, the Superintendent or designee shall certify a list of the teachers who are eligible for the salary supplement.

   Utah Code § 53F-2-504(2)(a)(iv), (v) (2025)

D. Appeal of Application Denial

1. A teacher whose application for the salary supplement has been denied may appeal that determination to the Box Elder School Board. The appeal shall be in writing and submitted within 30 days of the notice that the application has been denied. The appeal shall explain why the teacher asserts the denial was incorrect (including as applicable why the teacher's assignment is substantially equivalent to a high-needs area) and shall include any appropriate supporting documentation. The Box Elder School Board shall evaluate the appeal in a closed meeting of the Board and determine if the denial was erroneous and notify the teacher and administration of the determination and the grounds for the determination.

   Utah Code § 53F-2-504(2)(a)(iii) (2025)

E. Nature of the Salary Supplement

1. The salary supplement is considered part of the teacher's base pay, subject to the teacher's continuing qualification as an eligible teacher each trimester. The amount of the supplement the teacher receives shall be an equal portion of the fiscal year's amount allocated to Box Elder School District for the SHiNE program after a $1,000 stipend has been deducted for all teachers assigned to a Title I school, plus the amount of any employer-paid benefits that the teacher would be entitled to for a corresponding salary increase.

Utah Code § 53F-2-504(4), (5) (2025)

F. Increase in Amount of the Salary Supplement

1. The Board of Education may increase the amount of funds that are provided through the salary supplement if it first ensures the proper distribution to the District's teachers of funds the District receives under the program and also experiences a carry forward or leftover balance.

   Utah Code § 53F-2-504(7) (2025)

G. Qualifying Teaching Assignments

1. Special Education
2. Secondary Mathematics
3. The following Sciences
   a. 7th & 8th Grade Integrated Science
   b. Chemistry
   c. Physics
4. Title I School Teaching Assignment ($1,000 stipend)

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. the retiree has a bona fide termination of employment as of the date of retirement;

3. 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) amount determined by URS; or

      2) One-half of the retiree's final average salary upon which the retiree's retirement allowance is based.

4. A "participating employer" is an employer who participates in a public employee retirement plan as defined in Utah Code § 49-11-102(38). A "bona fide termination of employment" means ~~permanent separation from~~ termination of any employ~~erment~~ - employee relationship or any direct or indirect fee-for-service relationship with any participating employer and ceasing actual work for any participating employer ~~separation from employment~~ without any kind of prearrangement or understanding

that anticipates any kind of postretirement ~~re~~employment or a postretirement fee-for-service relationship with a participating employer.

Utah Code § 49-11-102(15), (38) (2026)
Utah Code § 49-11-1204 (2025)
Utah Code § 49-11-1205 (2025)

5. 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) (2025)

6. 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) (2025)

7. If the retiree is not otherwise eligible for retirement coverage in the reemployed position, the Utah State Retirement Office shall cancel the allowance of a retiree; and the District shall pay the amortization rate to the office on behalf of the retiree.

   Utah Code § 49-11-1204(4)(b) (2025)

8. If a retiree is reemployed in the School District after July 1, 2010, the District shall immediately notify the Utah State Retirement Office. In addition, the District shall provide information indicating:

   a. Whether the retiree was reemployed within one year of the retiree's date of retirement; and

   b. If the retiree is reemployed more than one year from the date of retirement, whether the employee elects to:

      1) Earn additional service credit and cancel the retiree's retirement allowance; or

2) Receive the retiree's retirement allowance and forfeit any retirement related contribution from the District.

Utah Code § 49-11-1206 (2025)

9. 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 3070

Alcohol and Drug Abuse – Employees

A. The Board recognizes that the unlawful use, possession, distribution, or sale of alcohol, narcotics, or other dangerous drugs is illegal according to federal and Utah law and constitutes a hazard to students. The Board encourages the development and implementation of programs which will provide information on the harmful effects and aid in the prevention of drug and alcohol abuse. The Board supports programs that coordinate school and parent cooperation in attempting to prevent problems of drug abuse and support programs that assist parents in seeking outside professional help from public and private educational and rehabilitative programs.

   1. The Board delegates to the Administration responsibility for providing educational prevention programs, procedures for violations, support for employees, students and their families in all efforts of drug and alcohol prevention.

   2. The Administration recognizes the need to reduce the risk of use and the abuse of illegal substances among employees. Therefore, the use or possession of alcohol or illegal drugs, counterfeit substances, and all associated paraphernalia is prohibited at any school district location (as defined in this policy). *Utah Code § 58-37-1 et seq.*

   3. This policy implements the federal Drug-Free Workplace Act of 1988 and Utah Code § 34-41-101 thru 107 authorizing local governmental entity drug-free workplace policies and

B. "School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

C. No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, tobacco, or products containing nicotine (including but not limited to e-cigarettes, pipes, and vaporizers) any other controlled substance, as defined in the Utah Controlled Substances Act, schedules I through V of Section 202 of the Controlled

Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 CFR § 1300.01 through 1300.05, before, during or after school hours at school or in any other school district location as defined below.

Utah Code § 58-37-102 et seq.
41 U.S.C. § 8103(a)(1)
29 CFR § 94.205(a)
34 CFR § 84.205(a)

1. For purposes of this policy, nicotine products do not include tobacco-cessation products used as such, including nicotine patches, nicotine gum or other tobacco-cessation products that produce no smoke or vapor.

2. Marijuana and Cannabis

   a. This policy applies to narcotics, drugs and controlled substances as defined in law. Although some actions involving medical marijuana are no longer prohibited under Utah law, federal law still prohibits the manufacture, sale, distribution, and use of marijuana and conditions receipt of federal education funding on maintaining a drug-free workplace. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana possession, sale, distribution, and use in the workplace is prohibited under this policy. However, an employee who has a valid medical cannabis card is not subject to retaliatory action for failing a drug test due to marijuana or tetrahydrocannabinol unless there is evidence that the employee was impaired or otherwise adversely affected in the employee's job performance due to the use of medical cannabis. ("Retaliatory action" means dismissal, reduction of compensation, failing to increase compensation by an amount the employee is otherwise entitled to or was promised, failure to promote the employee if the employee would otherwise have been promoted, or threatening any of these actions.) This limitation on adverse employment action does not apply in any circumstance when it would jeopardize federal funding.

      29 CFR § 94.205(a)
      34 CFR § 84.205(a)
      Utah Code § 26B-4-207(2) (2023)

D. Drug or Alcohol Testing

1. An employee or volunteer may be required to submit to medically accepted testing without justification of reasonable suspicion or critical incident to determine whether he/she is using a controlled substance or alcohol in violation of federal or state law, or District policy under the following circumstances:

a. When, during work hours, there is reasonable suspicion that an employee or volunteer is using or is impaired through the use of a controlled substance or alcohol unlawfully;

   1) Reasonable Suspicion

      a) A “reasonable suspicion” means an articulated belief based on the recorded specific facts and reasonable inferences drawn from those facts that indicate that a school district employee is using or is under the influence of drugs or alcohol.

   2) Reasonable Suspicion Documentation

      a) Prior to conducting any tests for drugs or alcohol based upon a suspicion of use, the supervisor or administrator requiring the test must articulate in writing specific facts and any reasonable inferences drawn from those facts which lead to a reasonable suspicion that an employee is using or under the influence of alcohol or illegal drugs.

   Utah Code § 34-41-102(3) (2016)
   Utah Code § 34-41-101(9) (2024)
   Utah Code § 34-41-101(9) (2024)

b. Whenever an accident causing bodily injury occurs within the scope of employment where it appears that drugs or alcohol may have been a contributing factor.

   Utah Code § 34-41-102(3) (2016)
   Utah Code § 34-41-103(2)(b) (2026)

c. Random testing;

d. As part of a rehabilitation program.

2. An employee or volunteer who refuses to submit to drug or alcohol testing may be subject to disciplinary action.

3. All drug or alcohol testing shall be conducted by an independent laboratory certified for employment drug testing as provided by statute ~~by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology and approved by the District~~.

4. Corrective or disciplinary action may be taken against an employee or volunteer if there is a positive test for controlled substances.

    a. Employees in positions requiring a commercial driver license shall be subject to testing and prohibition requirements as directed by Federal and State law and as outlined in the State of Utah DHRM Drug and Alcohol Testing Manual. Training on these requirements is the responsibility of the District Transportation Department.

5. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on school district federal grant is performed, no later than five calendar days after such conviction.

    41 U.S.C. § 8103(a)(1)(D)
    29 CFR § 94.205(c)
    34 CFR § 84.205(c)
    Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements

    a. Upon receipt of notice that an employee working under a federal grant has been convicted of a criminal drug offense in the workplace, the District shall:

        1) Within 10 calendar days of learning of the conviction, send written notice to each federal agency on whose award the employee was working. This notice shall include the identification number of each award and the employee's position title.

        2) Within 30 calendar days of learning of the conviction, either take appropriate personnel action against the employee (up to and including termination) or require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

        41 U.S.C. § 8104
        29 CFR § 94.225
        34 CFR § 84.225

6. A separate, private record of drug or alcohol test results shall be kept by the employee's or volunteer's supervisor or building level administrator. The employee's official personnel file shall only contain a document making reference to the existence of the drug or alcohol test record.

E. Supervisors and administrators who receive notice of a workplace violation of this policy shall immediately notify the Executive Director of Personnel, and the District will take appropriate action, which may include but is not limited to:

1. Probation;

2. Suspension with or without pay;

3. Referral to the Utah Professional Practices Advisory Commission;

4. Termination of employment or voluntary services; or

5. Participation in a rehabilitation, treatment or counseling and educational program.

F. Consequences of Refusal to Test or Tampering with Test

1. If an employee is required to take a drug or alcohol test based on reasonable suspicion and refuses to be tested or to cooperate with test procedures, the employee may be treated as having a positive test result and disciplined accordingly and may also be disciplined for insubordination. If an employee is found to have submitted a false sample or otherwise to have attempted to circumvent the testing process, the employee may be treated as having a positive test result and disciplined accordingly.

   Utah Code § 34-41-105(2) (2025)

G. An employee who has a confirmed positive test for use of a controlled substance or alcohol in violation of this policy may be offered the option of participating in a rehabilitation program in lieu of disciplinary action. This option is at the District's discretion and at the employee's own expense. If the employee accepts the offer tendered by the District to participate in such a program in lieu of disciplinary action, the following shall apply:

1. An employee participating in a rehabilitation program shall be granted accrued leave or leave without pay for inpatient treatment.

2. The employee must sign a release to allow the transmittal of verbal or written compliance reports between the District and the inpatient or outpatient rehabilitation program provider.

3. All communication shall be classified as private in accordance with Utah Code § 63G-2-302(1)(b).

4. An employee may be required to continue participation in an outpatient rehabilitation program prescribed by a licensed practitioner on the employee's own time and expense.

5. An employee, upon successful completion of a rehabilitation program shall be reinstated to work in his previously held position, or a position with a comparable or lower salary range.

6. An employee who fails to complete the prescribed treatment without a valid reason shall be subject to disciplinary action.

   Policy 3007 Employment – Staff Code of Conduct
   R277-217
   Notice to Employees

H. Compensation for Test Time

1. All tests performed by the District shall occur during or immediately after the regular work period of the employee and shall be considered as work time for purposes of compensation and benefits.

   Utah Code § 34-41-104(5) (2024)

I. Testing Costs

1. The District shall bear the costs of all sample collection and initial testing for alcohol or drugs at the request of the District, including any costs for transportation to the test site if conducted at a place other than the workplace. The costs of testing a second urine sample will be equally divided between the District and the employee.

   Utah Code § 34-41-103(8) (2026)
   Utah Code § 34-41-104(6) (2026)

POLICY 3094

Reporting Student Drug Possession Offenses

A. Drug Possession Offense Defined

1. A "drug possession offense" means unlawfully possessing or using a controlled substance or controlled substance analog as described in Utah Code § 76-18-207.

   Utah Code § 53G-8-211(1)(a) (2026)
   Utah Code § 76-18-207 (2026)

B. Duty to Report Alleged Student Drug Possession Offenses

1. Whenever a student allegedly commits a drug possession offense on school grounds when school is in session or at a school sponsored activity and that information is reported to or known by a school employee, the school employee shall notify the principal.

   Utah Code § 53G-8-510(1) (2026)

C. Principal Reporting of Alleged Student Drug Possession Offences

1. When a principal receives an employee report of an alleged student drug possession offense, the principal shall inform such school and district personnel that the principal determines should receive the information and shall inform the student's parent or guardian. However, the principal shall not disclose the identity of the reporting employee to the student or student's parent or guardian.

2. The principal shall inform a law enforcement officer or agency of the alleged drug possession offense if permitted under Utah Code § 53G-8-211. However, the principal, school resource officer, or designee of the principal shall refer the student directly to court if the offense was allegedly committed on school property and the student allegedly committed two prior drug possession offenses on school property.

   Utah Code § 53G-8-211(9) (2026)
   Utah Code § 53G-8-510(2) (2026)

D. Investigation Into Allegations

1. When the principal receives a report of an alleged student drug possession offense involving school property, a student, or a school employee, the principal may conduct or authorize another to conduct an administrative investigation into the

offense, including a search on school property, before the principal makes a report to a law enforcement officer or agency. When the principal makes a report to law enforcement, the principal shall report and deliver the evidence discovered in such an investigation.

Utah Code § 53G-8-511(1) (2026)

2. A search conducted as part of such administrative investigation requires a reasonable belief that the search will turn up evidence of the drug offense and the search must be reasonably related to the objectives of locating evidence of the drug offense and must not be excessively intrusive considering the circumstances (including the age and sex of the individual involved and the nature of the offense).

   Utah Code § 53G-8-511(2) (2026)

E. Immunity for Good Faith Reporting or Investigation

1. A school employee or principal who in good faith reports an alleged student drug possession offense or who in good faith makes a report or conducts an investigation under the direction of school or law enforcement authorities is immune from any civil or criminal liability that otherwise might result from that action.

   Utah Code § 53G-8-512 (2026)

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~~ services 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) (March 10, 2025)*~~

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: 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).

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) (March 10, 2025)*~~

G. Annual Reporting

1. Using the survey provided by the State Superintendent of Education, t~~T~~he 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) (October 8, 2025)

~~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) (March 10, 2025)*~~

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 4028

Special Programs: Education of Youth in Care

A. Contracts With the State to Provide Education for Youth in Care

1. The District may contract with the State Board of Education to provide for education of persons who are either 21 years or younger or are students with disabilities entitled to a free, appropriate public education and who are receiving services from the Department of Health and Human Services or an agency of a Native American tribe or who are being held in a juvenile detention center. To do so, the District must submit an application and plan to the State Board of Education. The responsibilities of the District, the State Board of Education, and other local service providers regarding serving youth in care in the District shall be established by the approved application and plan. The District may subcontract with local non-district educational service providers for the provision of educational services.

   Utah Code § 53E-3-503(1), (3) (2024)
   Utah Admin. Rules R277-709-3(1), (3) (March 10, 2026)
   Utah Admin. Rules R277-709-6(1) (March 10, 2026)

B. Youth in Care Plan for College and Career Readiness

1. Each student who is a youth in care shall have a written plan for college and career readiness defining the student's academic achievement, which shall specify known in-school and extra-school factors which may affect the student's school performance. The plan shall be as described in Utah Administrative Rules R277-462-5. The plan shall be developed in cooperation with appropriate representatives of other service agencies working with the student such as the Division of Juvenile Justice and Youth Services, the Division of Child and Family Services, and the Department of Workforce Services. This plan shall be annually reviewed by the student, the student's parent or guardian, and school staff.

   Utah Admin. Rules R277-709-4 (March 10, 2026)
   Utah Admin. Rules R277-462-5 (December 10, 2024)

C. Education Programs for Youth in Care

1. The District shall provide the student with an education program which conforms as closely as possible to the student's education plan. Educational services shall

be provided in the least restrictive environment appropriate for the student's behavior and educational performance. Youth in care who do not require special services beyond those which would be available to them were they not in custody shall be considered part of the District's regular enrollment and treated accordingly.

2. Youth in care may not be assigned or allowed to remain in a restrictive environment (including separation from general education students and programs) due to their custodial status, their past behavior that does not put others at risk, or the inappropriate behavior of other students.

3. Educational services shall be coordinated with non-custody programs to enable youth in care to continue their education following discharge from custody.

   Utah Admin. Rules R277-709-3(3)(j), (4), (6) (March 10, 2026)

D. Special Education Services for Youth in Care

1. Youth in care students shall receive special education evaluation and services according to the requirements of IDEA and Utah State Board of Education rules. Where a youth in care student qualifies for special education services, the District may provide services to the student through both the youth in care program and the District's special education program. The District shall not qualify a youth in care student for special education services based on custodial status alone.

   Utah Admin. Rules R277-709-5 (March 10, 2026)

E. Enrollment and Transfers of Youth in Care

1. Youth in care shall be admitted to classes within five school days following arrival at a new residential placement. The student may be provided a temporary schedule which may be modified to meet the student's needs after the evaluation and planning process are complete. Each student in a school-based program shall be assigned a mentor using an evidence-based mentoring program. Youth in care students shall be flagged as such in the District's student information system. Applicable forms relating to the youth in care designation of the student shall be obtained from the Utah Department of Health and Human Services.

   Utah Admin. Rules R277-709-3(3)(a), (b), (c) (March 10, 2026)

2. When a youth in care student is released from custody or transferred to another program, the sending program shall ensure all available school records are up to

date and forward them to the receiving program consistent with Policy 5010 Admissions Eligibility Requirements and Utah Code § 53G-6-604.

Utah Admin. Rules R277-709-3(11) (March 10, 2026)

F. Records of Youth in Care Students

1. All information maintained regarding a youth in care student, regardless of the source of the information, is an educational record for purposes of the Family Educational Rights and Privacy Act and are considered confidential student records. (See Policy 5100 Student Records.) School records which refer to custodial status, juvenile court records, and related matters shall be kept separate from permanent school records, but are nonetheless educational records if retained by the school or District. Members of the interagency team which oversee the student's education plan shall have access, through team member representatives of the participating agencies, to relevant records of the various agencies. However, the records and information obtained from those records remain the property of the supplying agency and shall not be transferred or shared with other persons or agencies without the permission of the supplying agency, the student's parent, or an eligible student as defined by FERPA.

   Utah Admin. Rules R277-709-8 (March 10, 2026)

G. Transcripts and Diplomas for Youth in Care Students

1. Transcripts and diplomas prepared for youth in care students shall be issued in the name of an existing accredited school in the District and may not refer in any way to custodial status of the student.

   Utah Admin. Rules R277-709-8(1) (March 10, 2026)

H. Interagency Advisory Council

1. If the District has been authorized to provide services for youth in care, the District shall establish a local interagency advisory council to advise member agencies concerning coordination of youth in custody programs. This council shall include:

   a. A representative of the Division of Child and Family Services;

   b. A representative of the Division of Juvenile Justice Services;

c. Directors of agencies located in the District such as detention centers, secure ~~lockup~~ care facilities, ~~observation and assessment units~~ shelters, day skill intervention programs, and the Utah State Hospital;

d. A representative from contracted residential providers serving youth in care in the District; and

e. A representative of the District.

2. The council shall adopt bylaws for its operation and shall meet at least quarterly.

Utah Code § 53E-3-503(6) (2024)
Utah Admin. Rules R277-709-10 (March 10, 2026)

POLICY 4061

Curriculum: American Heritage

A. American heritage in the curriculum

1. Classes, including American History, in which the subject matter is relevant, shall include thorough study of the following historical documents and principles such as:

   a. The Declaration of Independence;

   b. The United States Constitution;

   c. the Iroquois Constitution;

   d. George Washington's Farewell Address;

   e. selected passages from the Federalist and Antifederalist Papers;

   f. the Articles of Confederation;

   g. speeches of Frederick Douglass;

   h. the Lincoln-Douglas Debates;

   i. speeches of Abraham Lincoln;

   j. the Seneca Falls Declaration;

   k. the Letter from Birmingham Jail;

   l. the Utah Constitution; and

   m. other essential documents from American constitutional history

   ~~n. The National Motto;~~

   ~~o. The Pledge of Allegiance;~~

   ~~p. The National Anthem;~~

   ~~q. The Mayflower Compact;~~

~~r. The writings, speeches, documents, and proclamations of the Founders and the Presidents of the United States;~~

~~s. Organic documents from the pre-Colonial, Colonial, Revolutionary, Federalist and post Federalist eras;~~

~~t. United States Supreme Court decisions;~~

~~u. The Ten Commandments;~~

~~v. The Magna Carta;~~

~~w. Acts of the United States Congress, including the published text of the congressional Record; and~~

~~x. United States treaties.~~

2. Instruction in American history and government shall include study of forms of government (such as a republic, a pure democracy, a monarchy, and an oligarchy), political philosophies (such as socialism, individualism, and free market capitalism), the fundamental role of religion in United Sates history and the primacy of religious liberty to American constitutional government, the United States' form of government (a compound constitutional republic), the roles and responsibilities of government officials (including state and locally elected officials), the voting process and election laws of Utah, including the caucus and convention system, the purpose and benefits of the Electoral College system in presidential elections, the eligibility requirements to run for elected office at the federal, state, and local levels, and the elected officials who represent students at each level of government ~~and the flag of the United State and the Pledge of Allegiance to the Flag~~.

   Utah Code § 53E-4-205.2(3) (2026)
   Utah Code § 53G-10-302(3)(c) (2026)
   Utah Admin. Rules R277-475-4(2) (August 7, 2024)

~~B. Civics Graduation Requirement~~

~~1. Each student must pass a basic civics test as a condition for graduation from high school unless the student qualifies for an alternate assessment.~~

~~a. A "basic civics test" means a test that includes 50 of the questions on the civics test form used by the United States Citizenship and Immigration Services.~~

~~b. A passing score is at least 35 out of 50 questions answered correctly.~~

~~c. The student may take the test as many times as needed to pass the test.~~

~~d. A student qualifies to take an alternate assessment if the student is within six months of graduation or if the student has a disability and the alternate assessment is consistent with the student's IEP.~~

~~1) The alternate assessment shall be given in the same manner as the examination given to an unnaturalized citizen and according to 8 CFR § 312.2.~~

~~2) The District may modify the manner of administration for a student with a disability in accordance with the student's IEP.)~~

~~*Utah Code § 53E-4-205 (2025)*~~
~~*Utah Admin. Rules R277-700-8 (June 7, 2024)*~~
~~*8 CFR § 312.2*~~

C. Posting American heritage documents

1. Schools may post copies of American historical documents or historically important excerpts from these documents in school classrooms and common areas as appropriate. If a school decides to post an excerpt from a particular document, the portions omitted should not be deleted for the purpose of censoring religious or cultural content.

Utah Code § 53G-10-302(5), (6) (2026)
Utah Admin. Rules R277-475-3(4) (August 7, 2024)

D. Display of the National Motto

1. The national motto of the United States, which is declared by federal statute (36 U.S.C. § 302) to be "In God we Trust," shall be displayed in one or more prominent places within each school building in the District, as provided for in Utah Code § 53G-10-302.

Utah Code § 53G-10-302(7) (2026)

E. Pledge of Allegiance

1. The pledge of allegiance to the flag shall be recited once at the beginning of each day in each public school classroom in the state and, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis.

2. Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge.

3. A student shall be excused from reciting the pledge upon written request from the student's parent provided at least once per year.

4. At least once a year, students shall be instructed that participation in the pledge of allegiance is voluntary and not compulsory; and not only is it acceptable for someone to choose not to participate in the pledge of allegiance for religious or other reasons, but students should show respect for any student who chooses not to participate.

5. A public school teacher shall strive to maintain an atmosphere among students in the classroom that is consistent with the principles described above.

   Utah Code § 53G-10-304 (2020)
   Utah Admin. Rules R277-475-5 (August 7, 2024)

F. Parental Notice and Information

1. The District shall make information available on its website about the flag, respect for the flag and civility toward any during patriotic activities. This information shall include notice about lawful exemptions to the requirement for students to participate in the Pledge of Allegiance, the right of students not to participate in the Pledge of Allegiance, that participation in the pledge of allegiance is voluntary and not compulsory, and not only is it acceptable for someone to choose not to participate in the pledge of allegiance for religious or other reasons, but students should show respect for any student who chooses not to participate. It shall also notify parents that a student may be excused from reciting the Pledge of Allegiance upon a written annual request of the student’s parent.

   Utah Admin. Rules R277-475-4(1)(c) (August 7, 2024)
   Utah Admin. Rules R277-475-5 (August 7, 2024)

Policy 4066

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 and the fundamental role of religion in the history of the United States and other countries, provided it is consistent with Utah Code § 53G-10-206 and 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) (2026)
   Utah Code § 53G-10-206 (2024)

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) (2026)

3. American history and heritage documents may not be excluded from study or censored due to their religious or cultural nature.

   Utah Admin. Rules R277-475-3(4) (August 7, 2024)

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) (2026)

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 in Curriculum and Activities

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)

3. A student may express the student's beliefs about religion in homework, artwork, and other written or oral assignments free from discrimination based on the religious perspective of the student's submissions. Home and classroom work shall be judged by ordinary academic standards of substance, relevance, and other legitimate pedagogical objectives and shall not be penalized nor rewarded based on religious perspective.

   Utah Code § 53G-10-202(5)(a), (b) (2026)

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)

F. Notice of Constitutional Freedoms

1. Notice of the constitutional freedoms described in this policy shall be provided to school officials, employees, and students.

   Utah Code § 53G-10-202(5)(c) (2026)

POLICY 5005

Safe Schools – Student Discipline/Behavior

A. A necessary part of the learning process is self-control. Our goal in education is the growth of the individual in learning to control and appropriately conduct him/herself. Students are expected to follow accepted rules of conduct, to show respect for other people, and to obey persons in authority at the school.

B. Alternatives to suspension for non-violent and less extreme disciplinary situations should be developed in each school.

C. The primary purpose of a resource officer is to be proactive in the attempt to avoid crime within the school as well as the community. Our primary goal regarding student discipline is to change behavior. The school resource officer functions as a member of a team charged with accomplishing that goal.

D. A copy of this policy shall be given to each student in school upon enrollment in the school. Each student transferring to a school in the District who was not attending a school in the District just prior to the transfer shall receive a copy of this policy. When a copy of this policy is provided to a student, a copy shall also be provided to the student's parent.

Utah Code § 53G-8-204(2)(a) (2024)

E. A copy of this policy shall be posted in a prominent place in each school in the District. Any significant change in this policy shall be posted in each school in the District, and a copy of the revised policy shall be distributed to the students in each school.

Utah Code § 53G-8-204(2)(b), (c) (2024)

F. The following definitions shall apply under this policy:

1. "Bullying" means student bullying and staff bullying.

Utah Code § 53G-9-601(3) (2025)

a. "Staff bullying" means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:

1) Creates an environment that a reasonable person would find hostile, threatening, or humiliating and

2) Substantially interferes with a student or employee's educational or professional performance, opportunities, or benefits.

3) It does not mean instances of

a) ordinary teasing, horseplay, argument, or peer conflict,

b) reasonable correction of behavior by a school employee, or

c) reasonable coaching strategies and techniques by a school employee who is a coach.

Utah Code § 53G-9-601(14) (2025)

b. "Student bullying" means one or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:

1) Creates an environment that a reasonable person would find hostile and

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

3) It does not mean instances of

a) ordinary teasing, horseplay, argument, or peer conflict,

b) reasonable correction of behavior by a school employee, or

c) reasonable coaching strategies and techniques by a school employee who is a coach.

Utah Code § 53G-9-601(15) (2025)

2. "Communication" means the conveyance of a message, whether verbal, written, or electronic.

Utah Code § 53G-9-601(4) (2025)

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

    a. 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 cyber-bullying.

    Utah Code § 53G-9-601(5) (2025)

4. "Disruptive behavior" means Conduct which unreasonably interferes with the educational process or instruction of students in the classroom or elsewhere, including the use of foul, profane, vulgar, or abusive language.

5. "Expulsion" means termination of the student's status as a student enrolled in the school. Expulsion may be for an indefinite or fixed period of time.

6. "Firearm" is a pistol, revolver, shotgun, short barreled rifle or any device that could be used as a dangerous weapon from which a projectile is expelled by action of an explosive.

    Utah Code § 76-11-101(3), (4) (2025)

7. "Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act that meets one of the following:

    a. Endangers the mental or physical health or safety of an individual; or

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

    c. Involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or

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

1) 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

2) Is directed toward an individual whom the actor of the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the actor also participates.

e. The conduct described above constitutes hazing, regardless of whether the individual against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.

Utah Code § 76-5-107.5 (2022)
Utah Code § 53G-9-601(6) (2025)

8. "Involuntary transfer" means the reassignment of a student from one school, campus, or academic program, to a different school, campus, or academic program within the District. Involuntary transfer may be for an indefinite period of time or for a fixed period of time.

9. "Making a false alarm" means a student-initiated or circulated report or warning of a fire, impending bombing, or other crime or catastrophe, and knows that the report or warning is false or baseless and is likely to cause the evacuation of a building or public transport and is likely to cause public inconvenience or alarm or action of any sort by an official or volunteer agency organized to deal with emergencies.

Utah Code § 76-9-105 (2025)

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

a. as retribution against a person for reporting bullying, cyber-bullying, abusive conduct, or hazing; or

b. to improperly influence the investigation of, or the response to, a report of bullying, cyber-bullying, abusive conduct, or hazing.

11. "School District location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District.

12. "Sexual harassment" ~~means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate (such as an employee or student). See~~ has definitions set out in Policy 3015 Title IX Sexual Harassment.

13. "Suspension" means removal of a student from the student's regular classroom assignment for a definite period of time.

    a. "In-school suspension" means a temporary removal from the student's regular classroom for at least half a school day while remaining under the direct supervision of school personnel.

    b. "Out-of-school suspension" means removal of the student from school grounds for disciplinary reasons, except:

        1) If the student is served solely under a Section 504 plan, "out-of-school suspension" means excluding the student from school for disciplinary purposes for one day or longer; or

        2) If the student is a student with disabilities under IDEA, "out-of-school suspension" means the temporary removal of the student from the student's regular school to another setting for disciplinary reasons.

        Utah Admin. Rules R277-100-2(38) (January 7, 2026)

    c. "Short-term suspension" means an out-of-school suspension with exclusion of the student from the school, school grounds, and school activities and functions or a specific period of time that is equal to or less than 10 school days.

    d. "Long-term suspension" means an out-of-school suspension with exclusion of the student from the school, school grounds, and school activities and functions for a specific period of time that is greater than 10 school days.

14. "Weapon" means "dangerous weapon", which includes any firearm, knife, or any object that is used for, or is readily capable of, causing death or serious bodily injury.

    a. The following factors are used in determining whether an object other than a firearm is a dangerous weapon:

        1) the location and circumstances in which the object was used or possessed;

        2) the primary purpose for which the object was made;

3) the character of the wound, if any, produced by the object's unlawful or improper use;

4) the way ~~manner in which~~ the object was unlawfully or improperly used;

5) whether the manner in which the object is used or possessed constitutes a potential imminent threat to public safety; and

6) the lawful purposes for which the object may be used.

b. A weapon is NOT allowed on school property.

1) Possession of a weapon ***by a student*** shall not violate this policy if possession is approved in writing by the responsible school administrator or if the item or material is present or to be used in connection with a lawful activity approved in writing by the responsible school administrator before the material in question is brought on school premises. (Persons under 21 years of age are not permitted to carry concealed firearms on school premises even if they have a permit or provisional permit to carry a concealed firearm.)

Utah Code § 76-11-101(3), (4) (2025)
Utah Code § 76-11-205 (2026)

15. "Unlawful conduct" means any student conduct that violates any local, state, or federal law or regulation, or violates any District or school policy, or violates the legal rights of another person, and includes, but is not limited to, the following:

a. Harassment: ~~is~~ the crime of harassment occurs when a student, with intent to frighten or harass another, communicates a written or recorded threat to commit a violent felony.

Utah Code § 76-5-106 (2022)

b. Indecent exposure of another individual: this crime occurs when an individual, in a public place and without the other individual's consent, (1) exposes another individual's genitals, breast below the top of the areola if the individual is female, buttocks, anus, or pubic area, or (2) exposes undergarments intended to cover any of these areas. (A student may be disciplined but may not be referred to law enforcement for this conduct unless the student has previously received a written warning from a law enforcement officer for such conduct.)

Utah Code § 76-5-421 (2025)

c. Burglary means entering or unlawfully remaining in a building or any portion of a building with the intent to commit an additional crime.

Utah Code § 76-6-202 (2026)

d. Theft means obtaining or exercising unauthorized control over the property of another with the purpose to deprive him or her thereof.

Utah Code § 76-6-404(2) (2025)

e. Criminal mischief means recklessly or willfully shooting or propelling a missile or other object at or against a motor vehicle, bus, airplane, locomotive, train, railway car, or caboose, whether moving or standing, or intentionally and unlawfully tampering with the property of another so as to recklessly endanger human life, health, or safety or recklessly causes or threatens a substantial interruption or impairment of critical infrastructure.

Utah Code § 76-6-106 (2023)

f. Assault means an attempt, with unlawful force or violence, to inflict bodily injury on an individual.

Utah Code § 76-5-102 (2026)

g. Gang activity.

Utah Code § 76-9-802 to 805

h. Willfully defacing or otherwise damaging school property.

Utah Code § 53G-8-212 (2021)

16. Threat of Terrorism: A student commits a threat of terrorism if the student commits or threatens to commit an offense involving bodily injury, death, or substantial property damage, and the student:

a. Threatens to use a weapon of mass destruction or hoax weapon of mass destruction; or

b. The student acts with intent to:

1) Influence or affect a government or unit of government or intimidate or coerce a civilian population; or

2) Cause action of any nature by an official or volunteer agency organized to deal with emergencies due to the student's conduct posing a serious and substantial risk to the general public; or

3) Prevent or interrupt the occupation of a building or a portion of a building, a place to which the public has access, or a facility or vehicle of public transportation operated by a common carrier.

Utah Code § 76-5-107.3 (2026)

G. Student Conduct Warranting Discipline

1. A student may be disciplined for the conduct described below. The type of discipline imposed will depend on the nature of the particular conduct.

2. Conduct Which May Warrant, But Does Not Require Suspension or Expulsion:

   a. A student may be disciplined for any of the following prohibited conduct when it occurs in a school building, or on or in proximity to school property; in conjunction with any school sponsored activity; in or on a school vehicle; is directed at or against another student or a District employee; or when it threatens harm or does harm to the school, school property, a person associated with the school, or property of a person associated with the school.

      1) Unlawful conduct, as that is defined above.

      2) Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.

      3) Willful destruction, ~~or~~ defacing or damaging of school property.

      4) Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel, or to the operation of the school.

      5) Disruptive behavior, as that is defined above.

6) Possession or use of pornographic material on school property that would constitute a misdemeanor offense under Utah Code § 76-5c-208. (This includes accessing such material through the District computer network or by using any District-owned device.)

7) Bullying, abusive conduct, cyberbullying, retaliation, and making false allegations of bullying or retaliation. See Policy 5270 and Utah Code § 53G-6.

8) Use of an electronic device or camera to record sound or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student has been ~~was~~ involved in prior violations of this policy.

   a) Use of any device or any electronic device or camera to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty may result in an immediate suspension.

9) Use of any device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student, may result in an immediate suspension. When a student repeatedly engages in such behavior, the punishment may be increased as is appropriate.

10) Selling, giving, delivering, transferring, possessing, controlling, or distributing an alcoholic beverage on or in proximity to school property or at or in proximity to any school sponsored event. See Policy 5290.

11) Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products on or in proximity to school property or at or in proximity to any school sponsored event. Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity on or off school property.

12) "Tobacco products" includes an electronic cigarette or electronic cigarette product as that has been defined by state law (Utah Code § 76-9-1101). See Policy 5290, Policy 5291, and Policy 5294.

   a) Teachers or authorized school employees shall confiscate electronic cigarette products from school-age students on school property consistent with the District or school policy for identifying illegal substances in the possession of students and confiscating those substances.

b) Teachers who confiscate electronic cigarette products shall release the products to a school administrator in a timely manner.

c) Administrators shall release confiscated electronic cigarette products to local law enforcement in a timely manner consistent with the law.

b. Being under the influence of an alcoholic beverage or controlled substance on or in proximity to school property or at or in proximity to any school-sponsored event. See Policy 5270.

c. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing. See Policy 5270.

Utah Code § 53G-8-205(1) (2026)
Utah Code § 53G-8-602 (2018)
Utah Code § 53G-8-209 (2025)

d. Engaging in conduct that contains the elements of the offense of arson or aggravated arson under the Utah Criminal Code.

Utah Code § 76-6-102 (2023)
Utah Code § 76-6-103 (2023)

e. Engaging in conduct that contains the elements of any felony.

f. Sexual Harassment (See Policy 3015 Title IX Sexual Harassment)

g. Gang-related activity as defined in the policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity. Gang-related activity includes but is not limited to:

1) Wearing, possessing, using or distributing, displaying or selling and clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang;

2) Use of a name associated with or attributable to a gang;

3) Designating "turf" or an area for gang activity or occupation.

3. Conduct requiring suspension or expulsion

a. A student shall be suspended or expelled from school for participation in any serious violation affecting another student or staff member, or any serious violation when it occurs in a school building, in or on school property; or in conjunction with any school sponsored activity including:

1) The sale, control, delivery, transfer or distribution of a drug or controlled substance, as defined in Utah Code § 58-37-101, an imitation controlled substance, as defined in Utah Code § 76-18-401, or drug paraphernalia as defined in Utah Code § 76-18-301 (See Policy 5290); or

2) The actual use of violence or sexual misconduct; or

3) The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or

4) Commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor; or

5) Making a false report of an emergency at a school under Utah Code § 76-9-105.5(2)(b).

Utah Code § 53G-8-205(2)(a) (2026)
Utah Code § 76-5-102 (2026)
Utah Code § 76-5-102.3 (2022)
Utah Code § 76-9-105.5(2)(b) (2026)

4. Conduct which requires 1-year expulsion

a. A student shall be expelled from school for not less than one year, subject to the 45-day review process for mandatory year expulsions set forth below, if the student engages in conduct which requires suspension expulsion (as set out above) and the conduct involves a real or look-alike weapon, explosive, or flammable material.

Utah Code § 53G-8-205(2)(b) (2026)

5. Discipline Rules for Students with Disabilities

a. Federal and state laws impose particular requirements regarding discipline of students identified as having a disability or when the school has sufficient notice of a disability. Discipline of such students must comport with the requirements set

forth in Policy 5006 and Utah Special Education Rules for students with disabilities.

H. Remedial Measures and Disciplinary Sanctions

1. Remedial Measures

a. Continued school attendance subject to the terms of a remedial discipline plan prepared to correct the violation. This remedial measure is available only where the violation is for willful disobedience, defiance of authority, or disruptive behavior when such conduct is not of such a violent or extreme nature that immediate removal from school would be required.

b. Continued school and class attendance accompanied by the student's parent for a designated period of time. This remedial measure is available only with the consent of the student's teacher or teachers and the agreement of the student's parent. The parent must agree to attend all of the student's classes for each day of the suspension. If the parent fails to attend class with the student, the student shall then be subject to suspension or other discipline in accordance with this policy.

c. In-school suspension. Attendance in a designated in-school suspension program. Students shall be instructed in the essential elements of the courses in which they are enrolled at the time of removal.

d. Home-based instruction: Instruction at home, provided that combined days of suspension and assignment to home-based instruction shall not exceed ten (10) school days in a trimester.

e. The District may establish offense-specific Safe School disciplinary procedures that are consistent with policy and applicable law. The procedures outline remedial measures, sanctions, interventions, and required review levels, including school-level meetings, District-level hearings with the District Safe Schools Team, or higher District-level reviews. When a District-level hearing is required, mandatory student and parent or guardian participation must occur before the student may return to school following a suspension or removal, unless otherwise authorized by the District or required by law.

f. Peer Court (for 6th-12th graders)

1) Box Elder School District operates a Peer Court under the Utah Youth Court Diversion Act as a diversion program for students that have been identified by

school administrators as having committed acts which indicated a need for an intervention.

2) Referrals for Peer Court

   a) The determination of whether a Peer Court referral is warranted shall be made by the school administrator in consultation.

   b) Students may be referred to Peer Court as an appropriate behavior response for Class C type misdemeanors including disorderly conduct, petty theft, trespassing, possession/use of illegal substances, vaping.

3) Procedures for Peer Court

   a) The Director of Student Services or designee along with community Police Departments is responsible for facilitating routine Peer Court meetings.

   b) The Peer Court Facilitator shall conduct regular meetings at the routinely appointed time and place.

   c) The cost to the student referred to Peer Court is $25.

4) Determinations from Peer Court

   a) Box Elder School District does not make a determination of whether or not a student engaged in particular conduct, instead participation in peer court presumes the student engaged in conduct and the peer court provides a solution and encourages restorative practices.

      https://www.utahyouthcourts.com/

g. Voluntary transfer to another school, campus, community based alternative school or other special program within the District, subject to the admission criteria of such alternative programs.

h. Withholding grade reports, diplomas and transcripts. If the District determines that school or District property has been lost or willfully cut, defaced or otherwise injured by a student, the District may withhold the issuance of official written grade report, diploma and transcript of the student responsible for the damage or loss until the student or student's parent has paid for the damages.

   1) If the student and the student's parents are unable to pay for the damages or if it is determined by the school in consultation with the student's parents that

the student's interests would not be served if the parents were to pay for the damages, then the District shall provide a program of voluntary work for the student may complete in lieu of the payment. In that case, the school shall release the official grade report, diploma, or transcript of the student upon completion of the work.

2) If the Department of Human Services or a licensed child-placing agency has been granted custody of the student, that student's records, if requested by the Department or agency, may not be withheld from the Department or agency for non-payment of damages under this section.

3) No penalty may be assessed for damages which may be reasonably attributed to normal wear and tear.

Utah Code § 53G-8-212 (2021)

2. Disciplinary Sanctions

a. Detention: Students in grades kindergarten through six may be detained in school after regular school hours in the event the responsible school administrator determines that such action is justified in disciplining the student. No student may be detained after regular school hours until his or her parent has received prior notice of the detention to take place on a particular school day.

