# Board of Education Regular Meeting

Monday, September 14, 2026 6:00 PM

South Summit School District
*Achieving Excellence*

A Board of Education Regular Meeting of the Board of Education of South Summit School District will be held on Monday, September 14, 2026 beginning at 6:00 PM in the Boardroom, 285 East 400 South, Kamas, Utah 84036. All times listed are general in nature and are subject to change by the conducting Board Member.

Electronic and telephonic participation may be available for Board Members. The Board Room at 285 E. 400 S. will be the anchor location for any electronic or telephonic participation.
The subjects to be discussed or considered, or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice. Unless removed from the consent calendar, items identified within the consent agenda will be acted on at one time.

The students, parents, employees and patrons of South Summit School District are both teachers and learners; we are responsible for supporting one another in reaching our highest potential as individuals, families and citizens.

I. **INTRODUCTORY ITEMS**
- A. **Welcome and Call to Order**
  - 1. Guests
- B. Vision and Mission Statements
- C. Pledge of Allegiance

II. Oath of Office:

III. CLOSED SESSION

IV. PUBLIC INPUT

V. GOVERNANCE TRAINING

VI. **DISTRICT UPDATES**
- A. Spotlight
- B. **Director Reports**
  - 1. Coaching Update
- C. Live Interactive Class Update
- D. Superintendent Update
- E. Business Administrator Update
- F. Professional Development Evaluation Reports

VII. **PROCEDURAL UPDATE**
- A. New Procedure 4021-A: Concurrent Enrollment
- B. Update Procedure 4060-A: Standardized Testing Procedures
- C. Update Procedure 6005-A: Student Attendance Procedures
- D. Update Procedure 6007-A: Student Fees and Fines
- E. Update Procedure 6009-A: Non-Resident Students
- F. New Procedure 6009-B: Foreign Exchange Students
- G. New Procedure 6024-D: Vision Screening
- H. Update Procedure 6029-A: Safe Schools
- I. Update Procedure 6029-B: Student Offender Reintegration
- J. Procedure Update 6029-H: Substance Use and Possession
- K. Updates to Procedure 6029-I Interrogations, Searches, and Law Enforcement
- L. New Procedure 6038 A: Reporting Child Abuse
- M. Update Procedure 6052-A: Student Acceptable use of Internet and Technology Resources
- N. Update Procedure 6062-A: Student Clubs
- O. Update Procedure 6062-B: Curricular Club Application
- P. Update Procedure 6062-C Non-Curricular Club Application
- Q. New Procedure 6062-D: Annual Club Renewal
- R. Update Procedure 6067-A: Sexual Harrassment - Students
- S. *NEW* Procedure 7015-B Transportation Cost Allocation and Recovery

VIII. RECESS

IX. **Consent Agenda- Action Item**
- A. August 2026 Financials
- B. Meeting Minutes
- C. New Hires 1 - South Summit Recreation
- D. New Hires 2 - South Summit Recreation, ESP's, Substitutes
- E. New Hires 3 - Substitutes and ESP
- F. Volunteers with approved background checks
- G. Homeschool Affidavits
- H. Policies for 2nd Reading
- I. Out of State Travel Requests
- J. LEA-S Board Approval List

K. Miscellaneous

X. **ADDITIONAL ACTION ITEMS**

A. RAP Tax Recommendation

B. 50% Pre-K Tuition Reduction for Children of District Employees

C. Update Policy 4021: Concurrent Enrollment

D. Update Policy 6029: Safe Schools

E. Update Policy 6038 Reporting Child Abuse

F. Policy 6052 - Acceptable Use of Internet and Technology - 1st Reading

G. Policy 6062: Student Groups/Clubs update

H. Policy 6067: Sexual Harassment Update

XI. **BOARD ITEMS**

A. Board Items

XII. ADJOURNMENT

South Summit School District
*Achieving Excellence*

# OATH OF OFFICE

**STATE OF UTAH )**
**:**
**COUNTY OF SUMMIT )**

I, **Gregory O. Maughan**, being first duly sworn, on my oath, do say:

"That I have been duly appointed as the Superintendent of Schools of the South Summit School District, County of Summit and State of Utah."

"That I will uphold and defend the Constitution of the United States of America, and of the State of Utah, and that I will discharge the duties of said office with fidelity."

(Term of appointment is from July 1, 2026 to June 30, 2028)

_____
**Gregory O. Maughan**, Superintendent

Subscribed and sworn to before me this _____ day of

_____, 2026 by Gregory O. Maughan

_____
Name:Dawn McMillan
Notary Public

South Summit School District
*Achieving Excellence*

**OATH OF OFFICE**

**STATE OF UTAH )**
**:**
**COUNTY OF SUMMIT )**

I, **Adam Robinson**, being first duly sworn, on my oath, do say:

"That I have been duly appointed as the Business Administrator of the South Summit School District, County of Summit and State of Utah."

"That I will uphold and defend the Constitution of the United States of America, and of the State of Utah, and that I will discharge the duties of said office with fidelity."

(Term of appointment is from July 1, 2026 to June 30, 2028)

_____
**Adam Robinson,** Business Administrator

Subscribed and sworn to before me this _____ day of

_____, 2026 by Adam Robinson

_____
Name:Dawn McMillan
Notary Public

# School Board Governance

Duties, responsibilities & effective practice for Utah local school boards

Utah Code § 53G-4-402 • South Summit Policy 1001 • Governance best practices

# The governance mindset

The board leads the district by setting direction, establishing policy, allocating resources, and holding the system accountable.

## Set Direction

Define mission, vision, priorities and expected outcomes for students and the community.

## Govern by Policy

Create the rules, guardrails and standards within which the superintendent and staff operate.

## Ensure Accountability

Monitor results, evaluate the superintendent, approve budgets, and ask whether district performance matches board expectations.

**Governance is not “doing the work.” It is ensuring the right work is defined, authorized, resourced and evaluated.**

6

# Utah law: the board's core statutory charge

Utah Code § 53G-4-402 assigns both specific duties and broad responsibility for district control and success.

## § 53G-4-402

Local school board powers & duties

**"control and management" of district schools**

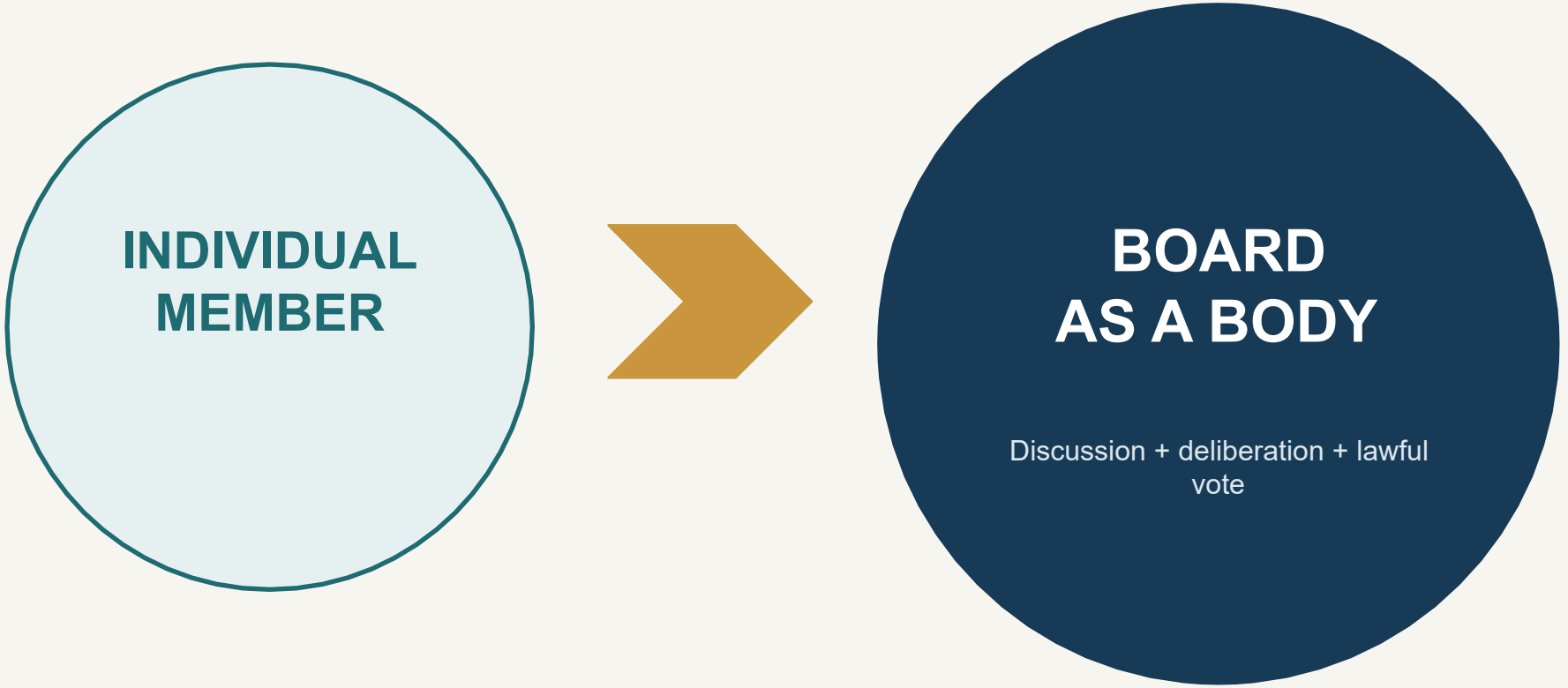
…and all other things necessary for the maintenance, prosperity, and success of the schools and promotion of education.

- Implement core standards, assessment, progress monitoring and improvement systems.
- Adopt bylaws and written policies for board procedures and district control/management.
- Oversee property, facilities, cooperative arrangements, libraries and designated programs.
- Maintain required safety structures, including traffic safety and comprehensive emergency response planning.
- Approve required instructional-material processes and other statutory district policies.

7

# Policy 1001: board authority is collective

Individual board members have influence and a vote; the board has legal authority when it acts as a body.




**A member should not direct employees, promise board action, or exercise authority outside authority delegated by the board.**

Policy 1001 ethics: recognize that the Board acts as a body; correct perceived problems through board discussion and direction to the Superintendent.

8

# Board vs. superintendent: define the line

A healthy governance team separates “what and why” from “how and who,” while maintaining strong communication.

## BOARD — GOVERNANCE

- Sets mission, vision, goals and priorities
- Adopts policy and budget
- Hires and evaluates superintendent / business administrator
- Defines expected outcomes and guardrails
- Monitors performance and asks strategic questions

## SUPERINTENDENT — ADMINISTRATION

- Implements board policy and direction
- Manages staff and day-to-day operations
- Develops administrative rules, procedures and systems
- Recommends solutions and provides reliable information
- Reports results and accepts accountability

9

**Policy 1001 expressly delegates required actions and detailed operating arrangements to the Superintendent.**

# Strategic leadership: mission, vision, goals & plans

Board work should create a coherent line from community values to district priorities to measurable outcomes.

Policy 1001 calls for annual review of district vision and goals, alignment of board policy to those goals, approval of local school plans, and adoption of an annual budget.

10

# Fiscal stewardship & oversight

The budget is governance in numbers: it should express priorities, protect public resources, and create accountability.

## Align Resources

Adopt a balanced budget that supports district vision, goals and approved plans. Ask what the spending is intended to accomplish.

## Exercise Oversight

Review financial information, approve expenditures as required, understand material risks, and maintain appropriate internal controls.

## Protect Public Assets

Exercise board authority over real property, facilities and major commitments; ensure statutory voting and process requirements are met.

**Good oversight is neither passive approval nor operational micromanagement.**

11

# Accountability without micromanagement

The board should ask for evidence of results—not substitute itself for administrators.

## GOOD GOVERNANCE QUESTIONS

- What outcome are we trying to achieve?
- What data show whether we are making progress?
- How does this recommendation align with board goals and policy?
- What risks, tradeoffs and alternatives should the board understand?
- What will we monitor, and when will we revisit the decision?

## MICROMANAGEMENT SIGNALS

- Directing individual employees or principals
- Trying to resolve operational complaints personally
- Dictating the mechanics of implementation
- Re-litigating routine administrative decisions without a governance purpose
- Using individual influence to bypass established lines of authority

12

# Ethics, confidentiality & conflicts

Public trust depends on how board members use authority—not just on the decisions they make.

## All Students

Make policy in the interest of all children and consider the entire district community.

## No Personal Gain

Do not use board membership for personal gain or prestige.

## Confidentiality

Protect confidential information and closed-session matters.

## Civil Governance

Raise concerns through board processes without personal disparagement.

## Fiduciary Conduct

Build constructive relationships and comply with applicable nepotism/conflict rules.

## Chain of Authority

Support employees carrying out policy; do not disrupt administration or direct staff outside proper channels.

13

# Open meetings & transparent decision-making

Board governance happens in public, subject to lawful exceptions and required procedures.

## Open Deliberation

A quorum discussing board business is generally subject to Utah's Open and Public Meetings Act. Use properly noticed meetings for board deliberation and action.

## Public Participation

Utah law requires local school boards to provide reasonable opportunities for germane public comment at qualifying open meetings and to maintain a written public-comment policy.

## Closed Meetings

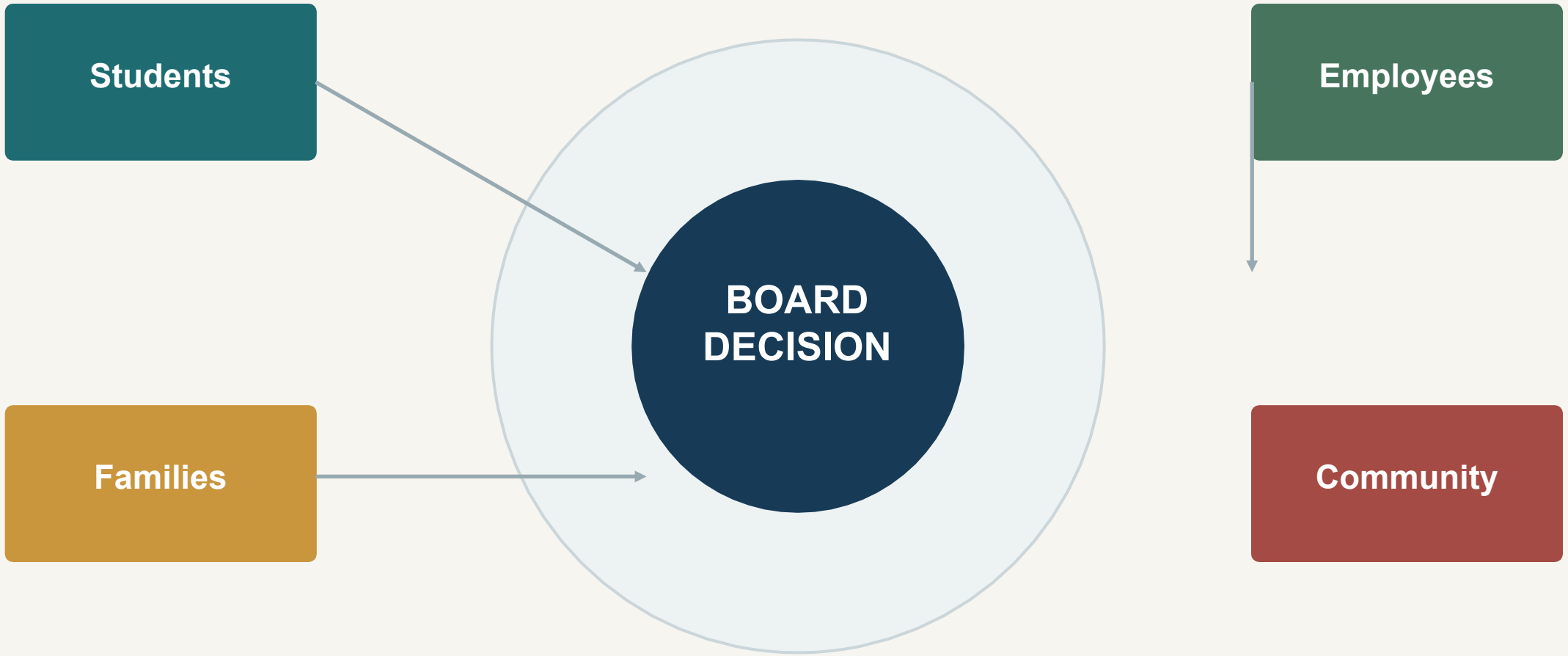
Closed sessions are limited to statutory purposes and must follow required procedures. Confidentiality obligations continue after the meeting.

14

**Policy 1001 expressly requires board business to comply with the Utah Open Meetings Act.**

# Community representation: listen broadly, govern for the whole

A board member represents constituents—but fiduciary responsibility extends to the district and all students.




**Listen • learn • deliberate • decide for the district as a whole**

15

# A practical protocol for constituent concerns

Board members can be accessible and responsive without becoming the district's complaint investigator or supervisor.

1. **LISTEN** — Hear the concern respectfully; avoid promising an outcome.
2. **CLARIFY** — Identify whether the issue is policy, governance, or an operational matter.
3. **ROUTE** — Direct operational concerns through the appropriate administrative process or chain of command.
4. **INFORM** — Share material governance concerns with the superintendent/board through appropriate channels.
5. **GOVERN** — If board action is warranted, address the policy/system issue through a properly noticed board process.