1) The notice provided for under this policy need not be completed ~~prior to~~ before detention of the student if detention is necessary for the student's health or safety. Policy 5285 Detention of Students After School Hours

Utah Code § 53G-8-203(3) (2026)

b. Suspension (in-school or out-of-school)

c. Involuntary transfer to another school, campus, community-based alternative school or other special program within the District.

d. Expulsion

I. Authority to Impose Discipline ~~and Due Process~~

1. The Board of Education hereby delegates to each school principal or assistant principal within the District the authority to suspend a student in the principal or assistant principal's school for up to ten (10) school days, in accordance with this policy.

2. The Board of Education hereby delegates to the superintendent the authority to suspend a student for up to one (1) school year.

3. The Board of Education has the authority to expel a student for a fixed or indefinite period.

   Utah Code § 53G-8-206 (2025)

J. Procedures for Imposing Discipline

1. Remedial measures or disciplinary sanctions may be imposed on a student only after it has been determined, following appropriate due process, that the student has committed a violation. The nature of the due process required depends in part on the magnitude of the penalty to be imposed. When a student is accused of sexual harassment, the procedure set out in Policy 5275 and Policy 3015 shall be followed in place of the procedure in this policy.

   a. Short-term Out-of-School Suspension

      1) Informal due process hearing

         a) A school principal may suspend a student from school for up to ten (10) school days for a violation. Prior to imposing a suspension, the school principal or assistant principal shall meet with the student to discuss the incident(s) and to provide the student an opportunity to respond.

         b) The principal or assistant principal shall then determine whether a violation has occurred and whether suspension or other discipline is appropriate.

         c) In appropriate cases, the principal shall consider and offer the student alternatives to out-of-school suspension, including in-school suspension and parental attendance with the student (where appropriate consent from teachers is obtained). (See Policy 6012 Parent Classroom Observation)

      2) Short-term out-of-school suspension pending due process hearing

         a) If the school principal or assistant principal makes an initial determination that the violation warrants long-term suspension or expulsion, the school principal may recommend those sanctions and may impose a short-term out-of-school suspension pending a hearing on whether those sanctions should be imposed.

b. Departure from school grounds

1) A suspended student shall immediately leave the school building and grounds following a determination by the school of the best way to transfer custody of the student to the parent or other person authorized by the parent or applicable law to accept custody of the student.

Utah Code § 53G-8-206(5)(a) (2019)

c. Notice of short-term out-of-school suspension

d. ~~A suspended student and parent shall be notified:~~

1) If a short-term suspension is imposed, the principal or assistant principal shall immediately provide notice to the student's parent. Notice shall, if possible, be given in person or by telephone. If reasonable efforts to contact the parent by telephone are unsuccessful, then written notice shall be sent to the parent. The notice, whether verbal or written, shall include the following:

a) That the student has been suspended from school,

b) The reason for the suspension,

c) The period of time for which the student is suspended from school, and

d) The date, time and place for the parent and student to meet with the principal or assistant principal to review the suspension.

i. This meeting shall be scheduled to occur as soon as is practicable, but in all cases prior to the end of the tenth day of the suspension.

e. Notice of recommended expulsion or long-term suspension. If the principal or assistant principal has recommended that the superintendent expel the student or suspend the student from school for a period longer than ten days, that fact shall be included in the notice to the parent or guardian.

f. Meeting to review out-of-school suspension

1) At this meeting, the principal or assistant principal shall review with the parent and student the charges and evidence against the student, and shall provide the student and parent with an opportunity to respond.

2) During this meeting, the principal or assistant principal may determine whether the suspension previously imposed should be maintained, whether to adopt an alternative remedial measure, or whether the suspension should be terminated. The principal or assistant principal should also discuss with the parent a plan to avoid recurrence of the problem.

Utah Code § 53G-8-206(5)(b), (c) (2019)

2. Long-term Suspension or Expulsion

a. Due process hearing

1) If the principal or assistant principal recommends long-term suspension or expulsion, the administrator shall notify the Superintendent ~~or designee~~ of that recommendation.

2) The Superintendent or designee shall then schedule a hearing to be held with the student's parent, the student, and the Superintendent ~~or designee~~.

3) The hearing shall be scheduled to take place prior to the tenth day of the student's suspension where possible.

b. Notice of Hearing

1) The Superintendent or designee shall provide written notice of the date, time, and place of the hearing to the student and student's parent so as to afford a reasonable opportunity for preparation.

a) The notice shall include a statement of the charges against the student, that a recommendation has been made for suspension for more than 10 days or for expulsion and the period of time for which suspension or expulsion has been recommended.

b) The statement of the allegations against the student shall include the nature of the evidence and the names of any witnesses whose testimony may be used against the student unless confidentiality is required due to the necessity to protect student witnesses.

Wagner v. Ft. Wayne Community Schools, 255 F. Supp. 2d 915 (N.D. Ind. 2003)

3. Hearing Procedures

a. The Superintendent ~~or designee~~ shall preside at and conduct the hearing at the appointed time and place.

b. The District and the student may each be represented by a person of their choice.

c. Each party may present testimony of witnesses or other evidence, may cross-examine witnesses and may make legal arguments relevant to the issues. However, the District may present hearsay evidence if confidentiality is required due to the necessity to protect witnesses.

   Wagner v. Ft. Wayne Community Schools, 255 F. Supp. 2d 915 (N.D. Ind. 2003)

d. Decision

   1) At the conclusion of the hearing, the Superintendent ~~or designee~~ shall make a final determination of the matter and shall state his or her determination to those attending the hearing.

   2) The determination shall then be placed in writing and mailed to the parent.

   3) Upon a finding that the student has engaged in conduct warranting discipline, the Superintendent ~~or designee~~ may determine what discipline or remedial measures are appropriate for the conduct.

   4) If the Superintendent ~~or designee~~ determines that the appropriate sanction is expulsion, that sanction must be authorized by the Board of Education.

   5) Other than expulsion, the Superintendent ~~or designee~~ may impose any of the available remedial measures or sanctions determined to be appropriate.

   6) In determining the appropriate sanction, the Superintendent ~~or designee~~ shall consider whether alternatives to suspension are appropriate or available.

      Utah Code § 53G-8-206 (2019)
      Utah Code § 53G-8-207 (2019)

e. Appeals

   1) A student or parent on behalf of a student may appeal the determination of the Superintendent ~~or designee~~ to the Board of Education by filing a written notice of appeal with the Superintendent ~~or designee~~ within 10 days of the

date the decision of the Superintendent ~~or designee~~ is mailed to the student. No further hearing will be held.

2) The Board shall review the evidence submitted to the Superintendent ~~or designee~~ and the written determination of the Superintendent ~~or designee~~.

3) The Board may affirm the Superintendent ~~or designee~~ decision or modify the Superintendent ~~or designee~~ decision.

4) The Board's written decision shall be issued within 30 days of receipt of the student's written notice of appeal.

f. Board evaluation of expulsion recommendation

1) If the Superintendent ~~or designee~~ recommends expulsion for an indefinite or definite period of time, then the Superintendent ~~or designee~~ will transmit that recommendation to the Board of Education along with the record of evidence submitted to the Superintendent.

2) The Board may review the recommendation based on this record or may, at its sole discretion, accept further evidence.

3) Following its review, the Board may accept, modify, or reject the recommendation, or impose other disciplinary sanctions. This decision is final.

Utah Code § 53G-8-206(3) (2019)

g. 45-day review of mandatory one-year expulsions

1) Where a student has been expelled for one year because of a violation involving a weapon, explosive, or flammable material, a hearing shall be held within 45 school days of the imposition of the expulsion.

a) What conditions must be met by the student and the student's parent for the student's return to school, including conditions or restrictions required as part of a student reintegration plan;

b) Whether the student should be placed on probation in a regular or alternative school setting, and if so, what conditions must be met by the student to assure the safety of students and staff at the school where the student is placed; and

c) If it would be in the best interest of both the School District and the student to modify the expulsion term to less than a year, giving highest priority to providing a safe school environment for all students;

d) If the Superintendent or designee determines that the student should return to school prior to the expiration of the one-year expulsion term conditioned on compliance with the conditions established by the Superintendent or designee, then the Superintendent or designee shall submit that recommendation to the Board of Education. If the Board of Education approves the return, the student may return to school pursuant to the conditions established.

Utah Code § 53G-8-205(2)(b) (2026)

h. Denial of admission and reporting

1) A student may be denied admission to a public school on the basis of having been expelled from that or any other school during the preceding 12 months.

Utah Code § 53G-8-205(3) (2026)

K. Evidence in Student Hearings

1. All student disciplinary hearings shall be conducted by the Board or its designee in an executive session.

2. All evidence presented in such hearings shall constitute student educational records and shall be treated as “confidential”.

3. The District hereby designates all student records as “protected” under the Government Records Access Management Act. The names of students giving statements used in a student hearing involving other students may be protected and redacted where necessary to protect the students from threats of harm or interference with the educational process.

L. Notification of Offense on School Property or at School Activity

a. Whenever a ~~minor~~ student allegedly commits an offense on school grounds when school is in session or at a school sponsored activity and that information is reported to or known by a school employee, the school employee shall notify the principal. After receiving such a notification, the principal shall notify appropriate law enforcement personnel if permitted under Utah Code § 53G-8-211,~~as well as~~ school and District personnel who the principal determines should be informed,

and the student's parent or guardian. However, the principal shall not disclose the identity of the reporting employee to the student or student's parent or guardian. In addition, the identity of the reporting employee shall be kept confidential, except that it may be disclosed to a law enforcement officer or agency for purposes of an investigation or prosecution. Reporting employees and the principal who act in good faith in reporting or conducting an investigation of offenses are immune from legal liability.

Utah Code § 53G-8-510 (2026)
Utah Code § 53G-8-512 (2026)

M. Sexual Crimes or Serious Offenses by Students

1. For purposes of this section: "serious offense" means any of the following:

   a. a violent felony as defined in Utah Code § 76-3-203.5, or

   b. an offense that is a violation of Utah Code Title 76, Chapter 6, Part 4, theft and the property stolen is a firearm; or

   c. an offense that is a violation of Utah Code Title 76, Chapter 11, Weapons

   d. "Sexual crime" or "sexual misconduct" means any conduct described in:

      Utah Code Title 76, Chapter 5, Part 4, Sexual Offenses, or
      Utah Code Title 76, Chapter 5b, Sexual Exploitation Act, or
      Utah Code § 76-7-102, Incest

   e. ~~It does not include enticing a minor, lewdness involving a child or failure to report child sexual abuse material by a computer technician.~~

      Utah Code § 53G-8-201 (2026)
      Utah Code § 80-6-103(1)(d) (2026)

2. When a student commits a serious or sexual crime or sexual misconduct on school property, the impact of that misconduct on the school or school facility where the misconduct occurred shall be considered in determining both the discipline to be imposed and the conditions for the student to return to school.

   a. Where the misconduct was a ~~sexual crime or forcible~~ violent felony as defined by Utah Code § 76-3-203.5 directed at another student or a school employee, the student may not return to a school where the victim attends or works.

1) In which circumstance, the parent will be responsible for transportation to and from school.

Utah Code § 53G-8-203(5)(b)(ii) (2026)
Utah Code § 53G-8-213(5) (2026)
Utah Code § 76-3-203.5 (2026)

3. When a student commits a serious offense or sexual crime or sexual misconduct in connection with engaging in hazing, the discipline shall include loss of membership in or participation with the related team, organization, program, club, or event and unless a specific substantial justification is established otherwise shall also result in the student being permanently ineligible to participate in any extracurricular activity or association in the District.

   Utah Code § 53G-8-203(5)(b)(i) (2026)

4. When a student is suspended or expelled from school because the student has committed a serious offense or sexual crime or sexual misconduct, or when a juvenile court or law enforcement agency provides notice as addressed in Policy 5380, a student reintegration plan shall be established for the student's return to school as provided for in Policy 5380.

   Utah Code § 53G-8-203(5)(b) (2026)
   Utah Code § 53G-8-213 (2026)

N. Education of Students Subject to Discipline

1. The educational services that will be provided to students subject to discipline will depend upon the nature of the discipline.

   a. Students subject to remedial measures such as a remedial discipline plan, class attendance with a parent, or in-school suspension will continue to receive educational services from the District according to the remedial measure. A student transferred to another school or program within the District will receive educational services through that school or program.

   b. Parent and District responsibilities

      1) ~~If~~ When a student is expelled or suspended for more than 10 days, it is the responsibility of the student's parent to undertake an alternative education plan which will ensure that the student's education continues during the period of the suspension or expulsion.

2) The parent shall work with designated school officials to determine how that responsibility might best be met through private education, alternative programs offered by the District, or other alternatives which will reasonably meet the student's educational needs.

3) Costs for educational services not provided by the District are the responsibility of the student's parent.

Utah Code § 53G-8-208 (2020)

c. Review of student progress

1) The District shall contact the parent of each suspended or expelled student under the age of 16 at least once per month to determine the student's progress.

Utah Code § 53G-8-208(4)(b) (2020)

d. Record of disciplined students

1) The District shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the student's transcript.

Utah Code § 53G-8-208(4)(a) (2020)

O. Readmission of Suspended or Expelled Students

1. Suspended students

a. A suspended student may not be readmitted to a public school until the student and the student's parent or guardian have met with a designated school official to review the suspension and have agreed with the school official upon a plan to avoid recurrence of the violation resulting in suspension.

b. At the discretion of the principal, the student may be readmitted if the student and the student's parent have agreed to participate in such a meeting.

c. However, a suspension may not extend beyond ten (10) days unless the student and the student's parents have been given a reasonable opportunity to meet with a designated school official to respond to the allegations and proposed disciplinary action.

2. Expelled students

   a. The superintendent or his or her designee shall review the expulsion sanction of each expelled student at least once per year and shall report the conclusions of such review to the Board of Education.

   b. The superintendent or his or her designee may make recommendations regarding whether such sanction should be modified or removed, and what conditions, if any, should be imposed on the student's readmission.

   c. If the Board has expelled a student for a set period of time and has not otherwise specified, at the expiration of that expulsion term a student may enroll at his or her area school on the same terms as a new student.

P. Information Regarding SafeUT Crisis Line

1. The SafeUT Crisis line established by the State through the Huntsman Mental Health Institute provides crisis intervention, including suicide prevention, to individuals experiencing emotional distress or psychiatric crisis. It also provides means for an individual to anonymously report

   a. unsafe, violent, or criminal activities, or the threat of such activities at or near a public school;

   b. incidents of bullying, cyberbullying, harassment, or hazing; and

   c. incidents of physical or sexual abuse committed by a school employee or school volunteer.

2. The Board shall inform students, parents, and school personnel about the SafeUT Crisis Line.

   Utah Code § 53H-4-210(2) (2026)
   ~~*Utah Code § 53B-17-1204(43) (20192024)*~~

Q. Response to SafeUT Crisis Line Reports

1. The District shall respond to reports received through the SafeUT Crisis Line in accordance with models developed by the State Board of Education.

   Utah Code § 53G-8-203(2)(i) (2026)

School Logo

BOX ELDER SCHOOL DISTRICT SHORT - TERM SUSPENSION NOTICE

* Student Name: _____ Grade:_____ Date: _____

Address: _____ Phone: _____

Dear Parent or Guardian,

We regret to inform you that it has become necessary to suspend the above-named student for the following reason (s):

☐ Reason: _____

☐ Safe School Violation - Type: _____

The dates of suspension have been set as _____to _____

A meeting has been scheduled to review the suspension with _____(principal's name)

When: _____
Time: _____
Location: _____

Please plan to attend this meeting along with your child. If you are unable to attend at this time, please contact _____ at (phone number) to reschedule.

This meeting must be held prior to the end of the suspension term in order for your child to return to school.

Additional Information:

- While your student is suspended from school, it will be your responsibility to supervise the student and keep the student at home while school is in session. It is the student's responsibility to contact teachers for missed schoolwork. However, the student must not be on district property during the suspension. If a student is on campus during the suspension, it is considered trespassing. This includes any evening activity sponsored by the school or district.

- *If the student is currently receiving special education services, this suspension will be reviewed by the Special Education team to ensure compliance with the procedural safeguards of students with disabilities. The student's case manager will contact you as soon as possible. If you are not contacted within 24 hours, please call the school immediately.

Thank you,

School Administrator

SCHOOL SUSPENSION/EXPULSION RECOMMENDATION FORM

Student Information:

Student Name: _____
Grade Level: _____
Date of Incident: _____

Incident Details:

Description of Misconduct (Attach additional documentation if needed):

_____
_____
_____
_____
_____

Previous Disciplinary Actions Taken (Check all that apply):

☐ Verbal Warning
☐ Parent Conference
☐ In-School Suspension
☐ Short-term Suspension (under 10 days)
☐ Behavioral Contract
☐ Other (specify): _____

Recommendation:

☐ Long-Term Suspension (more than 10 days)
☐ Expulsion

Justification for Recommendation:

_____
_____
_____
_____
_____

_____ _____
Principal's Signature Date

POLICY 5010

Admissions Eligibility Requirements

A. Minimum Age

1. The District may enroll children in school who are at least five years old before September 2~~1~~ of the year in which admission is sought. The District may enroll a child in kindergarten who does not meet this age requirement if the child moves to Utah from a different state in which the child, during the school year, was a resident and was enrolled in kindergarten in accordance with the prior state's kindergarten age requirements and transfers to the enrolling school after the beginning of the same school year. The District may also enroll children as provided for in Policy 5011 Admissions and Attendance of Military Children, Military and DOD Civilian Children.

2. A student may enroll in first grade if

   a. They have completed a full year of kindergarten or

   b. They are six years old before September 2~~1~~.

   Utah Code § 53G-4-402(8) (2026)

B. Student Residency (Parent or Guardian Resides in Utah)

1. The district of residence of a minor child whose custodial parent resides in Utah is:

   a. The school district in which the custodial parent resides; or

   b. The District in which the child resides;

      1) While in the custody or under the supervision of a Utah state agency, local mental health authority, or substance abuse authority;

      2) While under the supervision of a private or public agency authorized to provide child placement services by the state of Utah;

      3) If the child is married or has been determined to be an emancipated minor by a court of law or authorized administrative agency;

4) The child resides in the District while living with a responsible adult resident of the District who has been designated as the child's custodian through a durable power of attorney as provided for in this policy and the District has been determined to be the child's district of residency as provided for in "Alternative District of Residency" below; or

5) The child is receiving services from a health care facility or human services program (as defined by Utah Code § 26B-2-201 and Utah Code § 26B-2-101) and the District has been determined to be the child's district of residency as provided for in "Alternative District of Residency" below.

Utah Code § 53G-6-302(1), (2) (2024)
Utah Admin. Rules R277-621 (September 24, 2021)

c. A "responsible adult resident" is an individual who is 21 years old or older who is a resident of this state and is willing and able to provide reasonably adequate food, clothing, shelter, and supervision for the child.

Utah Code § 53G-6-303(1) (2024)

C. Alternative District of Residency

1. Procedure

a. When a student's parent or legal guardian resides in Utah but not within the District, and the student resides in the District, the parent or legal guardian may request a determination that the District is the student's alternative district of residency by filing a written request with the District for that determination. The written request shall demonstrate that:

1) the child's physical, mental, moral or emotional health will be best served by considering the child to be a resident for school purposes;

2) exigent circumstances prevent the case from being considered under the procedures provided for in this policy for interdistrict transfers (see "'Open Enrollment' for Utah Resident Students," below); and

3) considering the child to be a resident of the District will not violate any other law or rule of the State Board of Education.

Utah Admin. Rules R277-621-3(1) (September 24, 2021)
Utah Code § 53G-6-302(2)(b)(iii), (iv) (2024)

b. For alternative district requests, the District designates the District Superintendent as its review official.

c. Upon receipt of an alternative district request, the review official shall review the request in light of the requirements set forth above and within 10 business days make a recommendation to the Board of Education (or its designee) on whether the student should be treated as a resident of the District.

Utah Admin. Rules R277-621-3(2) (September 24, 2021)

d. The Board of Education (or its designee) shall review the request and the recommendation and determine, based on the criteria set forth above, whether to grant or deny the request. The decision shall be in writing and shall set for the reasons for approval or denial in accordance with the criteria.

Utah Admin. Rules R277-621-3(5) (September 24, 2021)

e. If the request is denied by the Board of Education, the student or parent may appeal the denial to the State Superintendent within 10 business days. The State Superintendent will rule on the appeal within 10 business days.

Utah Admin. Rules R277-621-3(6) (September 24, 2021)

2. Requirements

a. Pending a decision on the request, the district of residence of the student's custodial parent or legal guardian is responsible for the student's education services. If the request is approved, the District shall immediately enroll the student and assume responsibility for providing educational services to the student.

Utah Admin. Rules R277-621-3(3), (4) (September 24, 2021)

b. If the request is approved and the student qualifies for services under IDEA, the District shall conduct an IEP meeting with representation from the District and from the student's prior district (the district of residence of the student's custodial parent or legal guardian).

Utah Admin. Rules R277-621-3(7) (September 24, 2021)

c. The District is not responsible for a student's required transportation between a health care facility or a human services program facility and the District's facility.

Utah Admin. Rules R277-621-4(3) (September 24, 2021)

d. The Board of Education or its designee may periodically re-evaluate the student's eligibility for educational services from the District.

D. Students Attending a Private Human Services Program

1. When the District is established as the alternative district of residence of a student while the student is attending a private human services program, the student is entitled to educational services from the District at District facilities, as determined by the District. The District is not required to provide educational services on site at the private human services program facility unless the District's IEP team determines that on-site services are required to meet the needs of the student under federal law.

   Utah Admin. Rules R277-621-4(1), (2) (September 24, 2021)

E. Student Residency (Parent or Guardian Does Not Reside in Utah)

1. A minor child whose parent or legal guardian does not reside within Utah may be considered a resident of the District in which the child lives if it is established to the satisfaction of the local Board that:

   a. The child is either married or has been determined to be an emancipated minor by a court of law or authorized state administrative agency;

   b. The child was placed and is being supervised by a child placing agency which is authorized by the State of Utah to provide residential or child placement services and the agency is paying the child's tuition and fees to the extent required by Utah Code § 26B-2-131;

   c. The child is in custody or under the care of a Utah state agency;

      Utah Code § 26B-2-131 (2023)

   d. The child lives with a resident of the District who is a responsible adult and whom the District agrees to designate as the child's legal guardian as provided for below; or

   e. The District, in its sole discretion may accept a non-emancipated student as a resident of the District if each of the following are demonstrated to the Board's satisfaction:

      1) The child's physical, mental, moral, or emotional health would best be served by considering the child to be a resident for school purposes; and

2) The child is prepared to abide by the rules and policies of the District; and

3) The person with whom the child resides in the District has been given authority in a durable power of attorney, as specified below, which the District agreed in its sole discretion to accept; and

4) One of the following two sets of circumstances exists:

   a) The child lives with a responsible adult who resides in the District and is the student's non-custodial parent, grandparent, brother, sister, uncle or aunt and the child's presence in the District is not for the primary purpose of attending the public schools; or

   b) The child's parent has moved from the state, and the child resides with a responsible adult who resides in the District, and the child's attendance in the school will not be detrimental to the school or to the District.

   Utah Code § 53G-6-302(3) (2024)

NOTE: A document issued by other than a court of law that purports to award guardianship to a person who is not a resident of the jurisdiction in which guardianship is awarded is not valid until reviewed by a court of law.

F. Durable Power of Attorney

1. In certain circumstances identified above, a durable power of attorney must be obtained before a child can be admitted to attend school within the District. This durable power of attorney does not confer legal guardianship. In order to be sufficient, this durable power of attorney must be issued by the person who has legal custody of the child and must grant the custodian full authority to take any appropriate action in the interests of the child, including delegating powers regarding care, custody, and property, including authority over schooling.

2. In addition, the person with legal custody of the child (the grantor of the power of attorney) and the person who the child is to reside with (the person empowered by the power of attorney) must both agree to:

   a. Assume responsibility for any fees (as defined in Policy 5230 School Fees) related to the child's education in the District, and

   b. Provide the District with all requested financial information needed to determine eligibility for fee waivers, if those are claimed.

   Utah Code § 53G-6-302(4) (2024)

Utah Code § 75-5-103 (2018)

3. Forms for this power of attorney and for acceptance of custodianship are provided below.

G. Guardianship for Residency Purposes

1. Subject to the District's acceptance and approval, a responsible adult resident residing in the District may obtain guardianship of a child whose custodial parent does not reside in the District for the limited purpose of establishing school district residency of a minor child by submitting to the Superintendent a signed affidavit by the child's parent which states that:

    a. The child's presence in the district is not for the primary purpose of attending the public schools;

    b. The child's physical, mental, moral or emotional health would be best served by transfer of guardianship to a Utah resident;

    c. The affiant is aware that designation of a guardian is equivalent to a Court established guardianship and will suspend or terminate any existing parental or guardianship rights in the same manner as a court-established guardianship;

    d. The affiant consents and submits to suspension or termination of parental or guardianship rights;

    e. The affiant submits to jurisdiction of Utah State courts in which the District is located for any action related to guardianship or custody of the student;

    f. The affiant designates the responsible adult resident as agent to accept service of process and notice; and

    g. It is the affiant's intent that the student become a permanent resident of the District under the supervision of the responsible adult

2. The responsible adult must also submit a signed affidavit stating that:

    a. The affiant is a resident of the school district and desires to become the guardian of the student;

    b. The affiant consents and submits to the jurisdiction of the state district court in which the school district is located in any action relating to the guardianship or custody of the child in question;

c. The affiant will accept responsibilities of guardianship to provide adequate supervision, discipline, food, shelter, educational and emotional support, medical care and pay all school fees; and

d. The affiant accepts the parent or prior guardian's appointment of agency.

3. Forms for the affidavits of the parent and the responsible adult are provided below. If the child's custodial parent cannot be found in order to execute the statement required under subsection (6), then the responsible adult resident must submit a signed affidavit to that effect to the District. A form for this affidavit is provided below. The District shall also submit a copy of the affidavit to the Criminal Investigations and Technical Services Division of the Department of Public Safety.

4. The student who lives with the responsible adult must submit a signed affidavit stating that:

   a. The student desires to become a permanent resident of the State of Utah and reside in the District with and be responsible to the named responsible adult; and

   b. The child will abide by rules and policies of the district and schools.

5. A form for this affidavit is provided below. The District may require the responsible adult to also submit any other relevant documents that it reasonably believes to be necessary to substantiate any claim made in connection with the application.

6. Upon receipt of the required information and documentation, and a determination by the board that the information is accurate, that the requirements have been met, and that the interests of the child would best be served by granting the guardianship, the Board or its authorized representative may designate the applicant as guardian of the child by issuing a designation of guardianship letter to the applicant.

7. The District shall deliver the original documents filed with the District, together with a copy of the designation of guardianship issued by the District, in person or by any form of mail requiring a signed receipt, to the clerk of the state district court in which the District is located.

8. Intentional submission to the District of fraudulent or misleading information under this policy is punishable under Utah Code § 76-8-504.

9. If the District has reason to believe that a party has intentionally submitted false or misleading information under this part, it may, after notice and opportunity for the party to respond to the allegation:

a. void any guardianship, authorization, or action which was based upon the false or misleading information; and

b. recover, from the party submitting the information, the full cost of any benefits received by the child on the basis of the false or misleading information, including tuition, fees (as defined in Policy 5230), and other unpaid school charges, together with any related costs of recovery.

Utah Code § 53G-6-303 (2024)

H. Appeal of Guardianship Denial

1. If the Board denies the application for a guardianship designation, the applicant may either appeal the denial to the Utah district court where the District is located or may file an original petition for guardianship with the court.

Utah Code § 53G-6-303 (2024)

I. Termination of Guardianship

1. A guardianship designation issued by the District may be terminated, and the authority and responsibility of the prior custodial parent may be restored, upon submission to the District of:

   a. a signed affidavit by the person who consented to the guardianship which requests termination of the guardianship, or

   b. a signed written request by the designated guardian requesting termination of the guardianship.

2. If the District determines that it would not be in the best interests of the child to terminate the guardianship, the District may refer the request for termination to the Utah district court where the original guardianship documents were submitted.

3. If the District determines, after giving notice and an opportunity to respond, that an individual has intentionally submitted false or misleading information to the District in connection with a guardianship designation, the District may

   a. void any guardianship, authorization, or action which was based on the false or misleading information, and

   b. recover from the person submitting the false or misleading information the full cost of any benefits received by the child based on the false or misleading

information, including tuition, fees (as defined in Policy 5230), and other unpaid school charges, along with any related costs of recovery.

4. A student whose guardianship or enrollment has been terminated may, upon payment of all applicable tuition and fees, continue in enrollment until the end of the school year unless excluded from attendance for cause.

   Utah Code § 53G-6-303 (2024)

J. Tuition

1. The Board shall charge the nonresident child tuition at least equal to the per capita cost of the school program in which the child enrolls unless the board, in open meeting, determines to waive the charge for that child in whole or in part. The official minutes of the meeting shall reflect the determination.

   Utah Code § 53G-6-306(3) (2025)

K. Tuition for Education Outside of the District

1. If the Board so determines, it shall pay tuition to any accredited district outside the state with which it has a written agreement to educate students attending school in the out-of-state district. The agreement shall be approved by both districts and filed with the State Board of Education. The District is not required to pay tuition to any district with which it has not contracted.

   Utah Code § 53G-6-305 (2019)

L. Eligibility and Admissions Requirements

1. All documents submitted for proof of guardianship shall be kept by the District until the student has reached 18 years old unless the District receives a valid court order to do otherwise.

   Utah Code § 53G-6-303(9) (2024)

2. The District may require evidence that a child is eligible to attend the public free schools of the District at the time it considers an application for admission of the child. The District may withdraw any student who ceases to be a resident; however, a student who guardianship or enrollment has been terminated under this policy may, upon payment of all applicable tuition and fees, continue in enrollment until the end of the school year unless excluded from attendance for cause.

   Plyler v. Doe, 102 S. Ct. 2382 (1982)

Daniels v. Morris, 746 F.2d 271 (5th Cir. 1984)

M. "Open Enrollment" for Utah Resident Students

1. The Board is responsible for providing educational services consistent with Utah state law and rules of the State Board of Education for each student within the District and—to the extent reasonably feasible and in accordance with the limitations and provisions herein—for any student who resides in another district in the state and desires to attend a school in the District.

2. For purposes of "open enrollment," the following definitions apply:

   a. "Early enrollment" means:

      1) application between November 15 and the first Friday in February for admission for the next school year to a school that is not a student's school of residence; or

   b. "Early enrollment for grade reconfiguration" means

      1) application between August 1 through November 1 for admission for the next school year to a school that is not a student's school of residence if:

         a) the school district is doing a district wide grade reconfiguration of its elementary, middle, and high schools; and

         b) that grade reconfiguration will be implemented in the next school year.

   c. "Late enrollment" means application:

      1) after the first Friday in February for admission for the next school year to a school that is not the student's school of residence; or

      2) for admission for the current year to a school that is not the student's school of residence.

   d. "Nonresident student" means a student who lives outside the boundaries of the school attendance area.

   e. "Open enrollment threshold" means the school enrollment levels (for early enrollment or late enrollment) determined under Utah Code § 53G-6-401 and regulations established by the Utah State Board of Education.

f. "School of residence" means the school that a student is assigned to attend based on the student's place of residence.

g. "School attendance area" means an area established by the Board of Education from which students are assigned to attend a certain school.

Utah Code § 53G-6-401 (2019)
Utah Code § 53G-6-402(4)(b) (2025)

3. If a school's average daily membership falls below the open enrollment threshold, the Board shall allow nonresident students to enroll in the school. If a school's average daily membership is above the open enrollment threshold, the Board may, in its discretion, allow enrollment of nonresident students in the school upon satisfactory completion of the application process set forth herein.

4. The Board shall provide written notification to the parents of each student that resides within the school district and other interested parties of the revised early enrollment period beginning August 1 and ending November 1 if the school district is doing a district wide grade reconfiguration of its elementary, middle, and high schools; and the grade reconfiguration will be implemented in the next school year.

5. The Board shall make information about the District, its schools, programs, policies and procedures available to all students who are residents of the State and express an interest in transferring into the District or in transferring to another school within the District.

6. In order for a Utah student to attend a District school other than the student's school of residence, the nonresident student's parent must submit an application to the District on a form provided by the State Board of Education.

7. To be considered as an "early enrollment" application, the student's parent must submit the application from August 1 to November 1 if there is a district wide grade reconfiguration the following school year or from December 1 through the third Friday in February prior to the school year of application for initial enrollment to begin the following school year in the District. Applications which are submitted for the current school year or after the third Friday in February for the following school year will be considered as "late enrollment" applications.

   Utah Code § 53G-6-401 (2019)

8. The District shall charge applicants a one-time $5.00 processing fee to be paid at the time of application.

   Utah Code § 53G-6-402(5) (2025)

N. Open Enrollment Applications Following Boundary Changes

1. Notwithstanding the early and late open enrollment application deadlines, a student who is affected by a school boundary change may submit an open enrollment application within 30 days after the day on which the boundary change takes effect.

   Utah Code § 53G-6-402(4)(b)(v) (2025)
   Utah Code § 53G-4-402(24)(f)(ii) (2026)

O. Notice of Acceptance or Rejection of Application

1. For an early enrollment application, the District shall provide written notice of acceptance or rejection of that application within six weeks after receipt of the application by the District or by March 31 whichever is later. For a late enrollment application for the following school year, written notice of acceptance or rejection shall be provided within two weeks of the District's receipt of the application or by the Friday before the new school year begins, whichever is later. For a late enrollment application for the current school year, written notice of acceptance or rejection shall be provided within two weeks of the District's receipt of the application. Written notice of acceptance of an application for enrollment shall also be sent to the nonresident student's school of residence (for intradistrict transfers) or district of residence (for intradistrict transfers).

   Utah Code § 53G-6-402(4)(b)(v), (vi) (2025)

P. Denial of Enrollment Appeal

1. Denial of initial or continuing enrollment of a nonresident student may be appealed to the Board through the Director of Student Services. Written notice of the request for appeal to the Board must be submitted to the Board within fifteen (15) days of the date of the Board's denial of the application. The decision of the Board shall be upheld in any subsequent proceedings unless the Board's decision is found, by clear and convincing evidence, to be in violation of applicable law or regulation, or to be arbitrary and capricious.

   Utah Code § 53G-6-404 (2019)

Q. Standards for Application

1. Acceptance or rejection of an application shall be determined on an individual basis. Standards applied to each application include at least the following:

2. No nonresident student shall be allowed to voluntarily enroll in programs within the District unless, on a case by case basis, the District determines that there is capacity for additional students in the program for which the nonresident student applies, and that there is adequate space, facilities, and teacher availability in the class, grade level and school building for which the student applied. For secondary schools, the District may also consider the capacity of a comprehensive program in determining to accept or reject an application.

3. The District shall give priority, listed in order,

   a. Box Elder School District students;

   b. to a student who is a child of a military service member or a child of a DOD civilian (as defined in Utah Code § 53H-11-202);

   c. parent is an employee in the school of desired attendance;

   d. sibling/step-sibling enrolled in school of desired attendance. However, applications are considered and granted on an individual basis with no stated or implied guarantee to siblings;

   e. date of completed application.

4. The District shall maintain heterogeneous student populations if necessary to avoid violation of constitutional or statutory rights of students.

5. The District shall not be required to provide any program that it has not previously provided to its own students. If the District does not offer a program that the student requires, that fact shall be considered in reviewing the student's application.

6. The District shall consider the willingness of prospective students to comply with District policies.

7. The District may consider whether the requested transfer is needed for the student's health or safety.

8. The District may reject an application for transfer for the current school year when the student has already transferred to another school for the current school year under open enrollment (whether that was effective at the beginning of the school year or during the school year).

9. Standards may not include previous academic achievement, athletic or other extra-curricular ability, any matter relating to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information,

veteran status of the student, disability, the fact that the student requires special education services for which space is available, previous disciplinary proceedings, except that the District may deny applications from students who have committed serious infractions of the law or school rules, including rules of the District which may not have been rules of the student's prior district where the conduct occurred. The District may deny applications from students who have been guilty of chronic misbehavior which would, if continued, endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff. The District may reject an application from a student who has any school safety incidents or safe-school violations.

10. The Board may, in its discretion, allow provisional enrollment of students with prior behavior problems. In such cases the Board will, on a case-by-case basis, establish conditions under which enrollment of the nonresident student would be permitted. The Board may also impose such conditions on a nonresident student previously enrolled in the District, under which the nonresident student's enrollment would be continued.

    Utah Code § 53G-6-402(1) (2025)
    Utah Code § 53G-6-403 (2026)

R. Posting of School Enrollment Information

1. For each school, the District shall post the following information on the District website:

    a. The school's maximum capacity;

    b. The school's adjusted capacity;

    c. The school's projected enrollment used in calculating the open enrollment threshold;

    d. The school's actual enrollment on October 1, January 2, and April 1;

    e. The number of nonresident student enrollment applications for the school;

    f. The number of nonresident student enrollment applications accepted; and

    g. The number of resident students transferring to another school.

    Utah Code § 53G-6-403(5) (2026)

S. Participation in Interscholastic Competition

1. The participation by nonresident students in interscholastic competition shall be governed under rules established by the State Board of Education, in consultation with the Utah High School Activities Association. Final determinations as to extent of participation shall be made by the Board of Education or coaches delegated such authority.

T. Termination of Enrollment

1. Once a nonresident student is enrolled within a school in the District, the student may remain enrolled in that school subject to compliance with all rules and standards established for students in the District, and is not required to submit annual or periodic applications unless one of the following occurs:

   a. the student graduates;

   b. the student is no longer a Utah resident;

   c. the student is suspended or expelled from school; or

   d. the District determines that enrollment within the school in question will exceed the open enrollment threshold during the coming school year.

2. However, even when the open enrollment threshold will be exceeded, a student may remain enrolled in the following circumstances. When a military service member or DOD civilian (as defined in Utah Code § 53H-11-202) moves from temporary to permanent housing outside of the relevant boundaries following a permanent change of station, a child of the service member or DOD civilian in kindergarten through grade 10 may remain enrolled until the student completes the current school year and a child of the service member or DOD civilian in grade 11 or 12 may remain enrolled until the student graduates. Where a nonresident student is enrolled in a nonresident school for safety reasons because bus service is not provided between the student's neighborhood and their school of residence, that student may remain at that school through the highest grade offered and may thereafter attend the middle school, or high school into which the nonresident school feeds, until graduation.

   Utah Code § 53G-6-402(6), (11) (2025)

3. Otherwise, where the open enrollment threshold will be exceeded, determination of which nonresident students will be excluded from continued enrollment in the school during a subsequent year is based upon time in the school, with those most recently enrolled being excluded first and the use of a lottery system when multiple nonresident students have the same number of school days at the school.

Nonresident students who will not be permitted to continue their enrollment in the District shall be notified on or before March 15 of the school year prior to the school year during which enrollment will be denied.

Utah Code § 53G-6-402(7) (2025)

U. Transportation

1. The parent of the nonresident student must arrange for the student's own transportation to and from schools. The District shall provide transportation for a nonresident student on the basis of available space on an approved route within the District to the school of attendance if District students would be eligible for transportation to the same school from that point on the bus route and the student's presence does not increase the cost of the bus route.

   Utah Code § 53G-6-407 (2019)

V. Withdrawal of Enrollment

1. Except as set forth below for charter school students, the parent of a nonresident student may withdraw the student from the nonresident school by doing one of the following on or before March 15:

   a. Submitting notice of intent to enroll the student in the student's school of residence for the subsequent year.

   b. Submitting notice of intent to enroll the student in another nonresident school for the subsequent school year.

2. Unless provisions have previously been made for enrollment in another school, if the District releases a nonresident student from enrollment in the District, the District school shall immediately notify the student's district of residence.

3. If the District receives notice from another district that a student residing in the District, but who has been enrolled in the other district, is released from enrollment with that district, the District shall enroll the student in the appropriate District school and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.

   Utah Code § 53G-6-402(8), (9) (2025)

4. The Board may allow a student residing outside the state to attend school within the District but shall charge the nonresident child tuition at least equal to the per capita cost of the school program in which the child enrolls, unless the Board, in open

meeting, determines to waive all or part of the charge for that child. In determining what nonresident students to enroll, the Board may give priority to a child of a member of the uniformed services or a DOD civilian (as those are defined by Utah Code § 53H-11-202). Such action shall be recorded in the minutes of the meeting.

Utah Code § 53G-6-306(2), (3) (2025)

W. Returning Charter School Students

1. A charter school student who resides in the District and who submits required enrollment information for the upcoming school year before June 30 shall be enrolled in the student's boundary school for the upcoming school year. However, if the student is leaving the charter school because it has been closed, the student shall be enrolled in the student's boundary school regardless of when the enrollment information is submitted. Otherwise, if the enrollment application is submitted after June 30 for the following year or is submitted for the current year, the student may enroll in a District school, grade level, program or course which is below capacity or has space available "Below capacity" means that the grade level or program is less than 100% of the District, school, or grade level average (as applicable). The capacity and averages are determined as provided for in Utah Administrative Rules R277-472-2, R277-472-3, and R277-472-4. However, below capacity standards for individual schools, grade levels, courses or programs do not apply if the school has documentation that the school community council in a public meeting has designated more than ½ of the school's LAND trust annual allotment to reduce class size in a specific school, grade level, program, or course.

   Utah Code § 53G-6-503(7) (2019)
   Utah Admin. Rules R277-472-2 (May 8, 2024)
   Utah Admin. Rules R277-472-3 (May 8, 2024)
   Utah Admin. Rules R277-472-4 (May 8, 2024)
   Utah Admin. Rules R277-472-5(2) (May 8, 2024)
   Utah Admin. Rules R277-472-7 (May 8, 2024)

2. To facilitate transfer of charter school students, the District shall post the following information on District and school websites:

   a. Elementary schools within the District that are below capacity and available for charter transfer students;

   b. Grade levels and special programs within elementary schools that are below capacity and available for charter transfer students;

c. Secondary schools that are below capacity and available for charter transfer students based on calculated capacity of language arts, science and mathematics; and

d. Special programs within secondary schools that are below capacity and available for charter transfer students.

Utah Admin. Rules R277-472-5(1) (May 8, 2024)

3. Notwithstanding these limitations, a student may be enrolled at any time if the District determines that is necessary to protect the health or safety of the student.

Utah Code § 53G-6-503(8) (2019)

X. Exception to Open Enrollment Requirements for DCFS Cases

1. Regardless of the student's place of residency or the open enrollment requirements set forth above, the District shall allow enrollment of a student in a District school where such enrollment is determined by the Utah Division of Child and Family Services to be necessary to comply with the provisions of 42 U.S.C. § 675.