**Key discipline: address patterns and policy at the board level; leave individual administration to authorized staff.**

16

# Scenario: governance or administration?

Use the board's role, policy, and statutory authority to decide where the issue belongs.

| | | |
|---|---|---|
| **A parent complains about a coach's playing-time decision.** | ADMINISTRATION | Refer through school/district complaint channels unless a policy/system issue emerges. |
| **Student achievement data show persistent gaps across several schools.** | GOVERNANCE | Ask for goals, strategy, resources, progress measures and accountability. |
| **A board member wants a principal to change an employee assignment.** | ADMINISTRATION | Do not direct the principal; raise governance concerns through the superintendent/board. |
| **The district needs to revise its instructional-material approval process.** | GOVERNANCE | Board policy/action is required; ensure statutory public process is followed. |

17

**Test: Does this require the board to set direction, policy, resources, or accountability—or is it implementation within existing direction?**

# High-performing board habits

Effective governance is a repeatable discipline, not a personality trait.

**Prepare** — Read materials, understand policy, ask questions in time for good answers.

**Stay strategic** — Keep student outcomes, district goals and long-term stewardship at the center.

**Speak candidly** — Debate issues respectfully before the vote; avoid personal attacks and hidden agendas.

**Honor decisions** — Once the board acts, respect the board's lawful decision while retaining the right to revisit through proper process.

**Build trust** — Maintain clear roles, reliable communication and a strong working relationship with the superintendent.

**Keep learning** — Use training, self-assessment and continuous improvement to strengthen board performance.

18

**Strong governance creates clarity: the board knows its job, the superintendent knows the board's expectations, and the community can see how decisions are made.**

# Board governance checklist

Before acting, ask whether the board is operating at the right level and through the right process.

- ✓ Is this within the board's legal authority?
- ✓ Is the issue about direction, policy, resources or accountability?
- ✓ Are we acting as a board—not as individual supervisors?
- ✓ Have we given administration clear expectations without prescribing unnecessary operational detail?
- ✓ Do we have the information and data needed for a reasoned decision?
- ✓ Are we complying with open-meeting, confidentiality and conflict requirements?
- ✓ Does the decision serve the district as a whole and advance student outcomes?

**If the answer is unclear:**
**slow the decision down, identify the governing authority, and clarify roles.**

19

# Key authorities & resources

Primary sources and governance references used in this presentation.

| | |
|---|---|
| **Utah Code § 53G-4-402** | Local school board powers and duties; current version effective July 1, 2026. |
| **South Summit Policy 1001** | Composition of Board of Education; Legal Status, Responsibilities, and Ethics. |
| **Utah Open and Public Meetings Act** | Utah Code Title 52, Chapter 4, including school-board public-comment requirements. |
| **Utah School Boards Association** | A Guide to Effective Utah School Boards; PowerUp governance training resources. |
| **National School Boards Association** | School Board Governance Resources and Key Work of School Boards. |
| **Utah State Board of Education** | Governance of Public Education; local boards responsible for control and management of district schools. |

20

*Training note: This presentation is a governance overview and should be read together with current law, district policy, and legal advice for specific matters.*

# Instructional Coaching

Investment in our Teachers = Investment in our Students

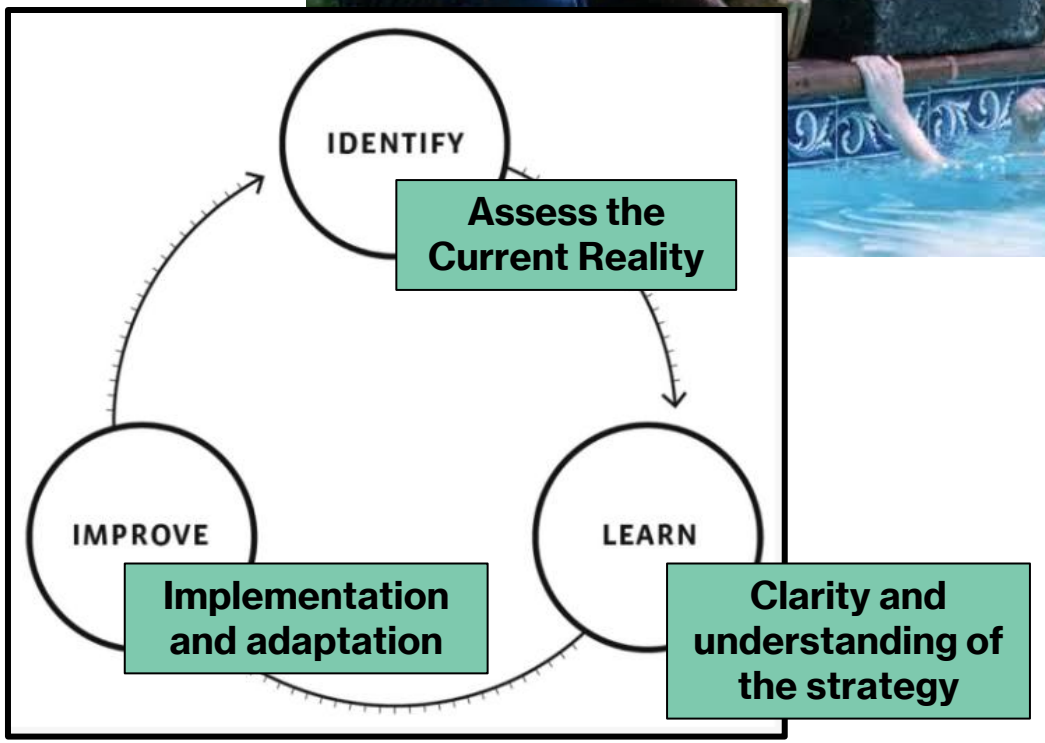
# What do instructional coaches do?

# What do instructional coaches do?

**Instructional coaches build teachers' capacity to improve instruction and student learning.**

**Their work includes:**

- Facilitating ongoing coaching cycles;
- Co-planning lessons, assessments, and instructional responses;
- Modeling or co-teaching effective instructional practices;
- Observing instruction and collecting objective evidence;
- Providing specific, actionable feedback;
- Helping teachers analyze assessment data and student work;
- Supporting PLCs in moving from data to instructional action;
- Helping teachers implement curriculum, professional learning, GSIP, and school strategic plans; and
- Connecting teacher practice to changes in student engagement, thinking, growth, and proficiency.



# SSES Example

**Student Learning Priority:** Verbal Reasoning Skills. Students lack the structured language tools (sentence frames, precise vocabulary, and guided verbal modeling) needed to organize and articulate their conceptual reasoning.

## The first 90 days:

**Teachers will:**

- Consistently post, teach, and reference discussion expectations (look, lean, listen, lower voice, respond) and use sentence stems during Tier 1 instruction.
- Embed at least 1 accountable talk structure (Turn and Talk, Partner Share, or Interactive Read Aloud) daily.
- Use intentional wait time (3-5 seconds) before calling on students.
- Collect informational data on student oral responses daily.
- Participate in coaching cycles and implement at least one coaching goal in subsequent lessons.

| Administrator Role: | Instructional Coach Role: |
|---|---|
| • **Communicate,** clarify, and reinforce the plan's purpose and expectations.<br>• Participate in and plan all related professional learning.<br>• **Set expectations** for effective PLC meetings.<br>• Conduct observation and feedback cycles **to evaluate** the consistency and quality of teacher actions.<br>• **Ensure** teachers are getting supported to enable full implementation of the plan.<br>• **Facilitate data analysis** to **evaluate** the consistency and quality of implementation, impact on instruction, and the resulting student growth.<br>• **Accountability** | • **Translate** the plan's purpose and expectations into classroom practice.<br>• Plan and participate in related professional learning.<br>• **Structure and facilitate** PLCs according to established expectations.<br>• Conduct observation and feedback cycles **to collect implementation evidence.**<br>• **Use evidence to guide teacher reflection** and next steps.<br>• **Support teachers** in coaching cycles to support full implementation.<br>• **Facilitate individual and PLC data analysis to assess student growth in verbal reasoning**.<br>• **Co-plan** verbal reasoning lessons, assessments, and instructional responses;<br>• **Model or co-teach** effective verbal reasoning instructional practices;<br>• **Respond** to teacher needs and requests. |

# Evidence for Coaching

Instructional coaching increases the likelihood that teachers adopt new practices of higher quality in the classroom than teachers who do not receive coaching support after professional development. (Cornett & Knight, 2009)

"When teachers are expected to change their instruction, additional support is necessary." (Cornett & Knight, 2009)

Studies suggest that instructional coaching is a support that increases the transfer of new teachers' knowledge into practice. (Knight, J. 2019)

Teachers who received coaching were more likely to:
Implement the new teaching routine (87% coached to 33% not coached);
Continue to use the new teaching routine (68% coached to 18% not coached);
Reported higher expectations of using the teaching routine in the future (96% coached to 35% not coached).
(Knight, J. 2019)

Measures of student engagement showed significant gains in time-on-task behavior after their teachers received coaching. (Knight, J. 2019)

Secondary students taught by coached teachers demonstrated an average achievement gain equivalent to moving from the 50$^{th}$ to the 59$^{th}$ percentile. (Allen et al., 2011)

This achievement effect emerged after teachers had time to develop and apply the practices- not immediately during the coaching year. (Allen et al., 2011) (Kraft, Blazar, & Hogan, 2018)

5 coaching cycles with elementary ELA teachers produced an average increase of 3 percentile points on ELA student achievement measures. (Clark, M., et al., 2022).