Utah Code § 53G-6-402(12) (2025)

Y. Transfer from a Persistently Dangerous School

1. The State Superintendent may designate a school as "persistently dangerous" when at least 3% of students for three consecutive school years have been suspended or expelled for either a gun free school violation or for a reported violent criminal offense that took place either on school property or at a school-sponsored activity.

20 U.S.C. § 7912
20 U.S.C. § 7961
Utah Code § 53G-8-205(2) (2026)
Utah Admin. Rules R277-714-2 (May 8, 2025)
Utah Admin. Rules R277-714-3(1) (May 8, 2025)

2. If a District school is designated by the State Superintendent as persistently dangerous, then the District shall, within 15 days of receiving notice of the designation, notify the parents of the school's students:

a. That the school has been designated as persistently dangerous and the criteria that caused the designation;

b. That a parent may transfer the parent's student to a safer school within the District if the parent chooses; and

c. That the parent may request the transfer within 30 days after the parent received notice of the designation.

Utah Admin. Rules R277-714-3(3) (May 8, 2025)

3. Upon receipt of a timely transfer request, the student shall be promptly transferred to a safe school within the District notwithstanding other limitations on transfers or enrollment changes contained in this policy.

4. In the event of a persistently unsafe school designation, the District shall also provide the State Superintendent with the information and materials required under Utah Administrative Rules R277-714-3 and R277-714-4.

Utah Admin. Rules R277-714-3 (May 8, 2025)
Utah Admin. Rules R277-714-4 (May 8, 2025)

Z. Required Identification

1. An "enroller" is an individual who enrolls a student in a public school. Upon enrollment of a student for the first time in a particular school in the District, that school shall notify the enroller in writing that within 30 days the enroller shall provide the school with either

a. a certified copy of the student's birth certificate, or

b. other reliable proof of the student's identity, biological age, and relationship to the student's legally responsible individual, together with an affidavit explaining the enroller's inability to produce a copy of the student's birth certificate.

2. If the documentation inaccurately describes the student's biological age, the enroller shall also provide an affidavit explaining the reason for this inaccuracy and supporting documentation that establishes the student's biological age.

Utah Code § 53G-6-603 (2026)

3. Supporting documentation to establish a student's biological age may include:

a. A religious, hospital, or physician certificate showing the student's date of birth;

b. An entry in a family religious text;

c. An adoption record;

d. Previously verified school records;

e. Previously verified immunization records;

f. Documentation from a social service provider (as defined by Utah Code § 53E-3-524); or

g. Other legal documentation, including from a consulate, that reflects the student's biological age.

Utah Code § 53G-6-603(3)(b) (2026)

4. If supporting documentation to establish the student's biological age is not available, the school shall assign a review team to determine the student's biological age for the District to use in enrolling and placing the student. The review team shall consist of at least three members, with at least one of the members having completed the child sexual abuse and human trafficking prevention training described in Policy 5090 Child Abuse, Sexual Abuse and Human Trafficking Prevention Training and Reporting within the prior two years. Review team members may include any of the following: an appropriate district administrator, the student's teacher or teachers, the school principal, a school counselor, a school social worker, a school psychologist, a culturally competent and trauma-informed community representative, a school nurse or other school health specialist, an interpreter (if necessary), or a relevant educational equity administrator.

   Utah Code § 53G-6-603(4)(a), (b) (2026)

5. In addition to meeting the mandatory reporting requirements regarding suspected physical or sexual abuse, the school shall also report to local law enforcement and to the Division of Child and Family Services any sign of child trafficking that the review team identifies in performing its duties.

   Utah Code § 53G-6-603(4)(c) (2026)
   Utah Code § 53E-6-701 (2022)
   Utah Code § 80-2-602 (2022)

AA. Distribution of Kits for Missing Child Identification Program

1. The Missing Child Identification Program administered by the Utah Attorney General provides for distribution of fingerprint and DNA identification kits that parents may use to collect and store fingerprint and DNA information for potential use by law enforcement in the event that the child is missing. Each elementary school in the

District which receives a supply of such kits through the program shall offer a kit to a parent or guardian of each student entering kindergarten at the school.

Utah Code § 67-5-38(3) (2022)

BB. Missing Child

1. If a school within the District receives notification from the Bureau of Criminal Identification that a child that is currently or was previously enrolled is missing, the school shall flag that child's records sufficiently to alert school officers that the record is that of a missing child. If the school receives notification from the Bureau of Criminal Investigation that the child is no longer missing, it shall remove the flag from the record.

   Utah Code § 53G-6-602 (2018)

CC. Transfer Students

1. ~~Within fourteen (14) days after~~ When enrolling a transfer student (and simultaneously with enrollment if the student is a military child), a school shall request, directly from the student's previous school, a certified copy of his record and shall exercise due diligence in obtaining the record. A student may not be enrolled unless the student record from the previous school has been received or the school administrator or designee has reviewed the data gateway for any safe-school violation, reintegration, or threat assessment regarding the student.

   Utah Code § 53G-6-604 (2026)
   Utah Code § 53E-3-905(2) (2018)

2. If a school within the District is requested to forward a copy of a transferring student's record to the student's new school, it shall comply within ~~thirty (30)~~ five school days ~~(10 days if the student is a military child)~~ unless the record has been flagged as being that of a missing child, in which case the copy shall not be forwarded and the school shall notify the Bureau of Criminal Identification of the request. Any knowledge as to the whereabouts of a missing child shall be reported immediately to the Bureau of Criminal Identification. The forwarded record shall include the student's discipline file, including any safe-school violation, reintegration, or threat assessment.

   Utah Code § 53G-6-602 (2018)
   Utah Code § 53G-6-604 (2026)
   Utah Code § 53E-3-905(2) (2018)

DD. Health Examinations

1. The Board shall implement policies as prescribed by the Department of Health and Human Services for vision, dental, abnormal curvature of spine, and hearing examinations of students attending the District's schools.

2. Qualified health professionals shall provide instruction, equipment and material for conducting the examinations.

3. Upon written request from any parent of a student who contends that an examination provided by this policy would violate the personal beliefs of the person making the request and of the student, the student shall be exempt from submitting to the examination.

4. The school shall give notice in writing to a student's parent of any impairment disclosed by the examination.

   Utah Code § 53G-9-402 (2023)

EE. Credits and Records Transfer

1. The District shall accept credits from accredited secondary schools and accredited special purpose schools.

   Utah Code § 53G-7-206 (2019)

FF. Graduation

1. The District shall award a diploma to a nonresident student attending school within the District during the trimester immediately preceding graduation if the student meets graduation requirements generally applicable to students in the school.

   Utah Code § 53G-6-406 (2019)

GG. Placement of Transfers

1. Records and transcripts of students from Utah nonpublic schools or from out of state shall be evaluated, and students shall be placed promptly in appropriate classes.

HH. Expelled Within Twelve Months

1. A student who has been expelled from a public school within the prior 12 months who is otherwise eligible to enroll may be denied enrollment in a District school for that reason. A student who has been expelled within the past 12 months may be

allowed to enroll upon approval by the superintendent or designee, subject to such conditions and requirements as are determined to be appropriate.

Utah Code § 53G-8-205(3) (2026)

II. Student Identification Number

1. The District may not use a nine-digit number as a student's identification number with the District.

   Utah Code § 63G-15-201 (2012)

FORM

SCHOOL DISTRICT DURABLE POWER OF ATTORNEY
(Under Utah Code § 53G-6-302)

The undersigned Grantor(s) is (are) the custodial parent(s) or legal guardian(s) of _____, a minor child (herein "Student"). Pursuant to Utah Code § 53G-6-302, Grantor(s) hereby designate(s) _____, who by relationship is (are) the Student's_____, and who reside(s) at _____ as the Custodian(s) of Student and grant(s) to Custodian(s) a Durable Power of Attorney with full authority to take any appropriate action, including authorization for educational or medical services, in the interests of the Student. Such action shall have the same force and effect and shall bind the undersigned Grantor(s), the Grantor(s)' heirs and assigns, to the same degree as would have been the case had the action been taken by the Grantor(s).

Grantor(s) agree(s) to assume full responsibility for payment of any fees or other charges relating to the Student's education in _____ School District. If eligibility for fee waivers is claimed under Utah Code § 53G-7-504, or application is made under other programs requiring financial information (such as for free or reduced school lunch) Grantor(s) also agree(s) to provide all financial information requested by the school district in determining eligibility.

This Durable Power of Attorney shall not be affected by the disability of the Grantor(s) and shall remain in effect until the earliest of the following:

a. The Student reaches the age of 18, marries, or becomes emancipated;
b. The following expiration date: _____; or
c. This Durable Power of Attorney is revoked or rendered inoperative by the Grantor(s), the Custodian(s), or by order of a court of competent jurisdiction.

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

THIS POWER OF ATTORNEY DOES NOT CONFER LEGAL GUARDIANSHIP
FORM

ACCEPTANCE OF DESIGNATION AS CUSTODIAN

The undersigned accept(s) the designation as Custodian(s) of the Student and agree(s) to take appropriate action, including authorization for educational or medical services, in the interests of the Student. The undersigned also agree(s) to assume responsibility for payment of any fees or other charges relating to the Student's education in _____ School District. If eligibility for fee waivers is claimed under Utah Code § 53G-7-504, or application is made under other programs requiring financial information (such as for free or reduced school lunch) the undersigned also agree(s) to provide all financial information requested by the school district in determining eligibility.

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

FORM

Affidavit Granting Guardianship

I, _____, the_____
(Print Name) (legal relationship)
of _____ give guardianship of
(Name of Student)
him/her to _____
(Name of Responsible Adult who will act as Guardian)
while the said student lives as a permanent resident of _____ School District attending schools in the District.

I affirm the following:

a) I verify that the child's presence in the district is not for the primary purpose of attending the public schools;
b) I have determined that the child's physical, mental, moral or emotional health would be best served by transfer of guardianship;
c) I am aware that designation of a guardian is equivalent to a Court established guardianship and will suspend or terminate any existing parental or guardianship rights in the same manner as a court-established guardianship;
d) I consent and submit to suspension or termination of parental or guardianship rights;
e) I submit to jurisdiction of Utah State courts in which the District is located for any action related to guardianship or custody of the student;
f) I designate _____ as my agent to accept service of process and notice regarding custody and guardianship matters; and
g) I verify that it is my intent that the student become a permanent resident of the District under the supervision of the responsible adult.

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

FORM

Affidavit For Guardianship Where Parent Cannot Be Found

I certify that no parent or previous legal guardian can be found to grant guardianship of

_____
(Name of student)

to me,_____
(Name of Responsible Adult)

because _____

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

FORM

Affidavit Accepting Guardianship

I, _____,
(Name of Responsible Adult who will act as Guardian)
affirm the following:

a) I am a resident of _____ School District and desire to become the guardian of _____;
b) I consent and submit to the jurisdiction of the Utah district court with jurisdiction of _____ School District in any action relating to the guardianship or custody of this child in question;
c) I accept the responsibilities of guardianship of this child, which include the responsibilities to provide adequate supervision, discipline, food, shelter, educational and emotional support, medical care and to pay all school fees; and
d) I accept appointment by _____ as his or her agent for accepting service of process for any matter involving custody or guardianship of this child.

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

FORM

Student Guardianship Affidavit

I, _____,
(Name of Student)
affirm the following:

a) I desire to become a permanent resident of the State of Utah;
b) I desire to reside within the boundaries of the _____ School District;
c) I agree to be responsible to _____; and
d) I will abide by the rules and policies of _____ School District and its schools.

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

Signed on the ____ day of _____, _____ at _____
(Day) (Month) (Year) (City or other location and state or country)

Printed Name_____

Signature_____

POLICY 5085

Services for Students Experiencing Homelessness

A. Definitions

1. "Child/youth experiencing homelessness" means a child who:

   a. lacks a fixed, regular, and adequate nighttime residence;

   b. has primary nighttime residence in a homeless shelter, welfare hotel, motel, congregate shelter, domestic violence shelter, car, abandoned building, bus or train station, trailer park, or camping ground;

   c. sleeps in a public or private place not ordinarily used as a regular sleeping accommodation for human beings;

   d. is, due to loss of housing or economic hardship, or a similar reason, living with relatives or friends usually on a temporary or emergency basis due to lack of housing; or

   e. is a runaway, a child or youth denied housing by his family, or school-age unwed mother living in a home for unwed mothers, who has no other housing available.

2. "Domicile" means the place which a person considers to be the permanent home, even though temporarily residing elsewhere.

3. "Emancipated minor" means:

   a. a child under the age of 18 who has become emancipated through marriage or by order of a court consistent with Utah Code Title 80 Chapter 7; or

   b. a child recommended for school enrollment as an emancipated or independent or homeless child/youth by an authorized representative of the Utah State Department of Social Services.

4. "Enrolled" for purposes of this rule means a student has the opportunity to attend classes and participate fully in school and extracurricular activities based on academic and citizenship requirements of all students.

5. "School district of residence for a child/youth experiencing homelessness" means the school district in which the student or the student's legal guardian or both

currently resides or the charter school that the student is attending for the period that the student or student's family satisfies the homeless criteria.

Utah Admin. Rules R277-616-2 (October 8, 2025)

B. Identification and Determination of Homelessness Status

1. When a student or the student's parent, guardian, or other authorized adult indicates during registration or enrollment that the student is experiencing homelessness, school personnel shall promptly notify the district's McKinney-Vento homeless education liaison or other designated personnel.

2. Designated personnel shall make reasonable and discreet efforts to confirm the student's living arrangement and determine eligibility under applicable federal and state law. If confirmation cannot be obtained, personnel shall document the efforts made to communicate with the parent, guardian, or other appropriate adult, including the date, method, and outcome of the communication.

3. Confirmation of homelessness status shall not delay or prevent a student's immediate enrollment, attendance, participation in school, or receipt of rights and protections under the McKinney-Vento Homeless Assistance Act. If eligibility is uncertain, the student shall be admitted to school while the determination is being made.

4. Eligibility shall be determined on a case-by-case basis and shall not be denied solely because a parent or guardian cannot be reached or does not provide confirmation. Documentation regarding homelessness status shall be maintained in accordance with applicable privacy requirements.

C. Criteria for Determining Where an Emancipated Student or a Student Experiencing Homelessness Shall Attend School

1. Under the McKinney-Vento Homeless Assistance Act of 1987, Title VII, Subtitle B, as amended, 42 U.S.C. §§ 11431 through 11435 ("the Act"), students experiencing homeless are entitled to immediate enrollment and full participation even if they unable to produce records which may include medical records, birth certificates, school records, or proof of residency normally required for enrollment.

2. A student experiencing homelessness shall:

   a. be immediately enrolled even if the student does not have documentation required under Utah Code sections 53G-9-402, 302, 303, 304 and Utah Code sections 53G-6-301 through 306;

b. be allowed to continue to attend their school of origin, to the extent feasible, unless it is against the parent/guardian's wishes; be permitted to remain in the student's school of origin during the homelessness and until the end of any academic year in which the student moves into permanent housing; or

c. transfer to the school district of residence for a homeless child or youth or charter school if space is available; and

d. have all fees waived as described in Utah Admin. Rules R277-407-9 and in accordance with the Act.

3. Determination of residence or domicile may include consideration of the following criteria:

   a. the place, however temporary, where the child sleeps;

   b. the place where an emancipated minor or an unaccompanied child/youth or accompanied child's/youth's family keeps its belongings;

   c. the place which an emancipated minor or an unaccompanied child/youth or accompanied child's/youth's parent considers to be home; or

   d. such recommendations concerning a child's domicile as made by the State Department of Health and Human Services. Determination of residence or domicile may not be based upon:

      1) rent or lease receipts for an apartment or home;

      2) the existence or absence of a permanent address; or

      3) a required length of residence in a given location.

4. If there is a dispute as to residence or the status of an emancipated minor or an unaccompanied child/youth, the issue may be referred to the State Superintendent for resolution.

5. The purpose of federal homeless education legislation is to ensure that a child's education is not needlessly disrupted because of homelessness. If a child's residence or eligibility is in question, the child shall be admitted to school until the issue is resolved.

   Utah Admin. Rules R277-616-3 (October 8, 2025)

D. Transfer of Guardianship

1. If guardianship of a minor child is awarded to a resident of a school district by action of a court or through appointment by a school district under Utah Code § 53G6-303, the child becomes a resident of the school district in which the guardian resides.

2. If a child's residence has been established by transfer of legal guardianship, no tuition may be charged by the new school district of residence.

   Utah Admin. Rules R277-616-4 (October 8, 2025)

Policy 5270

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

A. Purpose and Philosophy

1. Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and employees violates state law and local policy. Bullying ~~based~~ on the basis of a protected class violates federal civil rights laws. The purpose of this policy is to prohibit bullying, cyber-bullying, hazing, retaliation, and abusive conduct involving Box Elder School District's students and employees. Box Elder's Board has determined that a safe learning environment in which all members of the school community are treated with dignity and respect is necessary for students to learn and achieve high academic standards and that conduct constituting bullying, cyber-bullying, hazing, retaliation, and abusive conduct disrupts both a student's ability to learn and Box Elder School District's ability to educate its students in a safe environment.

B. 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. A single act may not constitute abusive conduct.

   Utah Code § 53G-9-601(1) (2025)

2. "Accountability practice" means any evidence-based practice that increases academic outcomes and decreases behavior that disrupts the learning environment and holds students accountable for their actions by requiring them to take responsibility to repair harm and provide restitution when appropriate.

   a. Some practices include adapting instruction to increase behavior engagement plans, and restorative practices.

3. "Action Plan" means a process to address an incident ~~of bullying, cyberbullying, hazing, or retaliation that is prohibited~~.

   Utah Code § 53G-9-601(2) (2025)

Utah Admin. Rules R277-613-2(2) (October 8, 2025)

4. "Allegation" means a claim or assertion that someone has engaged in disruptive student behavior that has not been verified by ~~confirmed through~~ a formal process.

5. "Bullying" means student bullying or staff bullying (see definitions for student bullying and staff bullying).

   Utah Code § 53G-9-601(3) (2025)

6. "Civil rights violation" means bullying, cyber-bullying, hazing, retaliation, or abusive conduct that is targeted at a student or employee upon the students' or employees' identification as part of any group protected from discrimination under the following federal laws:

   a. Title VI of the Civil Rights Act of 1964~~, including discrimination based on race, color, or national origin~~;

   b. Title IX of the Education Amendments of 1972~~, including discrimination based on sex~~; ~~or~~

   c. Section 504 of the Rehabilitation Act of 1973; ~~and~~ or

   d. Title II of the Americans with Disabilities Act of 1990~~, including discrimination based on disability~~.

7. "Communication" means the conveyance of a message, whether verbal, written, or electronic.

   Utah Code § 53G-9-601(4) (2025)

8. "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.

Utah Code § 53G-9-601(5) (2025)

9. "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. Endangers the mental or physical health or safety of a school employee or student;

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

   c. Involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or

   d. Involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and either

      1) 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

      2) Is directed toward a school employee or student whom the actor ~~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 the individual who commits the act also participates.

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

   Utah Code § 76-5-107.5 (2022)
   Utah Code § 53G-9-601(1) to (5) (2025)

10. "Incident" means an ~~verified~~ incident of bullying, cyberbullying, hazing or retaliation which has been substantiated through a formal investigative process as described in this policy ~~that is prohibited~~. An incident occurs at the same time and in the same place and may involve one or more students to whom the incident is directed, one or

more students who instigate the incident, or a student as both a target and a cause of the incident.

Utah Code § 53G-9-601(7) (2025)
Utah Admin. Rules R277-613-2(8), (19) (October 8, 2025)

11. "LEA Designee" means a designated individual at the LEA level who can provide training to investigators, oversee implementation of any action plan, monitor implementation, assist with school case-specific needs, and act as a liaison to the state board regarding bullying, cyber-bullying, hazing, abusive conduct.

12. "Parent" means a student's parent or guardian.

13. "Restorative justice practice" means a discipline practice that brings together students, school personnel, families and community members to resolve conflicts, address disruptive behavior, promote positive relationships and healing ~~designed to enhance school safety, reduce school suspensions, and limit referrals to court, and is designed to help minors take responsibility for and repair the harm of behavior that occurs in school~~.

14. "Retaliat~~eion~~" means an act or communication intended:

    a. as retribution against a person for reporting bullying, cyberbullying, or hazing; or

    b. to improperly influence the investigation of, or the response to, a report of bullying, cyberbullying, or hazing.

    Utah Code § 53G-9-601(11) (2025)

15. "School" means a public elementary or secondary school, including a charter school.

16. "School Board" means:

    a. A local school board; or

    b. A charter school governing board.

17. "School designee" means a school administrator or designee assigned to receive and investigate allegations at that school, notify parents and/or persons involved, and oversee action plans.

18. "School Employee" means an individual working in the individual's official capacity as:

a. A school teacher;

b. A school staff member;

c. An administrator; or

d. An individual who is employed or authorized as volunteers, directly or indirectly, by a school, school board, or a school district who works on a school campus.

Utah Code § 53G-9-601(13) (2025)

e. "School grounds" means a school building; property on which a school building or facility is located; property that is owned, leased, or used by a school for a school-sponsored activity, function, program, instruction, or training; school-related transportation vehicles.

19. "School-sponsored activity" means an activity, fundraising event, club, camp, clinic, or other event or activity that is authorized by a specific local education agency or public school, according to LEA governing board policy, and satisfies at least one of the following conditions:

    a. the activity is managed or supervised by a local education agency or public school, or local education agency or public school employee;

    b. the activity uses the local education agency's or public school's facilities, equipment, or other school resources;

    c. the activity is supported or subsidized, more than inconsequentially, by public funds, including the public school's activity funds or Minimum School Program dollars; or

    d. ~~This~~ the activity includes preparation for and involvement in a public performance, contest, athletic competition, demonstration, display, or club activity.

20. "Staff bullying" means a school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:

    a. creates an environment that a reasonable person would find hostile, threatening, or humiliating; and

b. substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.

c. "Staff bullying" does not mean instances of:

1) ordinary teasing, horseplay, argument, or peer conflict;

2) reasonable correction of behavior by a school employee; or

3) reasonable coaching strategies and techniques by a school employee who is a coach.

Utah Code § 53G-9-601(14) (2025)
Utah Admin. Rules R277-613-2(17) (October 8, 2025)

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

a. creates an environment that a reasonable person would find hostile; and

b. interferes with a student's educational performance, opportunities, or benefits.

c. "Student bullying" does not mean instances of:

1) ordinary teasing, horseplay, argument, or peer conflict;

2) reasonable correction of behavior by a school employee; or

3) reasonable coaching strategies and techniques by a school employee who is a coach.

Utah Code § 53G-9-601(15) (2025)
Utah Admin. Rules R277-613-2(18) (October 8, 2025)

22. “Verification” means that an alleged incident has been found to be substantiated through a formal investigation process.

23. “Volunteer” means a non-employee with significant unsupervised access to students in connection with a school assignment ~~person working under the direct supervision of a licensed educator~~.

Utah Admin. Rules R277-613-2 (20) (October 8, 2025)

C. Bullying and Abusive Conduct Prohibited

1. ~~No~~ A student ~~may~~ shall not engage in bullying of a school employee or student

   a. on school property,

   b. at a school related or sponsored event,

   c. on a school bus,

   d. at a school bus stop, or

   e. 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 an incident of bullying shall result in disciplinary action up to and including expulsion, consistent with ~~the District's~~ Policy 5005 Safe Schools - Student Disicpline/Behavior.

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 an incident of bullying to law enforcement if that is permitted by Utah Code § 53G-8-211.

Utah Code § 53G-9-602(1) (2024)
Utah Code § 53G-9-605(3)(b) (2019)
Utah Admin. Rules R277-613-4(1)(a) (October 8, 2025)

D. Hazing and Cyberbullying Prohibited

1. ~~No~~ A student ~~may~~ shall not 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 an incident of hazing or cyberbullying 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 an incident of hazing or cyberbullying to law enforcement if that is permitted by Utah Code § 53G-8-211.

Utah Code § 53G-9-602(2) (2024)
Utah Code § 53G-9-605(3)(b) (2024)
Utah Admin. Rules R277-613-4(1)(a) (October 8, 2025)

E. Retaliation Prohibited

1. ~~No~~ A student ~~may~~ shall not engage in retaliation against

   a. a school employee;

   b. a student;

   c. or an investigator for, or witness of, an alleged occurrence of bullying, cyberbullying, hazing, ~~or~~ retaliation, or abusive conduct.

2. Students who engage in retaliation are in violation of this policy and for an incident of retaliation 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 occurrences.

Utah Code § 53G-9-603(1) (2024)
Utah Code § 53G-9-605 (2019)
Utah Admin. Rules R277-613-4(1)(a) (October 8, 2025)

F. Making a False Report Prohibited

1. ~~No~~ A school employee or student ~~may~~ shall not make a false allegation of bullying, 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 instances of false allegations 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-9-603(2) (2024)
   Utah Code § 53G-9-605(3)(d) (2019)
   Utah Admin. Rules R277-613-4(1)(a) (October 8, 2025)

G. Improper Sharing of Recording of Incident Prohibited

1. A student shall not share a recording of an incident or of abusive conduct in a way which would impact or encourage future incidents or abusive conduct or intending to impact or encourage future incidents or abusive conduct. Students who violate this prohibition are in violation of this policy and for verified infractions are subject to disciplinary action up to and including expulsion, consistent with Policy 5005 Safe Schools – Student Discipline/Behavior.

2. This restriction does not prevent a student from sharing a recording of an incident or of abusive conduct with a teacher or administrator as part of reporting the incident or abusive conduct or in response to a request from a teacher or administrator for the recording.

   Utah Code § 53G-9-605(3)(e) (2024)
   Utah Admin. Rules R277-613-4(1)(a)(viii) (October 8, 2025)

H. Creation or Distribution of Intimate Images Prohibited

1. A student shall not create or share (or otherwise distribute) a sexually explicit or nonconsensually intimate image of any student, employee, or other person associated with the school. Students who violate this prohibition are in violation of this policy (and may be in violation of other policies) and for verified infractions are subject to disciplinary action up to and including expulsion, consistent with Policy 5005 Safe Schools – Student Discipline/Behavior.

2. This restriction does not prevent an employee or student from sharing such an image with a teacher or administrator as part of reporting the image or in response to a request from a teacher or administrator for the image.

Utah Admin. Rules R277-613-4(1)(a)(vii) (October 8, 2025)

I. Reporting and Investigation

1. Students who have been subjected to or witnessed bullying, cyber-bullying, hazing, or retaliation, and students who have witnessed abusive conduct, are strongly encouraged to promptly report such incidents to any school employee. School employees who receive reports of such incidents must report them to the school designee. In connection with a report of an alleged incident, students and school employees who report incidents may request that their identity be kept anonymous, and reasonable steps shall be taken by the school designee and others involved in the reporting and investigation to maintain the anonymity of such individuals, if possible.

2. The school or LEA designee shall report to the U.S. Department of Education, Office of Civil Rights (OCR) all acts of bullying, hazing, cyber-bullying, abusive conduct, or retaliation that the individual reasonably determines may be violations of a student's or employee's civil rights.

3. Students, parents~~/guardians/families~~, and school staff are encouraged to submit written complaints to ensure the school administrator is adequately informed of all details relevant to the complaint.

4. Complaints may also be submitted through the SafeUT application or the Public Education Hotline.

5. School employees must implement preventative measures to protect students from retaliation, including assisting students who are targeted by incidents and the student's parent(s) in reporting subsequent problems and new incidents. The school administration ~~Staff~~ will promptly investigate each complaint of bullying in a thorough and confidential manner, including, to the extent possible, anonymous reports, and shall administer appropriate discipline to all individuals who violate this policy. Formal disciplinary action is prohibited based solely on an anonymous report.

6. At a minimum, an investigation shall include interviewing the alleged targeted individual ~~students subjected to the incident, the individual~~ and the alleged perpetrator to have engaged in a manner in violation of this policy ~~an incident~~. The principal or school designee may also interview other individuals who may provide additional information, including the parents of the alleged targeted individual ~~students subjected to the incident~~ and alleged perpetrator, any witnesses to the conduct, and school staff. The principal or school 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 school designee shall inform any person being interviewed that the principal or school 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. The principal or school designee shall keep a written record of the date and time they interviewed individuals, which individuals they interviewed, unless the individual requests to remain anonymous, physical evidence they had reviewed and the manner in which it was reviewed.

Utah Admin Rules R277-613-5(2), (3), (4) (October 8, 2024)

7. 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) (October 8, 2025)

8. If a school employee, agent, or school resource officer believes a student is at-risk of harming others, the school employee, agent, or school resource officer may intervene and ask a student questions regarding the student's thoughts of harming self or others for the purposes of referring the student to appropriate prevention services and informing the student's parent.

9. Box Elder School District shall establish and post on each school's webpage under the student tab:

   a. procedures allowing for anonymous or in-person reporting of bullying, cyber-bullying, hazing, retaliation, or abusive conduct; and

   b. the name and position of the school designee to receive reports.

10. Each reported complaint should include:

    a. name of the complaining party, unless anonymous;

    b. name of the alleged targeted individual;

    c. name of the alleged perpetrator ~~offender~~ if known;

    d. date and location of incident(s); and

    e. a statement describing the incident(s), including the names of any witnesses.

11. All information received in the complaint, including the name of the complainant ~~complaining party~~, shall be treated with the utmost confidence to the extent possible. Administrators shall notify the complaining party before revealing the complainant's ~~complaining party's~~ name.

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

    Policy 4177 Responsible Computer Use
    Policy 4178 Internet Use
    Utah Admin. Code R277-495
    Utah Code § 53G-7-1202
    Utah Code § 53G-10-103
    Utah Code § 53G-8-509.1 to 513
    The Children's Internet Protection Act 47 U.S.C. § 254

J. Parent Notification/Documentation

1. The school administrator (or their designee) must notify parents that their student was involved in an incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation, including incidents when ~~that result in~~ a student express~~esing~~ suicidal ideation.

2. Timeliness of notification may vary depending on the circumstances of an incident. If a school employee or agent believes that a situation exists which presents a serious threat to the well-being of a student, that employee or agent shall notify the student's parent without delay, before the end of the school day.

3. The school administrator (or designee) and a school employee will notify the student's parent by:

    a. ~~A phone call with~~ calling the parent and sending a follow-up email. This is the preferred method for delivering this notification;

    b. ~~however, if the administrator has left a voicemail message but has been~~ Calling the parent and leaving a voicemail if they are unable to connect telephonically with the parent, and send a follow-up ~~an~~ email ~~will be sufficient~~.

4. It is expected that the parent be informed of the threat or incident with two school people present, unless that is not possible.

5. The school administrator who notifies the parent~~s/guardians/families~~ under this section shall fill out the district's online incident report, ~~keep an incident report~~ which includes a record verifying that notification was provided to the parent~~s/guardians/families~~ of each student involved.

   a. ~~It is recommended that the parent be informed of the threat or incident with two school people present.~~

6. The administrator's record of notification must include the date and time of notification, manner of notification (phone call, in-person meeting, etc.), and an indication of the type of incident. The incident report may be disclosed to the parents/guardians and/or students involved, Director of Student Services and other District designees, but it may not be disclosed to any other person or entity except when required by a valid court order as provided in Utah Code § 53G-9-604.

7. The school will retain the record for at least as long as the student is enrolled at the school and will provide or expunge the record in accordance with Utah Code 53G-9-604.

8. In addition to notifying the parent or guardian as set forth above, the school designee will provide the parent or guardian with the following:

   a. Suicide prevention materials and information as recommended by the Utah State Board of Education in accordance with Utah Code § 53G-9-604(2)(b);

   b. Information on ways to limit a student's access to fatal means, including firearms or medication; and

   c. Information and resources on the healthy use of social media and online practices as provided in R277-613.

9. Following the investigation of an incident, ~~An LEA~~ the school administrator or designee shall follow up with the parents of all parties to:

   a. inform parents of the outcome when an investigation is concluded;

   b. provide additional information about the investigation or the resolution consistent with the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232g; and

c. inform parents of appeal options~~, if available,~~ if the parents disagree with the resolution of the investigation.

10. If an incident is verified, the school will inform parents what safety measures will be in place for their child and regularly update the parents regarding the implementation of an action plan.

K. Box Elder School District Action Plan

1. Verified violations of the prohibitions noted previously may result in:

   a. use a discipline plan consistent with Utah Admin. Rule R277-609;

2. Use of restorative justice practices consistent with Utah Admin. Rule R277-613;

   a. A student to whom an incident is directed, is not required to participate in a restorative justice practice with an individual who is alleged to have engaged in an incident. If the school designee would like a student to participate in a restorative justice practice, the school designee shall notify the student's parent of the restorative justice practice and obtain consent from the student's parent before including the student in the process.

3. Use of accountability practices;

4. The provision of supportive services designed to preserve the student's access to educational opportunities and a sense of safety.

5. Other actions against student or employee as appropriate; ~~and~~

6. Verified violations of prohibitions will result in the incident being documented in the file of the student who caused the incident.

7. Additionally, ~~an LEA~~ Box Elder School District shall create and implement an action plan for verified incidents:

   a. An action plan shall include:

      1) a communication plan designed to keep each parent updated on the implementation of the action plan;

      2) with respect to the student to whom the incident was directed and in direct coordination with the student's parent:

a) a tailored response to the incident that addresses the student's needs

b) a mechanism to consider consequences or accommodations the student may need regarding decreased exposure or interactions with the student who caused the incident

c) notification of the consequences and plan to address the behavior of the student who caused the incident;

d) supportive measures designed to preserve the student's access to educational services and opportunities; and

e) to the extent available, access to other resources the parent requests for the student; and

3) with respect to the student who caused the incident and in direct coordination with the student's parent:

a) A range of tailored and appropriate consequences, making reasonable efforts to preserve the student's access to educational services and activities;

b) a process to determine and provide any needed resources related to the underlying cause of the incident;

c) supportive measures designed to preserve the student's access to educational services and opportunities while protecting the safety and well-being of other students; and

d) a process to remove the student from school in an emergency situation, including a description of what constitutes an emergency.

8. An action plan may not include a requirement that the student to whom the incident was directed change the student's:

a. Educational schedule or placement; or

b. Participation in a school sponsored sport, club, or activity.

9. The school principal or designee will produce and maintain a record that tracks implementation of the action plan addressing the incident, if applicable.

10. If, after the school attempts to involve a parent in the development and implementation of an action plan, the parent chooses not to participate in the process, the school may develop and implement an action plan without the parent's involvement.

11. Actions must also include, as appropriate:

    a. Prompt reporting to law enforcement of all acts of bullying, cyber-bullying, hazing, or retaliation that constitute suspected criminal activity;

    b. Procedures for a fair and timely opportunity for the accused to explain the accusations and defend his/her actions prior to student or employee discipline; and

    c. Procedures for providing due process in the investigation and findings through the investigation ~~rights~~ under Utah Code § 53G-11-501.

12. ~~In determining the appropriate response to students who have been found to have engaged in a verified incident, the following factors should be considered:~~

    a. ~~The development and maturity levels of the parties involved;~~

    b. ~~The level of harm;~~

    c. ~~The surrounding circumstances;~~

    d. ~~Past incidents or past continuing patterns of behavior;~~

    e. ~~The relationships between the parties involved;~~

    f. ~~The level of disruption in or interference with the orderly operation of the school.~~

L. Training and Education

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

2. The training shall meet the standards established by the Utah State Board of Education's rules and include information on:

    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 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~~ disability;

e) The right of free speech and how it differs for students, employees, and parents; and

f) Safe digital citizenship as defined in Utah Code § 53G-7-1202(1)(a);

2) The training will also complement the suicide prevention program required for students under R277-620 and the suicide prevention training required for licensed educators consistent with § 53G-9-704(1); and ~~also~~

3) Include information on when issues relating to these standards may lead to employee or student discipline.

Utah Code § 53G-9-607(1), (2) (2024)
Utah Admin. Rules R277-613-4(6) (October 8, 2025)
Utah Admin. Rules R277-613-5(1)(c) (October 8, 2025)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

4) This training shall be provided to all ~~required of:~~ new employees, coaches, and volunteers within the first year of employment or service~~; and all employees, coaches, and volunteers~~ at least once every three years after the initial training.

5) All students (regardless of whether they are involved in athletics or extracurricular activities or clubs) annually.

Utah Admin. Rules R277-613-4(7) (October 8, 2025)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

b. In addition to training described ~~school employees and educating students mentioned~~ above, any student, employee, or volunteer coach ~~participating~~ involved in a school sponsored athletic program, both curricular and extracurricular, or ~~any~~ extra-curricular club or activity shall, prior to participating in the athletic program or activity:

1) ~~participate in~~ complete bullying, cyberbullying, harassment, retaliation, hazing, and abusive conduct prevention training;

c. ~~Repeat bullying, cyberbullying, harassment and hazing prevention training~~ This training shall be offered to new participants on an annual basis and to all participants at least once every three years.

d. Box Elder School District designee or athletic director will inform student athletes and extracurricular club members of the prohibited activities list provided ~~previously~~ in this policy and ~~under~~ R277-613 and the potential consequences for violation of the law and the rule.

e. 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 R277-613-7 (October 8, 2025)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

f. 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 (2024)

g. The District may also offer voluntary training to parents and students regarding bullying, cyberbullying, hazing, abusive conduct, and retaliation.

Utah Code § 53G-9-607(1)(b) (2024)

h. 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) (October 8, 2025)

M. ~~Director of Student Services~~ District Coordinator

1. The Director of Student Services or Executive Director of Human Resources shall provide training to each school principal or designee responsible for school training and oversight. The Director of Student Services will ~~also~~ oversee implementation of action plans, monitor~~s~~ implementation of this policy regarding communication plans, act~~s~~ as the District's liaison to the State Board of Education regarding bullying, cyberbullying, hazing, abusive conduct, and retaliation, and assist~~s~~ with school case-specific needs.

Utah Admin. Rules R277-613-5(1)(c) (October 8, 2025)

N. Assessment

1. ~~Subject to the requirements of Utah Code § 53E-9-203 regarding parental consent for certain types of inquiries of students, e~~Each school shall regularly (and at least once per year) assess 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) (October 8, 2025)
Utah Code § 53E-9-203 (2022)

O. Publication and Acknowledgment

1. A copy of this policy and related procedures shall be included in student ~~conduct~~ handbooks, employee handbooks, and shall be provided to students, ~~the~~ parent(s), ~~of each student enrolled in the District~~ volunteers, administrators, teachers, and school staff, ~~and shall be available~~ on the District's ~~publicly accessible~~ website ~~for faculty, staff, administrators, volunteers, students, parent(s), and community to access~~.

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) (October 8, 2025)

P. Parental Notification of Incidents and Suicide Threats

1. The school shall promptly notify a student's parent when the student is involved in an incident (whether as a target or as a perpetrator) or when a student threatens suicide. When the student is involved in an incident, the parent shall also be notified of the action plan. In addition to giving notice of the incident or threat, the school shall also provide the parent with

   a. suicide prevention materials and information as recommended by the State Superintendent,

   b. information on ways to limit a student's access to fatal means (including firearms and medication), and

   c. information and resources on the healthy use of social media and online practices. (*See* Policy 5064 Medical Recommendations by School Personnel to Parents.)

2. The school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above and provided the required information. If applicable, the record shall also track implementation of the action plan. The record is a private record for purposes of the Government Records Access and Management Act.

3. 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." When there is an action plan, the documentation shall be supplemented to track implementation of the action plan.

4. (A copy of the "Verification of Parent Contact Regarding Threat or Incident" is attached below.) 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-9-604 (2024)
Utah Admin. Rules R277-613-4(3) (October 8, 2025)

5. The record of parental notification shall be maintained in accordance with Policy 5100 Student Records, Policy 5140 Education 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(2)(a)(iii), (4) (2024)

Q. ~~Annual~~ Report~~ing~~ to State Superintendent

1. Box Elder School District is required by Utah Code § 53E-3-401(3) and Utah Admin. Rule R277-613 to report the following annually on or before June 30, to the State Superintendent in accordance with the Superintendent's submission requirements:

   a. a copy of the District's bullying policy required in R277-613-4;

   b. implementation of the signed statement requirement described in Utah Code § 53G-9-605(3)(g);

   c. verification of required training of school employees regarding bullying, cyberbullying, hazing, retaliation, and abusive conduct described in Utah Code § 53G-9-607;

   d. the number of verified incidents of student bullying, cyberbullying, hazing, and retaliation; and

   e. the number and type of incidents that include a student who was allegedly bullied, cyberbullied, hazed, or retaliated against ~~due to or based on~~ because of the student's actual or perceived ~~characteristics, including~~ disability, race, national origin, religion, sex, gender identity, sexual orientation, or other characteristic, including the federal reporting requirements for civil rights violations.

   Utah Admin. Rules R277-613-5(11) (October 8, 2025)

R. ~~Employee Grievance~~

1. ~~A school employee who has experienced abusive conduct must report the incident to the school or LEA District designee in writing. If the school employee is not satisfied with the school or designee's investigation of the abusive conduct and/or the resulting disciplinary action (or) recommended disciplinary action against the perpetrator, the school employee may address/raise the issue in accordance with the school's grievance policies.~~

2. ~~A school employee found to have committed an act of bullying, cyberbullying, hazing, or retaliation will be disciplined in accordance with district policy.~~

3. ~~This policy applies to bullying that:~~

   a. ~~Takes place at school or on school grounds;, meaning: a school building; property on which a school building or facility is located; and property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.~~

   b. ~~Takes place while students are being transported to or from schools or school-sponsored events;~~

   c. ~~Takes place at any school-sponsored event, activity, function, program, instruction or training; or~~

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

4. ~~This policy does not prohibit expressive activity protected by the First Amendment of the United States Constitution. However, if off-campus speech that may constitute a bullying, cyber-bullying, or hazing incident creates a substantial disruption to the school environment, Box Elder School District may take disciplinary action against the student who initiated the speech.~~

~~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.~~

~~This form was scanned and uploaded into Educator's Handbook_____ _____ Date~~

~~_____ _____ _____~~
~~Principal or Principal's Designee Title Date~~

~~_____ _____ _____~~
~~School Staff Member Title Date~~

Record of Parent Notification of Bullying Incident

This form is a record required to be maintained securely and confidentially by the school, consistent with Utah Code 53G-9-604 following parent notification of student:

- Suicide threat
- Bullying incident
- Cyber-bullying incident
- Hazing incident
- Retaliation incident

THIS FORM SHOULD NOT BE USED TO NOTIFY PARENT(S) OF THE INCIDENT.

Student Information:
Student's name:
Parent(s) name:
Date of incident:

Notification Details:
Parent was notified of the incident by:

(Designated School Employee's Name/Signature)

☐ Method of notification:
☐ Phone
☐ Email
☐ Mail
☐ In-person
☐ Other

Date/Time parent was notified:

Parent Contact Information:
Name:
Email:
Phone number:

Incident Type Parent was notified of:
☐ Suicide threat
☐ Bullying incident
☐ Cyber-bullying incident
☐ Hazing incident
☐ Retaliation incident

Policy 6070

Electronic Submission of Information

A. Electronic Submission of Information

1. Beginning July 1, 2027, and with the exceptions set out below, when the District requires or requests a person to submit a form, a record, or information, the District will, instead of requiring the person to appear in person or otherwise provide a physical copy of the form, record, or information, provide an electronic means of submission. Electronic means may include:

   a. electronically completing and electronically signing the form;

   b. downloading the form, completing and physically or electronically signing the form, and submitting a copy of the completed and signed form electronically, by email or other electronic means;

   c. entering the information online;

   d. uploading the completed and signed form, the record, or the information; or

   e. sending the record or information by email or other electronic means.

2. This requirement does not apply if prohibited by an express provision of law or to the extent that the law requires the person to fill out the form in person or to submit the form, record, or information in person. It also does not apply if the person is incarcerated or if the person is required to submit a fingerprint with the form, record, or information for the purpose of conducting a criminal background check.

   Utah Code § 11-72-101(2)(a) (2026)
   Utah Code § 11-72-102 (2026)

POLICY 1036

Board Member Conflict of Interest

A. Private, Controlled, or Protected Information

1. Board Members may not:

   a. Accept employment or engage in any business or professional activity that the member might reasonably expect would require or induce the member to improperly disclose controlled information gained by reason of being a member of the Board.

   b. Disclose or improperly use controlled, private or protected information acquired by reason of membership on the Board or in the course of official duties for the member's or another's private gain or benefit.

   c. Use or attempt to use the member's position on the Board to substantially further the member's economic interest or to secure special privileges or exemptions for the member or others, or to coerce another person to secure special privileges or exemptions for the member or others.

   d. Accept other employment that the member might expect would impair the member's independence of judgment in performing the member's public duties.

   e. Accept other employment that the member might expect would interfere with the ethical performance of the member's duties.

   Utah Code § 67-16-4 (2026)

B. Accepting Gifts, Compensation or Loan

1. No Board Member shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for the member or another if:

   a. It would tend to influence someone in the member's position in the discharge of employment duties;

   b. The member knows or someone in the member's position should know it is a reward for the member's action; or

c. The member recently has been, or is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided below captioned "Receiving Compensation for Assistance in Transaction Involving a Government Agency."

2. This section does not apply to the following:

a. An occasional non-pecuniary gift having a value of not in excess of $50.00;

b. An award publicly presented in recognition of public services;

c. Any bona fide loan made in the ordinary course of business by an institution authorized by the laws of this state or any other state to engage in making such loans.

d. A political campaign contribution if the contribution is actually used in a political campaign of the recipient ~~District~~ Board Member.

Utah Code § 67-16-5 (2014)

C. Receiving Compensation for Assistance in Transaction Involving a Government Agency

a. A "government agency" is any department, division, agency, commission, board, council, committee, authority or any other institution of the state or any of its political subdivision, including the District and Board of Education. No Board Member or District employee shall receive or agree to receive compensation for assisting any person or business entity in any transaction involving a state agency unless the District employee files with the Superintendent, the state attorney general's office, and the head of the agency with which the transaction is being conducted a sworn written statement containing the following information:

1) The name and address of the employee.

2) The name of the District.

3) The name and address of the person or business entity being or to be assisted.

4) A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

b. The sworn statement shall be filed within 10 days after the date of any agreement between the District employee and the person or business entity being assisted or the receipt of compensation, whichever is earlier.

c. The Superintendent shall post the sworn statement on the District's website and ensure that it remains on the website while the Board members remains in office

Utah Code § 67-16-6 (2014)

D. Annual Conflict of Interest Disclosure

1. Unless the Board member or employee is required to file a conflict of interest disclosure statement because of holding another position, each Board Member or employee shall prepare and submit to the Superintendent a written conflict of interest disclosure statement between January 1 and January 31 of each year the Board Member is in office or the employee is employed with the District.

   Utah Code § 67-16-16(1) (2024)

2. The written conflict of interest statement shall include each item of information required by Utah Code § 20A-11-1604(6).

   Utah Code § 20A-11-1604(4) (2025)
   Utah Code § 67-16-16(1)(a) (2025)

3. The Superintendent shall post an electronic copy of the conflict of interest disclosure statement on the District's website within 10 business days of receipt from the Superintendent and provide the lieutenant governor with a link to the posting. The Superintendent shall ensure that the disclosure remains posted on the District's website while the Board member remains in office. If the Board member is not required to submit the disclosure statement to the Superintendent because the Board member is required to file a conflict of interest disclosure statement because of holding another position, the Superintendent shall post a link to the Board member's disclosure on the District website and shall provide the lieutenant governor with a copy of the link. If the Board member or the Board member's spouse is an at-risk government employee as defined in Utah Code § 63A-19-408(1)(a) and the Board member requests redaction of employment information or the spouse's name and employment information, the Superintendent shall redact the information from the disclosure before posting the conflict of interest disclosure statement.

Utah Code § 67-16-16(2), (7) (2024)
Utah Code § 20A-11-1604(7) (2025)
Utah Code § 63A-19-408(1)(a) (2026)

4. If the Superintendent determines that a Board member has not timely submitted a conflict of interest disclosure statement or that the statement does not meet the statutory requirement, the Superintendent shall notify the Board member within five days and direct the Board member to submit an statement or an amended statement correcting the problem. If the statement or corrected statement is not submitted within seven days after the Superintendent's notice, the Superintendent shall report the violation to the Utah Attorney General and shall impose a civil fine of $100 against the Board member. Any such fine shall be deposited into the District's general fund as a dedicated credit to pay for the costs of administering the disclosure requirement.

   Utah Code § 67-16-16(3)-(6) (2024)

POLICY 1040

Board Member Elections and Redistricting

A. Term

1. The term of office for an elected member is four years, except as required because of reapportionment as set forth below, and begins on the first Monday in January following the election.

   Utah Code § 20A-14-203(2) (2025)

B. Candidacy

1. An individual may become a candidate for election to the Board by filing a declaration of candidacy with the county clerk during the period beginning at 8 a.m. on the first business day in January of an even-numbered year ~~January 2 of the year in which the next regular general election is held (or if January 2 is not a business day, the first business day after January 2)~~ and ending at 5 p.m. on the fifth ~~fourth~~ business day in January of an even-numbered year ~~after the day on which the period begins~~ and paying the fee described in *Utah Code § 20A-9-202*.

   Utah Code § 20A-14-203(1) (2025)
   Utah Code § 20A-9-201.5 (2026)

C. Elections

1. No more than four (4) members may be elected to the Board in any election, unless otherwise required as a consequence of redistricting as set forth below, or to fill a vacancy by election under Policy 1032 Vacancies on the Board.

   Utah Code § 20A-14-202(1)(h) (2022)

D. Redistricting does not cut short board member terms

1. Redistricting does not affect the right of any school board member to complete the term for which the member was elected, except as may be required for redistricting following creation of a new school district.

   Utah Code § 20A-14-201(5) (2025)

E. Representation of school board districts after redistricting

1. If after redistricting only one board member whose term extends beyond redistricting lives within a local school board district, that board member shall represent that school board district.

2. If after redistricting two or more members whose terms extend beyond redistricting live within a local school board district, the members involved shall select one member by lot to represent that school board district.

   a. The other members shall serve at-large for the remainder of their terms.

   b. Notwithstanding the number of board members otherwise established by law, the at-large board members shall serve in addition to the designated number of board members for the board in question for the remainder of their terms.

3. If after redistricting there is no board member living within a local school board district whose term extends beyond redistricting, the seat for that school board district shall be treated as vacant and filled as provided in Policy 1032.

   Utah Code § 20A-14-201(6) (2025)

F. Adjustment of term lengths because of redistricting

1. If, before an election affected by redistricting, the county or municipal legislative body that conducted the redistricting determines that one or more members must be elected to terms of two years to meet this part's requirements for staggered terms, the legislative body shall determine by lot which of the local school board districts will elect members to two-year terms and which will elect members to four-year terms. All subsequent elections are for four-year terms.

   Utah Code § 20A-14-201(7) (2025)

POLICY 1070

Board Meeting Procedures

A. "Meeting" means a gathering of the Board with a quorum present that is convened by an individual with authority to convene the Board and following the Board's process for convening and for the express purpose of acting as the Board to receive public comment about, deliberate about, or take action on a relevant matter. A "relevant matter" is one which is within the scope of the authority of the Board but does not include a managerial or operational matter. Members of the Board constituting a quorum may not act together in a concerted and deliberate way outside a meeting of the Board to predetermine an action to be taken by the Board at a meeting on a relevant matter.

Utah Code § 52-4-103(5)(11) (2026)
Utah Code § 52-4-208(1) (2024)

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)(a) (2024)

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 (2025)

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. The Board shall hold a public hearing when considering whether to close a school or special enrollment program or change the boundaries of a school or location of a special enrollment program, when submitting a ballot issue regarding bond authorization or a tax increase, when considering the adoption of the District budget, when considering adoption of a tax rate exceeding the certified tax rate, before authorizing issuance of bonds, and when considering changes to the Board member compensation schedules, as required by statute.

   Utah Code § 11-14-103(6) (2024)
   Utah Code § 11-14-318 (2023)
   Utah Code § 53G-4-402(24) (2026)
   Utah Code § 53G-7-303(2) (2025)
   Utah Code § 53G-4-204(2) (2023)
   Utah Code § 59-1-1605 (2016)
   Utah Code § 52-9-919(4), (8) (2026)

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 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) (2024)

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(9) (2026)
   Utah Code § 53G-4-203(5) (2026)

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 1210

School Closures and Boundary Changes

A. "Special Enrollment Program" and "Special Class" Defined

1. "Special enrollment program" means a full-day academic program in which a parent opts to enroll the parent's student and that is offered at a specifically designated school in the District, including gifted or advanced learning programs or dual language immersion programs. It does not include a "special class" as defined below.

   Utah Code § 53G-4-402(24)(a) (2026)

2. "Special class" means a placement under IDEA where an eligible student receives specially designed instruction in a class designated only for a student with a disability.

   Utah Code § 53G-4-402(24)(a) (2026)
   Utah Code § 53E-7-210(1)(b) (2026)

B. Notice of Possible Closure

1. At least 90 days before approving the closure of a school or closure of a special enrollment program, the Board shall provide notice that it is considering closure to parents of students enrolled in the school or in the special enrollment program, to parents of students enrolled in other schools in the District which may be affected by the closure, and to the governing council and mayor of the municipality where the school is located. The Board must initiate the notice process for each school or special enrollment program under consideration for closure through a separate motion made and approved at a public meeting of the Board. The notices to parents shall be provided using the same form of communication that the Board regularly uses to communicate with parents and shall also be given by mail through the United State Postal Service at the last known address for the parents.

   Utah Code § 53G-4-402(24)(b)(i), (ii), (d) (2026)

C. Notice of Possible Boundary Change

1. At least 30 days before approving a change to school attendance area boundaries or

to the location of a special enrollment program, the Board shall provide notice that it is considering a boundary change or program location change to parents of students enrolled in the school or program, to parents of students enrolled in other schools in the District which may be affected by the boundary or location change, and to the governing council and mayor of the municipality where the school is located. The Board must initiate the notice process for each school or special enrollment program through a separate motion made and approved at a public meeting of the Board. The notices to parents shall be provided using the same form of communication that the Board regularly uses to communicate with parents and shall also be given by mail through the United States Postal Service at the last known address for the parents.

Utah Code § 53G-4-402(24)(b)(i), (ii), (d) (2026)

D. Notice of Possible Relocation of Special Class

1. At least 30 days before making a change which affects the location of a special class, unless that change is a boundary change or school closure conducted under this policy, the Board shall provide written notice to the parent of each student in the class that includes:

   a. A description of the action, including the reason for the change and how the change will affect the student;

   b. The name and location of the new school or program site;

   c. Instructions on how the parent may obtain more information about the change;

   d. Key dates and a timeline for implementation;

   e. Information about the new school or program, including contact information for relevant staff;

   f. Information about scheduling an IEP meeting and other transfer services available to the student; and

   g. Instructions on how the parent may obtain other logistical information about the change, including transportation arrangements.

2. The written notice shall be provided by one or more of the following: regular mail, certified mail, email, or hand delivery.

Utah Code § 53E-7-210(2) (2026)

E. Public Comment and Hearing on Closure

1. Before taking action to close a school or special enrollment program, the Board shall hold at least two Board meetings which include an opportunity for public comment on the proposed closure. One of these meetings shall be designated as a public hearing. If feasible, the public hearing shall be held at the location of the school that is under consideration for closure.

   Utah Code § 53G-4-402(24)(b)(iii), (v), (c)(ii) (2026)
   Utah Code § 10-20-102(63) (2026)

F. Parent Comment on Special Class Relocation

1. Before taking final action which affects the location of a special class (either through school closure, change of a school attendance area, or otherwise), the Board shall provide the parent of a student affected by the relocation an opportunity to submit a written or verbal comment regarding the relocation. The Board shall document and consider each comment it receives before making the final decision.

   Utah Code § 53E-7-210(2) (2026)

G. Hearing on Boundary Change

1. Before taking action to change a school attendance area boundary or the location of a special enrollment program, the Board shall hold a public hearing to receive comment on the proposed boundary change or program location change.

   Utah Code § 53G-4-402(24)(b)(iv), (v) (2026)
   Utah Code § 10-20-102(62) (2025)

H. Notice of Hearing on Closure

1. 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 90-day notice of possible closure described above, the Board shall give notice of the public hearing on a proposed school closure or special enrollment program closure. The notice shall state the name of the school or schools or the special enrollment program 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 90-day notice of possible closure described above, and in the same matter. In addition, for at least 10 days before the day of the hearing, this notice shall also be posted on the Utah Public Notice Website, posted on the District's website, posted at the District offices, and posted prominently at the school or schools affected.

Utah Code § 53G-4-402(24)(b)(v), (c) (2026)
Utah Code § 63G-30-102(1) (2023)

I. Notice of Hearing on Boundary Change

1. In addition to meeting the other requirements for notice of a public meeting as set out in Policy 1072 Board Meeting Notice Requirements, and in addition to the 30-day notice of possible boundary or location change described above, the Board shall give notice of the public hearing on a proposed boundary change or special enrollment program location change. The notice shall state the name of the school or schools under consideration for boundary change or the special enrollment program under consideration for location change and shall 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 30-day notice of possible boundary or location change described above, and in the same manner. In addition, for at least 10 days before the hearing, this notice shall also be posted on the Utah Public Notice Website, posted on the District's website, posted at the District offices, and posted prominently at the school or schools affected.

Utah Code § 53G-4-402(24)(b)(v), (c) (2026)
Utah Code § 63G-30-102(1) (2023)

J. Deadline for Completion of Closure

1. The process for approving closure of a school must be completed on or before December 31 of the calendar year preceding the beginning of the school year in which the school closure takes effect.

Utah Code § 53G-4-402(24)(e) (2026)

K. Deadline for Completion of Boundary Change

1. The process for approving a change to a school boundary must be completed no more than 60 days after the day on which the Board votes to approve the change.

Utah Code § 53G-4-402(24)(f)(i) (2026)

POLICY 2010

Budget Planning/Development/Adoption

A. The District participates in the Uniform School Fund, which the State Board of Education apportions annually among school districts according to the provisions of the Minimum School Program

Utah Constitution, Article X, Sec. 5
Utah Code § 53F-9-202(2) (2019)
Utah Code Title 53F, Chapter 2

B. The Superintendent shall serve as Budget Officer for the School District.

Utah Code § 53G-7-302 (2018)

C. The District shall participate in all appropriate state funding programs and conform to all state laws and rules concerning participation.

Utah Code § 53F

D. Prior to June 1 of each year, the Superintendent shall prepare and file with the School Board a tentative budget. The tentative budget and supporting documents shall include the following items:

1. The revenues and expenditures of the preceding fiscal year.

2. The estimated revenues and expenditures of the current fiscal year.

3. An estimate of the revenues for the succeeding fiscal year based upon the lowest tax levy that will raise the required revenue, using the current year's taxable value, state and federal levied taxes, current financial climate, and obligations as the basis for this calculation.

4. A detailed estimate of the essential expenditures for all purposes for the next succeeding fiscal year.

5. The estimated financial condition of the district by funds at the close of the current fiscal year.

E. The tentative budget shall be filed with the district business administrator for public inspection at least 15 days prior to the date of its proposed adoption by the local school board.

Utah Code § 53G-7-302 (2018)

F. School Board Budget

1. Prior to 30 June of each year, the Board shall adopt a budget and make appropriations for the next fiscal year. If the budget includes a tax rate exceeding the certified tax rate, the Board shall adopt an interim budget by June 30 and shall adopt the final budget as provided for in Utah Code § 59-2-919. The budget for the previous year may be revised as needed concurrently with adoption of the following year budget.

Utah Code 53G-7-303 (2025)

G. Tax Rate

1. The Board shall comply with the provisions of the Utah Code § 59-2-919 ~~Tax Increase Disclosure Act~~ if the tax rate in the proposed budget exceeds the tax rate defined in Utah Code § 59-2-924, unless one of the exceptions to those provisions (relating to prior voted local levy increases) set forth in Utah Code § 53F-8-301 applies.

Utah Code § 53G-7-303(2)(b) (2025)
Utah Code § 53F-8-301 (2018)

H. Adoption of a Budget

1. Prior to adoption of a budget or budget revision, the Board shall hold an open, public hearing on the proposed budget, at which public comment is received. In preparation of the hearing, the Board shall:

   a. In addition to complying with the open meeting notice requirements set forth in Policy 1072 Board Meetings: Notice Requirements, ~~P~~publish notice that the Board will consider and adopt a budget at the designated Board meeting in a newspaper of general circulation within the District at least ten days ~~one week~~ prior to the meeting;

   b. Publish notice electronically on the public legal notice website established under Utah Code § 45-1-101(2)(b);

c. File a copy of the proposed budget with the ~~Board's~~ Business Administrator for public inspection at least ten days prior to the hearing~~.~~; and

d. Post the proposed budget on the District's website.

Utah Code § 45-1-101 (2023)
Utah Code § 53G-7-303(3) (2025)

2. Where the Board is considering adopting a budget that includes a tax rate in excess of the certified tax rate, the Board will follow the notice, public hearing, and adoption requirements set out in Utah Code § 52-9-919 and Utah Code § 52-9-924.

Utah Code § 59-2-919 (2026)
Utah Code § 59-2-924(8), (9) (2026)

I. Filing Budget

1. The Board shall file a copy of the adopted budget with the state auditor and the State Board of Education ~~within 20 days after it is adopted~~.

Utah Code § 53G-7-303(5) (2025)

J. Undistributed Reserve

1. The Board may place an undistributed reserve in the budget that does not exceed 5% of the maintenance and operation budget in accordance with the schedule adopted by the State Board of Education.

Utah Code § 53G-7-304 (2018)

K. Application of Undistributed Reserve

1. The Board may appropriate all or part of the undistributed reserve made to any expenditure classification in the maintenance and operation budget by a written resolution adopted by a majority vote of the Board. The resolution ~~writing~~ shall state the reasons for the appropriation. A copy of the ~~written~~ resolution shall be filed with the State Board of Education and the State Auditor.

Utah Code § 53G-7-304(2) (2019)

L. Restrictions on Use of Undistributed Reserve

1. The Board may not use the undistributed reserve in the negotiation or settlement of contract salaries for District employees.

   Utah Code § 53G-7-304(3) (2018)

M. Restriction on Use of Tax Increase Revenue

1. Where the Board adopts an interim budget which includes a tax rate in excess of the certified tax rate, the Board will set aside in a restricted budget account no less than the amount of general fund revenue which would be generated by the proposed tax rate increase. The Board will not expend or otherwise obligate that revenue during the period from July 1 until the final budget is adopted.

N. Limit on Appropriations

1. The Board shall not make any appropriation in excess of the District's estimated expendable revenue, including undistributed reserves, for the following fiscal year.

   Utah Code 53G-7-305(2) (2019)

O. Reduction of Budget Appropriations

1. The Board may reduce any budget appropriation at its regular meetings if notice of the proposed action is given to all Board members and the Superintendent at least one week prior to the meeting.

   Utah Code § 53G-7-305(3) (2018)

P. Increase in Budget Appropriations

1. The Board may increase any budget appropriation only if:

   a. The Superintendent sets forth in a writing delivered to the Board a request to increase a specified budget appropriation and states the reasons for the proposed increases; and

   b. Notice that the request will be considered by the Board is published in a newspaper of general circulation at least one week prior to the board meeting at which the request is considered; and

c. The Board holds a public hearing on the request prior to acting on the request and approves the increase by a majority vote of board members.

Utah Code § 53G-7-305(7) (2019)

Q. Prohibition of Inter-fund Transfers

1. District revenues shall only be spent within the fund for which those revenues were originally authorized, levied, collected, or appropriate, and inter-fund transfers of residual equity may not be made unless expressly authorized by the State Board of Education.

Utah Code § 53G-7-306 (2021)

Policy 2032
Adopted
April 16, 2025
First Reading
August 12, 2026
Second Reading
September 9, 2026

POLICY 2032

Procurement of Construction: School Construction ~~and School-Site Acquisition~~ Requirements

A. ~~School Site Acquisition Requirements~~ Scope

1. The requirements of this policy apply to "public school construction," which means construction work on a new public school facility or major alteration of an existing public school facility with a total project cost exceeding the thresholds for a capital development project or capital improvement project set forth in Utah Code § 63A-5b-401.

   Utah Code § 63A-5b-401 (2020)
   Utah Code § 63A-5b-1201(2)(c) (2026)

~~2. Before school construction begins:~~

~~a. Prior to the acquisition of a school site, the District shall notify the following of its intent to acquire the site:~~

~~1) an affected local entity,~~

~~2) the Utah Department of Transportation, and~~

~~3) an electrical corporation, gas corporation, or telephone corporation (as defined in Utah Code § 54-2-1) that provides service or maintains infrastructure within the immediate area of the proposed site.~~

~~b. As soon as possible after this notice is given, representatives of the District, the affected local government entity, and the Department of Transportation shall meet to:~~

~~1) discuss information provided by the District as available regarding:~~

~~a) potential community impacts;~~

~~b) Approximate lot size;~~

c) Approximate building size and use;

d) Estimated student enrollment;

e) Proposals for ingress and egress, parking, and fire lane location; and

f) Building footprint and location;

2) Negotiate any fees that might be charged by the local governmental entity in connection with the school construction project;

3) Coordinate to:

a) ensure that the siting or expansion of a school in the intended location will comply with applicable local general plans and land use laws and will not conflict with entitled land uses;

b) ensure that all local government services and utilities required by the school construction activities can be provided in a logical and cost-effective manner;

c) avoid or mitigate existing and potential traffic hazards, including consideration of the impacts between the new school and future roadways; and

d) maximize school, student, and site safety.

c. The District shall submit the rough proposed site plan to the local governmental entity's design review committee for comments and the committee shall provide comments no later than 30 days after submission.

d. If otherwise permitted under Utah Code § 10-9a-305(3)(b) or Utah Code § 17-27a-305(3)(b), a local governmental entity may require the District to provide a traffic study from a qualified independent third party if the local government entity determines that traffic flow, congestion, or other traffic concerns may require the study.

e. The District shall submit to the Utah Department of Transportation a child access routing plan.

Utah Code § 53E-3-710(2), (5) (2018)
Utah Admin. Rules R277-471-7(1) (April 9, 2024)

B. School Construction Standards

1. The District will comply with the school construction standards and requirements established by the Utah Division of Facilities Construction and Management. Before beginning any school construction project, the District will review the Division's rules and policies.

   Utah Code § 63A-5b-1202(1), (5) (2026)

C. School District Building Official

1. The Board shall appoint a School District Building Official (SDBO) who has direct administrative and operational control of all construction, renovation, and inspection of the District's facilities and shall provide in writing the name of the SDBO to the State Superintendent. The SBDO will coordinate District compliance with the school construction standards and requirements established by the Division of Facilities Construction and Management.

   Utah Admin. Rules R277-471-2(11) (October 8, 2025)
   Utah Admin. Rules R277-471-5 (October 8, 2025)

D. School Construction Planning

1. In planning school construction, the District will consider:

   a. educational program requirements for different grade levels;

   b. year-round use requirements;

   c. specific needs of various student populations; and

   d. coordination between facility design and educational delivery.

2. The plans for school construction will be prepared by a licensed architect.

   Utah Code § 53E-3-703(1), (2) (2026)

3. In selecting a school site, the District will comply with the Division's requirements regarding coordination with municipalities and counties regarding school siting, traffic impacts, and site safety considerations.

Utah Code § 63A-5b-1202(1)(r) (2026)

4. In selecting a school site, and before developing plans and specifications for a new school or expansion of an existing school, the District will coordinate with the local health department regarding environmental health and safety issues to avoid unreasonable risks to the health and safety of students and staff. The site will be located to minimize the negative influence of railroads, freeways, highways, heavy traffic roads, industrial areas, airports and aircraft flight patterns, fugitive dust, odors, or other areas where auditory problems, malodorous conditions, or safety and health hazards exist. Upon request of the local health officer, the District will submit plans and specifications to the local health department.

   Utah Admin. Rules R392-200-5 (October 21, 2025)

5. Before beginning a school construction project, the District will obtain Division approval of a pre-construction application that includes detailed project scope and specifications; preliminary cost estimates; a proposed project timeline; and funding sources and financial capacity documentation.

   Utah Code § 63A-5b-1205(6)(a) (2026)

E. Safety and Security Standards

1. In designing and constructing new school facilities and in remodeling school facilities, the District shall meet the safety and security standards established by the state security chief.

   Utah Code § 53-22-102(3)(a) (2025)
   Utah Admin. Rules R277-400-12(2) (November 7, 2025)

2. In designing and constructing new school buildings, the District shall comply with the incident response method established by the state security chief, which requires marking interior rooms and hallways with an assigned quadrant designation so as to be visible to building occupants and emergency responders.

   Utah Admin. Rules R277-400-5(1)(b) (November 7, 2025)
   Utah Admin. Rules R277-400-12(1)(a) (November 7, 2025)

3. For existing school buildings, the District shall by school year 2034-2035 comply with the incident response method established by the state security chief, which requires marking interior rooms and hallways with an assigned quadrant designation so as to be visible to building occupants and emergency responders.

Utah Admin. Rules R277-400-5(1)(b) (November 7, 2025)
Utah Admin. Rules R277-400-12(1)(b) (November 7, 2025)

4. In constructing new school buildings or for major remodeling of a school building, the District shall coordinate with the state security chief and the school safety and security director to ensure accessible and strategically placed installation of Automated External Defibrillators (AED). One AED shall be located at or near the school's main office and additional AEDs shall be within 500 feet of gymnasiums, auditoriums, any portable or temporary outbuildings, and centralized locations of buildings.

   Utah Admin. Rules R277-471-4(5) (October 8, 2025)

F. Construction of Privacy Spaces

1. In constructing new facilities, the District shall ensure that the new facility has sufficient sex-designated privacy spaces. The District shall also ensure that the new facility includes, as applicable to the type of facility, an appropriate number of single occupant restrooms or changing rooms.

   Utah Code § 63G-31-304(2)(b), (3) (2025)
   Utah Code § 63G-31-101(1), (2), (9), (11) (2025)

2. With respect to restrooms and changing rooms in existing facilities, the District shall consider the feasibility of retrofitting or remodeling to include floor-to-ceiling walls and doors or similar privacy protections, curtains, or other comparable methods of improving privacy.

   Utah Code § 63G-31-304(2)(c) (2025)
   Utah Code § 63G-31-101(1), (2), (9), (11) (2025)

G. Pre-construction Requirements

1. Before ~~any~~ school construction ~~project~~ begins, the District will obtain written approval from the Division of the construction documents and a permit for the construction ~~shall obtain a construction project number from the State Superintendent and complete and submit construction project identification forms provided by the State Superintendent~~. The District will also, as required by the Division, demonstrate compliance with Division rules and policies and will provide the Division with evidence that it has arranged for qualified plan review and project inspection as

required by the Division. Materials will be submitted to the Division through the Division's online system.

Utah Code § 63A-5b-1205(1), (4) (2026)
Utah Code § 63A-5b-1207(2) (2026)
Utah Code § 63A-5b-1208(2) (2026)
Utah Code § 63A-5b-1218 (2026)
Utah Code § 63A-5b-1220 (2026)

~~2. All school plans and specifications shall be approved by a certified plans examiner before any school construction project begins.~~

3. Prior to developing plans and specifications for a new public school, or the expansion of an existing school, the District shall coordinate with local health departments and the State Fire Marshal. The plans and specifications shall satisfy Utah Department of Health requirements relating to siting, building construction, grounds, food service facilities, sanitary facilities, and health and safety facilities.

   Utah Admin. Rules R277-471-8(3) (October 8, 2025)
   Utah Admin. Rules R392-200-4 (October 21, 2025)

4. If otherwise permitted under Utah Code § 10-20-304(3)(b) or Utah Code § 17-79-305(3)(b), a local governmental entity may require the District to provide a traffic study from a qualified independent third party if the local government entity determines that traffic flow, congestion, or other traffic concerns may require the study. However, the only construction permit required to proceed with the project is the permit from the Division of Facilities Construction and Management.

   Utah Code § 10-20-304(3)(b) (2026)
   Utah Code § 17-79-305(3)(b) (2026)
   Utah Code § 63A-5b-1218 (2026)

~~5. Prior to developing plans and specifications for a new public school, the District shall coordinate with local jurisdictions to comply with Federal Emergency Management Agency flood plain requirements and restrictions, including applicable mitigation measures.~~

~~6. The District shall maintain documentation for audit or monitoring purposes of required coordination, meetings, and agreements.~~

   ~~*Utah Code § 10-9a-305(5) (2025)*~~
   ~~*Utah Code § 17-27a-305(5) (2025)*~~

~~*Utah Admin. Rules R277-471-6(1), (2) (April 9, 2024)*~~
~~*Utah Admin. Rules R277-471-7(3), (6), (7) (April 9, 2024)*~~

H. Contractor Selection

1. For projects exceeding $500,000, the District will select a contractor from the qualified contractor registry established by the Division while also complying with competitive procurement requirements.

   Utah Code § 63A-5b-1203(6) (2026)
   Utah Code § 63A-5b-1216 (2026)

I. Construction Requirements

1. During construction, the District will:

   a. Use qualified, certified inspectors approved by Division for all required inspections;

   b. submit inspection reports to the Division through the Division's online system;

   c. notify the Division of any significant changes or issues;

   d. maintain detailed inspection records;

   e. coordinate with local building officials;

   f. as required, provide special inspection reports for all International Building Code, Chapter 17, requirements;

   g. submit structural observation reports for buildings with an occupancy greater than 250; and

   h. document correction of all deficiencies before proceeding.

   Utah Code § 63A-5b-1207(2) (2026)
   Utah Code § 63A-5b-1208(3) (2026)
   Utah Code § 63A-5b-1220 (2026)

~~J. School District building Official~~

1. ~~The Board shall appoint a School District Building Official (SDBO) who has direct administrative and operational control of all construction, renovation, and inspection of the District's facilities and shall provide in writing the name of the SDBO to the State Superintendent. The SDBO and other District personnel shall act consistent with the State Board of Education resource manual on school building construction and inspections.~~

2. ~~The SDBO shall:~~

   a. ~~monitor school district building construction to ensure compliance with the applicable provisions of the Code, including all statutes and administrative rules which control the construction, renovation, and inspection of Utah public school buildings;~~

   b. ~~render interpretations of the Code for the District. Such interpretations shall be in conformance with the intent and purpose of the Code;~~

   c. ~~submit inspection summary reports monthly to the State Superintendent;~~

   d. ~~submit inspection summary reports monthly to the appropriate local government entity building official;~~

   e. ~~submit inspection certificates to the State Superintendent and appropriate local government entity building official;~~

   f. ~~maintain all submitted documentation at a designated school district location for auditing or monitoring;~~

   g. ~~identify in the monthly summary reports and provide to the State Superintendent and local government entity building official the total number of inspections with the name, state license number, and disciplines of each inspector performing the building inspections;~~

   h. ~~ensure that each inspector is adequately and appropriately credentialed;~~

   i. ~~sign the final certificate of inspection and verification form, certifying all inspections were completed in compliance with the law and rules and the Resource Manual to safeguard the public health, safety, and general welfare of occupants;~~

   j. ~~send the final inspection certification and inspection verification, and provide all other related project closeout submittals to the State Superintendent and to the~~

~~appropriate local government entity building official upon completion of the project;~~

~~k. if the District uses a District building inspector or an independent building inspector, provide, on a monthly basis during construction, a copy of each inspection certificate and a monthly inspection summary regarding the school building to the State Superintendent and to the appropriate local governmental entity building official where the building is located; and~~

~~l. maintain all submitted documentation at a designated District location for auditing or monitoring.~~

~~*Utah Code § 10-9a-305(6)(c) (2025)*~~
~~*Utah Code § 17-27a-305(6)(c) (2025)*~~
~~*Utah Admin. Rules R277-471-2(11) (April 9, 2024)*~~
~~*Utah Admin. Rules R277-471-4 (April 9, 2024)*~~
~~*Utah Admin. Rules R277-471-6(4) (April 9, 2024)*~~
~~*Utah Admin. Rules R277-471-9(1) (April 9, 2024)*~~

K. Construction Inspection

1. Building inspectors ~~employed or contracted~~ used by the District for school construction must be approved by the Division of Facilities Construction and management. Detailed inspection records will be maintained, and inspection reports will be submitted to the Division as required by the Division ~~currently International Code Council commercially certified and licensed in Utah, in the trade specific to the inspection, consistent with Utah law~~.

Utah Code § 10-20-304(6) (2026)
Utah Code § 17-79-305(6) (2026)
Utah Code § 63A-5b-1202(5)(c) (2026)
Utah Code § 63A-5b-1206(3) (2026)
Utah Code § 63A-5b-1208(2)(e), (3) (2026)

~~2. The District may employ one of three methods for school construction inspection:~~

~~a. an independent, properly licensed and certified building inspector;~~

~~1) The independent building inspector:~~

~~a) may not be associated with the architect, developer, contractor or any subcontractor on the project, or any management company or other~~

~~agency hired by the District to perform construction or construction administrative services;~~

~~b) shall receive approval from the applicable local government entity where the construction occurs; and~~

~~c) shall be properly licensed and certified to perform all of the inspections that the inspector is required to perform.~~

~~2) The independent building inspector may be an inspector working outside the municipality, county, or school district in which they are employed.~~

~~b. a properly licensed and certified building inspector, employed by the school district and performing school construction inspections within the boundaries of the District; or~~

~~c. a properly licensed and certified building inspector approved by the local jurisdiction in which the construction activity occurs. (Inspectors employed by municipalities and counties may only perform school construction inspections within the boundaries of the municipality or county where they are employed.)~~

~~*Utah Code § 10-9a-305(6) (2025)*~~
~~*Utah Code § 17-27a-305(6) (2025)*~~
~~*Utah Admin. Rules R277-471-5 (April 9, 2024)*~~

L. ~~Permanent~~ Occupancy Certificate

1. The District will ~~means of~~ obtain~~ing~~ a certificate of permanent occupancy from the Division of Facilities Construction and Management. This certificate is the exclusive certificate require for public school facilities subject to this policy, satisfies all municipal and county occupancy requirements, and authorizes the District to occupy and use the facility for educational purposes ~~varies depending on the type of building inspector used by the District~~. The District will notify the Division within 10 days of beginning occupancy of a facility for which the Division has issued an occupancy certificate.

   Utah Code § 63A-5b-1208(5), (7), (9) (2026)

2. For temporary or partial occupancy of a school facility during construction, the District may request a temporary certificate of occupancy from the Division.

   Utah Code § 63A-5b-1208(10) (2026)

~~3. District-employed building inspector~~

~~a. If the District used a building inspector employed by the District, the District may issue its own certificate authorizing permanent occupancy of a school building. An SDBO shall sign a certificate of inspection verification form certifying that all inspections were completed in accordance with Utah law and the District shall file the form with the building official of the local governmental entity where the building is located and with the State Superintendent.~~

~~4. Local government entity-employed building inspector~~

~~a. If the District used a building inspector employed by the local governmental entity, the District shall obtain a certificate authorizing permanent occupancy from that governmental entity. Upon receipt of the certificate from the local governmental entity, the District shall provide a copy of the certificate to the State Superintendent.~~

~~5. Independent building inspector~~

~~a. If the District used an independent building inspector, the District shall, upon completion of all required inspections of the school building, file with the State Superintendent a certificate of inspection verification and a request for the issuance of a certificate authorizing permanent occupancy of the school building.~~

~~b. Within 30 days of the District's request to the State Board of Education for a certificate of permanent occupancy, the State Superintendent will either issue the certificate or notify the District of deficiencies in compliance with inspection requirements. The District shall remedy any deficiencies and then notify the State Superintendent that the deficiencies have been remedied. Upon certification of the information provided by the District regarding remediation, the State Superintendent will issue the certificate of permanent occupancy. Upon receipt of the certificate of permanent occupancy, the District shall provide a copy of the certificate to the building official of the local government entity where the building is located.~~

~~c. Upon the District's filing of the certificate of inspection verification and requesting the issuance of a certificate authorizing permanent occupancy of the school building with the State Board of Education, the District shall be entitled to temporary occupancy of the school building for a period up to ninety (90) days, beginning on the date the request is filed, if the District has complied with all~~

~~minimum requirements to safeguard the public health, safety and general welfare of occupants.~~

~~d. A certificate authorizing permanent occupancy issued by the State Superintendent shall be considered to satisfy any municipal or county requirement(s) for an inspection or a certification of occupancy.~~

~~*Utah Code § 10-9a-305(6)(a)(iii) (2025)*~~
~~*Utah Code § 17-27a-305(6)(a)(iii) (2025)*~~
~~*Utah Code § 53E-3-706(3)(a) (2022)*~~
~~*Utah Admin. Rules R277-471-9 (April 9, 2024)*~~

M. Municipality and Country Requirements

1. A municipality or county may, at its discretion, ~~schedule a time with District officials to:~~

   a. ~~provide~~ request a walk-through of school construction at no cost and at a time convenient to the school district or charter school; and may

   b. provide recommendations based on the walk-through to the District and to the Division of Facilities Construction and Management.

2. A municipality or county may **not**:

   a. require the District to landscape, fence, make aesthetic improvements, use specific construction methods or materials, impose requirements for buildings used only for educational purposes, or place limitations prohibiting the use of temporary classroom facilities on school property. ~~All temporary classroom facilities shall be properly inspected to meet the Code~~;

   b. require the District to participate in the cost of any roadway or sidewalk, or a study of the impact of a school on a roadway or sidewalk, that is not reasonably necessary for the safety of school children and not located on or contiguous to school property, unless the roadway or sidewalk is required to connect an otherwise isolated public school or an existing roadway;

   c. require the District to pay fees not authorized under 10-20-304 or 17-79-305;

   d. require inspection of school construction or assess a fee or other charges for inspection~~, unless the District is unable to provide for inspection by properly~~

~~licensed and certified inspectors, other than the project architect, contractor or subcontractors~~;

e. require the District to pay any impact fee for an improvement project unless the impact fee is imposed pursuant to the Impact Fees Act;

f. impose regulations upon the location of an educational facility except as necessary to avoid unreasonable risks to health or safety; or

g. for a use or structure that is a support facility rather than an educational facility, impose a regulation that is not imposed on similar uses or structures in the same zone, or a regulation that uses the tax-exempt status of the District as a criterion for regulating the use or the location of the structure.