**Reminder:** More coaching cycles do not automatically produce stronger results**. Focus, quality, teacher engagement, and connection to academic content may matter more than simply counting contacts. (**Clark, M., et al., 2022).

# Measuring Quality Coaching

**Determining our Return on Investment:**

**Coaching Implementation:** Time in complete cycles, teachers served, cycle completion, strategic priorities served, and quality of coaching practices.

**Teacher Impact:** Changes in targeted instructional practice, implementation evidence, teacher skill or confidence.

**Student Impact:** Changes in student engagement, work quality, formative evidence, proficiency, or growth connected to the coaching focus.

*Coaching does not create* ***impact simply by having a coach present or by the number of coaching contacts****. Its* ***effectiveness*** *depends on* ***the quality and focus of the coaching cycle****,* ***teacher participation****,* ***coach expertise****,* ***protected coaching time****, and the* ***district's ability to maintain implementation quality as the program expands.***

# Instructional Coaching FAQ

**What do instructional coaches do?** The answer is on your handout; we discussed it earlier.

**Why does a district of this size need three coaches?**

- The number of coaches should be evaluated against the number of teachers, schools, grade levels, instructional priorities, and meaningful coaching cycles – not just student enrollment. We are monitoring both coach workload and evidence of impact.

**Shouldn't principals be doing this?**

- Principals remain responsible for instructional leadership and evaluation. Coaches provide sustained, specialized, non-evaluative practice and feedback that principals generally cannot provide at the needed frequency. The roles complement one another.

**Why can't teachers just attend training?**

- Training introduces knowledge. Coaching supports implementation and skill improvement. Research indicates that ongoing, classroom-connected coaching is more likely to change instruction than one-time professional development.

**How do we know coaching is working?**

- We should see evidence at three levels: coaches completing focused cycles, teachers changing targeted practices, and students demonstrating improved engagement or learning connected to those changes.

**Are coaches only helping teachers who volunteer?**

- Coaching should respond to teacher needs, but it must also align with school strategic plans and identified student learning needs. It is both differentiated support and part of the district's improvement system.

**Does research prove that coaches raise test scores?**

- Research shows strong effects on instructional practice and positive, though smaller and more variable effects on student achievement. Instructional coaching cannot match a teacher's impact on student learning. Coaching is most effective when it is focused, sustained, evidence-based, **and implemented well** – it is not the job title alone that creates results.

# Questions about Instructional Coaching in SSSD???

Please reach out!

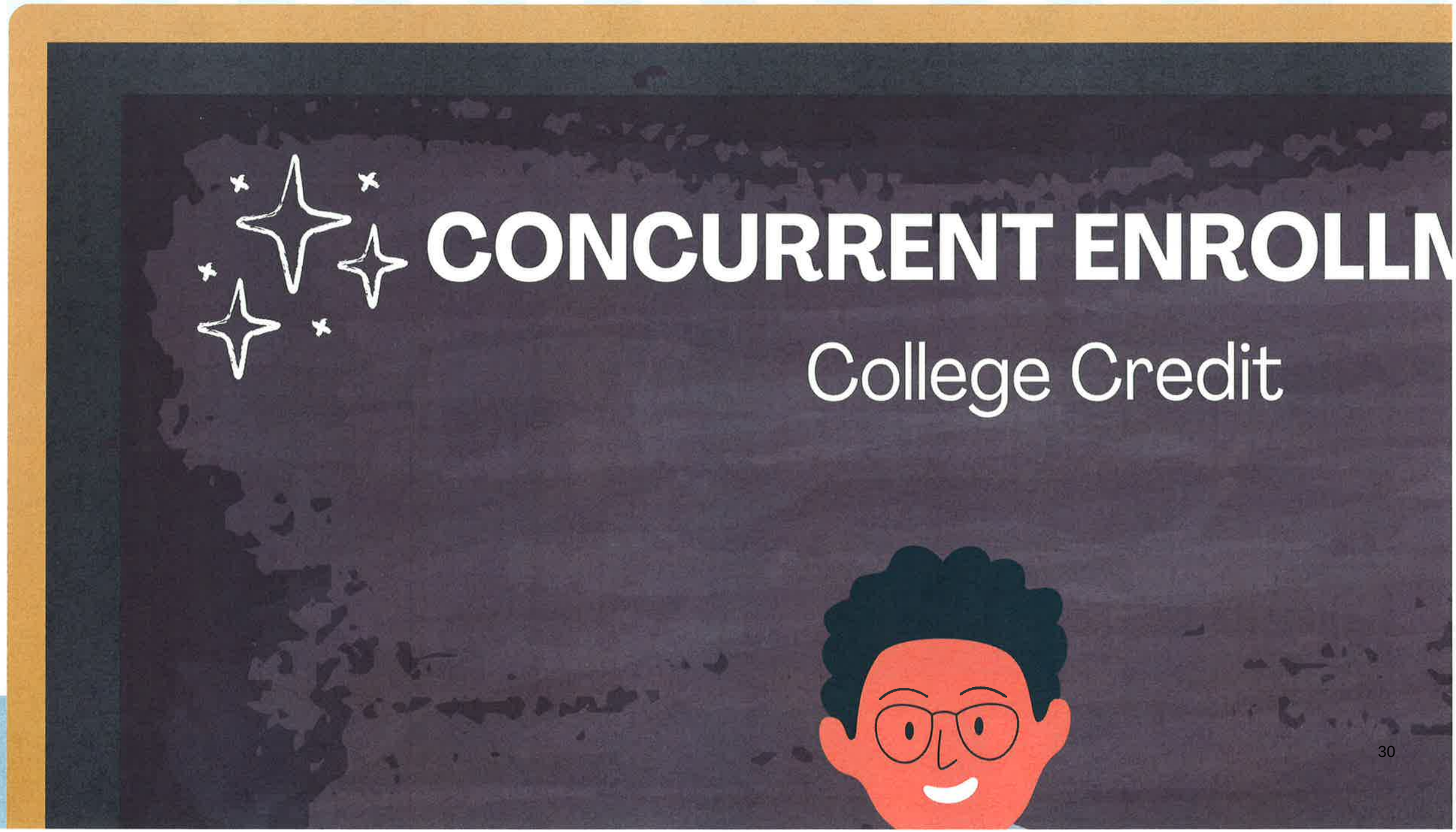
Shelley Halverson

shelley.halverson@ssummit.org

435-783-4301

# References

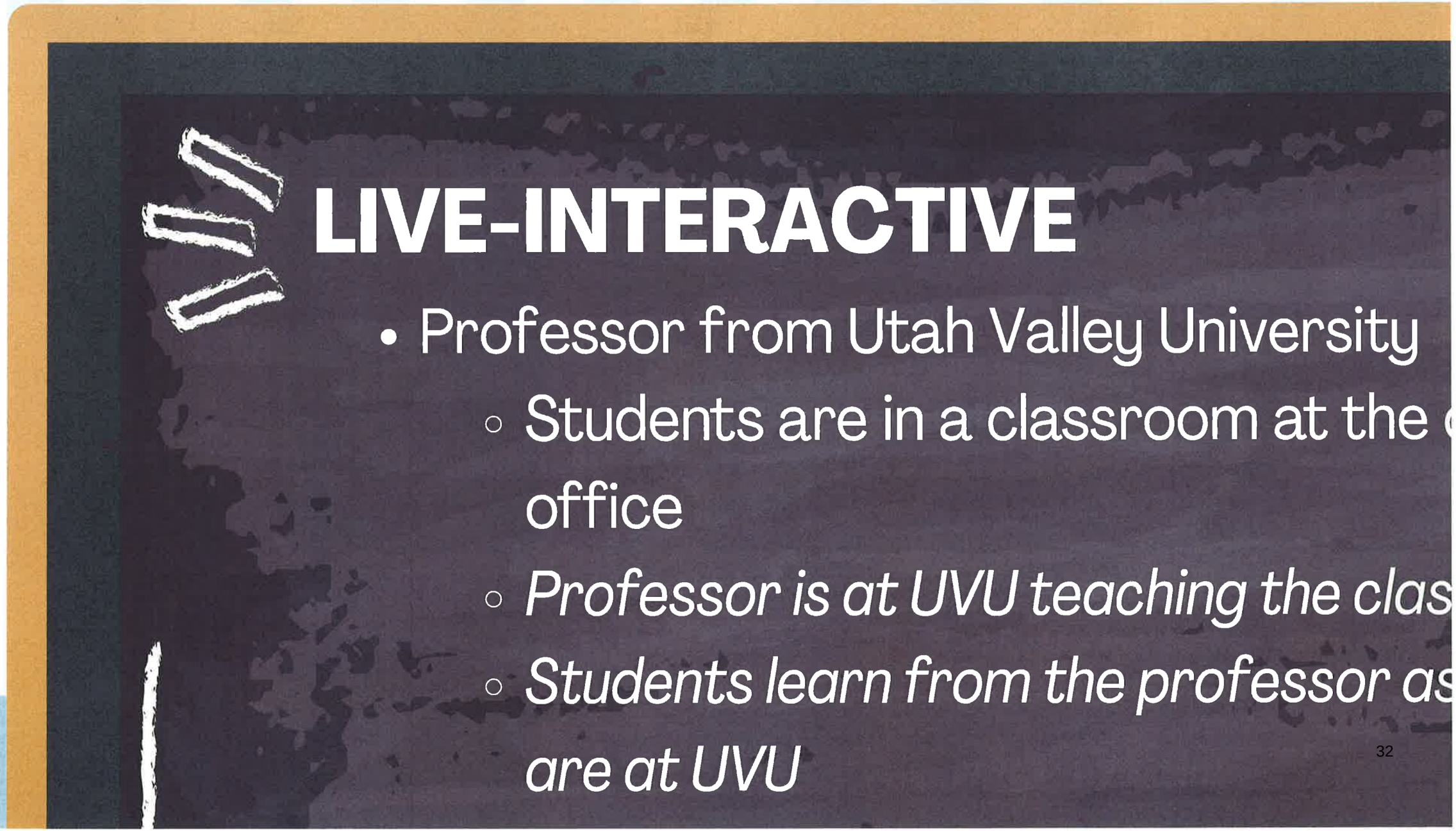

- Allen, J. P., Pianta, R. C., Gregory, A., Mikami, A. Y., & Lun, J. (2011). *An interaction-based approach to enhancing secondary school instruction and student achievement*. **Science, 333**(6045), 1034–1037.
- Clark, M., et al. (2022). *Study of teacher coaching based on classroom videos: Impacts on student achievement and teachers' practices*. National Center for Education Evaluation.
- Cornett, J., & Knight, J. (2009). *Studying the impact of instructional coaching* [Paper presentation]. Annual Meeting of the American Educational Research Association, San Diego, CA, United States.
- Kraft, M. A., Blazar, D., & Hogan, D. (2018). *The effect of teacher coaching on instruction and achievement: A meta-analysis of the causal evidence*. **Review of Educational Research, 88**(4), 547–588.
- Knight, J. (2019). Instructional Coaching for Implementing Visible Learning: A Model for Translating Research into Practice. Education Sciences, 101(9), MDPI.

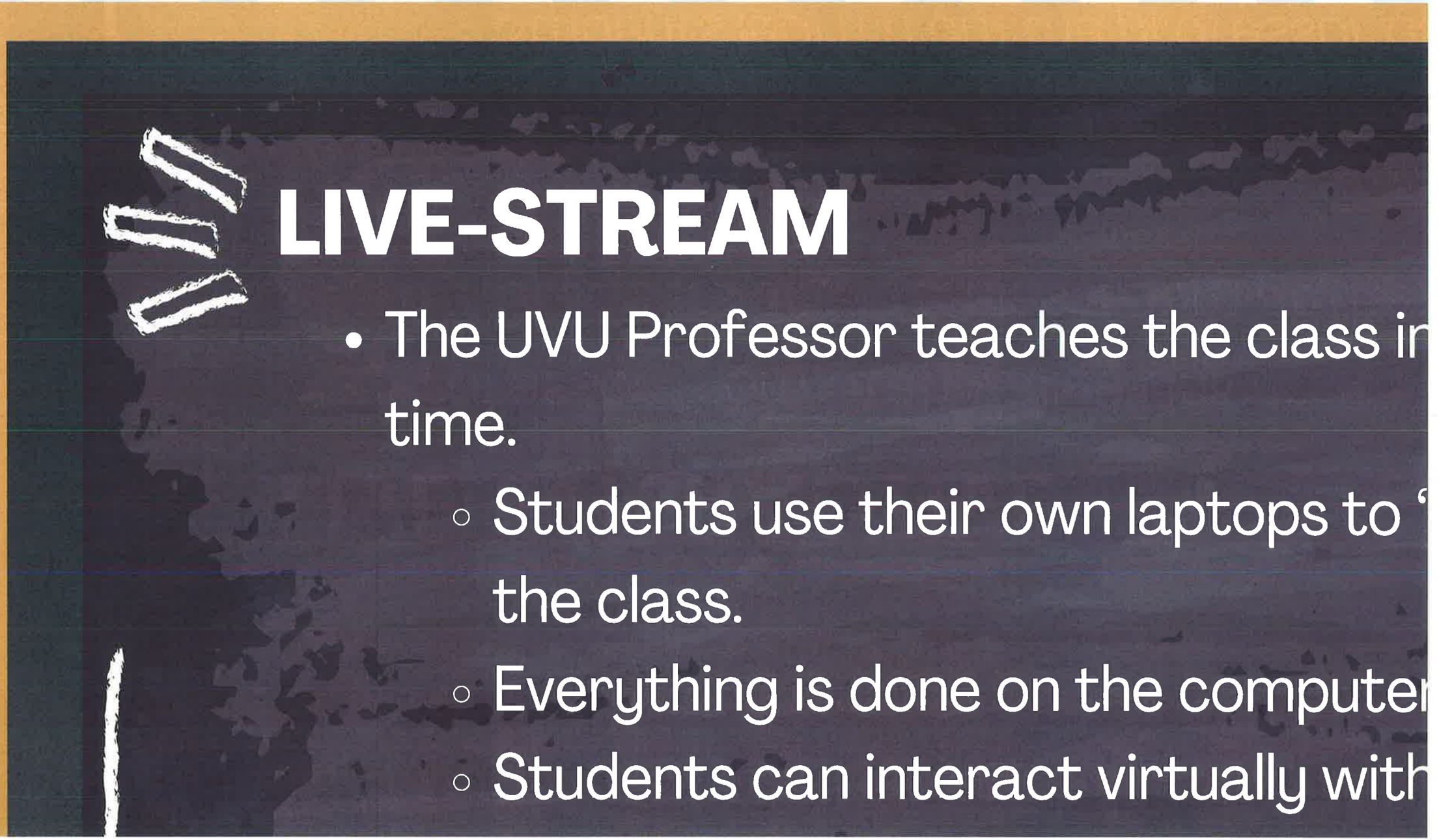

CONCURRENT ENROLLM
College Credit

# What is a Concurrent Enrollment?

Dual Enrollment between high schools and postsecondary institutions (UVU & MTECH)

- Live-Interactive
- Live-Stream
- Online
- Face to Face


LIVE-INTERACTIVE
• Professor from Utah Valley University
◦ Students are in a classroom at the
office
◦ Professor is at UVU teaching the clas
◦ Students learn from the professor as
are at UVU


LIVE-STREAM
• The UVU Professor teaches the class in
time.
◦ Students use their own laptops to
the class.
◦ Everything is done on the computer
◦ Students can interact virtually with

# ONLINE

- The UVU Professor records lectures an
  them accessible to the students.
  - The students can then watch the le
    a time that works for them.