Utah Code § 10-20-304(3), (5) (2026)
Utah Code § 17-79-305(3), (5) (2026)

Policy adopted April 16, 2025

POLICY 2034

Procurement: Contracts and Contract Limitations

A. Definitions

1. In this policy, the following definitions apply:

   a. "Boycott action" means refusing to deal, terminating business activities, or limiting commercial relations.

   b. "Boycott of the State of Israel" means engaging in a boycott action targeting the State of Israel, companies or individuals doing business in or with the State of Israel, or companies authorized by, licensed by, or organized under the laws of the State of Israel to do business.

   c. "Boycotted company" means a company that:

      1) Engages in the exploration, production, utilization, transportation, sale, or manufacture of fossil fuel-based energy, timber, mining, or agriculture;

      2) Engages in, facilitates, or supports the manufacture, distribution, sale, or use of firearms;

      3) Does not meet or commit to meet environmental standards beyond applicable state and federal law requirements, including standards for eliminating, reducing, offsetting, or disclosing greenhouse-gas emissions; or

      4) Does not facilitate or commit to facilitate access to abortion or sex characteristic surgical procedures.

   d. "Change order" means a written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity, or other provisions of a contract, upon mutual agreement of the parties to the contract.

   e. "Construction project" means a project for the construction, renovation, alteration, improvement, or repair of a public facility on real property, including all services, labor, supplies, and materials for the project. It does not include services and supplies for the routine, day-to-day operation, repair, or maintenance of an existing public facility.

f. "Construction manager/general contractor" means a contractor who enters into a contract for the management of a construction project that allows the contractor to subcontract for additional labor and materials that are not included in the contractor's cost proposal submitted at the time of the procurement of the contractor's services. It does not include a contractor whose only subcontract work not included in the contractor's cost proposal submitted as part of the procurement of the contractor's services is to meet subcontracted portions of change orders approved within the scope of the project.

g. "Cost-plus-a-percentage-of-cost contract" means a contract under which the contractor is paid a percentage of the total actual expenses or costs in addition to the contractor's actual expenses or costs.

h. "Cost-reimbursement contract" means a contract under which a contractor is reimbursed for costs which are allowed and allocated in accordance with the contract terms and the provisions of the procurement policies and Utah Procurement Code, and a fee, if any.

i. "Definite quantity contract" means a fixed price contract that provides for a specified amount of supplies over a specified period, with deliveries scheduled according to a specified schedule.

j. "Design-build" means the procurement of design professional services and construction by the use of a single contract.

k. "Design professional" means

1) an individual licensed as an architect under Utah Code Title 58, Chapter 3a, Architects Licensing Act;

2) an individual licensed as a professional engineer or professional land surveyor under Utah Code Title 58, Chapter 22, Professional Engineers and Professional Land Surveyors Licensing Act;

3) an individual licensed to engage in the practice of landscape architecture under Utah Code Title 58, Chapter 53, Landscape Architects Licensing Act, or

4) an individual certified as a commercial interior designer under Title 58, Chapter 86, State Certification of Commercial Interior Designers Act.

l. "Design professional services" means:

1) professional services within the scope of the practice of architecture as defined in Utah Code § 58-3a-102;

2) professional engineering as defined in Utah Code § 58-22-102;

3) master planning and programming services;

4) professional services within the scope of the practice of landscape architecture, as defined in Utah Code § 58-53-102, or

5) services within the scope of the practice of commercial interior design, as defined in Utah Code § 58-86-102.

m. "Economic boycott" means, without an ordinary business purpose,

1) Engaging in a boycott action targeting a boycotted company or another company because the company does business with a boycotted company; or

2) Taking an action intended to penalize, inflict economic harm to, or change or limit the activities of a boycotted company or another company because the company does business with a boycotted company.

n. "Educational good or service" means a good or service that is required or regulated under Utah Code Titles 53E, 53F, or 53G or Utah State Board of Education rule.

o. "Established catalogue price" means the price included in a catalogue, price list, schedule, or other form that:

1) is regularly maintained by a manufacturer or contractor;

2) is published or otherwise available for inspection by customers; and

3) states prices at which sales are currently or were last made to a significant number of any category of buyers or buyers constituting the general buying public for the supplies or services involved.

p. "Fixed price contract" means a contract that provides a price, for each procurement item obtained under the contract, that is not subject to adjustment except to the extent that either

1) the contract provides, under circumstances specified in the contract, for an adjustment in price that is not based on cost to the contractor; or

2) an adjustment is required by law.

q. “Fixed price contract with price adjustment” means a fixed price contract that provides for an upward or downward revision of price, precisely described in the contract, that:

1) is based on the consumer price index or another commercially acceptable index, source, or formula; and

2) is not based on a percentage of the cost to the contractor.

r. “Indefinite quantity contract” means a fixed price contract that both

1) is for an indefinite amount of procurement items to be supplied as ordered by the District; and

2) either does not require a minimum purchase amount or provides a maximum purchase limit.

s. “Labor hour contract” is a contract under which the supplies and materials are not provided by, or through, the contractor and the contractor is paid a fixed rate that includes the cost of labor, overhead, and profit for a specified number of labor hours or days.

t. “Multiple award contract” means a procurement process resulting in the award of a contract to more than one person, which may be for an indefinite quantity of a procurement item.

u. “Multiyear contract” means a contract that extends beyond a one-year period, including a contract that permits renewal of the contract, without competition, beyond the first year of the contract.

v. “Ordinary business purpose” means a purpose that is related to business operations and does not include a purpose that is solely related to furthering social, political, or ideological interests

w. “Requirements contract” means a contract:

1) under which a contractor agrees to provide the District's entire requirements for certain procurement items at prices specified in the contract during the contract period; and

2) that either does not require a minimum purchase amount or provides a maximum purchase limit.

Utah Code § 63G-6a-103 (2025)
Utah Code § 63G-27-102 (2023)
Utah Admin. Rules R33-112-301(1) (October 22, 2024)
Utah Code § 53E-3-401(1)(b) (2025)
Utah Admin. Rules R277-115-2(1) (July 9, 2024)

B. Permissible and Impermissible Types of Contracts

1. Except as otherwise provided in this policy, and subject to any rules made by the Procurement Policy Board, the District may use any type of contract that will promote its best interests. However, before the District uses any type of contract other than a firm fixed price contract, the Procurement Official must first make a written determination that:

   a. the proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated;

   b. the proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted accounting principles; and

   c. the use of a specified type of contract, other than a firm fixed price contract, is in the best interest of the District, taking into consideration the following criteria:

      1) the type and complexity of the procurement item;

      2) the difficulty of estimating performance costs at the time the contract is entered into, due to factors that may include:

         a) the difficulty of determining definitive specifications;

         b) the difficulty of determining the risks, to the contractor, that are inherent in the nature of the work to be performed; or

c) the difficulty to clearly determine other factors necessary to enter into an accurate firm fixed price contract;

3) the administrative costs to the District and the contractor;

4) the degree to which the District is required to provide technical coordination during performance of the contract;

5) the impact that the choice of contract type may have upon the level of competition for award of the contract;

6) the stability of material prices, commodity prices, and wage rates in the applicable market;

7) the impact of the contract type on the level of urgency related to obtaining the procurement item;

8) the impact of any applicable governmental regulation relating to the contract; and

9) other criteria that the Procurement Official determines may relate to determining the contract type that is in the best interest of the District.

2. Subject to this policy and any rules made by the Procurement Policy Board, the District may use the following types of contracts:

a. a fixed price contract;

b. a fixed price contract with price adjustment;

c. a time and materials contract;

d. a labor hour contract;

e. a definite quantity contract;

f. an indefinite quantity contract;

g. a requirements contract;

h. a contract based on a rate table in accordance with industry standards; or

i. a contract that includes one of the following construction delivery methods:

1) design-build;

2) design-bid-build; or

3) construction manager/general contractor.

3. Except as it applies to a change order, the District may not enter into a cost-plus-percentage-of-cost contract, unless:

a. use of a cost-plus-percentage-of-cost contract is approved by the Procurement Official;

b. it is standard practice in the industry to obtain the procurement item through that type of contract; and

c. the percentage and the method of calculating costs in the contract are in accordance with industry standards.

4. The District may not enter into a cost-reimbursement contract, unless the Procurement Official makes a written determination that:

a. Either

1) a cost-reimbursement contract is likely to cost less than any other type of permitted contract; or

2) it is impracticable to obtain the procurement item under any other type of permitted contract; and

b. the proposed contractor's accounting system will both

1) timely develop the cost data in the form necessary for the District to timely and accurately make payments under the contract; and

2) allocate costs in accordance with generally accepted accounting principles.

5. Determining allowable Incurred costs under a cost-based contract

a. Except as provided below, a person who seeks to be, or is, a party in a cost-based contract with the District shall submit cost or pricing data relating to

determining the cost or pricing amount and shall certify that, to the best of the contractor's knowledge and belief, the cost or pricing data submitted is accurate and complete as of the date specified by the District. The Procurement Official shall ensure that the specified date is before

1) the pricing of any contract awarded by a standard procurement process or pursuant to a sole source procurement, if the total contract price is expected to exceed an amount established by rule of the Procurement Policy Board made by the applicable rulemaking authority; or

2) the pricing of any change order that is expected to exceed an amount established by rule of the Procurement Policy Board.

b. A contract or change order that requires a cost or pricing data certification shall include a provision that the price to the District, including profit or fee, shall be adjusted to exclude any significant sums by which the District finds that the price was increased because the contractor provided cost or pricing data that was inaccurate, incomplete, or not current as of the date specified by the Procurement Officer.

c. A cost-reimbursement contract does not have to meet the cost or pricing data requirements above if:

1) the contract price is based on adequate price competition;

2) the contract price is based on established catalogue prices or market prices;

3) the contract price is set by law or rule; or

4) the procurement states, in writing that in accordance with Procurement Policy Board rules the requirements may be waived and sets forth the reasons for that waiver.

Utah Code § 63G-6a-1206 (2020)

6. Price Adjustments

a. For contracts that expressly allow price adjustments, cost or pricing data shall be required in support of a proposal leading to the adjustment of any contract pricing. Such data does not need to be provided when the terms of the contract state established market indices, catalog prices or other benchmarks are used as the basis for contract price adjustments or when prices are set by law or rule. If a

contractor submits a price adjustment higher than established market indices, catalog prices or other benchmarks established in the contract, the Procurement Official may request additional cost or pricing data. The Procurement Official may waive the requirement for cost or pricing data provided a written determination is made supporting the reasons for the waiver. A copy of the determination shall be kept in the contract file.

b. If defective cost or pricing data was used to adjust a contract price, the vendor and the District may enter into discussions to negotiate a settlement. If a settlement cannot be negotiated, either party may seek relief through the courts.

Utah Admin. Rules R33-112-601 (October 22, 2024)
Utah Admin. Rules R33-112-602 (October, 2024)

7. Installment payments and contract prepayments

a. The District may enter into a contract which provides for installment payments, including interest charges, over a period of time, if the Procurement Official makes a written finding that:

1) the use of installment payments is in District's interest;

2) installment payments are not used as a method of avoiding budgetary constraints;

3) the District has obtained all budgetary approvals and other approvals required for making the installment payments;

4) all aspects of the installment payments required in the contract are in accordance with the requirements of law; and

5) for a contract awarded through an invitation for bids or a request for proposals, the invitation for bids or request for proposals indicates that installment payments are required or permitted.

b. The District may not pay for a procurement item before the District receives the procurement item unless the Procurement Official determines that it is necessary or beneficial for the District to pay for the procurement item before the District receives the procurement item. Such circumstances include

1) when it is customary in the industry to prepay for the procurement item,

2) if the District will receive an identifiable benefit by prepaying, including reduced costs, additional procurement items, early delivery, better service, or better contract terms; or

3) such other circumstances as may be permitted by Procurement Policy Board rule.

c. The determination shall be in writing except in the following circumstances:

1) The procurement item is:

a) Software subscription services;

b) Online information, media, or database subscription services;

c) Online marketplace purchases;

d) Trade show booth space rentals; or

e) Deposits for venue rental for group gathering, and

2) The prepayment is:

a) Below the individual procurement threshold (unless the Procurement Official determines a lower amount); or

b) For a procurement item available through an existing contract entered into in compliance with the procurement code.

3) Where written documentation is required, prepaid expenditure shall be supported by documentation indicating:

a) the amount of the prepayment;

b) the prepayment schedule;

c) the procurement items to which each prepayment relates;

d) the remedies for a contractor's noncompliance with requirements relating to the provision of the procurement items; and

e) all other terms and conditions relating to the payments and the procurement items.

4) The Procurement Official may require a performance bond, of up to 100% of the prepayment amount, from the person to whom the prepayments are made.

Utah Code § 63G-6a-1208 (2020)
Utah Admin. Rules R33-112-401 (October 22, 2024)

8. Leases of personal property

a. As used in this policy, "lease" means for the District to lease or lease-purchase a procurement item from a person. (This does not apply to the lease of real property.) The District may only lease a procurement item if each of the following requirements is met:

1) the Procurement Official determines that it is in the best interest of the District to lease the procurement item, after investigating and considering the costs and benefits of alternative means of obtaining the procurement item;

2) all conditions for renewal and costs of termination are included in the lease;

3) the lease is awarded through a standard procurement process or a valid exception;

4) for a standard procurement process, the invitation for bids, request for proposals, or request for quotes states that the District is seeking, or willing to consider, a lease (or a lease purchase);

5) the lease is not used to avoid competition; and

6) the lease complies with all other applicable provisions of law or rule.

Utah Code § 63G-6a-1209 (2013)

9. Multiyear contracts

a. The District may enter into a multiyear contract if the Procurement Official determines, in his or her discretion, that doing so is in the District's best interest and the other requirements of this section are satisfied. The Procurement Official shall consider whether the multiyear contract will:

1) result in significant savings to the District, including

   a) reduction of the administrative burden in procuring, negotiating, or administering contracts,

   b) continuity in operations of the District, or

   c) the ability to obtain a volume or term discount;

b. The invitation for bids or request for proposals must

   1) state the term of the contract, including all possible renewals of the contract,

   2) state the conditions for renewal of the contract, and

   3) include the pertinent funding and renewal condition provision applicable to the contract.

c. Except as stated below with regard to contracts with federal funding and regardless of anything in an invitation for bids, request for proposals, or a contract, no multiyear contract may continue or be renewed for any year after the first year of the multiyear contract if adequate funds are not appropriated or otherwise available to continue or renew the contract.

d. A multiyear contract that is funded solely by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:

   1) adequate funds to continue or renew the contract have not been, but are expected to be appropriated by, and received from, the federal government;

   2) continuation or renewal of the contract before the money is appropriated or received is permitted by the federal government; and

   3) the contract states that it may be cancelled or suspended, without penalty, if the anticipated federal funds are not appropriated or received.

e. A multiyear contract that is funded in part by federal funds may be continued or renewed for any year after the first year of the multiyear contract if:

   1) the portion of the contract that is to be funded by District funds are appropriated;

2) adequate federal funds to continue or renew the contract have not been, but are expected to be, appropriated by, and received from, the federal government;

3) continuation or renewal of the contract before the federal money is appropriated or received is permitted by the federal government; and

4) the contract states that it may be cancelled or suspended, without penalty, if the anticipated federal funds are not appropriated or received.

f. The District may not continue or renew a multiyear contract after the end of the multiyear contract term or the renewal periods described in the contract, unless the District engages in a new standard procurement process or complies with a valid exception to standard procurement.

g. A multiyear contract, including any renewal periods, may not exceed a period of five years, unless the Procurement Official makes a written determination that the longer period is necessary in order to obtain the procurement item, or that a longer period is customary for industry standards, or that a longer period is in the best interest of the District. This written determination must be included in the file relating to the procurement. However, this limitation does not apply to a contract for the design or construction of a facility, a road, or a contract for the financing of equipment.

10. Multiple award contracts

a. The District may enter into multiple award contracts with multiple persons through a standard procurement process as provided in this section. Multiple award contracts may be in the District's best interest if award to two or more bidders or offerors for similar procurement items is needed or desired for adequate delivery, service, availability, or product compatibility.

b. In entering into or seeking to enter into multiple award contracts, the District shall exercise care to protect and promote competition among bidders or offerors and shall name all eligible users of the multiple award contracts in the invitation for bids or request for proposals. If the District anticipates entering into multiple award contracts before issuing the invitation for bids or request for proposals, the invitation or request shall state that the District may enter into multiple award contracts at the end of the procurement process.

c. Once the District has entered into multiple award contracts, it shall obtain under those contracts all of its normal, recurring requirements for the procurement items that are the subject of the contracts until the contracts terminate. However, the District shall in the contracts reserve the right to obtain the procurement items separately from the contracts if either

   1) there is a need to obtain a quantity of the procurement items that exceeds the amount specified in the contracts, or

   2) the Procurement Official makes a written finding that the procurement items available under the contract will not effectively or efficiently meet a nonrecurring special need of the District.

   Utah Code § 63G-6a-1204.5 (2020)

11. Awarding multiple award contracts

   a. Multiple award contracts are appropriate when two or more bidders or offerors for similar procurement items are needed for coverage on a statewide, regional, combined statewide and regional basis, agency specific requirement, or other criteria specified in the solicitation such as

      1) delivery,

      2) service,

      3) product availability, or

      4) compatibility with existing equipment or infrastructure.

   b. In addition to the information required in an invitation for bids or request for proposals, when it is anticipated that a procurement will result in multiple contract awards, the solicitation shall include a statement that:

      1) Indicates that contracts may be awarded to more than one bidder or offeror;

      2) Specifies whether contracts will be awarded on a statewide, regional, combined statewide and regional basis, or agency specific requirement; and

      3) Describes specific methodology or a formula that will be used to determine the number of contract awards.

c. Multiple award contracts in an invitation for bids shall be conducted in accordance with the requirements for a bidding procurement process and awarded to the lowest responsive and responsible bidder(s) who meet the objective criteria described in the invitation for bids. The contracts may be awarded using the following methods:

1) Based on the lowest bids for procurement items solicited provided the solicitation indicates that multiple contracts will be awarded to the lowest bidders for procurement items being solicited as determined by the following methods:

a) bids within a specified percentage, not to exceed five percent, of the lowest responsive and responsible bid, unless otherwise approved in writing by the Procurement Official;

b) responsive and responsible bidders will be awarded a contract, provided the contract specifically directs that orders must be placed first with low bidder unless the lowest bidder cannot provide the needed procurement item, then with the second lowest bidder unless the second lowest bidder cannot provide the needed procurement item, then with the third lowest bidder unless the third lowest bidder cannot provide the needed procurement item, and so on in order from the lowest responsive and responsible bidder to the highest responsive and responsible bidder; or

c) other methodology described in the solicitation to award contracts;

2) Based on the lowest bid by category, provided:

a) the solicitation indicates that a contract will be awarded based on the lowest bid per category; and

b) only one bidder may be awarded a contract per category;

3) Based on the lowest bid by line item, provided:

a) the solicitation indicates that a contract will be awarded based on the lowest bid per line item, task or service; and

b) only one bidder may be awarded a contract per line item, task or service; or

4) Based on another specific objective methodology described in the solicitation, such as for primary and secondary contracts (as described below), approved by the Procurement Official.

d. Multiple award contracts in a request for proposals shall be conducted and awarded in accordance with the requirements for a request for proposals procurement process and awarded in accordance with point thresholds and other methodology set forth in the request for proposals describing how multiple award contracts will be awarded with enough specificity as to avoid the appearance of any favoritism affecting the decision of whether to award a multiple contract and who should receive a multiple award contract.

Utah Admin. Rules R33-112-301 (October 8, 2024)

12. Primary and secondary contracts

a. Designations of multiple award contracts as primary and secondary may be made provided a statement to that effect is contained in the solicitation documents. When the Procurement Official determines that the need for procurement items will exceed the capacity of any single primary contractor, secondary contracts may be awarded to additional contractors.

b. Purchases under primary and secondary contracts shall be made, initially to the primary contractor offering the lowest contract price until the primary contractor's capacity has been reached or the items are not available from the primary contractor, then to secondary contractors in progressive order from lowest price or availability to the next lowest price or availability, and so on.

Utah Admin. Rules R33-112-302 (October 22, 2024)

C. Contract Clauses

1. Required contract clauses

a. Contracts entered into by the District for construction of school buildings shall contain a clause requiring satisfaction of insurance standards established by the Utah Division of Facilities Construction and Management, dispute resolution procedures, and any other contract provisions required by the Division ~~addressing the rights of the parties when, after the contract is executed, site conditions are discovered that the contractor did not and could not reasonably have known existed at execution and those conditions materially impact the costs of construction~~.

Utah Code § 53E-3-704(3) (2026)

b. Contracts e*ntered into by* the District for an educational good or service provided on behalf of the District shall require that the contractor provide, upon request of the District, information necessary to verify that the educational good or service complies with Utah Code Title 53E, Title 53F, and Title 53G as well as Utah State Board of Education rules.

*Utah Admin. Rules R277-115-4(1)(a) (*July 8, 2024*)*

c. Each contract which is for an amount of $100,000 or more or with a company that has at least 10 employees must include a written certification that the company is not currently engaged in a boycott of the State of Israel or an economic boycott as defined above, that the company agrees not to engage in a boycott of the State of Israel for the duration of the contract, and that the company agrees to notify the District in writing if the company begins engaging in an economic boycott as defined above. Such a contract must also provide that a notice that the company is beginning to engage in an economic boycott may be grounds for termination of the contract.

d. However, this requirement does not prohibit the District from entering into a contract with a company that engages in an economic boycott if the company engages in the economic boycott to comply with federal law or if there is no economically practicable alternative available to the District to either acquire or dispose of the good or service that is the subject of the contract or to meet the District's legal duties to issue, incur, or manage debt obligations or to deposit, keep custody of, manage, borrow, or invest funds.

Utah Code § 63G-27-201 (2023)

2. Permissible clauses

a. The District may include in any of its contracts terms that provide for

1) incentives, including bonuses,

2) payment of damages, including liquidated damages, and

3) penalties.

Utah Code § 63G-6a-1210 (2013)

3. Standard terms and conditions

   a. The District may establish standard terms and conditions for contracts. Terms and conditions may be established for a category of procurement items, a specific procurement item, general use in all procurements, the special needs of the District, or the requirements of federal funding.

      Utah Admin. Rules R33-12-201 (July 8, 2024)

4. Prohibited contract clauses for design professionals

   a. The following types of clauses (including when the clause is incorporated by reference) are void and unenforceable when included in a contract entered into by the District in a procurement which becomes operative or effective on or after May 7, 2025 unless one of the specified exceptions applies:

      1) Restricting the District's protection under the Utah Governmental Immunity Act (including an obligation to respond to or defend against any claim);

      2) Requiring the District to indemnify, defend, or hold harmless another person;

      3) Restricting the District's ability to seek relief in state court;

      4) Subjects the District to binding arbitration or other form of dispute resolution outside the courts;

      5) Disallows the District from having legal counsel and representation from:

         a) Legal counsel that the District chooses;

         b) The Utah Attorney General; or

         c) Legal counsel chosen by a person that has a contractual obligation to defend, indemnify, or hold harmless the District, subject to the written consent of the District;

      6) Subjects the contract or a party to the contract to the laws of any jurisdiction other than Utah or requires the parties to resolve a dispute in a jurisdiction or venue other than Utah.

7) Restricts a governmental entity from making disclosure of information as required by law or for any legitimate purpose;

8) Allows a vendor to unilaterally modify any part of the contract, including any provision to which the contract contemplates giving legal effect upon the vendor providing notice to the District of the modification or of the created legal effect.

9) Requires a governmental entity to maintain insurance coverage beyond the types and limits required by the state risk manager, or to name an additional insured under that coverage;

10) Allows a vendor to automatically renew the contract or that creates a contractual term in violation of the terms permitted under Utah Code § 63G-6a-1204 (which relates to multiyear contracts);

11) Limits the liability of a vendor or any third party for bodily injury, death, or damage to tangible property caused by negligence or willful misconduct of a vendor, a third party, or the vendor or third party's employees or agents.

Utah Code § 63G-6a-1203(3), (4) (2025)

5. Exception Regarding Choice of Law or Venue

   a. A contract provision that makes the law of another jurisdiction applicable or provides for dispute resolution in another jurisdiction or a venue outside of Utah is permitted if counsel for the District exempts the contract from that restriction through a signed, express written authorization made prior to the formation of the contract which determines that the exemption is necessary to promote the best interests of the District due to

      1) The relative disproportionate bargaining positions of the contracting parties,

      2) Market conditions, or

      3) Other unique circumstances identified and described in the authorization.

      Utah Code § 63G-6a-1203(5) (2025)

6. Exception Regarding Insurance, Renewal, or Limitation of Liability

a. A contract provision that is contrary to the restrictions in paragraphs 9 through 11 above is permitted and valid if prior to the formation of the contract the District's procurement official makes a signed, written, express authorization stating the District's intent to include the provision, with explicit reference to Utah Code § 63G-6a-1203(6).

Utah Code § 63G-6a-1203(6) (2025)

POLICY 3006

Employee Conflict of Interest

A. Holding Public Office

1. District employees may not serve as members of the Board. District employees may serve as members of the governing bodies of other school districts (other than those in which they are employed), cities, towns, or other local governmental districts.

   Utah Code § 20A-14-202(4) (2022)

B. School Supplies

1. No teacher, administrator, or other employee of the District shall sell or otherwise receive compensation from the District as a result of the purchase, lease, or acquisition of any kind of school furniture or supplies.

C. Private, Controlled, or Protected Information

1. District employees may not:

   a. Accept employment or engage in any business or professional activity that the employee might reasonably expect would require or induce the employee to improperly disclose controlled information that the employee has gained by reason of the employee's position.

   b. Disclose or improperly use controlled, private or protected information acquired by reason of the employee's official position or in the course of official duties for the employee's or another's private gain or benefit.

   c. Use or attempt to use the employee's position with the District to substantially further the employee's economic interest or to secure special privileges or exemptions for the employee or others, or to coerce another person to secure special privileges or exemptions for the employee or others.

   d. Accept other employment that the employee might expect would impair the employee's independence of judgment in performing the employee's public duties.

e. Accept other employment that the employee might expect would interfere with the ethical performance of the employee's duties.

Utah Code § 67-16-4 (2026)

D. Accepting Gifts, Compensation or Loan

1. No District employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for the employee or another if:

   a. It would tend to influence someone in the employee's position in the discharge of employment duties;

   b. The employee knows or someone in the employee's position should know it is a reward for the employee's action; or

   c. The employee recently has been, or is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has been made in the manner provided below captioned "Receiving Compensation for Assistance in Transaction Involving a Government Agency."

2. This section does not apply to the following:

   a. An occasional non-pecuniary gift having a value of not in excess of $50.00;

   b. An award publicly presented in recognition of public services;

   c. Any bona fide loan made in the ordinary course of business by an institution authorized by the laws of this state or any other state to engage in making such loans.

   d. A political campaign contribution if the contribution is actually used in a political campaign of the recipient District employee.

   Utah Code § 67-16-5 (2014)

E. Receiving Compensation for Assistance in Transaction Involving a Government Agency

1. A "government agency" is any department, division, agency, commission, board, council, committee, authority or any other institution of the state or any of its political subdivisions, including the District and Board of Education. No District employee

shall receive or agree to receive compensation for assisting any person or business entity in any transaction involving a government agency unless the District employee files with the superintendent, the state attorney general's office, and the head of the agency with which the transaction is being conducted a sworn written statement containing the following information:

a. The name and address of the employee.

b. The name of the District.

c. The name and address of the person or business entity being or to be assisted.

d. A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.

2. The sworn statement shall be filed on or before the earlier of 10 days after the date of any agreement between the District employee and the person or business entity being assisted or 10 days after the receipt of compensation.

Utah Code § 67-16-3(1) (2024)
Utah Code § 67-16-6 (2024)

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Policy 3032
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December 13, 2023
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September 9, 2026

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. "Mental health services" has the same meaning as "practicing mental health therapy" as defined by Utah Code § 58-60-102(17). ~~"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 (August 7, 2025)
Utah Admin. Rules R277-301-2(6) (November 7, 2025)
Utah Code § 58-60-102(17) (2025)

B. Scope of Practice for Student Support Licensed Educators

1. Subject to the requirements and 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~~ information regarding prevention and mental health related topics to students and families, within the scope of their licensure;

   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) (August 7, 2025)

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 K-12 comprehensive school counseling program components. The educator may also provide mental health services in the school setting under the conditions set out in Policy 5080 Mental Health Care. To the extent a school counselor's services do not constitute school mental health services so as to require parental consent under Policy 5080, the counselor shall obtain written parental consent prior to providing counseling services to a student.

   Utah Admin. Rules R277-313-3(2) (August 7, 2025)
   Utah Admin. Rules R277-313-4(1) (August 7, 2025)

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(4) (August 7, 2025)

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 adopted December 13, 2023

POLICY 3035

Employee Criminal Background Checks and Personal Reporting of Arrests and Convictions

A. Definitions

1. A "licensed employee" is one who holds a valid Utah educator license.

2. A "non-licensed employee" is one who does not hold a current Utah educator license issued by the State Board of Education.

3. 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 that has an internship safety agreement with the District.

4. A “contract employee” is an employee of a staffing service or other entity who works at a District school under a contract.

5. “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.

6. "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.

7. "Background Check" means information on an applicant or employee that may include, but is not limited to, Criminal History Reports and driving record reports.

8. “Alcohol related offense” means a violation of Utah Code Title 41, Chapter 6a, Part 5, Driving Under the Influence and Reckless Driving (except for offenses not involving alcohol), Utah Code § 76-9-110 (Public Intoxication), Utah Code § 32B-4-403 (Unlawful sale, offer for sale, or furnishing to a minor) and any offense under the laws of another state that is substantially equivalent to these offenses.

9. "Drug related offense" means any criminal offense under Utah Code Title 58, Chapter 37 (Controlled Substances), Chapter 37c (Controlled Substance Precursors), and Chapter 37e (Drug Dealer Liability).

   Utah Code § 53G-11-401(3), (6), (7) (2024)
   Utah Code § 53G-11-402(1)(a)(iii) (2024)
   Utah Admin. Rules R277-316-2(6), (10), (11), (13) (January 10, 2025)
   Utah Admin. Rules R277-210-2(3), (15) (November 21, 2025)
   Utah Admin. Rules R277-316-2(1), (8) (January 10, 2025)

B. Employment Screening

1. All persons seeking a licensed employee position with the District shall provide their educator licensing information with their application for employment.

2. Prior to employing an individual as a licensed employee, the District shall confirm the individual's license status and standing with the State Board of Education, including inquiring regarding any prior or pending disciplinary actions or complaints.

3. Upon employing an individual as a licensed employee, the District shall request that the State Board of Education provide notification to the District of any changes or updates received by the State Board through its ongoing monitoring of the individual's criminal history and background.

4. 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 District and it is the policy of this 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."

5. 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.

6. All employees, qualifying volunteers, and contract employees seeking employment with the District and who are 18 years old or older shall sign a written release, waiver

and authorization which authorize the District to request information from the prospective employee's past three employers and supervisors. The release, waiver and authorization shall also authorize the 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 District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.

Utah Code § 53G-11-402(1)(a) (2024)
Utah Code § 53-10-108(13)(b)(ii) (2025)

7. 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.

8. 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.

9. 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.

10. The District shall, for each non-licensed employee and volunteer who will be given significant unsupervised access to a student in connection with the volunteer's 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 R277-316-4 (January 10, 2025)

C. 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.

D. Non-Licensed Employees - Background Checks

1. All non-licensed employees, qualifying volunteers, and contract employees seeking employment with the District or service in a District school and who are subject to the background check requirement shall provide their personal identifying information with their application. “Non-licensed employees” includes substitute teachers who are not licensed by the State Board of Education.

   Utah Code § 53G-11-402(1)(b) (2024)
   Utah Code § 53E-6-901(3) (2025)
   Utah Admin. Rules R277-316-3(1)(a) (January 10, 2025)

2. The District shall obtain consent from each applicant who is subject to the background check requirement and who is seeking employment as a non-licensed employee or service as a qualifying volunteer or contract employee for

   a. an initial fingerprint-based background check by the FBI and Bureau of Criminal Identification and

   b. the retention of personal identifying information and ongoing monitoring by the Bureau of Criminal Identification.

   Utah Code § 53G-11-402(1)(b)(iii) (2024)

3. Prior to employing a non-licensed employee or permitting a contract employee or qualifying volunteer to provide service in a District school, the District shall require the individual to undergo a background check. (This requirement does not apply if the individual is younger than 18 years old.) The District shall submit the individual’s personal identifying information, including fingerprints, to the Bureau of Criminal Identification for this background check.

   Utah Code § 53G-11-402(1)(a), (c) (2024)
   Utah Admin. Rules R277-316-3(1)(a) (January 10, 2025)

4. Upon employing a non-licensed employee or permitting a contract employee or qualifying volunteer to provide service in a District school, the District shall request ongoing monitoring of the individual through the Bureau of Criminal Identification unless the individual is younger than 18 years old.

   Utah Code § 53G-11-402(1)(c)(ii) (2024)
   Utah Admin. Rules R277-316-3(1)(a) (January 10, 2025)

5. At the discretion of the Superintendent or the Superintendent's appointee, if the employment or service is to be temporary or for a very short term, the non-licensed employee, contract employee, or qualifying volunteer may be exempted from ongoing monitoring.

   Utah Code § 53G-11-402(4) (2024)

6. With respect to applications submitted by prospective non-licensed employees, contract employees, or qualifying volunteers, the District will pay the cost of an applicant's background check.

   Utah Code § 53G-11-402(2) (2024)

E. Check for State Board of Education Restrictions

1. Prior to employing an individual or allowing an individual to volunteer in a District school, the District shall ask the State Board of Education whether the individual

   a. has been determined to be ineligible for an educator license,

   b. is under suspension of license, or

   c. has had an educator license revoked;

   d. The District shall also ask whether the individual is under restriction because of any of these actions.

2. If the individual is under restriction, the individual may not be employed by the District (including as a substitute teacher) nor allowed to volunteer in a District school.

3. If the individual has been subject to license action by the State Board of Education but is not under restriction, then the District shall determine whether to employ the individual or allow the individual to volunteer considering the nature of the license action and the circumstances underlying the action.

   Utah Code § 53E-6-603(3)(a) (2026)
   Utah Code § 53E-6-604(5)(e) (2026)
   Utah Code § 53E-6-604.5 (2026)
   Utah Code § 53E-6-901(5) (2026)

F. Employees Duty to Personally Report Arrests and Convictions

1. An employee who is arrested, cited, or charged for any alleged offenses shall report the arrest, citation, or charge within forty-eight (48) hours or to the Superintendent or designee, including, but not limited to:

    a. Any matters involving an alleged sex offense;

    b. Any matters involving an alleged drug-related offense;

    c. Any matters involving an alleged alcohol-related offense;

    d. Any matter involving an alleged offense against the individual under Utah Code Ann. Title 76, Chapter 5, Offenses Against the Individual;

    e. Any matters involving an alleged felony offense under Utah Code Title 76, Chapter 6, Offenses Against Property.

    f. Any matters involving an alleged crime of domestic violence under Utah Code Title 77, Chapter 36, Cohabitant Abuse Procedures Act; and

    g. Any matters involving an alleged crime under federal law or another state's law comparable to any of the alleged crimes listed above.

2. An employee shall report any felony or misdemeanor convictions, including pleas in abeyance within 48 hours or as soon as possible upon receipt of notice of the conviction or plea in abeyance.

3. After receiving arrest information about the employee, the Superintendent or designee shall review the arrest information and assess the employment status considering the employee's assignment. The employment status of licensed educators shall be evaluated in light of the Utah Educator Standards, Utah Code § 53E-6-604, and District policy. An employee shall be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses that may endanger students during the period of investigation. An employee shall be immediately suspended from any duties that require the employee to transport students or operate or maintain a District vehicle for alleged offenses involving drugs or alcohol during the period of investigation.

4. The employee shall report for work following the arrest unless directed not to report for work by the District, consistent with District policy.

5. Failure to report any arrest or conviction pursuant to this policy may result in disciplinary action, up to, and including, termination.

6. Documents and records related to an employee's arrest and/or conviction or plea in abeyance, as well as final administrative determinations and actions following investigation, shall be maintained for a minimum of two (2) years following termination of employment with the District and require protection of confidential employment information.

7. Any District volunteer who has or may be given significant unsupervised access to children in connection with the volunteer's assignment for the District shall be considered an "employee" for purposes of the requirements of this policy.

   Utah Admin. Rules R277-217-4 (November 21, 2025)
   Utah Admin. Rules R277-316-3 (January 10, 2025)
   Utah Admin. Rules R277-316-6 (January 10, 2025)
   Utah Code § 53E-6-604 (2026)
   Utah Code § 53G-11-406(1) (2019)

8. The District will provide adequate due process for the accused employee consistent with Utah Admin. Rules R277-316 and applicable administrative procedures established by the District.

9. The Human Resource Executive Director 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.

   a. In making decisions in reliance on criminal history information, the District shall consider rules established by the State Board of Education and

      1) any convictions, including pleas in abeyance;

      2) any matters involving a felony; and

      3) any matters involving an alleged:

         a) sexual offense;

         b) class A misdemeanor drug offense;

         c) offense against the person under Title 76, Chapter 5, Offenses Against the Individual;

d) class A misdemeanor property offense that is alleged to have occurred within the previous three years; and

e) any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.

Utah Code § 53G-11-405(3) (2022)
Utah Code § 53G-11-402(3) (2024)

10. 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.

G. District Reports to State Board of Education

1. The Superintendent or designee shall report the conviction, arrest or offense information received from licensed educators to the State Board of Education within forty-eight (48) hours of receipt of information from licensed educators. If possible, this report shall be made using the form provided by the State Superintendent on the State Board of Education website.

2. “Licensed educator” means an individual who holds a valid Utah educator license and has satisfied all requirements to be a licensed educator in the Utah public school system.

Utah Admin. Rules R277-217-4(3), (4) (November 21, 2025)
Utah Admin. Rules R277-316-2(10) (January 10, 2025)
Utah Code § 53G-11-406(2) (2019)

H. 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.

I. If the District disqualifies an applicant as a result of criminal history obtained from a background check, the District shall give the individual written notice of the disqualification and of the individual's right to request a review of the disqualification.

   Utah Code § 53G-11-405(1)(c) (2022)

   1. An individual disqualified by the District as a result of a background check may request a review of the information received by the District through the background check and of the reasons for the disqualification and may respond to the information and the reasons for disqualification. The District shall, consistent with the requirements of Utah Code § 53-10-108, allow the individual to review the criminal history information received by the District.

      Utah Code § 53G-11-405(1)(a), (b) (2022)

J. 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 R277-316

Policy 4060
Amended
April 8, 2026
First Reading
August 12, 2026
Second Reading
September 9, 2026

POLICY 4060

High School Graduation Requirements

A. The District's curriculum shall at least meet the minimum requirements of state law and State Board rules. Those minimum requirements are to contain the essential elements of each subject at appropriate grade levels. The essential elements represent the core knowledge, skills, and competencies all students should learn to be effective and productive members of society. The District may add elements at its discretion but shall not delete or omit instruction in the essential elements.

B. In addition, the District shall provide character education in connection with regular schoolwork, through an integrated curriculum approach. Instruction in this area shall emphasize honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the state of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life.

Utah Code § 53G-10-204 (2022)

C. All students awarded a High School Diploma from a regular high school in Box Elder School District shall complete the following minimum requirements as required by the Utah State Board of Education and Box Elder School District during grades 9-12:

Number of Credits Required

1. Language Arts (4.5 credits)

   a. Ninth grade level (1.5 credits);

   b. Tenth grade level (1.0 credit);

   c. Eleventh grade level (1.0 credit);

   d. Twelfth grade level (1.0) credit) consisting of applied or advanced Language Arts credit, consistent with the student's Plan for College and Career Readiness, from a list of courses approved by the Board of Education and the State Board of Education, which courses

1) Are within the field or discipline of language arts, with a significant portion of instruction aligned to language arts content, principles, knowledge, and skills;

2) Provide instruction that leads to student understanding of the nature and disposition of language arts;

3) Apply the fundamental concepts and skills of language arts;

4) Provide developmentally appropriate content; and

5) Develop skills in reading, writing, listening, speaking, and presentation.

e. A student may receive up to 0.5 credit for Language Arts for a course or school-sponsored activity emphasizing verbal communication during any year from grade 9 to 12.

2. Mathematics (3.5 credits)

a. This requirement shall be met minimally through successful completion of the foundation or foundation extended courses

1) Secondary Math I (1.5 credits);

2) Secondary Math II (1.0 credit);

3) Secondary Math III (1.0 credit).

b. With a written request from the student's parent or guardian, a student may opt out of Secondary Mathematics III. In that case, the student shall successfully complete another mathematics course from among the advanced and applied courses ~~from~~ on the State Board of Education's list of approved mathematics courses.

c. 7th and 8th grade students may earn credit for one of the mathematics foundation courses before 9th grade, consistent with the student's Plan for College and Career Readiness and if at least one of the following criteria are met:

1) The student is identified as gifted in mathematics in accordance with the procedures outlined in State Board of Education Rule R277-707;

2) The student is dual enrolled at the middle school or junior high school and the high school;

3) The student qualifies for promotion one or two grade levels above the student's age group and is placed in 9th grade; or

4) The student takes the State Board of Education competency test in the summer prior to 9th grade and earns high school graduation credit for the course.

d. For other students (than those in the prior section) who earn credit for a foundation course before 9th grade, the student shall still fill the required 3.0 units of credit by successful completion of other mathematics courses approved by the State Board of Education, consistent with the student's Plan for College and Career Readiness, which courses

1) Are within the field or discipline of mathematics with a significant portion of instruction aligned to mathematics content, principles, knowledge, and skills;

2) Provide instruction that leads to student understanding of the nature and disposition of mathematics;

3) Apply the fundamental concepts and skills of mathematics;

4) Provide developmentally appropriate content; and

5) Include the Standards for Mathematical Practice as listed in the Utah secondary mathematics core.

e. A student who successfully completes a Calculus course with a "C" grade or better has completed mathematics graduation requirements regardless of the number of mathematics credits earned.

3. Science (3.0 credits) including

a. two credits from the five science foundation areas:

1) Earth Systems Science (1.0 credit) from the following:

a) Earth Science; or

b) Advanced Placement Environmental Science

2) Biological Science (1.0 credit) from the following:

   a) Biology;

   b) Biology: Agricultural Science and Technology;

   c) Advanced Placement Biology; or

   d) Biology with Lab Concurrent Enrollment

3) Chemistry (1.0 credit) from the following:

   a) Chemistry;

   b) Advanced Placement Chemistry; or

   c) Chemistry with Lab Concurrent Enrollment

4) Physics (1.0 credit) from the following:

   a) Physics;

   b) Advanced Placement Physics (1, 2, D: Electricity and Magnetism, or C: Mechanics); or

   c) Physics with Lab Concurrent Enrollment

5) Computer Science (1.0 credit) from the following:

   a) Advanced Placement Computer Science;

   b) Computer Science Principles; or

   c) Computer Programming 2; and

b. 1.0 additional unit of credit consistent with the student's Plan for College and Career Readiness, from the foundation courses or a list of applied or advanced science courses approved by the Board of Education and State Board of Education, which courses

1) Are within the field or discipline of science with a significant portion of instruction aligned to science content, principles, knowledge, and skills;

2) Provide instruction that leads to student understanding of the nature and disposition of science;

3) Apply the fundamental concepts and skills of science;

4) Provide developmentally appropriate content;

5) Include the areas of physical, natural, or applied sciences; and

6) Develop students' skills in scientific inquiry.

4. Social Studies (3.0 credits) including

   a. World Geography (0.5 credit);

   b. World History (0.5 credit);

   c. U.S. History (1.0 credit);

   d. ~~U.S. Government and Citizenship (0.5 credit);~~ American Constitutional Government and Citizenship (1.0 credit)

      1) A student may earn 0.5 units of this requirement by either participating in the Junior Reserve Officer's Training Corps or completing a course or school-sponsored activity that emphasizes verbal communication, provided that the instruction is primarily dedicated to civic education consistent with USBE approved standards, including policy analysis, governmental systems or civic engagement related to school sponsored activity.

   e. Elective Social Studies (0.5 credit)

   f. ~~Successful completion of the basic civics test unless the student qualifies for an alternative assessment as provided for by the Utah State Board of Education. (See Policy 4061 Curriculum: American Heritage)~~

5. Arts (1.5 credits) from any of the following areas:

   a. Visual Arts

b. Music

c. Dance

d. Theater

e. Media Arts

6. Health Education (0.5 credit)

7. Physical Education (1.5 credits)

   a. Participation Skills (0.5 credit)

   b. Fitness or Swim for Life (0.5 credit)

   c. Individualized Lifetime Activities (0.5 credit)

   d. Team sport/athletic participation (may earn 0.5 credits per sport up to a maximum of 1.0 credit with school approval to replace Participation Skills and Individualized Lifetime Activities.) USBE Physical Education Guidelines

8. Career & Technical Education (1.0 credit) from among CTE approved pathways ~~the following areas:~~

   a. ~~Agriculture, Food and Natural Resources~~

   b. ~~Architecture and Construction~~

   c. ~~Arts, Audio/Visual Technology and Communications~~

   d. ~~Business, Finance and Marketing~~

   e. ~~Computer Science and Information Technology~~

   f. ~~Education and Training~~

   g. ~~Engineering and Technology~~

   h. ~~Health Science~~

   i. ~~Hospitality and Tourism~~

j. ~~Human Services~~

k. ~~Law, public Safety, Corrections and Security~~

l. ~~Manufacturing~~

m. ~~Transportation, Distribution, and Logistics~~

9. Digital Studies (0.5 credit) from among the following areas: (USBE Digital Studies Approved Courses)

   a. Business Office Specialist

   b. Computer Programming, I

   c. Computer Science Principles

   d. Digital Business Applications

   e. Exploring Computer Science or

   f. Web Development

10. General Financial Literacy (0.5 credit)

11. Library Media Skills (integrated into the subject areas)

D. TOTAL CREDIT AVAILABLE - 36.0

1. TOTAL CREDITS REQUIRED FOR GRADUATION - 30.0

   a. TOTAL REQUIRED CORE CREDITS - ~~19.5~~ 20

   b. REQUIRED ELECTIVE CREDITS – MINIMUM - 10~~.5~~

E. Additional Provisions

1. The District may modify a student's graduation requirements to meet the unique educational needs of the student if the student has a disability and the modifications to graduation requirements are made through the student's IEP.

2. A student may be awarded a certificate of completion if they meet 1 (one) of the following criteria:

   a. the student has a disability and has completed their senior year and is exiting the school system; however, has not met the State and District requirements for graduation, but has met the goals set forth by the student's IEP, or

   b. the student was enrolled throughout and has completed their senior year, is exiting the school system, has not met the State and District requirements for graduation, and made a sincere effort to complete high school as determined by school administration.

   Utah Admin. Rules R277-705-4 (November 7, 2024)

3. College and Career Readiness Mathematics Competency

   a. A student who is pursuing a college degree after graduation is encouraged to take a full year mathematics course during the student's senior year unless the student has, before the beginning of the senior year, met one of the following requirements:

      1) A score of 3 or higher on an Advanced Placement (AP) calculus AB or BC exam;

      2) A score of 3 or higher on an Advanced Placement (AP) statistics exam;

      3) A score of 5 or higher on an International Baccalaureate (IB) higher level math exam;

      4) A score of 50 or higher on a College Level Exam Program (CLEP) pre-calculus or calculus exam;

      5) A score of 26 or higher on the mathematics portion of the American College Test (ACT) exam;

      6) A score of 640 or higher on the mathematics portion of the Scholastic Aptitude Test (SAT) exam; or

      7) A "C" grade or higher in a concurrent enrollment mathematics course that satisfies a state system of higher education quantitative literacy requirement.

b. A non-college degree seeking student shall complete appropriate math competencies for the student's career goals as described in the student's Plan for College and Career Readiness.

4. Students qualify for a diploma upon completion of all required credits. The opportunity to participate in graduation exercises is a privilege and may be based on behavior/citizenship.

5. These graduation requirements are consistent with State (USBE) requirements with the exception of Language Arts and Math, which have been adjusted due to the 3-trimester schedule for core classes in the 9th grade.

6. Students will be offered a full schedule to be taken as elective classes or released from school for approved activities.

F. A Student Desiring a 24 Credit Diploma

1. If a student has completed the required core credits (18.5) and at least 5.5 elective credits for a 24-credit diploma, the student will be transferred to Sunrise High School to receive this 24-credit High School Diploma. The student may participate in graduation ceremonies with Sunrise High School if desired but will not be part of BEHS or BRHS graduation ceremonies.

2. A special education eligible student may earn a 24-credit diploma if it is determined by their IEP team that their disability requires special graduation requirements. Special Education students receiving special graduation accommodations will be eligible to walk with their school of attendance.

G. Types of Diplomas or Certificates

1. The District will award a diploma or certificate of completion to students who complete the requirements as follows:

a. High School Diploma

1) Successful completion of the core curriculum and all state course requirements.

2) Successful completion of credits beyond the core curriculum as required by District policy.

3) Enrollment in the District for at least one semester immediately prior to graduation.

b. Certificate of Completion

1) Completion of senior year;

2) Exiting or aging out of the school system; and

3) Have not met all state or District requirements for a diploma

c. The District will not enroll a student with intent to award a diploma or certificate of completion after the student has earned a high school equivalence.

Utah Admin. Rules R277-705-4 (February 9, 2026)
Utah Code § 53G-6-406 (2019)

d. Adult education students will be awarded diplomas as set forth in Policy 4120 Community Adult High School.

2. Special Education Students

a. Special education students shall satisfy high school completion or graduation criteria, consistent with state and federal law and the student's IEP. Such students may be awarded a certificate of completion or a diploma as set forth above, consistent with state and federal law and the student's IEP or Section 504 plan.

Utah Admin. Rules R277-705-4 (February 9, 2026)

b. A student with ~~a~~ the most significant cognitive disability may be awarded an alternate diploma if the student accesses grade-level Core standards through the Essential Elements, the student's IEP team makes graduation substitutions in the same content area from a list of alternative courses approved by the State Superintendent, and the student meets all graduation requirements prior to exiting school at or before age 22. An alternate diploma may not indicate that the recipient is a student with a disability. Notwithstanding the award of an alternate diploma, the District may still be obligated to provide FAPE to an eligible student in accordance with IDEA.

Utah Admin. Rules R277-705-2(15) (February 9, 2026)
Utah Admin. Rules R277-705-5 (February 9, 2026)

3. Methods of Obtaining Credit

   a. Credits towards graduation may be obtained and recorded on the student's transcript by the following methods:

      1) Successful completion of courses in the high schools of the District.

      2) Successful completion of concurrent-enrollment college courses.

      3) Satisfaction of coursework by demonstrated competency under policies established by the District following appropriate review.

      4) Successful completion of assessment tests in particular subject areas, as established by District policy, including test-out tests for core classes under Policy 4101 Grading: Credit Through Testing.

      5) Evaluation of student work or projects consistent with District or school procedures and criteria.

      6) Successful completion, as determined by the District or school, of correspondence or electronic coursework with prior approval by the District or school to the extent practicable.

      7) Transfer credits awarded to a student by a school or provider accredited by an accrediting entity adopted by the State Board of Education, which credits shall be accepted as issued by the school, without alteration.

   b. A student who is enrolled in an approved Focused Graduation Pathway program may also earn credit by passing GED examinations as provided in Policy 4059 Focused Graduation Pathway. Before reviewing a student's home school or competency work, assessment, or materials with regard to a request for credit, the District shall require documentation of compliance with Utah Code § 53G-6-204 (relating to excuse from compulsory school attendance).

      Utah Admin. Rules R277-705-3 (February 9, 2026)
      Utah Code § 53G-7-206 (2019)
      Utah Code § 53E-4-209 (2026)

4. Notice of Credit Requirements

a. Each school within the District shall provide to the parent(s) or legal guardian(s) of each student enrolling in the school specific and adequate notice of the District's requirements and limitations for awarding credit, including credits transferred from other schools or education providers and credits awarded from other sources under this policy.

Utah Admin. Rules R277-705-3(1)(b) (February 9, 2026)

Policy 4062
Amended
October 9, 2024
First Reading
August 12, 2026
Second Reading
September 9, 2026

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 institution" means a degree-granting institution of higher education or a technical college within the state system of higher education or a degree-granting institution of higher education or a technical college within the state system of higher education that offers an online concurrent enrollment course.

3. "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.

4. "Eligible instructor" means an instructor who is either employed as faculty by an eligible institution or who is employed by the District and meets the requirements of Utah Code § 53E-10-302(6) or, for accelerated foreign language students, meets the requirements of Utah Code § 53E-10-307(1)(e)(i).

   Utah Code § 53E-10-301(2), (4), (5), (6) (2025)
   Utah Code § 53E-10-302(6) (2024)
   Utah Code § 53E-10-307(1)(e)(i) (2026)
   Utah Code § 53H-1-101(5), (6) (2025)
   Utah Code § 53H-1-102(1) (2025)

5. "Designated institution of higher education" means an eligible institution 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) (2024)

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) (November 21, 2025)

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 chooses not to offer the course, 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 must then contract with another eligible institution to provide the course.

    Utah Code § 53E-10-303(4) (2024)
    Utah Admin. Rules R277-701-7(5) (November 21, 2025)

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 R277-701-8(3) (November 21, 2025)

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 (2024)
Utah Code § 53G-7-503(2)(b)(iii) (2025)
Utah Admin. Rules R277-701-11(3), (4) (November 21, 2025)

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)

New Policy 4101
First Reading
August 12, 2026
Second Reading
September 9, 2026

POLICY 4101

Grading: Credit Through Testing

A. Credit Through Testing for Core Classes

1. Beginning with the 2027-2028 school year, the District shall offer students the opportunity to participate in test-out options established by the Utah State Board of Education for core classes (those required for graduation). These tests will allow students to demonstrate proficiency in the content of the class without attending or enrolling in the course. The District shall notify students and parents of test-out opportunities consistent with the procedures established by the State Board of Education. The District shall administer the tests in accordance with State Board of Education rules. Credit and grades shall be awarded for successful completion of tests consistent with State Board of Education rules.

   Utah Code § 53E-4-209 (2026)

Policy 4175

Student Data Protection

A. Definitions

1. "Aggregate Data" means data that:

   a. Are totaled and reported at the group, cohort, school, school district, region, or state level with at least 10 individuals in the level;

   b. Do not reveal personally identifiable student data; and

   c. Are collected in accordance with board rule.

2. "Biometric Identifier" means a:

   a. Retina or iris scan;

   b. Fingerprint;

   c. Human biological sample used for valid scientific testing or screening; or

   d. Scan of hand or face geometry.

3. "Biometric identifier" does not include:

   a. A writing sample;

   b. A written signature;

   c. A voiceprint;

   d. A photograph;

   e. Demographic data; or

   f. A physical description, such as height, weight, hair color, or eye color.

4. “Biometric Information” means information, regardless of how the information is collected, converted, stored, or shared:

    a. Based on an individual’s biometric identifier; and

    b. Used to identify the individual.

5. “Cyber security framework” means:

    a. The cyber security framework developed by the Center for Internet Security found at https://www.cisecurity.org/controls/; or

    b. A comparable IT security framework.

6. “Data Breach” means an unauthorized release of or unauthorized access to personally identifiable student data that is maintained by an education entity.

7. Data Governance Plan” means a comprehensive plan for managing education data that:

    a. Incorporates reasonable data industry best practices to maintain and protect student data and other education-related data;

    b. Describes the role, responsibility, and authority of an education entity data governance staff member;

    c. Provides for necessary technical assistance, training, support, and auditing;

    d. Describes the process for sharing student data between the District and another person;

    e. Describes the process for an adult student or parent to request that data be expunged including how to respond to requests for expungement;

    f. Describes that data breach response process; and

    g. Is published annually and available on the District’s website

8. “Destroy” means to remove data or a record:

    a. In accordance with current industry best practices; and

b. Rendering the data or record irretrievable in the normal course of business of the District or a third-party contractor.

9. “Disclosure” means permitting access to, revealing, releasing, transferring, disseminating, or otherwise communicating all or any part of any individual record orally, in writing, electronically, or by any other communication method.

10. “Expunge” means to seal or permanently delete data so as to limit its availability to all except authorized individuals.

11. “Metadata Dictionary” means any tool, document, or display that:

    a. Defines and discloses all personally identifiable student data collected and shared by the education entity;

    b. comprehensively lists all recipients with whom the education entity has shared personally identifiable student data, including:

        1) The purpose for sharing the data with the recipient;

        2) The justification for sharing the data, including whether sharing the data was required by federal law, state law, or a local directive; and

        3) How sharing the data is permitted under federal or state law; and;

    c. Without disclosing personally identifiable student data, is displayed on the education entity's website.

12. “Optional Student Data” means student data that is neither necessary student data nor data which the District is prohibited from collecting (as described in Prohibited Collection of Student Data, below).

    a. “Optional student data” includes:

        1) Information that is related to an IEP or needed to provide special needs services but is not “necessary student data”;

        2) Biometric information; and

        3) Information that is not necessary student data but is required for a student to participate in a federal or other program.

13. "Significant data breach" means a data breach where:

    a. An intentional data breach successfully compromises student records;

    b. 500 or more student records are compromised;

    c. Sensitive records are compromised, regardless of number; or

    d. The surrounding circumstances make the breach significant as determined by the District.

14. "Threat assessment information" means data related to a credible threat made by a student that has been evaluated through a threat assessment process and determined to pose a potential risk to school safety, including threats of violence against students, school personnel, or school property.

    Utah Code § 53E-9-301 (2026)
    Utah Code § 53G-8-806(1)(b) (2026)
    Utah Admin. Rules R277-487-2 (July 8, 2025)

B. District Responsibilities

1. The District shall annually provide a training regarding the confidentiality of student data to any employee with access to education records as defined in FERPA.

2. The District shall designate an individual to act as a student data manager to fulfill the responsibilities of a student data manager described in Requirements for Student Data Manager, below.

3. If possible, the District shall designate a records officer pursuant to the Government Records Access and Management Act as defined in Utah Code § 63G-2-103(27), as the student data manager.

4. The District shall designate a District Information Security Officer.

5. The District shall implement a cyber security framework.

6. The District shall create and maintain a District:

    a. Data governance plan; and

    b. Metadata dictionary.

7. By November 15 annually, the District shall provide the State Superintendent with the following:

    a. The name and contact information of the District's Information Security Officer and its Student Data Manager;

    b. Evidence that the District has implemented:

        1) Privacy requirements outlined in:

            a) Utah Code Title 53E, Chapter 9, Part 2, Student Privacy;

            b) Utah Code Title 53E, Chapter 9, Part 3, Student Data Protection;

            c) Utah Code Title 63A, Chapter 19, Government Data Privacy Act;

            d) FERPA; and

            e) 20 U.S.C. 1232h, Protection of Pupil Rights Amendment; and

        2) Other privacy practices identified by the State Superintendent; and

        3) A cybersecurity framework.

8. The District shall establish an external research review process to evaluate the requests for data for the purpose of external research or evaluation.

    Utah Code § 53E-9-303 (2019)
    Utah Admin. Rules R277-487-2 (July 8, 2025)
    Utah Admin. Rules R277-487-3(1) (July 8, 2025)

C. Student Data Ownership and Access

1. A student owns the student's personally identifiable student data.

2. The District shall allow a student or a student's parent to access the student's student data which is maintained by the District.

    Utah Code § 53E-9-304 (2020)

D. Data Retention

1. The District shall classify all student data which it collects under an approved records retention schedule. The District shall retain and dispose of all student data in accordance with an approved records retention schedule.

2. If no existing retention schedule governs student disciplinary records collected by the District:

   a. The District may propose to the State Records Committee a retention schedule of up to one year if collection of the data is not required by federal or state law or Board rule; or

   b. The District may propose to the State Records Committee a retention schedule of up to three years if collection of the data is required by federal or state law or State Board rule, unless a longer retention period is prescribed by federal or state law or State Board rule.

3. The District's retention schedules shall take into account the District's administrative need for the data.

4. Unless the data requires permanent retention, the District's retention schedules shall require destruction or expungement of student data after the administrative need for the data has passed.

5. A parent or adult student may request that the District amend, expunge, or destroy any record not subject to an approved retention schedule and believed to be inaccurate, misleading, or in violation of the privacy rights of the student. The District shall process such a request following the same procedures outlined to amend a student education record under FERPA, as set out in Policy FE "Right to Amend Records."

   Utah Admin. Rules R277-487-4 (July 8, 2025)

E. Notification in Case of Breach

1. If there is a release of a student's personally identifiable student data due to a significant data breach, the District shall notify:

   a. The student, if the student is an adult student; or

   b. The student's parent, if the student is not an adult student.

Utah Code § 53E-9-304(2) (2020)

2. Within 10 business days of the discovery of a significant data breach (either by the District or by third parties), the District shall report the significant data breach to the State Superintendent.

   Utah Admin. Rules R277-487-3(3) (July 8, 2025)

F. Prohibited Collection of Student Data

1. The District may not collect a student's"

   a. Social Security number; or

   b. Criminal record, except as required in Utah Code § 80-6-103 (Minor taken into custody by peace officer, private citizen, or juvenile probation officer).

   Utah Code §53E-9-305(1) (2026)

G. Student Data Disclosure Statement

1. If the District collects student data into a cumulative record it shall, in accordance with this section, prepare and distribute to parents and students a student data disclosure statement that:

   a. Is a prominent, stand-alone document;

   b. Is annually updated and published on the District's website;

   c. States the necessary and optional student data the District collects;

   d. States that the District will not collect the student data described in Prohibited Collection of Student Data, above;

   e. Describes the types of student data that the District may not share without a data authorization;

   f. Describes how the district may collect, use, and share student data;

g. Includes the following statement: “The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.”;

h. Describes in general terms how the District stores and protects student data; and

i. States a student’s rights under the student data protection statutes.

2. The notice may also include additional information relating to student and parent privacy, as determined by the District.

Utah Code § 53E-9-305(2), (8) (2026)

H. Student Data Disclosure Statement Recipients

1. The District may collect the necessary student data of a student into a cumulative record only if the District provides a student data disclosure statement to:

a. The student, if the student is an adult student; or

b. The student’s parent, if the student is not an adult student.

Utah Code § 53E-9-305(4) (2026)

I. Optional Student Data Collection

1. The District may collect optional student data into a cumulative record only if it:

a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a student data disclosure statement that includes a description of:

1) The optional student data to be collected; and

2) How the District will use the optional student data; and

2. Obtains a data authorization to collect the optional student data from an individual described in Student Data Disclosure Statement Recipients, above.

Utah Code § 53E-9-305(5) (2026)

J. Student Biometric Identifier and Biometric Information Data Collection

1. The District may collect a student's biometric identifier or biometric information if the District:

   a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a biometric information collection notice that is separate from a student data collection notice and which states:

      1) The biometric identifier or biometric information to be collected;

      2) The purpose of collecting the biometric identifier or biometric information; and

      3) How the District will use and store the biometric identifier or biometric information; and

   b. Obtains written consent to collect the biometric identifier or biometric information from an individual described in Student Data Disclosure Statement Recipients, above.

   Utah Code § 53E-9-305(6) (2026)

K. Collecting Threat Assessment Information

1. The District may collect and share threat assessment information without obtaining written consent if:

   a. The collection and sharing are necessary to protect the safety of a student, school personnel, or school property;

   b. The information is shared only with authorized personnel as described in Policy 2182 School Safety; and

   c. The District complies with all procedural requirements in Policy 2182.

   Utah Code § 53E-9-305(9) (2026)
   Utah Code § 53G-8-806 (2026)

L. Sharing Student Data

1. The District may not share a student's personally identifiable student data without written consent, except in conformance with the requirements of this policy and with

the Family Educational Rights and Privacy Act ("FERPA") and related provisions under 20 U.S.C. §§ 1232g and 1232(h).

Utah Code § 53E-9-308 (2026)

M. Requirements for Student Data Manager

1. The District will designate a student data manager who shall:

   a. Authorize and manage the sharing, outside of the District, of personally identifiable student data for the District as described in this section;

   b. Act as the primary local point of contact for the state student data officer described in Utah Code § 53E-9-302; and

   c. Fulfill other responsibilities described in the District's data governance plan.

   Utah Code § 53E-9-308(2) (2026)

N. Permitted and Prohibited Sharing of Student Data by Student Data Manager

1. A student data manager may share the personally identifiable student data of a student with the student and the student's parent. Otherwise, a student data manager may only share a student's personally identifiable student data from a cumulative record (including sharing student data with a federal agency) as required by federal law or as follows. Such data may be shared with:

   a. A school official;

   b. An authorized caseworker, in accordance with this policy, or other representative of the Department of Human Services; or

   c. A person to whom the District has outsourced a service or function:

      1) To research the effectiveness of a program's implementation; or

      2) That the District's employees would typically perform

2. A student data manager may share a student's personally identifiable student data from a cumulative record with a caseworker or representative of the Department of Health and Human Services if:

a. The Department of Health and Human Services is:

   1) Legally responsible for the care and protection of the student; or

   2) Providing services to the student; and

b. The student's personally identifiable student data is not shared with a person who is not authorized:

   1) To address the student's education needs; or

   2) By the Department of Health and Human Services to receive the student's personally identifiable student data; and

c. The Department of Health and Human Services maintains and protects the student's personally identifiable student data.

3. A student data manager may share a student's personally identifiable student data to improve educational outcomes for the student where the student is:

   a. In the custody of or under the guardianship of, the Department of Health and Human Services;

   b. Receiving services from the Division of Juvenile Justice Services;

   c. In the custody of the Division of Child and Family Services;

   d. Receiving services from the Division of Services for People with Disabilities; or

   e. Under the jurisdiction of the Utah Juvenile Court.

4. A student data manager may share aggregate data.

5. A student data manager may not share personally identifiable student data for the purpose of external research or evaluation except as follows: If a student data manager receives a request to share data for the purpose of external research or evaluation, the student data manager shall:

   a. Verify that the request meets the requirements of 34 CFR § 99.31(a)(6);

   b. Submit the request to the District's external research review process; and

c. Fulfill the instructions that result from the review process.

6. If the student data manager is informed that the State Board of Education intends to share student data collected by the District with the Utah Registry of Autism and Developmental Disabilities, the student data manager shall give notice to the parent of each student whose data is to be shared of the State Board's intention to share the data. This notice shall be provided at least 30 days before the State Board is to share the data. If a parent requests that the State Board not share the data, the student data manager shall relay that request to the State Board.

7. A student data manager may share personally identifiable student data in response to a subpoena issued by a court.

8. In accordance with State Board of Education rule, a student data manager may share personally identifiable information that is directory information.

   Utah Code § 53E-9-308 (2023)

9. A student data manager may share threat assessment information if:

   a. Doing so is necessary to protect the safety of a student, school personnel, or school property;

   b. The recipient is an authorized education entity or law enforcement agency; and

   c. All procedural requirements in Policy 2181 are followed.

   Utah Code § 53E-9-305(9) (2026)
   Utah Code § 53G-8-806 (2026)
   Utah Code § 53E-9-308 (2026)

O. Third Party Contractors

1. The District may provide a third-party contractor with personally identifiable student data received under a contract with the District strictly for the purpose of providing the contracted product or service within the negotiated contract terms.

2. When contracting with a third-party contractor, the District shall require the following provisions in the contract:

   a. Requirements and restrictions related to the collection, use, storage, or sharing of student data by the third-party contractor that are necessary for the District to

ensure compliance with the provisions of the Student Data Protection Act and State Board of Education rules;

b. A description of a person, or type of person, including an affiliate of the third-party contractor, with whom the third-party contractor may share student data;

c. Provisions that govern requests by the District for the deletion of the student data received by the third-party contractor from the District;

d. Except as provided in this policy and if required by the District, provisions that prohibit the secondary use of personally identifiable student data by the third-party contractor; ~~and~~

e. An agreement by the third-party contractor that, at the request of the District, the District or its designee may audit the third-party contractor to verify compliance with the contract; and

f. Provisions describing the District's duty to terminate the contract in case of a privacy violation as described below and prohibiting any fee or financial liability for the termination.

3. A third-party contractor's use of personally identifiable student data shall be in accordance with Utah Code §§ 53E-9-309, 53E-9-310 and FERPA.

4. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall monitor and maintain control of the data.

5. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall notify a student and the student's parent or guardian in writing that the student's data is collected and maintained by the third-party contractor.

6. If the District discovers that a third-party contractor has made an unauthorized use of student data or information in violation of state or federal laws including Utah Code Title 53E, Chapter 9, Student Privacy and Data Protection, FERPA (20 U.S.C. §§ 1232g and 1232h), the Children's Online Privacy Protection Act (15 U.S.C. § 6501 et seq.), and any associated regulations, the District shall within 30 days notify the third-party contractor of the violation and of the District's duty to terminate the contract. If within 30 days of the notice the third-party contractor has not both remedied the privacy violation to the greatest extent practicable and established processes and procedures to prevent the failure of compliance from recurring, the District shall terminate the contract.

Utah Admin. Rules R277-487-7 (July 8, 2025)
Utah Code § 53E-9-309 (2026)
Utah Code § 53E-9-310 (2019)

POLICY 4178

Internet Use

A. Effective Date

1. This policy is effective as of April 10, 2024. The Board of Education will review this policy at least every three years. This policy was last reviewed by the Board on _____.

   Utah Code § 53G-7-1003(2)(a) (2026)

B. Internet Protection

1. Access to the internet through District computer networks or systems or by means of devices owned by the District shall be regulated by filtering software or other measures which prevent users from accessing images which are obscene or pornographic or otherwise harmful. Student online activity shall be monitored and specified staff shall have responsibility for supervision of student online activities. Each student's parent may review the student's activity on District-provided electronic devices through a parent-accessible monitoring system. Upon request of a student's parent, the student's use of a District-provided electronic device will be subject to use of a preapproved content filtering system. In addition, students shall be educated by appropriate staff members regarding appropriate online behavior, including interacting with other individuals through chat rooms or social networking websites and cyberbullying awareness and response. Each school's community council shall also provide for education and awareness on safe technology use and digital citizenship which empowers students to make smart media and online choices and parents to know how to discuss safe technology use with their children.

   Utah Admin. Rules R277-495-4(1)(d), (2)(f), (3)(c) (October 8, 2054)
   Utah Code § 53G-7-216(3) (2018)
   Utah Code § 53G-7-1002 (2018)
   Utah Code § 53G-7-1003(3) (2026)
   Utah Code § 53G-7-1202(3)(a)(iii) (2026)

C. Due Process

1. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District network or District-owned devices.

2. In the event there is an allegation that a student has violated this policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in Policy 4177 Responsible Computer Use.

3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of this policy and Policy 4177, the violation will be handled in accord with the applicable provision of this policy and Policy 4177.

4. Employee violation of this policy will be handled in accordance with District policy and collective bargaining agreement, if applicable.

5. Any District administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts that are not active for more than ninety days may be removed, along with the user's files, without notice to the user.

D. Search and Seizure

1. System users do not have an expectation of privacy in the contents of their personal files and/or personal electronic mail accounts and records of their online activity accessed via the District's electronic communications system or through District-owned devices.

2. Routine maintenance and monitoring of the system may lead to discovery that the user has violated or is violating this policy, Policy 4177, or the law.

3. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy, Policy 4177, or the law. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

4. District employees should be aware that their personal files and/or personal electronic mail accounts on the District's network or on District-owned devices may be discoverable according to the Government Records Access Management Act.

E. Academic Freedom, Free Speech, and Selection of Material

1. Board policies on academic freedom and free speech will govern the use of the Internet.

2. When using the internet for class activities, teachers will:

   a. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.

   b. Preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site.

   c. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.

   d. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussion about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

F. Parental Notification and Responsibility

1. The District will post all policies on the District website concerning District network and the policies governing its use for parents to view. Parents must sign an agreement to allow their student to have an individual account during registration each year.

2. Parents have the right at any time to investigate the contents of their child(ren)'s email files. Parents have the right to request the termination of their child(ren)'s individual account at any time.

3. This policy contains restrictions on accessing inappropriate material and student use will be supervised. Each student's parent may review the student's activity on District-provided electronic devices through a parent-accessible monitoring system. Upon request of a student's parent, the student's use of a District-provided electronic device will be subject to use of a preapproved content filtering system. ~~However, there is a wide range of material available on the Internet, some of which may not be in accordance with the particular set of values held by an individual student's family. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District network.~~

   Utah Code § 53G-7-1003(3) (2026)

G. Access

1. The following levels of access will be provided:

   a. Classroom Accounts

      1) Elementary age students will be granted Internet access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing.

   b. Individual accounts for students

      1) Secondary students may be provided with individual Internet accounts. Secondary students will not have remote access to the system. A written agreement will be required for an individual account. This agreement must be signed by the student and his or her parent.

H. Guidelines for Internet Use

1. Personal safety (these restrictions are for students only):

   a. Users will not post or provide personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

   b. Users will not agree to meet with someone they have met online without their parent’s approval and participation,

   c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

   a. Users will not attempt to gain unauthorized access to the District network or to any other computer system through the District network or go beyond their authorized access. This includes attempting to log in through another person’s account or access another person's files. These actions are illegal, even if only for the purposes of “browsing.”

b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. Users will not use the District network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. System Security

a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.

b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not search for or attempt to discover security problems, because this may be construed as an illegal attempt to gain access.

c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.

4. Inappropriate Language

a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on webpages.

b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, slanderous or disrespectful language.

c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.

d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person.

1) Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending the person messages, they must stop.

e. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Request for Privacy

   a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.

   b. Users will not post private information about another person.

6. Respecting Resource Limits

   a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research.

   b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or external drive.

   c. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

   d. Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota.

   e. Users will be subscribed only to high quality discussion group mail lists that are relevant to their education or professional/career development.

7. Plagiarism and Copyright Infringement

   a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

   b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

   a. Users will not use the District network, District educational provider equipment, or District-owned electronic devices to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). (See Policy 3010 Employee Bullying and Hazing, Policy 5265 Student Discrimination and Harassment, Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct and Policy 4177.) For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.

   b. If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated this policy.

   Utah Admin. Rules R277-495-4(1)(c) (October 8, 2025)

I. District Website

1. The District may establish a website. Material appropriate for placement on the District website includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal information not related to education will not be allowed on the District website.

2. The Superintendent will designate a District web-master, responsible for maintaining the school websites and monitoring class, teacher, student, and extracurricular webpages. The web-master will develop style and content guidelines for official District and school web materials and develop procedures for the placement and removal of such material. All official District material posted on the District website must be approved through a process established by the District web-master. The District website shall meet the domain and notice requirements set forth in Policy 6002 Government Data Privacy.

   Utah Code § 63A-16-110 (2025)
   Utah Code § 63A-19-402.5 (2025)

J. School Websites

1. The principal will designate a school web-master, responsible for managing the school website and monitoring class, teacher, student, and extracurricular webpages. All official material originating from the school will be consistent with the District style and content guidelines and approved through a process established by the school web-master. The school web-master will develop additional guidelines for the school website. Each school website shall meet the domain and notice requirements set forth in Policy 6002 Government Data Privacy.

   Utah Code § 63A-16-110 (2025)

K. Staff Webpages

1. Staff may develop webpages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff webpages will not be considered official material but will be developed in a manner as to reflect well upon the District.

L. Student Webpages

1. Students may create a website as part of a class activity. Material presented on a student class activity website must meet the educational objectives of the class activity.

2. With the approval of the principal or designee, students may establish personal webpages. Material presented in the student's personal website must be related to the student's educational and career preparation activities.

3. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of this policy or Policy 4177. However, student material may not be removed merely on the basis of disagreement with the views expressed by the student.

4. Student webpages must include the following notice: "This is a student webpage. Opinions expressed on this page shall not be attributed to the District."

5. Student webpages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

M. Extracurricular Organization Webpages

1. With approval of the principal, extracurricular organizations may establish webpages. Material presented on the organization webpage must relate specifically to organization activities.

2. Organization webpages must include the following notice: "This is a student extracurricular organization webpage. Opinions expressed on this page shall not be attributed to the District."

N. Student Information

1. The following standards will be followed regarding the disclosure of student information on school websites:

   a. Elementary age students:

      1) First and last initial, no pictures of identifiable students

   b. Middle school students:

      1) First and last names

   c. Parental approval of disclosure in accord with the standards must be obtained.

O. Webpage Requirements

1. All provisions in this policy will govern material placed on the web.

2. Webpages shall not:

   a. Contain personal contact information about students beyond that permitted by the District and parent.

   b. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.

   c. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.

3. Material placed on the website is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

4. Students may retain the copyright on the material they create that is posted on the web. District employees may retain the copyright on material they create and post if appropriate under District policies.

5. Each webpage will carry a notice indicating when it was last updated and the email address of the person responsible for the page.

6. All webpages should have a link at the bottom of the page that will help users find their way to the appropriate home page.

7. Users should retain a back-up copy of their webpages.

P. Notice to Students and Parents of Policy

1. Notice of availability of this policy will be posted in a conspicuous place in each school. A copy of this policy shall be made available in printed form at the District offices and a copy of this policy or a clear electronic link to this policy shall be made available on the District's web site. Individual school policies shall be made available in printed form at the school offices and a copy of those policies or a clear electronic link to those policies shall be made available on the school's web site. Parents and students shall receive annual written notice of District and school electronic device policies, which may be satisfied by the website posting, publishing the policy in a school handbook or directory, sending the policy to the student's home or any other reasonable means.

   Utah Code § 53G-7-1003(3) (2026)
   Utah Admin. Rules R277-495-3(4), (5) (October 8, 2025)

2. Complaints about this policy, enforcement of this policy, or observed behavior may be addressed through bringing the complaint to a school administrator and through the other procedures outlined in Policy 6040 Public Complaints.

   Utah Code § 53G-7-1003(3)(f) (2026)

Policy Adopted April 10, 2024

POLICY 4200

Term of Instruction: School Year & School Day

A. Length of School Year

1. The schools of the District shall provide educational services over a minimum of 180 ~~school~~ instructional days during each school year, except as follows:

   a. The Board may reallocate up to 32 instructional hours or 4 ~~school~~ instructional days for teacher preparation time or professional development by a two-thirds majority vote of the Board in a properly noticed and held public meeting. If a reallocation is made, parents and guardians shall be notified of the school calendar at least 90 days before the beginning of the school year. Unless the day is

      1) One which has been reallocated in this way,

      2) A day on which educational services are being provided to the school's students through distance learning, or

      3) A day when there is an emergency closure for weather or other emergency, a school that participates in the National School Lunch Program must provide meals on each day that is scheduled toward the 180-school day requirement.

      Utah Admin. Rules R277-419-4(1) (February 7, 2025)
      Utah Code § 53F-2-102(5) (2026)

2. The required days of instruction may be provided at any time during the school year as determined by the Board. The Board will approve school calendars providing for instructional time and days in an open meeting.

   Utah Admin. Rules R277-419-4(2), (6)(g) (February 7, 2025)

3. If a school is using a modified 45-day/15-day year-round schedule initiated prior to July 1, 1995, it is in compliance with State Board of Education regulations if the school's schedule includes a minimum of 990 hours of time the school will provide educational services over a minimum of 172 days.

   Utah Admin. Rules R277-419-11(2) (February 7, 2025)

B. Term Basis

1. The District shall operate on a quarter, semester, or trimester basis and shall adhere to the requirements of the appropriate curriculum prepared by the State Board of Education.

C. Beginning Date

1. Student attendance for the first quarter, semester, or trimester of the regular school term shall be established by the Board pursuant to a calendar adopted annually.

D. Emergency/Activity Days

1. The annual school calendar adopted by the Board shall include exigency time for closures for emergencies, activities, or extreme weather conditions. If school is closed for these or any other reason, the instructional time missed shall be made up under the exigency time so that the minimum school program instructional requirements are met. However, the Board may request a waiver from the State Superintendent from the instructional day requirement as provided for in Utah Administrative Rules R277-121-5.

   Utah Admin. Rules R277-121-5 (October 10, 2022)
   Utah Admin. Rules R277-419-4(3) (February 7, 2025)

E. Parent-Teacher and Student Plan Conferences

1. With Board approval, schools may conduct parent-teacher and student Plan for College and Career Readiness conferences during the day and the time for those conferences may be counted as instructional time up to the equivalent of three full school days during a school year.

   Utah Admin. Rules R277-419-4(6)(b) (February 7, 2025)

F. Length and Schedule Per Day

1. A school day is a day where the school provides educational services to students consistent with the requirements of Utah Admin. Rules R277-419-5.

   Utah Admin. Rules R277-419-2(31) (February 7, 2025)

G. Exceptions for Students with Compelling Circumstances

1. In the Board's discretion, the length of the time an individual student is required to be in school on instructional days may be varied for students with compelling circumstances. Such variance will be established on an individual basis according to the student's IEP or Plan for College and Career Readiness.

   Utah Admin. Rules R277-419-14(1) (February 7, 2025)

Policy 5035
Amended
October 8, 2025
First Reading
August 12, 2026
Second Reading
September 9, 2026

Policy 5035

Attendance Requirements ~~and Procedures~~

A. Purpose

1. The Board of Education for Box Elder School District acknowledges that regular attendance is essential for a successful learning experience. Studies indicate consistent attendance is vital for enhancing student performance (Ginsburg et al., 2014). Arriving on time is crucial for achieving high academic success, as missed classes and tardiness can lead to significant learning gaps that are challenging to overcome.

B. Compulsory Education

1. Under Utah's compulsory education law, parents/guardians of a student who is at least six (6) years of age and not more than eighteen (18) years of age shall enroll and send their school-age students to school unless an exception applies as outlined in this policy releasing minors from school attendance. Attendance shall be in District schools or in some other District to which the student may legally be transferred, or in a regularly established private school. It is a class B misdemeanor for a parent to intentionally or without good cause fail to enroll a school-age minor in school, unless exempted as indicated below. The District shall report violations of this policy to the appropriate city, county, or District attorney.

C. Compulsory Education – Exemptions

1. Students who meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements and shall be given a certificate, issued by the Board, stating that the student is excused from attendance during the time specified on the certificate:

   a. A child over 16 years old may receive a partial release from school to enter employment, or to attend a trade school, if the child has completed the eighth grade. Children receiving this exemption must still attend school part-time as required by the Board or home school part time as permitted in b.5 below.

   b. On an annual basis, a school-age child under 18 years old may receive a full release from attending a public, regularly established private or part-time school or class if one of the following is established to the Board's satisfaction:

1) The child has already completed the work required for graduation from high school.

2) The child is in a physical or mental condition, certified by a competent physician if required by the Board, which renders attendance inexpedient and impracticable.

3) Proper influences and adequate opportunities for education are provided in connection with the child's employment.

4) The Superintendent determines that the child, if over 16 years old, is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.

5) The child's parent notifies the Board of Education of the intent to home school the child except to the extent that the child is dual-enrolled in a public school. (If an affidavit or other notice of home schooling of a student has previously been provided to the Board, no further notice is required.) A child receiving a partial release to enter employment under item C.1.a above may be excused from attending required part-time school to attend home school part time.

   a) A parent or legal guardian of a child who attends a home school is solely responsible for:

      i. the selection of instructional materials and textbooks;

      ii. the time, place, and method of instruction, and

      iii. the evaluation of the home school instruction.

   b) Upon request of a parent or legal guardian, the District shall identify the knowledge, skills, and competencies a student is recommended to achieve by grade level and subject area to assist the parent or legal guardian in achieving college and career readiness through home schooling.

   Utah Code § 53G-6-204 (2025)

D. Definitions, Roles, and Responsibilities

1. Parent(s)/guardians(s), students, and school personnel should make decisions that lead to excellent classroom attendance:

   a. Students should arrive on time and attend every class they are enrolled in unless they have an excused absence.

   b. Parents/guardians are expected to ensure that their school-age child attends school as required by Utah law and to notify the school when their student is absent for a valid reason.

   c. A parent may excuse an absence via a school-approved messaging method within a reasonable timeframe but not to exceed one week after the absence.

      1) Excused Absence or Valid Excuse means:

         a) An illness, which may be either mental or physical (the school may not require documentation from a medical professional to substantiate the illness)~~, regardless of whether the school-age child or parent provides documentation from a medical professional~~;

         b) mental or behavioral health of the school-age child;

         c) death of a family member ~~death~~;

         d) an approved school activity;

         e) Competition in a rodeo sanctioned by an international, non-profit organization dedicated to the development of sportsmanship, horsemanship, and character in youth through the sport of rodeo;

         f) Any reason a parent provides to justify a student's absence, if the student maintains a cumulative grade point average of at least 2.0, including, but not limited to, participation in mountain biking or shooting sports clubs or in a youth development program administered by Utah State University; or

         g) any other reason established by the District as valid.

            i. In determining whether to pre-approve an extended absence of a student as a valid excuse, the District shall approve the absence if the District determines that the absence will not adversely impact the student's education.

ii. A "valid excuse" does not include a parent acknowledgement of an absence for a reason other than those stated above unless the Board of Education has specifically permitted absence for that reason.

iii. An absence for attendance at a scheduled family event or a scheduled proactive visit to a health care provider if the parent submits a written statement at least one school day before the scheduled absence and if the student agrees to make up course work for the missed days according to District or school policy.

h) an absence permitted by a student's ~~school-age child's~~

i. Individual Education Program; or

ii. Section 504 Accommodation plan;

Utah Code § 53G-6-201(19) (2026)
Utah Code § 53G-6-205 (2021)
Utah Code § 53G-6-803(5) (2020)
Utah Admin. Rules R277-607-2(8) (March 10, 2025)

~~i) Prearranged family events~~

~~j) An absence permitted per Subsection 53G-6-803(5); or~~

~~k) any other excuse established as valid by the School District Superintendent.~~

~~l) "Valid excuse" does not mean a parent's acknowledgment of an absence for a reason other than a reason described above, unless specifically permitted with the approval of the school District superintendent.~~

2. Teachers shall create a safe and engaging classroom that will encourage students to come to school and reach out to chronically absent students to find out in a supportive manner why they are missing school and what would help them attend more regularly.

3. The school's administrative staff shall reasonably accommodate parents and document efforts to resolve a student's truancy and chronic absenteeism problems.

4. The Board directs the Superintendent to develop procedures for managing student attendance, the requirements outlined in the State's Compulsory attendance law,

and this policy to help students benefit from the District's education program. Included in the procedures will be:

a. Definitions - key definitions, expectations, and tracking for policy implementation. Definitions should include those listed in this policy under definitions.

b. General Procedures and Requirements - roles of students, parents, and employees.

c. Tiered Responses to Truancy and Chronic Absenteeism - outline of communication, interventions, and progressive support provided to students and parents.

d. School-Based Attendance Procedures - allowances for site-based attendance guidelines.

e. Student Membership and Enrollment - guidance in accounting for student attendance and engagement in calculating student membership; and

f. Appeal Process - due process for procedures for appealing District intervention and disciplinary actions.

See 5035 Procedures for more information.