# FACE-TO-FACE

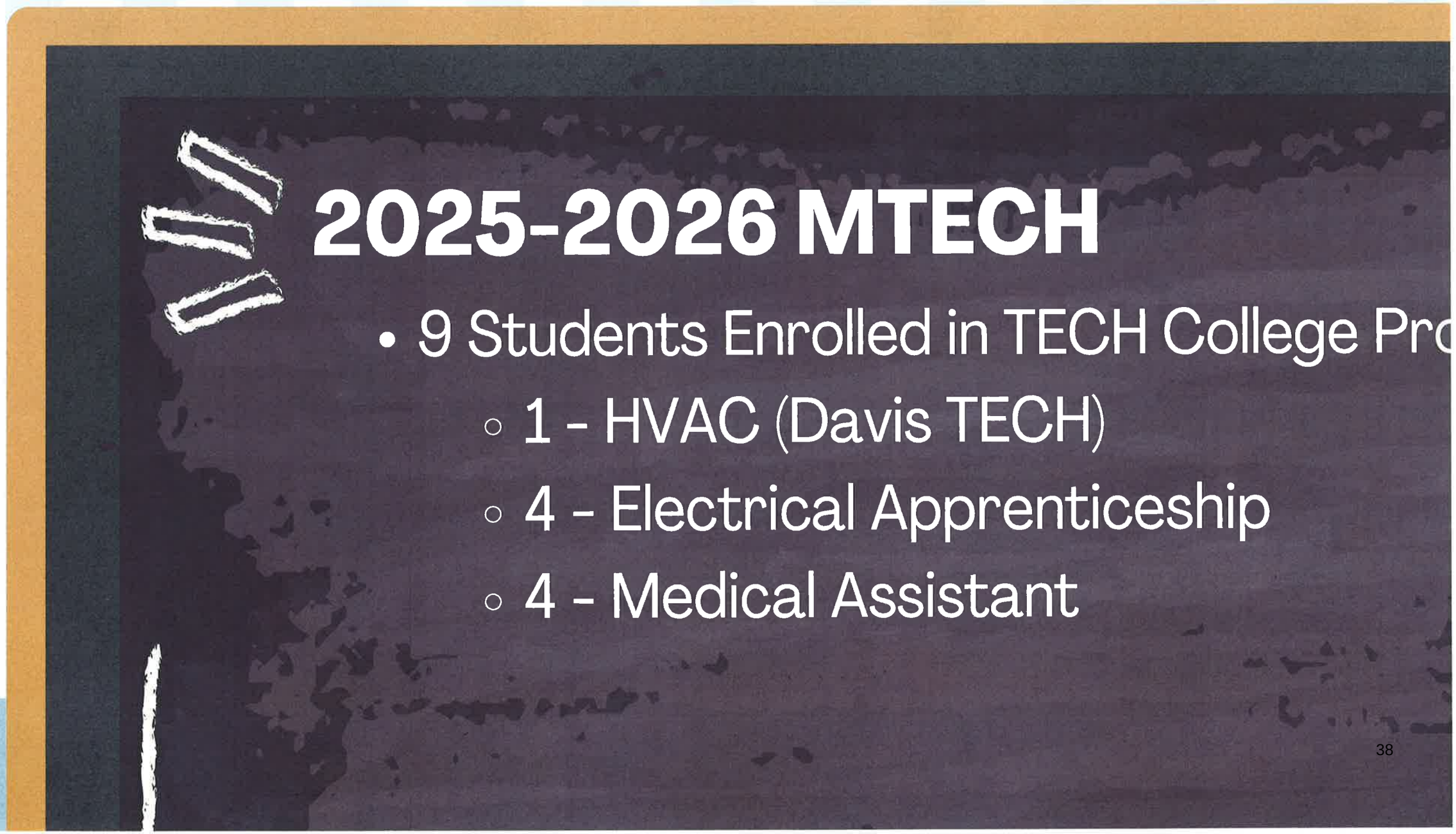
- South Summit High School educators a
  by UVU Professors to teach UVU curric
  their own classroom and/or;
- Students ride the CTE Shuttle/Bus to th
  Heber Campus and attends MTECH co
  other high school students and adults

# 2025-2026 UVU CE

- 454 enrollments
  - 173 students
- 1,377 credits earned
- 98.8% Pass rate for DE
- 100% Pass rate for FF
- $333,960 for the cost of $6,900

# DEGREES EARNED

- Associate Degree
  - In University Studies
  - 60 Credits
  - 35 GE credits + 25 Elective
    - 2 Students
- General Educatio
  - 35 GE credits
  - ALL Utah public i
    accept
    - 7 Students


2025-2026 MTECH
• 9 Students Enrolled in TECH College Pro
◦ 1 - HVAC (Davis TECH)
◦ 4 - Electrical Apprenticeship
◦ 4 - Medical Assistant

# INDUSTRY CREDENTIALS EARNED

- 2 - Medical Assistant
- 1 - 1st Yr HVAC App
- 4 - 1st Yr Electrical App

# 2026-2027

- First Credential Scholarship
- UVU Concurrent Enrollment Merit Scho
  - $3500 or $5000 a year
  - 15 or more CE credits earned
- MTECH Heber Campus
  - 28 Students enrolled

# ¿SNOITSEUQ

## Late Open Enrollment Numbers 2026-2027

*Early Open Enrollment November 15th - first Friday in February*

*Late Open Enrollment the second Monday in February - the Friday before school starts*

| | Grade | Accepted | Denied | Total Applications | Notes |
|---|---|---|---|---|---|
| **SSES** | Preschool | 0 | 0 | 0 | |
| | Kindergarten | 3 | 0 | 3 | |
| | 1st | 0 | 0 | 0 | |
| | 2nd | 1 | 0 | 1 | |
| | 3rd | 0 | 0 | 0 | |
| | 4th | 0 | 0 | 0 | |
| **SSMS** | 5th | 1 | 0 | 1 | |
| | 6th | 0 | 0 | 0 | |
| | 7th | 1 | 0 | 1 | |
| | 8th | 0 | 0 | 0 | |
| **SSHS** | 9th | 3 | 1 | 4 | Enrollment/Class Size |
| | 10th | 1 | 1 | 2 | Enrollment/Class Size |
| | 11th | 1 | 0 | 1 | |
| | 12th | 1 | 0 | 1 | |
| | | | | | |
| | ***TOTAL*** | ***12*** | ***2*** | ***14*** | |
| | **Grade** | **Accepted** | **Denied** | **Total Applications** | **Notes** |
| **Silver Summit** | Kindergarten | 0 | 0 | 0 | |
| | 1st | 1 | 0 | 1 | |
| | 2nd | 0 | 0 | 0 | |
| | 3rd | 1 | 0 | 1 | |
| | 4th | 1 | 0 | 1 | |
| | 5th | 0 | 0 | 0 | |
| | 6th | 1 | 0 | 1 | |
| | 7th | 1 | 0 | 1 | |
| | 8th | 0 | 0 | 0 | |
| | 9th | 1 | 0 | 1 | |
| | 10th | 1 | 0 | 1 | |
| | 11th | 1 | 0 | 1 | |
| | 12th | 1 | 0 | 1 | |
| | | | | | |
| | ***TOTAL*** | ***9*** | ***0*** | ***9*** | |

BOARD ACTION REQUESTED

# Permission to pursue a RAP Tax grant

South Summit Recreation requests authorization to apply for a $40,000 RAP Tax grant. This grant would be to modernize heavily used weight room equipment at **The Summit Recreation Center**.

**Total project value: approximately $40,000**

DECISION REQUEST

## Authorize South Summit Recreation to apply for the RAP Tax grant.

# Why this project matters

The weight room is one of the most consistently used spaces in the facility. The project would focus on equipment that sees the heaviest use and creates the most day-to-day value.

**1**

## Replace

Update pieces that are worn, aging, or no longer meeting current use patterns.

**2**

## Restore

Prioritize equipment based on need, safety, condition, and frequency of use.

**3**

## Expand

Add more of the pieces patrons use most so peak-time access improves.

**This is targeted reinvestment in a high-use community space, focused on the pieces that will make the most noticeable difference.**

# Funding plan and next step

## Estimated project structure

**$20K RAP Tax Grant**

**$20K Local Match**

South Summit Recreation has $30,000 in our current equipment budget. We propose using $20,000 of this budget to meet our 50% matching requirement.

- If more money were authorized, we would pursue a larger matching grant.