Legal
Ginsburg, Alan, Phyllis Jordan and Hedy Chang, “Absences Add Up: How School Attendance Influences Student Success,” Attendance Works, August 2014.

Utah Administrative Rule R277-607
Utah Code § 53G-6-201 et seq.
Utah Code § 53G-6-801, et seq.
Utah Code 53G-8-211
Utah Code § 53G-9-202
Utah Code § 53G-9-801, et seq.
Utah Administrative Rule R277-419

POLICY 6002

Government Data Privacy

A. Policy Application

1. This policy does not apply to student data, which is governed by Policy 4175 Student Data Protection, Policy 5100 Student Records, and the Family Educational Rights and Privacy Act ("FERPA") and related provisions under 20 U.S.C. §§ 1232g and 1232(h). This policy implements the Government Data Privacy Act (Utah Code Title 63A, Chapter 19) and applies to personal data of individuals other than students which is collected and held by the District. This policy applies to all new processing activity (as defined below) implemented by the District. For any processing implemented by the District before May 7, 2025, the District shall, as soon as reasonably practicable but no later than July 1, 2027, identify ~~and document~~ any non-compliant processing activity, prepare a strategy for bringing it into compliance with the Governmental Data Privacy Act, and include that information in the annual privacy program report.

   Utah Code § 63A-19-401(1)(b), (2)(a)(iii), (iv) (2026)

B. Definitions

1. As used in this policy:

   a. "Personal data" means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.

   b. "Process," "processing," or "processing activity" means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.

   c. "High-risk processing activities" means processing of personal data by the District that may have a significant impact on an individual's privacy interests, based on factors that include:

      1) the sensitivity of the personal data processed;

2) the amount of personal data being processed;

3) the individual's ability to consent to the processing of personal data; and

4) risks of unauthorized access or use.

5) Such activities may include use of facial recognition technology, automated decision making, profiling, genetic data of a living person, biometric data, or specific geolocation data as those terms are defined in Utah Code § 63A-19-101.

d. "Sell" means ~~an exchange~~ the transfer of personal data in exchange for monetary consideration by the District to a third party. It does not include a fee charged by the District for access to a record under GRAMA or assessed in accordance with an approved fee schedule.

e. "Data breach" means the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by the District, unless the District concludes, according to standards established by the Utah Cyber Center, that there is a low probability that personal data has been compromised.

Utah Code § 63A-19-101(11), (18), (25), (28), (34) (2026)

C. Privacy Program

1. The District shall initiate a privacy program before December 31, 2025. The District may meet this requirement by completing the reporting requirement described below in "Annual Report."

Utah Code § 63A-19-401(2)(a)(i), (b) (2026)
Utah Code § 63A-19-401.3 (2026)

D. Restrictions on Collection and Dissemination of Personal Data

1. The District shall obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified purpose. The District may only use personal data furnished by an individual for the purposes identified in the privacy notice provided to the individual. The District shall not establish, maintain, or use covert surveillance of individuals unless permitted by law. The District may not sell personal data unless expressly required by law. The District may not share personal data unless expressly permitted by GRAMA or other governing law.

Utah Code § 63A-19-401(2)(a)(ii), (3) (2026)
Utah Code § 63A-19-402(7) (2025)

E. Annual Report

1. The Superintendent or designee shall annually, before December 31, prepare and provide to the Utah Data Privacy Office a report that includes:

   a. ~~Whether~~ How the District has initiated ~~a~~ its privacy program;

   b. A description of:

      1) ~~Any~~ The District's privacy program including privacy practices ~~implemented by the District~~;

      2) Strategies for improving and maturing the District's privacy program and practices; and

      3) The District's high-risk processing activities.

   c. A list of the types of personal data that the District currently shares, sells, or purchases;

   d. The legal basis for sharing, selling, or purchasing personal data; and

   e. The category of individuals or entities:

      1) With whom the District shares personal data;

      2) To whom the District sells personal data; or

      3) From whom the District purchases personal data

   f. The percentage of District's employees that have ~~fulfilled~~ completed the privacy training requirements; and

   g. A description of any non-compliant processing activities identified and the District's strategies for bringing those activities into compliance.

   h. The District will retain this report for at least five years.

   Utah Code § 63A-19-401.3 (2026)

F. Privacy Notice

1. The District shall provide a privacy notice to any individual (or for a minor who is not a student, the individual's legal guardian) from whom the District requests or collects personal data. If the personal data collected by the District would be classified as a public record under Utah Code § 63G-2-301, the privacy notice shall consist of a statement that the individual's personal data may be available to the public as provided by Utah Code § 63G-2-201. Otherwise, the notice shall describe:

   a. The intended purposes and uses of the personal data;

   b. The consequences for refusing to provide the personal data;

   c. The classes of persons and entities:

      1) With whom the District shares personal data or

      2) To whom the District sells personal data; and

   d. The record series in which the personal data is or will be included.

2. The District shall provide the privacy notice by one of the following means:

   a. Posting the notice in a prominent place where the District collects the data;

   b. Including the notice as part of a document or form used by the District to collect the data; or

   c. Including as part of any document or form used by the District to collect personal data, a conspicuous link or QR code that links to an electronic version of the notice.

3. Upon request, the District shall provide a privacy notice regarding personal data previously furnished by the individual to an individual (or the individual's legal guardian if the individual is a non-student minor).

   Utah Code § 63A-19-402 (2025)

G. Amendment or Correction of Personal Data

1. An individual or legal guardian of an individual may request that the District amend or correct personal data about the individual that has been provided to the District or information concerning an identifiable individual which is contained in a record maintained by the District as allowed by law. The request shall be in writing and shall specify how the personal data is inaccurate, misleading, or should otherwise be changed. In evaluating the request, the District may ask for further information from the individual requesting the change. The District shall evaluate the request and determine whether the personal data should be amended or corrected and shall inform the requester in writing of the District's determination. A request does not obligate the District to make the amendment or correction sought.

   Utah Code § 63A-19-403 (2026)

H. Website Domain Requirement

1. An "authorized top-level domain" means one of the following suffixes that follow the domain name in a website address: "gov", "edu", and "mil".

2. Beginning July 1, 2025, the District shall use an authorized top-level domain for the District website and for District email addresses. If the use of an authorized top-level domain by the District is otherwise prohibited, the District shall transition to an authorized top-level domain within 15 months after the top-level domain is not otherwise prohibited.

   Utah Code § 63A-16-110 (2025)

I. Website Notice Requirement

1. A "user" is an individual who accesses a District website.

2. "User data" means any information about a user that is automatically collected by a District website when a user accesses the website. It includes information that identifies:

   a. A user as having requested or obtained specific materials or services from a District website;

   b. Internet sites visited by a user;

   c. The contents of a user's data-storage device;

   d. Any identifying code limited to a user of a District website; and

e. A user's IP or Mac address or session ID.

3. "Website tracking technology" means any tool used by a District website to monitor a user's behavior or collect user data.

   Utah Code § 63A-19-101(38), (39), (40) (2026)

4. Each District website shall include notice to users of:

   a. The District as the entity responsible for the website;

   b. How to contact the District

   c. The method by which a user may:

      1) Seek access to the user's personal data or user data;

      2) Request to correct or amend the user's personal data or user data;

      3) File a complaint with the state Data Privacy Ombudsperson; and

      4) How an at-risk government employee may request that the employee's personal information be classified as private under Utah Code § 63G-2-302.

5. Each District website shall also provide notice of:

   a. Any website tracking technology that is used to collect user data on the website;

   b. What user data is collected by the website;

   c. All intended purposes and uses of the user data;

   d. The classes of persons and governmental entities with whom the District shares user data or to whom the District sells user data; and

   e. The record series in which the user data is included.

6. These notices shall be provided by prominently posting the notice on the homepage of the website or by prominently posting a link to a separate webpage containing the notices.

Utah Code § 63A-19-402.5 (2025)

J. Compliance with Cybersecurity Standards

1. The District shall comply with the minimum cybersecurity standards established by the Utah Cybersecurity Commission according to the phased implementation timeline established by the Commission. The District shall also designate a primary point of contact for cybersecurity matters who shall interface with the Cyber Center, the State Board of Education, and UETN, participate in cybersecurity information sharing initiatives coordinated by the Utah Cyber Center, and shall cooperate with statewide cybersecurity assessments and improvement initiatives. The District may designate a regional education service agency as the designated primary security contact for the District.

   Utah Code § 53G-8-902(1), (2) (2026)
   Utah Code § 53G-8-903(4), (5) (2026)

K. Data Breach Notification to Individuals

1. A data breach includes (but is not limited to) unauthorized access, unauthorized disclosure, loss of access to, or unauthorized destruction of personal data. The District or its contractor shall ~~give~~ send notice to an individual affected by a data breach after the District determines the scope of the breach and after restoring the reasonable integrity of the affected system, if necessary. (This notice is not required to be given if the personal data involved in the data breach would be classified as a public record under Utah Code § 63G-2-301 and the District prominently posts notice of the data breach on the homepage of its website.) The District or its contractor shall also give individual notice to each individual whose personal data is involved in a breach where the personal data is used or is reasonably likely to be used to commit theft, fraud, or other criminal acts. The notice shall be given without unreasonable delay, except that the District or its contractor shall delay giving notice at the request of a law enforcement agency that determines that notice may impede a criminal investigation. In that case, the notice shall be given when the law enforcement agency informs the District that notice will no longer impede the criminal investigation. The District shall also give notice to individuals as may be required by standards and procedures established by the Utah Cybersecurity Commission.

2. The notice shall include:

   a. A description of the data breach;

b. The individual's personal data that was or may have been accessed;

c. Steps the District is taking or has taken to mitigate the impact of the data breach; and

d. Recommendations to the individual on how to protect ~~themselves~~ the individual from identity theft and other financial losses.~~; and~~

~~e. Any other language required by the Utah Cyber Center.~~

3. Unless the District reasonably believes that giving notice would pose a threat to the safety of an individual or unless the individual has designated a preferred method of communication from the District, the District or its contractor shall provide notice by:

4. Mail or (if reasonably available and allowed by law), email; and

5. One of the following (if the individual's contact information is reasonably available and the method is allowed by law):

   a. Text message, with a summary of the data breach notice and instructions for accessing the full notice; or

   b. Telephone message, with a summary of the data breach notice and instructions for accessing the full notice.

6. If the data breach affects more than 500 individuals and the District is unable to obtain an individual's contact information to provide notice by one of these methods, the District shall also provide notice of the data breach in a manner that is reasonably calculated to have the best chance of being received by the affected individual or the legal guardian of the individual, such as through a press release, posting on appropriate social media accounts, or publishing notice in a newspaper of general circulation.

   Utah Code § 53G-8-903(1) (2026)
   Utah Code § 63A-19-405 (2026)
   Utah Code § 63A-19-406 (2026)

L. Data Breach Notification to Utah State Board of Education, Utah Cyber Center and Attorney General

1. The District shall give notice to the Utah State Board of Education, Utah Cyber Center and the Utah Attorney General of a data breach that affects 500 or more

individuals. The District shall inform the Utah State Board of Education and Utah Cyber Center of a data breach that affects fewer than 500 individuals but compromises the security, confidentiality, availability, or integrity of the computer systems used or information maintained by the District. The notice to the State Board of Education shall be given within 24 hours of discovery of the breach. The District shall also inform the Attorney General when personal data is involved in a breach, and the personal data is used or is reasonably likely to be used to commit theft, fraud, or other criminal acts. The notice to the Cyber Center and Attorney General shall be given without unreasonable delay but in any event no later than five days after discovery of the breach.

2. The notice shall include:

    a. The date and time the data breach occurred;

    b. The date the data breach was discovered;

    c. A short description of the data breach that occurred;

    d. The means by which access was gained to the system, computer, or network;

    e. The person who perpetrated the data breach;

    f. Steps the District is taking or has taken to mitigate the impact of the data breach; and

    g. Any other details requested by the Utah Cyber Center.

3. If this information is not available within five days of discovering the breach, the District shall provide as much of the information as is available and supplement with additional information as soon as it becomes available.

4. If the data breach affects 500 or more individuals, the District shall also inform the Utah Cyber Center and the Utah Attorney General of the type of personal data involved in the breach and the total number of individuals affected by the breach, including the total number of Utah residents affected.

5. For any data breach that affects fewer than 500 individuals, the District shall as soon as practicable create an internal incident report containing the information required for a notice to the Utah Cyber Center and shall include additional information in this report as it becomes available. These internal incident reports shall be maintained and provided upon request to the Utah Cyber Center. The District shall also provide

an annual report to the Utah Cyber Center which logs all the District data breach incidents affecting fewer than 500 individuals.

6. The District shall cooperate with the Utah Cyber Center's investigation and response efforts. If the breach involves network infrastructure or services provided by UETN, the District shall coordinate with UETN.

   Utah Code § 53G-8-903(1), (2) (2026)
   Utah Code § 63A-19-405 (2026)

M. Contractor Obligations

1. Any contractor that enters into or renews a contact with the District on or after July 1, 2027, and whose duties under the contract include processing personal data shall comply with this policy, except such contractors are not subject to the data privacy training requirements. The District's contract with such a contractor shall include this requirement.

   Utah Code § 63A-19-401.4 (2026)

N. Staff Training

1. Each employee of the District shall complete a data privacy training program ~~created by the Utah Office of Data Privacy~~ within 30 days after beginning employment and at least once in each calendar year. The training shall include instruction on:

   a. Data privacy best practices, obligations, and responsibilities;

   b. The relationship between privacy, records management, and security;

   c. The privacy interests and requirements of the Utah Government Data Privacy Act (Title 63A, Chapter 19); and

   d. As applicable, the privacy interests and requirements of the Government Records Access and Management Act (Title 63G, Chapter 2).

2. The District shall ensure that each employee completes this required training. The District may either use the data privacy training created by the Utah Office of Data Privacy or may use separate data training that meets the above requirements.

Utah Code § 63A-19-401.2 (2026)

Policy adopted February 12, 2025

TENTATIVE MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT

A Work Session was held at 5:30pm at the Independent Life Skills Center, 960 S. Main St., Brigham City, UT 84302. The Board discussed the results of the survey for the naming of the new elementary school in Tremonton. There were 12 potential names presented and the Board discussed the various policy implication that would influence the naming of a school. The Board also discussed teacher retention trends.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder County School District, held Wednesday evening August 12, 2026, at 6:30 p.m. at Independent Life Skills Center, 960 S. Main St., Brigham City, UT 84302.

Those in attendance at the meeting included Board President Tiffani Summers, Board Vice President Danielle Wright, Karen Cronin, Julie Taylor, Wade Hyde, and Stephanie DeFilippis. Byran Smith was excused from attendance. Also, present were Superintendent Keith Mecham, Assistant Superintendent Heidi Jo West, Business Administrator Neil Stevens, District employees, representatives of the press, and interested citizens.

President Summers welcomed those in attendance and conducted the business of the meeting. After the reverence, which was offered by Stephanie DeFilippis, Keith Mecham led the audience in the pledge of allegiance.

Recognitions

Jamie Kent, Public Information Officer, presented the following new school administrators:

Erika Bywater, Asst. Principal Intern, ACHI
Emily Zito, Asst. Principal Intern, BRHS and BRMS
Kelbie Jackson, Asst. Principal, BEMS
Amy Jo Summers, Asst. Principal Intern, Lake View Elementary
Christyn Kendrick, Asst. Principal Intern, North Park Elementary

Approval of Agenda

Danielle Wright made the motion to approve the agenda. Stephanie DeFilippis seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis – Yes

Public Comment

Jennie Earl from the Utah State Board of Education offered public comment on the efforts of the State Board to adopt curriculum standards for financial literacy and math. Also, the State Board is working to streamline the hotline complaint process, so it is not so burdensome on LEAs.

Action Items

Approval of BTECH Nail Course

Ben Willey, Director of CTE, presented the request to approve a course for nail technicians only. This year BTECH separated out the nail technician program from the broader cosmetology program. This change necessitated that BESD approve the nail course.

Karen Cronin motioned to recommend that the BESD Board of Education approve the nail technician for the 2026-2027 school year. Stephanie DeFillipis seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis - Yes

Approval of Amendment to Discovery Elementary TSSA Plan

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning, presented the amendment to the TSSA plan for Discovery Elementary. The amendment proposes shifting funds from salaries and supplies to professional development. The professional development funds will be used to provide training to teachers on early literacy strategies and methods.

Danielle Wright motioned to recommend the Box Elder School District Board of Education approve the revision to Discovery Elementary's Teacher and Student Success Plan as submitted. Wade Hyde seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis –Yes

Approval of Amendment to Century Elementary TSSA Plan

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning, presented the amendment to the TSSA plan for Discovery Elementary. The amendment proposes shifting funds from salaries and supplies to professional development and teacher stipends. The professional development funds will be used to provide training to teachers in the Science of Reading.

Danielle Wright motioned to recommend the Box Elder School District Board of Education approve the revision to Century Elementary's Teacher and Student Success Plan as submitted. Julie Taylor seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis –Yes

Approval of Declaration of Surplus Property

Neil Stevens, Business Administrator, presented the request to declare the property located in Mantua as surplus. This property is located on Willard Peak Road in Mantua and is approximately 12 acres in size. The property was obtained in a trade will Mantua City. There are not sufficient students in the area to support a future school site and the funds from the sale of the property would be used to support ongoing capital improvement needs in the District.

Daniell Wright motioned that the BESD Board of Education declare as surplus the property located at 400 S Willard Peak Rd, Mantua, UT 84324, parcel ID# 03-059-0094. Julie Taylor seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis –Yes

Approval of the Cancellation of Building Contract for High School Additions

Neil Stevens, Business Administrator, presented that proposed cancellation of building contracts for the proposed high school additions. Starting in March of 2025, the District began designing building additions to each high school campus to facilitate the moving of the 9th grade to the high school. Given the results of the lease revenue bond petition, there is not a path forward to complete these additions. It is recommended that these construction contracts be cancelled.

Julie Taylor motioned that the BESD Board of Education direct the Business Administrator to cancel the CGMC and Architect contracts related to the high school expansions. Wade Hyde seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis –Yes

Information Items

Strategic Plan Update

Keith Mecham, Superintendent, presented an update on the strategic plan. The new 5-year strategic plan, based on feedback from over 1,250 individuals (65% parents). The process is intentionally slow to ensure buy-in.

The current District mission ("We will ensure that all students learn at grade level or higher") and vision ("The Box Elder way") are under review. "Ensure" is seen as creating undue pressure, while "all" may be changed to "each" for a more personalized focus. The vision was deemed uninspiring.

A favored new mission option is: "We'll do whatever it takes to help every student learn, grow, and succeed." The District is also reviewing its slogan, "learning is everything."

A community survey identified top priorities: high academic achievement (especially K-3 literacy), post-high school readiness, school safety, mental health support, and teacher/employee retention. Fiscal responsibility was a major theme, while updating older buildings was a lower priority.

There's a notable gap between the community's value on post-high school readiness (83%) and their perception of District effectiveness (64%).

Preliminary focus areas for the new plan include: Academic Achievement; College, Career, and Life Readiness; Belonging, Wellness, and Safety; and Talent and Operations.

For the upcoming school year (starting August 31st), key principles are: building connections, continuing PLC work, and fostering continuous improvement.

Motion to Table Agenda Item

Danielle Wright motioned to postpone the update on the elementary school financing until the representative from Zion's Bank has arrived. Stephanie DeFillipis seconded the motion which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis –Yes

Monthly Financial Report

Neil Stevens, Business Administrator, presented the monthly financial report. He shared that the District is on track with financial projections for the end of the fiscal year.

Property tax revenue was $2.5-$3 million higher than estimated. State revenue was also slightly up, while investment earnings were $300,000 lower than anticipated.

Spending was higher than budgeted for classroom instruction and student services, partly due to a $1 million stipend for ESPs. It was lower in administration and staff service areas.

Update on Elementary School Financing

Alex Buxton, Municipal Finance Advisor from Zion's Bank, presented an update on the elementary school financing process.

The District met with Moody's and received an A1 issuer rating and an A3 rating for its Certificates of Participation (COP) from Moody's. The A1 rating reflects strong financials, while the A3 is due to the financing's annual appropriation nature.

The rating was impacted by perceived lack of public support (failed bonds, non-unanimous Board votes) and high taxpayer concentration.

Bank of America will underwrite the certificates, with a sale planned for August 19, 2026, at a projected interest rate of around 4.5% on a 20-year term.

Board Committee Reports

Karen Cronin mentioned that the Boys and Girls Club is having a golf tournament fundraiser on September 25th.

Stephanie DeFillipis mentioned that Tremonton City has invited the Board to have representatives attend their monthly community meetings.

Policy Review

Policy Changes Approved With Negotiations (For Review Only)

Policy 3124 Certificated: Retirement
Policy 3126 Certificated: Sickness, Absences and Leaves
Policy 3202 ESP: Employment and Placement
Policy 3208 ESP: Fringe Benefits and Leave of Absence
Policy 3310 Administrative: Personnel Benefits

Karen Cronin posed a question on Policy 3126. Coerina Fife, Executive Director of Human Resources, clarified the changes to the sick leave bank policy.

First Reading

Policy 1036 Board Member Conflict of Interest
Policy 1040 Board Member Elections and Redistricting
Policy 1070 Board Member Meeting Procedures
Policy 1210 School Closure and Boundary Changes
Policy 2010 Budget Planning/Development/Adoption
Policy 2032 Procurement of Construction: Construction and School-Site Acquisition Requirements
Policy 2034 Procurement: Contracts and Contract Limitations
Policy 3006 Employee Conflict of Interest
Policy 3032 Employment: Student Support Scope of Practice
Policy 3035 Employee Criminal Background Checks and Personal Reporting of Arrests and Convictions
Policy 4060 High School Graduation Requirements

Policy 4062 Curriculum: College Course Work
Policy 4101 Grading: Credit Through Testing
Policy 4175 Student Data Protection
Policy 4178 Internet Use
Policy 4200 Term of Instruction: School Year & School Day
Policy 6002 Government Data Privacy

Karen Cronin suggested that Policy 2032 and Policy 2034 use consistent naming conventions across the policies.

Karen Cronin posed a question on policy 3035 on how background checks are applied to volunteers and educators.

Karen Cronin motioned to accept policies on first reading. Wade Hyde seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis - Yes

First and Second Reading

Policy 4102 Grading: Grades K-7
Policy 4103 Academic Grading and Citizenship Marks for Grades 8-12
Policy 5305 Student Use of Electronic Devices

Karen Cronin asked how Policy 5305 has changed how devices will be used in schools this school year. AJ Gilmore clarified that devices will be allowed to be used during breaks and lunch time.

Karen Cronin motioned to approve policies on first and second reading. Stephanie DeFilippis seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis - Yes

Consent Calendar

Karen Cronin noted that the adjournment time listed in the meeting minutes was incorrect. Also, a few of the votes listed for her were also incorrect.

Karen Cronin noted her opposition to out-of-state travel for athletic clubs.

Julie Taylor moved to accept the consent items. The motion was seconded by Danielle Wright. The motion passed 5-1

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – No
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie Defilippis - Yes

The Consent Calendar included the following items:

Approval of the minutes of the regular meetings of June 10th.

Approval of claims numbered: 56806 – 57125, 5061026, 7063026, 8022026, 8032026, 8052926, 9060226, 9063026, 101674 – 101685, 1108058 – 1108261, 507 – 586, 16800665 – 16800668, 30403321 – 30403323, 30803992 – 30804003, 40403585 – 40403596, 40805003 – 40805020, 70416538 – 70416605, 70816604 – 70816688, 77800658 - 77800659 and the ACH and school activity checks for the month of June 2026.

Personnel Items
As detailed in the agenda.

150 Mile Trip
As detailed in the agenda

Suggestions for Future Board Meetings

The Board will provide an update on school construction progress each month.

It was recommended that the Board invite all of the city and county leaders for another work session for a collaborative discussion.

The Foundation will be hosting the fall golf tournament at Eagle Mountain Golf Course here in Brigham City on September 17th.

Closed Session for the Sale or Lease of Real Property

Karen Cronin motioned for the Board to move into closed session for the purposes of discussing the sale or lease of real property and to discuss the character professional competence or physical or mental health of an individual. Julie Taylor seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis – Yes

Karen Cronin motioned to end the closed session and return to the regular meeting. Danielle Wright seconded the motion, which passed unanimously.

Tiffani Summers – Yes
Danielle Wright – Yes
Karen Cronin – Yes
Julie Taylor – Yes
Wade Hyde – Yes
Stephanie DeFilippis – Yes

Adjournment

With the announcement that the next meeting will be held on Wednesday, September 9th, 2026 at 6:30 p.m. at the Independent Life Skills Center, President Tiffani Summers adjourned the meeting at 10:37 p.m.

APPROVED: _____

ATTESTED: _____ _____

School Business Administrator
Box Elder School District

President, Board of Education

Batch Year: 27 Bank: All Date Range: 08/01/2026 - 08/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057240	CV	08/10/2026	852617	TREMONTON CITY CORP	-31,326.91
01	00057346	C	08/06/2026	890740	CENTURYLINK	446.90
01	00057347	C	08/06/2026	59625	SCRUB SHOPPE	11,514.19
01	00057348	C	08/06/2026	66729	TK ELEVATOR CORPORATION	100.00
01	00057349	C	08/06/2026	63177	VALANT MEDICAL SOLUTIONS, INC	197.63
01	00057350	C	08/06/2026	38032	AMAZON CAPITAL SERVICES INC	14,807.25
01	00057351	C	08/06/2026	44504	CROWN EQUIPMENT CORP	704.00
01	00057352	C	08/06/2026	62235	DEX IMAGING LLC	1,021.71
01	00057353	C	08/06/2026	79073	HUGHES GENERAL CONTRACTORS, INC	332,305.63
01	00057354	C	08/06/2026	386370	HYKO SUPPLY CO	4,875.65
01	00057355	C	08/06/2026	79324	IMPACT SUITE, LLC	49,999.00
01	00057356	C	08/06/2026	422180	INDUSTRIAL TOOL & SUPPLY	230.00
01	00057357	C	08/06/2026	54470	LEVEL LEARNING	17,214.00
01	00057358	C	08/06/2026	53082	LEXIA LEARNING SYSTEMS LLC	13,167.00
01	00057359	C	08/06/2026	78441	MASTERCRAFT POOL & SPA	1,711.74
01	00057360	C	08/06/2026	586159	MOUNTAIN STATE TEXTBOOK DEP	251,749.99
01	00057361	C	08/06/2026	633340	OFFICE DEPOT	1,774.91
01	00057362	C	08/06/2026	55441	PANORAMA EDUCATION, INC	40,950.00
01	00057363	C	08/06/2026	110417	RESCO	4,361.42
01	00057364	C	08/06/2026	49220	ROCKALINGUA INC	2,985.00
01	00057365	C	08/06/2026	75213	THE PARTRIDGE GROUP	7,125.00
01	00057366	C	08/06/2026	75426	TREVIPAY-WALMART	268.30
01	00057367	C	08/06/2026	79189	TRICK-TOOLS	503.66
01	00057368	C	08/06/2026	110040	WALL 2 WALL	30,693.13
01	00057369	C	08/06/2026	5908	TREVIPAY-WALMART	75.00
01	00057370	C	08/06/2026	67636	YOU SCIENCE	6,300.00
01	00057371	C	08/13/2026	1	JALYN HUGGINS	84.65
01	00057372	C	08/13/2026	1	KIM MYERS	88.00
01	00057373	C	08/13/2026	1	LAURA WILKINSON	124.80
01	00057374	C	08/13/2026	6617	ACME WATER CO	798.94
01	00057375	C	08/13/2026	812477	ALSCO/AMERICAN LINEN	1,118.27
01	00057376	C	08/13/2026	25909	AMERIGAS PROPANE	47.19
01	00057377	C	08/13/2026	107102	BEAR RIVER BOWLING CENTER / THE GRILL	2,500.00
01	00057378	C	08/13/2026	85556	BEAR RIVER HEALTH DEPT	105.00
01	00057379	C	08/13/2026	85768	BEAR RIVER SEWER DEPT	255.50
01	00057380	C	08/13/2026	104370	BOX ELDER NEWS JOURNAL	77.00
01	00057381	C	08/13/2026	108217	BRIGHAM CITY CORPORATION	95,690.45
01	00057382	C	08/13/2026	113116	BRYSON SALES & SERVICE	2,488.17
01	00057383	C	08/13/2026	73016	CANON U.S.A., INC	1,208.85
01	00057384	C	08/13/2026	107994	CERTIFIED SHRED	141.00
01	00057385	C	08/13/2026	78581	CLEAN SLATE SERVICES, LLC	6,945.78
01	00057386	C	08/13/2026	110789	CORE BUSINESS TECHNOLOGIES (SIP)	39.95
01	00057387	C	08/13/2026	162470	CRUS OIL INC	528.57
01	00057388	C	08/13/2026	14958	CULLIGAN	40.00
01	00057389	C	08/13/2026	78140	DRIVERS ED SOLUTIONS, LLC	931.25
01	00057390	C	08/13/2026	110446	EMPLOYER ADVOCATES LLC	2,454.17
01	00057391	C	08/13/2026	107136	ERS HEATING & COOLING	8,484.82
01	00057392	C	08/13/2026	103987	EWING IRRIGATION	1,583.60
01	00057393	C	08/13/2026	304217	GARLAND CITY	19,863.51
01	00057394	C	08/13/2026	324430	GRAYBAR ELECTRIC COMPANY INC	9,809.00
01	00057395	C	08/13/2026	106111	INTERMOUNTAIN HOUSE LLC	2,378.58
01	00057396	C	08/13/2026	111125	IML SECURITY SUPPLY	1,272.80
01	00057397	C	08/13/2026	107940	IPACO	222.48
01	00057398	C	08/13/2026	543168	MADDOX RANCH HOUSE	25.00
01	00057399	C	08/13/2026	78883	MASKED BANDIT DUMPSTER	18.00
01	00057400	C	08/13/2026	102250	MELLEN GLASS LC	454.75
01	00057401	C	08/13/2026	29858	MOUNTAINLAND SUPPLY COMPANY	5,011.80
01	00057402	C	08/13/2026	111273	NUCO2 LLC	2,102.61
01	00057403	C	08/13/2026	66435	OBSERVERTAB, LLC	4,607.96
01	00057404	C	08/13/2026	49859	JACKSON GROUP PETERBILT, INC.	6,049.28
01	00057405	C	08/13/2026	50024	SARA PERCY	132.49
01	00057406	C	08/13/2026	700077	PERRY CITY	267.99

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057407	C	08/13/2026	77925	POLYLIFT UTAH, LLC	7,900.00
01	00057408	C	08/13/2026	54640	PURCELL TIRE AND SERVICE CENTER	11,021.87
01	00057409	C	08/13/2026	732367	RAFT RIVER RURAL	1,052.96
01	00057410	C	08/13/2026	15180	CHRIS REES	800.00
01	00057411	C	08/13/2026	60291	RENEGADE RENTALS LLC	287.50
01	00057412	C	08/13/2026	892645	ROCKY MOUNTAIN POWER	675.78
01	00057413	C	08/13/2026	762360	RUPP WASTE CONTAINERS INC	330.00
01	00057414	C	08/13/2026	70831	S & D CARWASH MANAGEMENT LLC	215.91
01	00057415	C	08/13/2026	110968	SKY BLUE INDUSTRIES INC	1,310.02
01	00057416	C	08/13/2026	802087	SNOWVILLE WATERWORKS INC	1,194.50
01	00057417	C	08/13/2026	65374	SUMMIT FIRE & SECURITY LLC	3,127.00
01	00057418	C	08/13/2026	110914	SUPERIOR WATER AND AIR INC	35.95
01	00057419	C	08/13/2026	66729	TK ELEVATOR CORPORATION	4,267.23
01	00057420	C	08/13/2026	109356	TRANSPORT DIESEL INC	1,902.76
01	00057421	C	08/13/2026	75426	TREVIPAY-WALMART	73.03
01	00057422	C	08/13/2026	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	350.00
01	00057423	C	08/13/2026	36064	UTAH ASSOCIATION FOR CAREER & TECH ED	500.00
01	00057424	C	08/13/2026	110040	WALL 2 WALL	9,106.00
01	00057425	C	08/13/2026	941217	WILLARD CITY CORP	232.00
01	00057426	C	08/13/2026	17558	ACADIENCE LEARNING INC	4,956.00
01	00057427	C	08/13/2026	38032	AMAZON CAPITAL SERVICES INC	976.42
01	00057428	C	08/13/2026	106497	APPLE STORE	1,199.00
01	00057429	C	08/13/2026	86	BUSINESS SOLUTIONS GROUP	362.50
01	00057430	C	08/13/2026	11517	COMPUNET, INC	141,629.04
01	00057431	C	08/13/2026	386370	HYKO SUPPLY CO	795.63
01	00057432	C	08/13/2026	901150	IMT COMPANIES LLC	18,034.54
01	00057433	C	08/13/2026	102697	INTERCONNECT SERVICES INC	10,289.18
01	00057434	C	08/13/2026	45560	LAKESHORE LEARNING MATERIALS	19,198.35
01	00057435	C	08/13/2026	78921	MAGNATAG, INC	3,177.99
01	00057436	C	08/13/2026	105708	NICKYS FOLDERS/ROCHESTER 100	546.00
01	00057437	C	08/13/2026	633340	OFFICE DEPOT	648.55
01	00057438	C	08/13/2026	79006	PSI PROFESSIONAL SERVICE INDUSTRIES, INC	6,277.00
01	00057439	C	08/13/2026	110840	RUSH TRUCK CENTER OF UTAH	1,090,081.00
01	00057440	C	08/13/2026	65374	SUMMIT FIRE & SECURITY LLC	16,850.20
01	00057441	C	08/13/2026	110038	TEC ELECTRIC	8,248.76
01	00057442	C	08/13/2026	75264	THINKWRITE TECHNOLOGIES, LLC	649.99
01	00057443	C	08/13/2026	891181	LB 410033	1,162.00
01	00057443	CV	08/14/2026	891181	LB 410033	-1,162.00
01	00057444	C	08/13/2026	891133	UTAH/YAMAS CONTROLS INC	9,190.00
01	00057445	C	08/13/2026	77496	WIPEBOOK CORP	1,627.90
01	00057446	C	08/13/2026	53252	WORKSPACE ELEMENTS	379.24
01	00057447	C	08/14/2026	100913	BORDER STATES INDUSTRIES, INC	4,832.58
01	00057448	C	08/20/2026	1	COLLETTE HAWKES	91.70
01	00057449	C	08/20/2026	1	JAMIE MCDERMEIT	44.20
01	00057450	C	08/20/2026	1	LYNETTE BRAEGGER	57.40
01	00057451	C	08/20/2026	1	RACHEL WILSON	64.95
01	00057452	C	08/20/2026	1	TORRIE WORKMAN	77.55
01	00057453	C	08/20/2026	10260	ADELE C YOUNG INTERM SCH	1,280.00
01	00057454	C	08/20/2026	347560	ALICE C HARRIS INTERM SCH	425.00
01	00057455	C	08/20/2026	38032	AMAZON CAPITAL SERVICES INC	12.99
01	00057456	C	08/20/2026	69140	ATC AUTO GLASS LLC	4,095.09
01	00057457	C	08/20/2026	4260	BCI / UTAH BUREAU OF CRIMINAL IDENTIF	1,554.00
01	00057458	C	08/20/2026	85748	BEAR RIVER MIDDLE SCHOOL	575.00
01	00057459	C	08/20/2026	104320	BOX ELDER COUNTY TREASURER	238.50
01	00057460	C	08/20/2026	104338	BOX ELDER HIGH SCHOOL	2,000.00
01	00057461	C	08/20/2026	104348	BOX ELDER MIDDLE SCHOOL	1,475.00
01	00057462	C	08/20/2026	104321	BOX ELDER SCHOOL DISTRICT	5,565.00
01	00057463	C	08/20/2026	108217	BRIGHAM CITY CORPORATION	159,423.96
01	00057464	C	08/20/2026	78581	CLEAN SLATE SERVICES, LLC	10,970.85
01	00057465	C	08/20/2026	111223	COUNTRY CARPET CLEANING LLC	1,155.00
01	00057466	C	08/20/2026	10774	CRUMP MOTORS	1,626.76
01	00057467	C	08/20/2026	71048	GEORGE'S POINT S TIRE	747.96

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057468	C	08/20/2026	110559	HARMONY HOME HEALTH LLC	1,598.36
01	00057469	C	08/20/2026	367473	HOBART	1,151.52
01	00057470	C	08/20/2026	489240	KENTS MARKET PL/TREMONTON	11.99
01	00057471	C	08/20/2026	78883	MASKED BANDIT DUMPSTER	18.00
01	00057472	C	08/20/2026	690789	PARK VALLEY SCHOOL	540.00
01	00057473	C	08/20/2026	77925	POLYLIFT UTAH, LLC	3,000.00
01	00057474	C	08/20/2026	35270	CMRS-POC	3,000.00
01	00057475	C	08/20/2026	892645	ROCKY MOUNTAIN POWER	32,707.65
01	00057476	C	08/20/2026	60020	RON KELLER TIRE INC	2,303.86
01	00057477	C	08/20/2026	25976	SHERWIN-WILLIAMS	7,348.75
01	00057478	C	08/20/2026	65374	SUMMIT FIRE & SECURITY LLC	1,425.00
01	00057479	C	08/20/2026	852617	TREMONTON CITY CORP	3,493.07
01	00057480	C	08/20/2026	866716	UCI ACCOUNTS RECEIVABLE	1,335.60
01	00057481	C	08/20/2026	511570	UTAH LABOR COMMISSION DIVISION OF	72.00
01	00057482	C	08/20/2026	892916	DGO FUEL NETWORK TEAM	11,814.35
01	00057483	C	08/20/2026	102878	VAL KOTTER & SONS	700.00
01	00057484	C	08/20/2026	110931	WEESE GLASS LLC	606.86
01	00057485	C	08/20/2026	31364	95 PERCENT GROUP LLC	1,369.50
01	00057486	C	08/20/2026	38032	AMAZON CAPITAL SERVICES INC	19,835.02
01	00057487	C	08/20/2026	110672	SAFE & CIVIL SCHOOLS	15,780.94
01	00057488	C	08/20/2026	106497	APPLE STORE	4,796.00
01	00057489	C	08/20/2026	5568	CANNON SALES INC	9,925.00
01	00057490	C	08/20/2026	110791	COLONIAL FLAG	143.53
01	00057491	C	08/20/2026	61930	CONTINENTAL	7,772.80
01	00057492	C	08/20/2026	44504	CROWN EQUIPMENT CORP	583.00
01	00057493	C	08/20/2026	100293	DELL INC	1,170.00
01	00057494	C	08/20/2026	79057	FROG STREET PRESS, LLC	27,812.67
01	00057495	C	08/20/2026	778870	GOPHER SPORT	3,299.00
01	00057496	C	08/20/2026	386370	HYKO SUPPLY CO	6,487.21
01	00057497	C	08/20/2026	1791	INTERSTATE ALL BATTERIES CENTER	82.95
01	00057498	C	08/20/2026	45560	LAKESHORE LEARNING MATERIALS	6,161.36
01	00057499	C	08/20/2026	33430	LEADING EDGE LAMINATING	233.94
01	00057500	C	08/20/2026	78441	MASTERCRAFT POOL & SPA	734.84
01	00057501	C	08/20/2026	3727	MCGRAW-HILL SCHOOL EDUCATION	247,974.69
01	00057502	C	08/20/2026	586159	MOUNTAIN STATE TEXTBOOK DEP	221,138.25
01	00057503	C	08/20/2026	105708	NICKYS FOLDERS/ROCHESTER 100	423.48
01	00057504	C	08/20/2026	58734	NWEA	203,800.00
01	00057505	C	08/20/2026	633340	OFFICE DEPOT	2,086.22
01	00057506	C	08/20/2026	63371	PYE-BARKER FIRE & SAFETY	13,600.00
01	00057507	C	08/20/2026	103604	SCHOLASTIC MAGAZINES	967.05
01	00057508	C	08/20/2026	157371	STAPLES	8,094.12
01	00057509	C	08/20/2026	75426	TREVIPAY-WALMART	1,520.58
01	00057510	C	08/20/2026	110040	WALL 2 WALL	735.77
01	00057511	C	08/27/2026	1	KARA MATUE	293.80
01	00057512	C	08/27/2026	1	MOLLY CORD	300.00
01	00057513	C	08/27/2026	1	TIFFANIE SMITH	174.25
01	00057514	C	08/27/2026	14010	AED EVERYWHERE	1,215.67
01	00057515	C	08/27/2026	36784	AMERICAN RED CROSS	39.00
01	00057516	C	08/27/2026	111203	ARNOLD MACH CO - MH 63 SLC	115.00
01	00057517	C	08/27/2026	73016	CANON U.S.A., INC	2,270.46
01	00057518	C	08/27/2026	104223	CODALE ELECTRIC	657.90
01	00057519	C	08/27/2026	56197	DENTONS DURHAM JONES PINEGAR PC	1,517.00
01	00057520	C	08/27/2026	50156	EDUCATORS HANDBOOK.COM	798.00
01	00057521	C	08/27/2026	64084	ALDER EDUCATION LAW	1,000.00
01	00057522	C	08/27/2026	58475	EMS LINQ, INC	32,740.00
01	00057523	C	08/27/2026	79553	GEORGIA SOUTHERN UNIVERSITY	2,125.00
01	00057524	C	08/27/2026	107389	INTERMOUNTAIN WORKMED-N OGDEN	600.00
01	00057525	C	08/27/2026	49026	IVY LANE PEDATRICS	4,231.20
01	00057526	C	08/27/2026	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	26,162.48
01	00057527	C	08/27/2026	78883	MASKED BANDIT DUMPSTER	105.00
01	00057528	C	08/27/2026	65374	SUMMIT FIRE & SECURITY LLC	9,855.36
01	00057529	C	08/27/2026	75426	TREVIPAY-WALMART	1,125.41