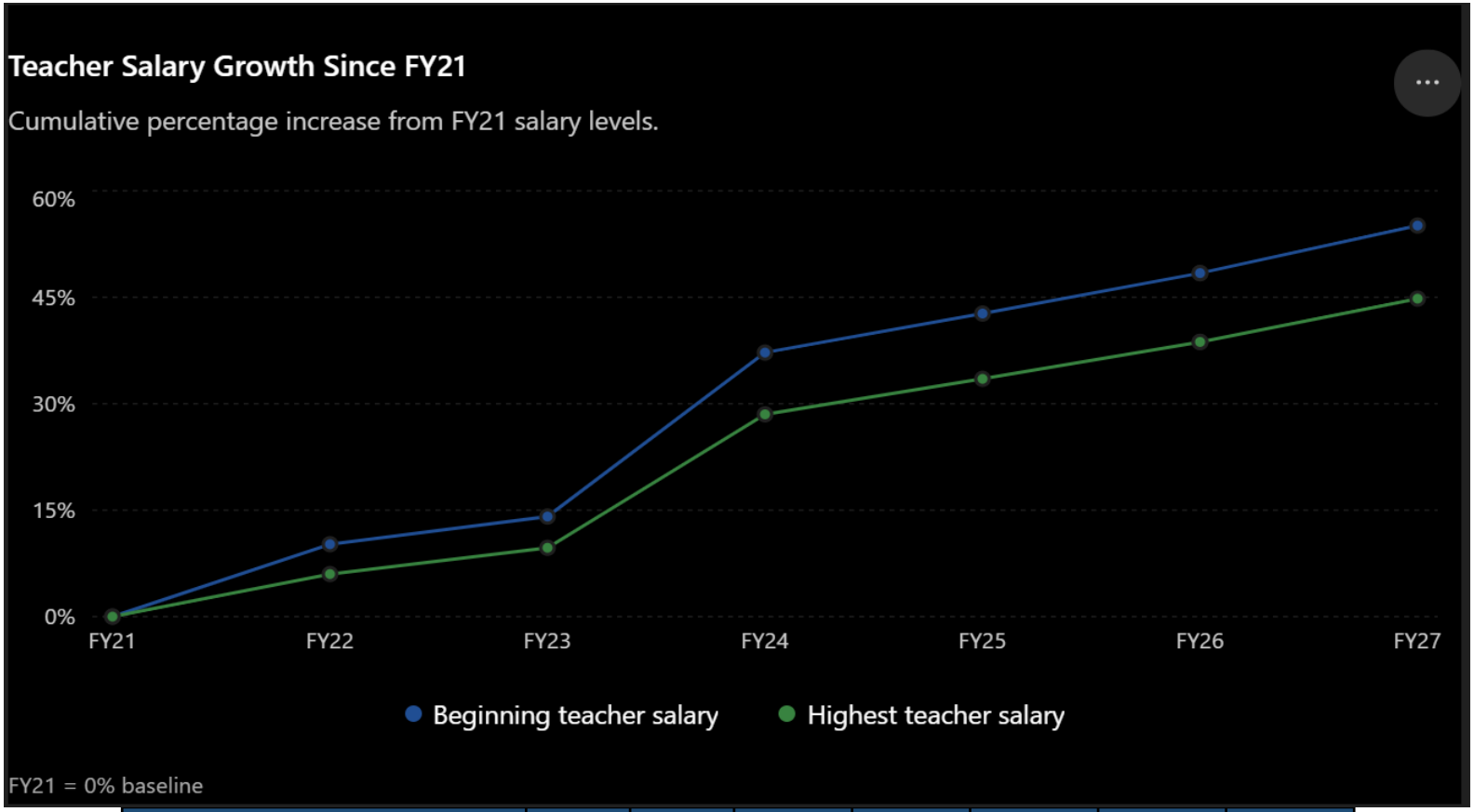
## How we reduce the local impact

- ✓ Use eligible payroll and in-kind labor where allowed as part of the match.
- ✓ Surplus replaced equipment and recover a small portion of project cost.
- ✓ Target purchases to the most heavily used and most needed pieces first.

## Recommended motion

Authorize South Summit Recreation to apply for a $40,000 RAP Tax grant for weight room equipment modernization, using a $20,000 local match.

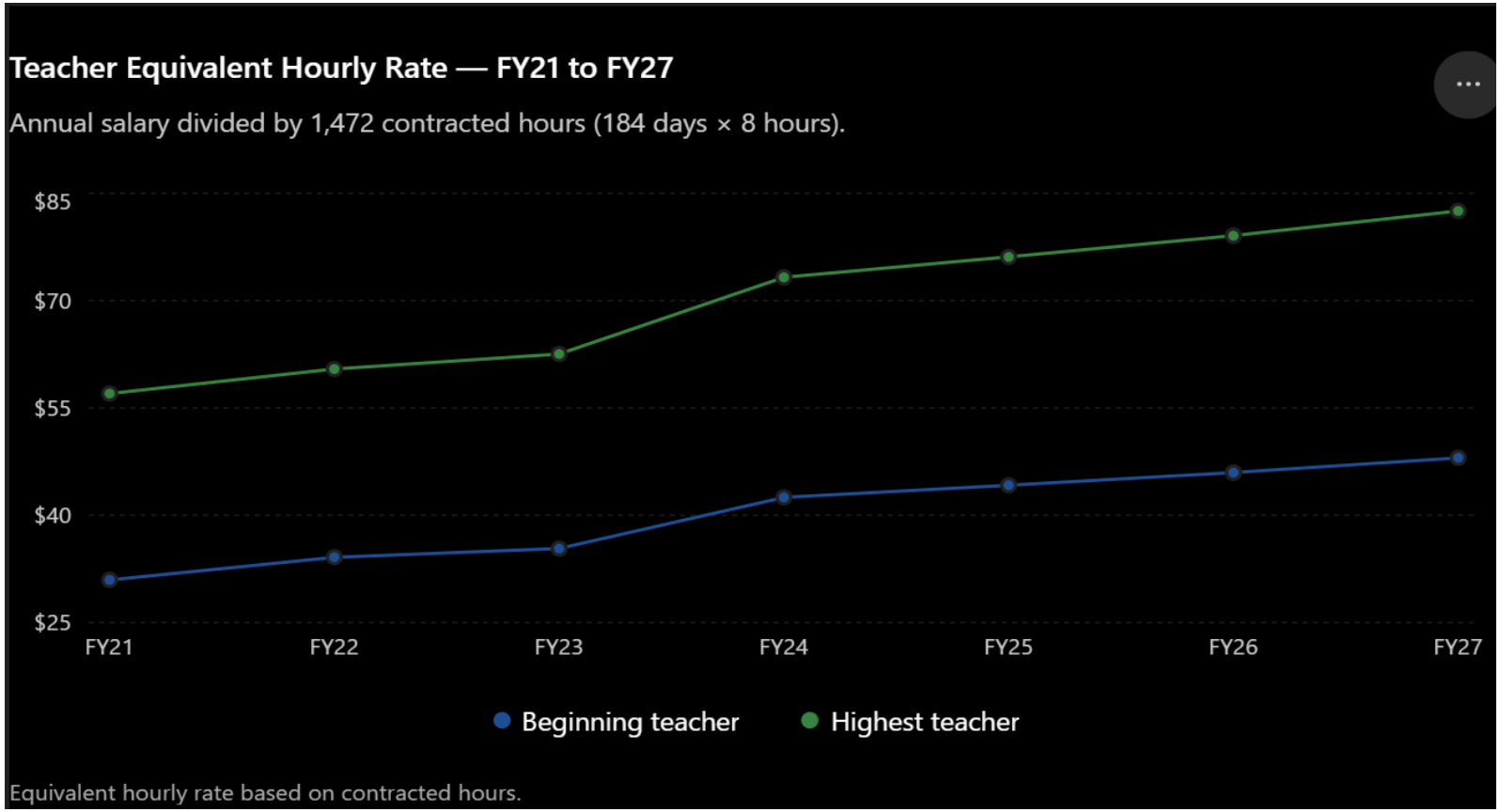
*Staff will return with final award details before purchases are made, if required.*