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00057530	C	08/27/2026	55034	UTAH PARENT CENTER, INC	620.75
01	00057531	C	08/27/2026	18651	UTAH PUBLIC ED HUMAN RESOURCES ASSOC	125.00
01	00057532	C	08/27/2026	63177	VALANT MEDICAL SOLUTIONS, INC	197.63
01	00057533	C	08/27/2026	102864	WALKER CINEMAS	1,250.00
01	00057534	C	08/27/2026	79537	WILLOW LANE SERVICES	1,350.00
01	00057535	C	08/27/2026	31364	95 PERCENT GROUP LLC	49,578.70
01	00057536	C	08/27/2026	38032	AMAZON CAPITAL SERVICES INC	2,438.42
01	00057537	C	08/27/2026	70416	BRAND-CO CUSTOM APPAREL LLC	6,443.54
01	00057538	C	08/27/2026	230	CAROLINA BIOLOGICAL	904.40
01	00057539	C	08/27/2026	76937	CASTLE SPORTS	1,207.60
01	00057540	C	08/27/2026	59064	CODEHS	47,735.00
01	00057541	C	08/27/2026	62235	DEX IMAGING LLC	485.46
01	00057542	C	08/27/2026	212299	EDUTEK CORPORATION	3,039.45
01	00057543	C	08/27/2026	71277	ELAN PUBLISHING	180.83
01	00057544	C	08/27/2026	111247	ESTRELLITA	11,084.06
01	00057545	C	08/27/2026	386370	HYKO SUPPLY CO	1,525.52
01	00057546	C	08/27/2026	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	501.36
01	00057547	C	08/27/2026	78590	JPS BOOKS AND LOGISTICS	4,838.00
01	00057548	C	08/27/2026	45560	LAKESHORE LEARNING MATERIALS	24,031.91
01	00057549	C	08/27/2026	54313	SCHOOL SPECIALTY, LLC	154.68
01	00057550	C	08/27/2026	77780	SNAP-ON INDUSTRIAL	785.90
01	00057551	C	08/27/2026	157371	STAPLES	1,515.49
01	00057552	C	08/27/2026	75426	TREVIPAY-WALMART	578.67
01	00057553	C	08/27/2026	110040	WALL 2 WALL	27,813.05
01	00057554	C	08/27/2026	72737	AMERITAS LIFE INSURANCE CORP	3,893.52
01	00057555	C	08/27/2026	999027	B E SCHOOL BOARD FUND	70.00
01	00057556	C	08/27/2026	999024	BOSTON MUTUAL LIFE INS CO - W	337.38
01	00057557	C	08/27/2026	999055	BOX ELDER FOUNDATION	98.00
01	00057558	C	08/27/2026	999023	BOX ELDER SCHOOL DISTRICT	100.00
01	00057559	C	08/27/2026	999033	BUREAU CHILD SUPPORT SERV	3,769.00
01	00057560	C	08/27/2026	78948	DESERT ROCK CAPITAL	369.55
01	00057561	C	08/27/2026	999021	ELEVATE CREDIT UNION	6,600.00
01	00057562	C	08/27/2026	999019	EMI HEALTH	381.89
01	00057563	C	08/27/2026	75531	EMI HEALTH	39,852.80
01	00057564	C	08/27/2026	999017	GLOBE LIFE INSURANCE CO	69.12
01	00057565	C	08/27/2026	999035	HORACE MANN INSURANCE COMPANY	29,501.66
01	00057566	C	08/27/2026	999113	JENSEN & SULLIVAN LLC	564.71
01	00057567	C	08/27/2026	999084	NATIONAL BENEFITS SERVICES LLC	10,081.00
01	00057568	C	08/27/2026	999032	PRE-PAID LEGAL SERVICES	1,037.80
01	00057569	C	08/27/2026	68560	PRIMUS LAW PC	366.54
01	00057570	C	08/27/2026	999018	THE HARTFORD	12,135.20
01	00057571	C	08/27/2026	48119	TITANIUM FUNDS	644.01
01	00057572	C	08/27/2026	999012	UESP	200.00
01	00057573	C	08/27/2026	999003	UTAH STATE TAX COMMISSION	265,281.88
01	00057574	C	08/27/2026	71110	VOYA FINANCIAL	10,126.88
01	02081226	M	08/13/2026	109177	UTAH DEPARTMENT OF WORKFORCE SERVICES	4,659.94
01	05081026	M	08/09/2026	888540	US BANK	141,474.07
01	07083126	M	08/27/2026	999070	HEALTH EQUITY INC	153,143.26
01	08073126	M	08/20/2026	999005	UTAH STATE RETIREMENT FUND	131,192.31
01	08081426	M	08/14/2026	999005	UTAH STATE RETIREMENT FUND	34,936.42
01	09080326	M	08/27/2026	999140	BANK OF UTAH	353.68
01	09082026	M	08/27/2026	999140	BANK OF UTAH	74,367.00
01	09083126	M	08/27/2026	999140	BANK OF UTAH	1,489,810.80
01	8063026A	M	08/20/2026	999005	UTAH STATE RETIREMENT FUND	493,373.90
01	8073126A	M	08/28/2026	999005	UTAH STATE RETIREMENT FUND	1,613,600.64
					Total Bank: 01	**$8,191,278.54**

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
02	00101690	C	08/06/2026	38032	AMAZON CAPITAL SERVICES INC	488.61
02	00101691	C	08/06/2026	109542	UNIVERISTY OF UTAH	1,200.00
02	00101692	C	08/06/2026	891181	LB 410033	1,200.00
02	00101693	C	08/06/2026	79375	WESTERN GOVERNORS UNIVERSITY	1,000.00
02	00101694	C	08/13/2026	111004	BRIDGERLAND APPLIED TECH/BATC	838.00
02	00101695	C	08/20/2026	891181	LB 410033	2,662.00
02	00101696	C	08/20/2026	6904	UTAH TECH UNIVERSITY	1,000.00
02	00101697	C	08/20/2026	100471	WEBER STATE UNIVERSITY	2,000.00
02	00101698	C	08/27/2026	38032	AMAZON CAPITAL SERVICES INC	370.13
02	00101699	C	08/27/2026	104348	BOX ELDER MIDDLE SCHOOL	200.00
					Total Bank: 02	**$10,958.74**
11	01108361	A	08/06/2026	109024	ARBITERPAY TRUST ACCOUNT	20,000.00
11	01108362	A	08/06/2026	109023	ARBITERPAY TRUST ACCOUNT	20,000.00
11	01108363	A	08/06/2026	102177	BRADY INDUSTRIES OF UTAH, LLC	1,939.96
11	01108364	A	08/06/2026	107656	DWA CONSTRUCTION INC	58,605.56
11	01108365	A	08/11/2026	32816	KLEO, INC DBA CLASS WALLET	232,837.50
11	01108366	A	08/13/2026	54437	VIOMA ANDERSON	50.00
11	01108367	A	08/13/2026	29785	HENRY BAKER	13.00
11	01108368	A	08/13/2026	104132	BEAZER LOCK & KEY	52.50
11	01108369	A	08/13/2026	64467	DAVE BINGHAM	23.00
11	01108370	A	08/13/2026	48011	GAILE BINGHAM	23.00
11	01108371	A	08/13/2026	95835	JASON V BINGHAM	734.00
11	01108372	A	08/13/2026	70343	BLUUM USA, INC	103,945.00
11	01108373	A	08/13/2026	18384	CRISTINA BRADSHAW	36.00
11	01108374	A	08/13/2026	39616	JOHN BRYAN	47.00
11	01108375	A	08/13/2026	105301	CACHE VALLEY ELECTRIC INC	86,067.45
11	01108376	A	08/13/2026	106437	CARSON ELEVATOR CO INC	726.08
11	01108377	A	08/13/2026	4090	MARY CLARK	13.00
11	01108378	A	08/13/2026	69868	ARCHER CRAWFORD	13.00
11	01108379	A	08/13/2026	107656	DWA CONSTRUCTION INC	11,620.20
11	01108380	A	08/13/2026	728870	ENBRIDGE GAS UTAH	4,018.02
11	01108381	A	08/13/2026	75272	ESS WEST, LLC	126.00
11	01108382	A	08/13/2026	106815	MAILEE FORREST	47.00
11	01108383	A	08/13/2026	60925	BRAXDON GARDNER	13.00
11	01108384	A	08/13/2026	56480	ANDRIA HANSEN	23.00
11	01108385	A	08/13/2026	64866	JACOB HANSEN	13.00
11	01108386	A	08/13/2026	69850	ARDELL JENKS	24.00
11	01108387	A	08/13/2026	72486	CORY LOPEZ	13.00
11	01108388	A	08/13/2026	29777	JAMES O MAY	47.00
11	01108389	A	08/13/2026	10936	JONI MITCHELL	36.00
11	01108390	A	08/13/2026	79421	RACHEL ROBINSON	50.00
11	01108391	A	08/13/2026	102033	SCOTT STAHELI	13.00
11	01108392	A	08/13/2026	12688	SYSCO	5,472.25
11	01108393	A	08/13/2026	74144	TEKNOLOGIA, LLC	67,115.62
11	01108394	A	08/13/2026	25836	KRIS THOMPSON	312.00
11	01108395	A	08/20/2026	56766	ATOMIC JOLT INC	11,933.00
11	01108396	A	08/20/2026	101520	BELL JANITORIAL	2,617.39
11	01108397	A	08/20/2026	102177	BRADY INDUSTRIES OF UTAH, LLC	4,394.55
11	01108398	A	08/20/2026	66265	CURTIS EGBERT	23.00
11	01108399	A	08/20/2026	728870	ENBRIDGE GAS UTAH	2,309.01
11	01108400	A	08/20/2026	79499	ASHLEY HIVELY	50.00
11	01108401	A	08/20/2026	79480	KIM SORENSON	17.95
11	01108402	A	08/27/2026	70343	BLUUM USA, INC	4,003.50
11	01108403	A	08/27/2026	58963	TYLER BRIMHALL	500.00
11	01108404	A	08/27/2026	66958	CDW GOVERNMENT, LLC	27,450.00
11	01108405	A	08/27/2026	110099	FLUXLIGHT INC	399.90
11	01108406	A	08/27/2026	22837	CHASE GODDARD	175.00
11	01108407	A	08/27/2026	79618	DAWNA JOHNSON	50.00
11	01108408	A	08/27/2026	6360	JEREMY JOHNSON	479.13
11	01108409	A	08/27/2026	74144	TEKNOLOGIA, LLC	5,938.00
					Total Bank: 11	**$674,409.57**

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
15	00000596	C	08/18/2026	38032	AMAZON CAPITAL SERVICES INC	155.57
15	00000597	C	08/25/2026	14958	CULLIGAN	150.00
15	00000598	C	08/25/2026	38032	AMAZON CAPITAL SERVICES INC	275.53
					Total Bank: 15	**$581.10**
29	16800670	C	08/12/2026	38032	AMAZON CAPITAL SERVICES INC	46.91
29	16800671	C	08/12/2026	75426	TREVIPAY-WALMART	22.72
29	16800672	C	08/20/2026	45934	LINDA KUNZLER	125.00
29	16800673	C	08/28/2026	38032	AMAZON CAPITAL SERVICES INC	66.83
					Total Bank: 29	**$261.46**
33	30403329	C	08/14/2026	158220	COVER UP	6,350.00
33	30403330	C	08/14/2026	327480	GREER'S HARDWARE	127.77
33	30403331	C	08/14/2026	66834	MOUNTAIN VALLEY PRINTING	765.00
33	30403332	C	08/14/2026	67326	PIZZA PLUS OF TREMONTON	192.21
33	30403333	C	08/14/2026	75426	TREVIPAY-WALMART	101.77
33	30403334	C	08/14/2026	79014	US MARKERBOARD	975.26
					Total Bank: 33	**$8,512.01**
34	30804008	C	08/25/2026	104321	BOX ELDER SCHOOL DISTRICT	165.56
					Total Bank: 34	**$165.56**
35	40403600	C	08/13/2026	38032	AMAZON CAPITAL SERVICES INC	248.24
35	40403601	C	08/13/2026	104321	BOX ELDER SCHOOL DISTRICT	121.14
35	40403602	C	08/17/2026	79316	PALMER PACK INC	249.68
					Total Bank: 35	**$619.06**
36	40805025	C	08/13/2026	104321	BOX ELDER SCHOOL DISTRICT	75.84
36	40805026	C	08/14/2026	104321	BOX ELDER SCHOOL DISTRICT	2,475.27
36	40805027	C	08/14/2026	109248	J W PEPPER MUSIC	284.99
36	40805028	C	08/14/2026	51063	SHRED IT STERICYCLE, INC	130.61
36	40805029	C	08/14/2026	109248	J W PEPPER MUSIC	291.89
36	40805030	C	08/17/2026	112046	ACE HARDWARE - BRIGHAM	154.85
36	40805031	C	08/20/2026	1	KYLIE ANN LEE	20.00
36	40805032	C	08/20/2026	1	NATHAN MINERT	20.00
36	40805033	C	08/20/2026	1	SAM BAKKER	20.00
36	40805034	C	08/20/2026	38032	AMAZON CAPITAL SERVICES INC	795.03
36	40805035	C	08/20/2026	104370	BOX ELDER NEWS JOURNAL	40.00
36	40805036	C	08/20/2026	75426	TREVIPAY-WALMART	217.39
					Total Bank: 36	**$4,525.87**
37	70416654	CV	08/12/2026	4960	OLD GRIST MILL BREAD	-603.90
37	70416666	C	08/05/2026	38032	AMAZON CAPITAL SERVICES INC	602.58
37	70416667	C	08/05/2026	48585	AMERICAN REFRIGERATION LLC	150.00
37	70416668	C	08/05/2026	68764	BEARDED LUMBERJACK, LLC	350.00
37	70416669	C	08/05/2026	104321	BOX ELDER SCHOOL DISTRICT	9,312.00
37	70416670	C	08/05/2026	104321	BOX ELDER SCHOOL DISTRICT	3,912.00
37	70416671	C	08/05/2026	31658	BSN SPORTS	2,911.80
37	70416672	C	08/05/2026	107994	CERTIFIED SHRED	112.00
37	70416673	C	08/05/2026	158220	COVER UP	1,356.05
37	70416674	C	08/05/2026	79367	PELICAN'S PROJECT LLC	2,660.00
37	70416675	C	08/05/2026	37818	QUALITY INN RICHFIELD	801.60
37	70416676	C	08/05/2026	110975	RIDDELL ALL AMERICAN SPORTS	1,369.95
37	70416677	C	08/05/2026	769715	SAM'S CLUB MC/SYNCB	2,471.43
37	70416678	C	08/05/2026	40010	SOUTHEASTERN PERFORMANCE APPAREL	2,250.78
37	70416679	C	08/05/2026	69035	TITAN SPORTING GOODS	6,020.00
37	70416679	CV	08/19/2026	69035	TITAN SPORTING GOODS	-6,020.00
37	70416680	C	08/05/2026	71838	VARSITY SPIRIT FASHIONS	6,357.75
37	70416681	C	08/12/2026	1	KARLEE TANNER	300.00
37	70416682	C	08/12/2026	1	SARAH VIEVES	40.00
37	70416683	C	08/12/2026	38032	AMAZON CAPITAL SERVICES INC	3,524.30
37	70416684	C	08/12/2026	44024	APOGEE COMPONENTS, INC.	893.38
37	70416685	C	08/12/2026	110509	AUDIO ENHANCEMENT	855.18
37	70416685	CV	08/13/2026	110509	AUDIO ENHANCEMENT	-855.18
37	70416686	C	08/12/2026	20869	BELL PRINTING AND DESIGN	2,274.35
37	70416687	C	08/12/2026	104321	BOX ELDER SCHOOL DISTRICT	2,992.49

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70416688	C	08/12/2026	11304	CONCORD THEATRICALS CORP	1,233.90
37	70416689	C	08/12/2026	75922	FALK MIND STRENGTH COACHING, LLC	9,995.00
37	70416690	C	08/12/2026	38644	GREEN CANYON HIGH SCHOOL	350.00
37	70416691	C	08/12/2026	43893	ISTITCH	2,371.20
37	70416692	C	08/12/2026	109248	J W PEPPER MUSIC	1,450.00
37	70416693	C	08/12/2026	109248	J W PEPPER MUSIC	172.99
37	70416694	C	08/12/2026	64823	JO AND JAX LLC	15,620.12
37	70416695	C	08/12/2026	61751	KESTNER MEDIA PRODUCTION	700.00
37	70416696	C	08/12/2026	66834	MOUNTAIN VALLEY PRINTING	10,579.00
37	70416697	C	08/12/2026	67326	PIZZA PLUS OF TREMONTON	2,121.19
37	70416698	C	08/12/2026	25453	PRIDE EMBROIDERY & SCREEN PRINTING	583.80
37	70416699	C	08/12/2026	15180	CHRIS REES	475.00
37	70416700	C	08/12/2026	27430	ROGERS ATHLETIC CO	2,365.00
37	70416701	C	08/12/2026	39667	SIGN GYPSIES BOX ELDER	75.00
37	70416702	C	08/12/2026	16535	VEX ROBOTICS	1,325.96
37	70416703	C	08/12/2026	32824	YES PRINT COPY N MORE, LLC	43.92
37	70416704	C	08/18/2026	1	DANIELLE TAYLOR	250.00
37	70416705	C	08/18/2026	1	STEPHANIE NELSON	150.90
37	70416706	C	08/18/2026	1724	ACE HARDWARE TREMONTON	16.37
37	70416707	C	08/18/2026	38032	AMAZON CAPITAL SERVICES INC	155.02
37	70416708	C	08/18/2026	107102	BEAR RIVER BOWLING CENTER / THE GRILL	353.00
37	70416709	C	08/18/2026	31658	BSN SPORTS	3,354.67
37	70416710	C	08/18/2026	12734	ST. GEORGE RECREATION CENTER	350.00
37	70416711	C	08/18/2026	12840	KARA'S KONCEPTS	360.00
37	70416712	C	08/18/2026	489240	KENTS MARKET PL/TREMONTON	1,695.99
37	70416713	C	08/18/2026	75078	ALEXIS IDOKA	60.00
37	70416714	C	08/18/2026	75388	SUGAR & SIPS, LLC	62.50
37	70416715	C	08/18/2026	69035	TITAN SPORTING GOODS	4,349.60
37	70416716	C	08/19/2026	104321	BOX ELDER SCHOOL DISTRICT	11,548.41
37	70416717	C	08/20/2026	38032	AMAZON CAPITAL SERVICES INC	3,976.69
37	70416718	C	08/20/2026	106895	BADGER SCREEN PRINTING CO	60.00
37	70416719	C	08/20/2026	104321	BOX ELDER SCHOOL DISTRICT	3,159.40
37	70416720	C	08/20/2026	104321	BOX ELDER SCHOOL DISTRICT	450.00
37	70416721	C	08/20/2026	31658	BSN SPORTS	5,139.85
37	70416722	C	08/20/2026	54135	FASTSIGNS OF OGDEN	105.44
37	70416722	CV	08/31/2026	54135	FASTSIGNS OF OGDEN	-105.44
37	70416723	C	08/20/2026	79146	JENSEN & SON'S IRONWORKS	666.28
37	70416724	C	08/20/2026	64823	JO AND JAX LLC	113.47
37	70416725	C	08/20/2026	4910	NATIONAL FFA ORGANIZATION	2,839.00
37	70416726	C	08/20/2026	37591	ONEIGHTY ATHLETICS LLC	1,650.00
37	70416727	C	08/20/2026	280	RICHFIELD HIGH SCHOOL	1,995.00
37	70416728	C	08/20/2026	75078	ALEXIS IDOKA	40.00
37	70416729	C	08/25/2026	38032	AMAZON CAPITAL SERVICES INC	3,094.70
37	70416730	C	08/27/2026	38032	AMAZON CAPITAL SERVICES INC	1,396.65
37	70416731	C	08/27/2026	106055	BLICK ART MATERIALS	3,155.33
37	70416732	C	08/27/2026	104338	BOX ELDER HIGH SCHOOL	350.00
37	70416733	C	08/27/2026	158220	COVER UP	334.00
37	70416734	C	08/27/2026	79570	ANNA FRANKHAUSER	1,750.00
37	70416735	C	08/27/2026	109248	J W PEPPER MUSIC	499.99
37	70416735	CV	08/27/2026	109248	J W PEPPER MUSIC	-499.99
37	70416736	C	08/27/2026	64823	JO AND JAX LLC	240.00
37	70416737	C	08/27/2026	66834	MOUNTAIN VALLEY PRINTING	45.00
37	70416738	C	08/27/2026	4960	OLD GRIST MILL BREAD	197.64
37	70416739	C	08/27/2026	79600	IRELAND OLIPHANT	300.00
37	70416740	C	08/27/2026	157371	STAPLES	14.04
37	70416741	C	08/27/2026	75388	SUGAR & SIPS, LLC	255.00
37	70416742	C	08/27/2026	7528	UMEA	300.00
37	70416743	C	08/27/2026	16535	VEX ROBOTICS	1,000.00
					Total Bank: 37	**$148,729.15**

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70816733	C	08/14/2026	112046	ACE HARDWARE - BRIGHAM	130.00
38	70816734	C	08/14/2026	38032	AMAZON CAPITAL SERVICES INC	6,026.91
38	70816735	C	08/14/2026	53457	BLACK STITCH LLC	1,980.00
38	70816736	C	08/14/2026	104321	BOX ELDER SCHOOL DISTRICT	7,081.62
38	70816737	C	08/14/2026	104321	BOX ELDER SCHOOL DISTRICT	1,370.91
38	70816738	C	08/14/2026	31658	BSN SPORTS	2,269.26
38	70816739	C	08/14/2026	158220	COVER UP	94.92
38	70816740	C	08/14/2026	77887	CRUMBL BRIGHAM	99.50
38	70816741	C	08/14/2026	51977	HONEYBUCKET	308.00
38	70816742	C	08/14/2026	109248	J W PEPPER MUSIC	136.95
38	70816743	C	08/14/2026	46698	BOBBI JEPPSEN	292.05
38	70816744	C	08/14/2026	111171	LAGOON CORPORATION	1,025.60
38	70816745	C	08/14/2026	25119	SIZZLING CAESARS, LLC	99.80
38	70816746	C	08/14/2026	78387	PORTIA LOPEZ	180.00
38	70816747	C	08/14/2026	74055	M&K GRAPHICS AND APPAREL	990.00
38	70816748	C	08/14/2026	110154	MEDCO SCHOOL	1,870.11
38	70816749	C	08/14/2026	79430	ELIZABETH MELENDEZ	100.00
38	70816750	C	08/14/2026	4960	OLD GRIST MILL BREAD	29.46
38	70816751	C	08/14/2026	698980	PEPSI-COLA OF OGDEN	1,373.22
38	70816752	C	08/14/2026	110975	RIDDELL ALL AMERICAN SPORTS	933.90
38	70816753	C	08/14/2026	43591	JEDEDIAH SHERMAN SMITH	100.00
38	70816754	C	08/14/2026	5223	SWIRE COCA-COLA	1,249.82
38	70816755	C	08/14/2026	47686	TNT ENGRAVING	18.00
38	70816756	C	08/14/2026	79391	TREEBEE SOAP	338.40
38	70816757	C	08/14/2026	75426	TREVIPAY-WALMART	1,734.30
38	70816758	C	08/14/2026	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	6,159.00
38	70816759	C	08/14/2026	72311	WOOD ELECTRICAL	800.00
38	70816760	C	08/14/2026	79278	ZFX INC	8,800.00
38	70816761	C	08/19/2026	104321	BOX ELDER SCHOOL DISTRICT	21,076.11
38	70816762	C	08/27/2026	1	LANDEN GUENTHER	1,300.00
38	70816763	C	08/27/2026	1	PAMELA GROGAN	125.00
38	70816764	C	08/27/2026	38032	AMAZON CAPITAL SERVICES INC	170.67
38	70816765	C	08/27/2026	6076	PEARISON, INC	2,686.89
38	70816766	C	08/27/2026	31658	BSN SPORTS	6,328.08
38	70816767	C	08/27/2026	158220	COVER UP	1,496.64
38	70816768	C	08/27/2026	72478	DESERT PEAKS PROMO	5,901.00
38	70816769	C	08/27/2026	28991	FAMILY CAREER AND COMMUNITY LEADERS OF	208.00
38	70816770	C	08/27/2026	38644	GREEN CANYON HIGH SCHOOL	350.00
38	70816771	C	08/27/2026	51632	IMPACT APPLICATIONS, INC	640.00
38	70816771	CV	09/01/2026	51632	IMPACT APPLICATIONS, INC	-640.00
38	70816772	C	08/27/2026	25119	SIZZLING CAESARS, LLC	48.93
38	70816773	C	08/27/2026	10642	MURRAY HIGH SCHOOL	750.00
38	70816774	C	08/27/2026	4960	OLD GRIST MILL BREAD	24.45
38	70816775	C	08/27/2026	698980	PEPSI-COLA OF OGDEN	753.75
38	70816776	C	08/27/2026	76040	SAVAGE GOLF, LLC	4,992.00
38	70816777	C	08/27/2026	10731	SMITH'S CUSTOMER CHARGES	684.78
38	70816778	C	08/27/2026	78875	SOUTHERN RECOGNITION, INC	2,147.70
38	70816779	C	08/27/2026	5223	SWIRE COCA-COLA	434.72
38	70816780	C	08/27/2026	75426	TREVIPAY-WALMART	1,319.95
38	70816781	C	08/27/2026	20494	UTAH HOSA	1,190.00
38	70816782	C	08/27/2026	927359	FREEMONT HIGH SCHOOL	435.00
38	70816783	C	08/27/2026	927359	WEST FIELD HIGH SCHOOL	4,500.00
					Total Bank: 38	**$102,515.40**
39	77800662	C	08/19/2026	104321	BOX ELDER SCHOOL DISTRICT	138.79
					Total Bank: 39	**$138.79**

Batch Year: 27 Bank: All Date Range: 08/01/2026 - 08/31/2026

Bank	Check	Type	Date	Vendor	Vendor Name		Amount
						Total Computer Checks:	**$4,372,587.08**
						Total Manual Checks:	**$4,136,912.02**
						Total ACH Checks:	**$674,409.57**
						Total Other Checks:	**$0.00**
						Total Electronic Checks:	**$0.00**
						Total Computer Voids:	**-$41,213.42**
						Total Manual Voids:	**$0.00**
						Total ACH Voids:	**$0.00**
						Total Other Voids:	**$0.00**
						Total Electronic Voids:	**$0.00**
						Grand Total:	**$9,142,695.25**
						Number of Checks:	**465**

Batch Year	Batch	Amount
27	000048	-31,326.91
27	000056	87,779.19
27	000093	11,397.60
27	000157	100,852.58
27	000159	3,888.61
27	000161	155.57
27	000174	-603.90
27	000207	40,100.00
27	000208	446.90
27	000209	11,711.82
27	000210	717,130.70
27	000211	390,911.19
27	000223	34,617.94
27	000237	43,149.80
27	000238	124,049.65
27	000239	76,565.64
27	000240	1,452,345.76
27	000241	19,525.10
27	000242	838.00
27	000268	232,837.50
27	000288	46.91
27	000290	22.72
27	000298	59,486.60
27	000300	369.38
27	000302	45,591.73
27	000304	75.84
27	000308	2,890.87
27	000309	291.89
27	000313	8,512.01
27	000314	826,834.04
27	000315	38,509.73
27	000316	24,230.32
27	000317	570,998.40
27	000319	5,662.00
27	000327	34,936.42
27	000332	249.68
27	000335	154.85
27	000343	138.79
27	000346	11,158.05
27	000352	21,076.11
27	000365	11,548.41
27	000381	20,089.69
27	000382	1,112.42
27	000383	125.00
27	000417	85,920.38
27	000419	4,152.66
27	000420	143,191.65

Batch Year: 27 Bank: All Date Range: 08/01/2026 - 08/31/2026

Batch Year	Batch	Amount
27	000421	1,207.60
27	000422	570.13
27	000423	150.00
27	000424	275.53
27	000426	35,847.56
27	000433	165.56
27	000435	3,094.70
27	000459	9,337.66
27	000466	2,103,155.68
27	000479	141,474.07
27	000488	1,613,600.64
27	000499	66.83

For September 9, 2026 Board Meeting

Leaving the District

Site	*Employee*	*Position*	*Reason*
Willard	Cheryl Faerber	Kindergarten	Retire
BRHS	April Branson	Social Studies	Resigned
Century	Olivia Little	Custodian	Resigned
Garland	Alicia Huaraca	Overcrowding Para	Resigned
ILSC	JoLynn Packer	Functional Skills Para	Resigned
District Office	Elizabeth McMullen	School Psych Data Entry Para	Resigned
Discovery	Teresa Waddoups	RTI Para	Resigned
Golden Spike	Krisin Hone	Functional Skills Para	Resigned
Fielding	Cali Bywater	Kichen Manager	Retirement
North Park	Lollie Anderson	Instructional Para	Resigned
BEHS	Sydnie Christoffersen	Functional Skills Para	Resigned
Golden Spike	Haven Broadhurst	SLP	Resigned
Transportation	Brad Marsh	Bus Driver	Resigned
District Office	Tanner Chadaz	Computer Tech	Resigned
Transportation	Steve Leggett	Bus Driver	Resigned
TMC	Gloria Rueda	DLI Overcrowding Para	Resigned
Lake View	Raegan Greene	Instructional Para	Resigned
Lake View	Karen Weight	Instructional Para	Resigned
BEHS	Heather Walker	ED Para	Resigned
Golden Spike	Erin Miner	ED Para	Resigned
Golden Spike	Hailey Deschamps	Early Intervention Behavior Para	Resigned
McKinley	Heather Kimber	Cook	Resigned
Golden Spike	Anna Reeves	Resource Para	Resigned
Transportation	DeWayne Andersen	Bus Driver	Resigned
Harris	Kylee Grow	SLP	Resigned
TMC	Sandra Williamson	Instructional Para	Resigned
McKinley	Lyndi Stanger	Kindergarten	Resigned
District Office	Isaac Brittin	IT Intern	Resigned
Discovery	Kennadee Vaughn	Overcrowding Para	Resigned
North Park	Phillip Albright	Head Custodian	Retirement
Discovery	Olivia Tyger	RTI Para	Resigned
Discovery	Brinley Thomas	Overcrowding Para	Resigned
Discovery	Margaret Fisher	RTI Para	Resigned
Transportation	Sandra Morrison	Bus Para	Retirement
TMC	Paula Valentine	ELL Para	Resigned
North Park	KaDee Mills	Instructional Para	Resigned
North Park	McKayla Bedwell	Overcrowding Para	Resigned

New Hires

Site	*Employee*	*Position*
TMC	Kennedy Fordham	SEL Prep Para
Garland	Irene Fernandez Gonzalez	3rd Grade DLI
Century	Brylie Wadsworth	ALC Para
Discovery	DeNai Garn	Instructional Para
Garland	Denise Huber	Instructional Para
Grouse Creek	James Mecham	Custodian
Discovery	Tresa Nelson	Instructional Para
Lake View	Kortnee Balls	Asst. Kitchen Manager
Willard	Kamryn Peterson	Functional Skills
Harris	Chelsie Nelson	Instructional Para
Golden Spike	Brinlee Nelson	Instructional Para

Discovery	Noelle Jones	Instructional Para
North Park	Emi Udy	Instructional Para
Garland	Meadow Thornley	Instructional Para
Fielding	Peggy Cheeley	Kindergarten Para
Garland	Olivia Cadle	Instructional Para
BRHS	Monica Roberts	Teen Center Coordinator
BRHS	Kallie Porritt	Social Studies
Garland	Mallory Jensen	Spanish DLI Para
BEHS	Omar Ordonez	Band Teacher
Young	Courtney Long	Literacy Para
BEMS	Hayle Reeder	Instructional Para
Lake View	Violet Travis-Jaragosky	Instructional Para
Harris	Rachel Johnson	Instructional Para
TMC	Brenda Estephanie Lara Cirilo	5th Grade DLI
Lake View	Rebecca Sipe	Instructional Para
BEMS	Christopher Hicks	Behavior Para
District Office	Erin Valberg	Prevention Intervention
Harris	Lisa Ostermiller	Instructional Para
North Park	Leah Deanne	Instructional Para
Snowville	Amethyst Webecke	Functional Skills
TMC	Amanda Shupe	Instructional Para
TMC	Kamri Larsen	Instructional Para
Century	Daniela Hansen	ELL/Progress Monitoring Para
BRMS	Kennedy Blackham	Cook
Century	Carissa Helm	Instructional Para
Garland	Alpine Hall	4th Grade
Harris	Nicole Cantu	Cook
Garland	Katie Atkin	Instructional Para
Golden Spike	Haley Morgan	Instructional Para
BEHS	Davis Nelson	ED Para
Harris	Jillian Johnson	Cook
Garland	Lacie Larson	Kindergarten Para
Fielding	Makaylee Wilberg	Instructional Para
BEHS	Whitney Baker	ED Para
Golden Spike	Marissa Holmgren	Instructional Para
North Park	Lacey Larsen	North Park
Young	Sheri Wyatt	Young
North Park	Alaine Mitchell	Cook
Century	Laura Mackley	Literacy Para
Fielding	Kamdynn Judkins	Instructional Para
Fielding	Noelle Thomas	Instructional Para
North Park	Shawna Chadburn	Instructional Para
Lake View	Jessica Linder	Cook
Golden Spike	Violet Nichols	Instructional Para
McKinley	MaryAnne Kirby	Cook
Young	Rachel Richards	Behavior Para
Garland	Shari Nelson	Resource Para
McKinley	Taunia Brantley	Cook
Fielding	Katie Thornley	Instructional Para
Fielding	Mary Noyce	Kindergarten Para
Willard	Julia White	Instructional Para
Century	Jami Jaques	Instructional Para

Box Elder School District
Out of State Travel Request

School BEHS Organization/Team/Club/Etc. B. Wrestling

Purpose of Trip (Educational Value)

This tournament gives our wrestlers exposure to high-level competition, helping them grow and gain college recruiting opportunities on a national stage beyond Utah.

Destination Reno, Nevada Miles to be traveled (one way) 545

Number of Students Traveling 20

Freshmen TBD Sophomore TBD Junior TBD Senior TBD

Number of Adults (Chaperones) Traveling 5

Departure Date December 18, 2026 Time 8:00 a.m

Return Date December 20, 2026 Time 10:00 p.m

Means of Travel ☑ Bus ☑ Van ☐ Other (please list) bus/van to the airport then fly

Anticipated Actual Cost of the Trip per Individual Student $500

Anticipated Direct Cost to Each Student $400

THIS SECTION MUST BE COMPLETED AND SUBMITTED TO THE SUPERINTENDENT PRIOR TO ADVERTISING FOR THE TRIP OR CONDUCTING THE REQUIRED PARENT SURVEY.

List all methods of transportation that will be used and when they are being used

The bus driver took the coaches in a suburban last year. Lyft/Uber/shuttle

A copy of the parent survey must be submitted for approval prior to sending the survey to parents.

How will the survey be distributed? Google forms

How will surveys be collected? Google forms

Who will tabulate survey results? Coach Craner

Does the trip involve some type of performance or competition? Yes

Did the students have to qualify for this performance/competition? No

How? Returning state qualifiers/placers(Freshmen will need unanimous decision amongst the coaching staff)

Signatures:

Organization/Team Leader/Coach Jed Craner Date 8/13/2026

Principal Date 8/20/26

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans Date 8/26/26.

Box Elder School District

Out of State Travel Request

School Box Elder High School

Organization/Team/Club/Etc. Box Elder Cheer and Stunt Team

Purpose of Trip (Educational Value) This would be a great opportunity for the cheer and stunt team. They had a very successful year last year taking 3rd at state and first in their cheer routine. Having more talent this year, we think they would be very successful at nationals and would love to give them the opportunity this year. Not only that, but also getting to experience cheer in a new setting and getting to see other teams from our nation compete and making new friendships as a team.

Destination Anaheim California Miles to be traveled (one way) 739

Number of Students Traveling 28

Freshmen 4
Sophomore 9
Junior 8
Senior 7

Number of Adults (Chaperones) Traveling 4 Coaches/Parents TBD

Departure Date February 17th, 2027 Time TBD
Return Date February 21st, 2027 Time TBD
Means of Travel x Bus ____ Van ____ Other (please list) Airplane

Anticipated Actual Cost of the Trip per Individual Student $1,800.00 + Food/Souvenirs

Anticipated Direct Cost to Each Student $1,800.00- could be a little less, this is our best estimate

THIS SECTION MUST BE COMPLETED AND SUBMITTED TO THE SUPERINTENDENT PRIOR TO ADVERTISING FOR THE TRIP OR CONDUCTING THE REQUIRED PARENT SURVEY.

List all methods of transportation that will be used and when they are being used
A district bus would take us from the school to aiport. Once we arrive in California, we would take a charter bus from the airport to the hotel. Then Nationals is in walking distance from hotel. Coming home, we will take the same charter bus to the airport, and then the district bus would pick us up and bring us back to the school.

A copy of the parent survey must be submitted for approval prior to sending the survey to parents.

How will the survey be distributed? Through a google form

How will surveys be collected? By us coaches through the google form

Who will tabulate survey results? The 4 coaches

Does the trip involve some type of performance or competition? Yes, it's a National competiton.

Did the students have to qualify for this performance/competition? Yes.

How? We have to compete at a compeition in Decembember or January and qualify in each routine.

Signatures:

Organization/Team Leader/Coach Cassidy Smoot Date 6/30/26

Principal R. Butz Date 8/31/26

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans

Kelly Yeh Date 9/3/26

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Bear River High **Sport** Cross County female ☒ male ☒

Date of contest	Number miles (one way)	Destination	Level of play (var., j.v., soph. fresh.)
Sept 2026	280	Boise, ID	all levels

Signature of Superintendent

Sept 2, 2026
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Bear River High **Sport** Track female ☒ male ☒

Date of contest	Number miles (one way)	Destination	Level of play (var., j.v., soph. fresh.)
March 2027	374	St. George	Varsity

Signature of Superintendent

Sept 2, 2026
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Bear River High **Sport** Baseball female ☐ male ☒

Date of contest	Number miles (one way)	Destination	Level of play (var., j.v., soph. fresh.)
March 2027	374	St. George	Varsity

Signature of Superintendent

Sept. 2, 2026
Date

Please duplicate this form for use in each sport

UHSAA 150 MILE Contest Approval Form

All practice games over 150 miles one way in any sport must be approved by the local board of education. This form must be completed and attached with the eligibility list of that particular sport and include data for each trip.

School Bear River High **Sport** Softball female ☒ male ☐

Date of contest	Number miles (one way)	Destination	Level of play (var., j.v., soph. fresh.)
March 2027	374	St. George	Vars, 7y

Signature of Superintendent

Sept 2, 2026
Date

Please duplicate this form for use in each sport

Suggestions for Future Board Meetings

Work Session	Board Meeting	Assigned
October 14, 2026 ***(tentative)***		
	Approval of Positive Behavior Plans (PBS)	Megan Bushnell
	Approval of LEA Specific Licenses and LEA Specific Endorsements	Coerina Fife
	October 1 Enrollment Report	Coerina Fife
	Exemption from Compulsory Attendance (Home School)	Keith Mecham
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
November 11, 2026 ***(tentative)***		
Complete MBA	RISE and Utah Aspire Plus Data	Jeff Morris
	Policy Review	
December 9, 2026 ***(tentative)***		
Meeting with Legislators	Approval of New Courses	AJ Gilmore
	Approval of 2027-28 District Calendar	Coerina Fife
	Audit Report	Neil Stevens
	Monthly Newsletter	Jamie Kent
	RISE and Utah Aspire Plus Data	Jeff Morris
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
January 13, 2027 ***(tentative)***		
Supt and BA Reivews	First Public Comment on School Fees	AJ Gilmore
Demographer	Approval of 2-year contract for Business Administrator	
	Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics	
	Policy 1036 Conflict of Interest - Complete Form	
	Foundation Report	Matt Nelson
	AAPPL Data	Jeff Morris
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
	Elect New Board President and Vice President	Board President
	Policy 1080 Board Committees - Committee Assignments	Board President
	Building and Ground Rental and Supervision Policies	Neil Stevens
	USBA Conference Report	Board Members
February 9, 2027 ***(tentative)***		
	Second Public Comment on School Fees	AJ Gilmore
	Approval of School Fees	AJ Gilmore
	FY2026 Capital Improvement Plan	Jerry Jackman
	Legislative Update	Keith Mecham
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
March 10, 2027 ***(tentative)***		
	Negotiations Team Approval	Coerina Fife
	Legislative Update	Keith Mecham
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
	Board Graduation Assignments	Board President
April 14, 2027 ***(tentative)***		
	ESP Recognitions	Coerina Fife
	Approval of Indian Education Formula Grant	Megan Bushnell
	Approval of College and Career Readiness Counseling Program (CCRCP)	Ben Wiley
	Child Nutrition Report	Neil Stevens
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
	TSSA & SLT Previous Year Review	AJ Gilmore & Heidi Jo West
	Upcoming Events - graduations, including ILSC graduation	
May 12, 2027 ***(tentative)***		
	Retirement Recognitions	Coerina Fife
	Certificated Employee and Volunteer Recognitions	BEAA

	Approval of 2026-2027 Board Meeting Calendar	Keith Mecham,
	Approval of School Land Trust Plans	AJ Gilmore & Heidi Jo West
	Review of Positive Behavior Plans	Megan Bushnell
	ACT Data	Jeff Morris
	School Fees Summary	AJ Gilmore
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
June 9, 2027 ***(tentative)***		
	Budget Hearing	Neil Stevens
	Approval of Budget	Neil Stevens
	Approval of 2026-27 Tax Rates	Neil Stevens
	Approval of Internal and Independent Auditors	Neil Stevens
	Public Comment on K-5 Math Curriculum Adoption	Jamie Kent
	Approval of K-5 Math Curriculum Adoption	Jamie Kent
	Pick-up Contributions for Members of Contributory Retirement System	Neil Stevens
	Tentative Ratification of Negotiated Agreement with BEAA	Coerina Fife
	Tentative Ratification of Negotiated Agreement with BEEA	Coerina Fife
	Tentative Ratification of Negotiated Agreement with BEESPA	Coerina Fife
	Declaration of Open Enrollment Schools	Megan Bushnell
	Approval of TSSA Plans	AJ Gilmore & Heidi Jo West
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
July 14, 2027 ***(tentative)***		
	Approval of Sex Education Committee	Ben Wiley
	Bullying Report	Megan Bushnell
	Construction and Improvements Update	Jerry Jackman
August 11, 2026 ***(tentative)***		
	Construction and Improvements Update	Jerry Jackman
	Policy Review	
September 9, 2026 ***(tentative)***		
	Walmart Grants Presentation	Walmart
	Nucor Grants Presentation	Nucor
	Swearing in of Student Board Member	Neil Stevens
	Early Learning Plan Review	Jamie Kent
	AP and Acadience Results	Jeff Morris
	Construction and Improvements Update	Jerry Jackman
	Policy Review	