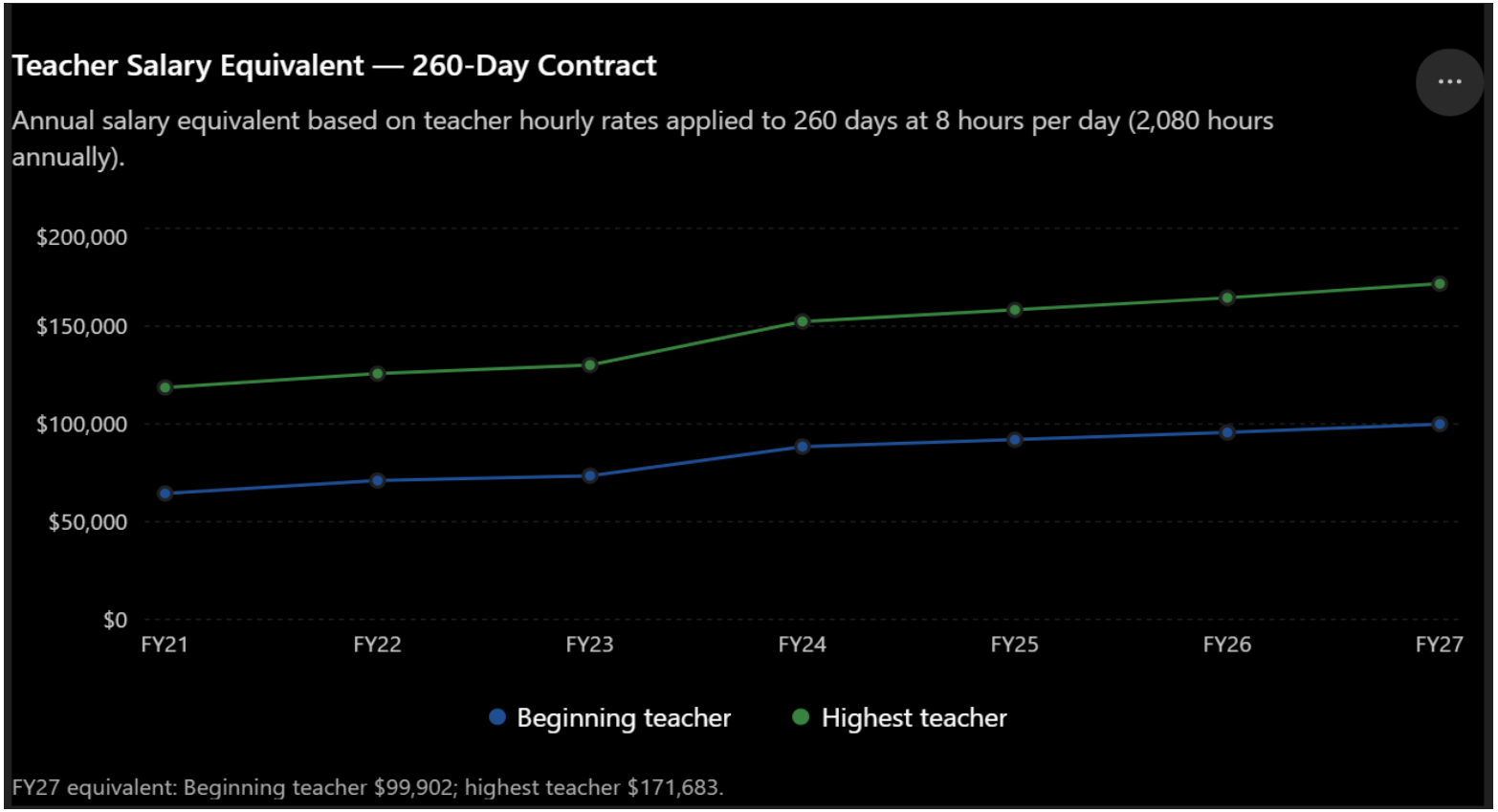

| Teacher Status | FY 21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 |
|---|---|---|---|---|---|---|---|
| Beg Teacher Salary | $45,578 | $50,241 | $51,999 | $62,549 | $65,051 | $67,653 | $70,698 |
| Highest Teacher Salary | $83,912 | $88,947 | $92,060 | $107,844 | $112,038 | $116,399 | $121,502 |

Beginning salary: **+$25,120 / +55.1%**

Highest salary: **+$37,590 / +44.8%**




| Teacher Status | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 |
|---|---|---|---|---|---|---|---|
| Beginning Teacher | $30.96 | $34.13 | $35.33 | $42.49 | $44.19 | $45.96 | $48.03 |
| Highest Teacher | $57.01 | $60.43 | $62.54 | $73.26 | $76.11 | $79.08 | $82.54 |




| Teacher Status | FY21 | FY22 | FY23 | FY24 | FY25 | FY26 | FY27 |
|---|---|---|---|---|---|---|---|
| Beginning Teacher | $64,397 | $70,990 | $73,486 | $88,379 | $91,915 | $95,597 | $99,902 |
| Highest Teacher | $118,581 | $125,694 | $130,083 | $152,381 | $158,309 | $164,486 | $171,683 |

To the Members of the South Summit School Board,

**Subject: Reasoning for Employee Pre-K Tuition Discount Strategy**

I am writing to respectfully submit the reasoning for the implementation of the 50% tuition reduction for the children of South Summit employees who enroll in the district's Pre-K programs. This benefit recognizes the extraordinary dedication of our staff, serves as a powerful talent retention tool, and directly supports the district's core mission of promoting early educational excellence.

## Reasoning behind the Action:

### 1. Talent Recruitment and Retention

Competitive compensation extends beyond salary. Offering discounted early childhood education provides a high-value, practical benefit that directly reduces the cost-of-living burden for our educators and support staff. At a time when school districts statewide face hiring challenges, a meaningful benefit like this makes South Summit a highly attractive workplace for high-performing teachers and staff.

### 2. Deepening Investment in the School Community

When our educators' own children attend early childhood programs within the district, it fosters a unique sense of shared investment and community. Staff members aren't just employees—they are directly invested parents within the very system where they work every day.

### 3. Seamless Educational Continuity

Children of district staff who enter our Pre-K programs gain an early, smooth transition into the South Summit ecosystem. They become familiar with the school culture, routines, and educational standards, setting a strong foundation for a seamless transition into Kindergarten and beyond.

### 4. Strong Return on Investment

Providing a 50% tuition reduction for employee children utilizes available capacity in Pre-K classrooms without adding significant incremental costs. In return, the district gains stronger staff loyalty, reduced turnover costs, and a tighter-knit school environment.

## Summary Table: Impact At-a-Glance

| Stakeholder | Direct Benefit |
|---|---|
| **District & Board** | Enhanced retention, competitive recruitment edge, and efficient classroom resource utilization |

| | |
|---|---|
| **School Staff** | Meaningful financial relief and convenient, quality early learning for their young children |
| **Students & Community** | Stronger school culture and an early head start on lifelong educational achievement |

Thank you for your time, leadership, and continued commitment to the growth and success of all children across the South Summit School District.

Sincerely,

Lisa Flinders

South Summit Elementary School

## 4021-A Concurrent Enrollment

### I. Definitions

a. Concurrent enrollment: enrollment in a course that allows a student to earn credit both towards high school graduation and at an institution of higher education.

b. Eligible institution: 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.

c. Eligible student: a student who

   i. is enrolled in and counted towards average daily membership in a school within the District,

   ii. has on file a plan for college and career readiness, and

   iii. is in grade 9, 10, 11 or 12.

d. Eligible instructor: 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 § 535E-10-307(1)(e)(i).

   *Utah Code § 53E-10-301(2), (4), (5), (6) (20242025)*

   *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)*

e. Designated institution of higher education: 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)*

## II. Establishing Concurrent Enrollment Courses

a. The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses.

b. The District and the institution of higher education must

   i. ensure that the course instructor is an eligible instructor,

   ii. establish qualifying academic criteria for enrollment in the course,

   iii. ensure that students enrolling are eligible students, and

   iv. coordinate advising of the eligible students.

c. 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.

d. 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 7, 202421, 2025)*

e. 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 7, 202421, 2025)*

f. 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 7, 202421, 2025)*

III. Registration

a. Students are responsible for registering with both the high school and the college.

IV. Fees

a. The student is responsible for expenses and arrangements associated with college enrollment as provided for in Utah Code § 53E-10-305.

b. Postsecondary tuition and participation fees charged to a concurrent enrollment student are not fees, as defined in Utah State Board of Education rule, and do not qualify for fee waivers.

c. All costs related to concurrent enrollment classes that are not tuition and participation fees are subject to a fee waiver.

d. 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.

e. Concurrent enrollment costs subject to fee waiver may include consumables, lab fees, copying, material costs and textbooks required for the course.

f. The district shall be responsible for the fee waiver.

g. 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 7, 202421, 2025)*

**V. Participation Form and Parental Permission**

a. 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,

i. submitted a completed participation form which includes the signature of the student's parent indicating permission to participate and

ii. 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)*

South Summit School District
*Achieving Excellence*

# Standardized Testing Procedures

**Procedure: 4060-A**

**Section: 4000 Instructional Program**

---

I. **Time Periods for Administering Statewide Assessments**

A. A District educator, trained employee, or third-party proctor shall administer statewide assessments required under Utah Admin. Rule R277-404-5 consistent with the schedule established by the State Superintendent and the District's assessment plan.

B. A District educator, trained employee, or third-party proctor shall complete all required assessment procedures before the end of the assessment window defined by the State Superintendent.

II. **Assessment Training**

A. Staff will use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors.

B. At least once each school year, the principal or designee will provide professional development for all educators, administrators, and assessment administrators (including third-party proctors) concerning guidelines and procedures for statewide assessment administration, including educator responsibility for assessment security and proper professional practices.

III. **School Responsibilities**

A. The District, school, or educator may not use a student's score on a statewide assessment (or a student's exemption from taking such an assessment) to prohibit a student from enrolling in an honors, advanced placement, or International Baccalaureate course. The District and school shall require an educator and assessment administrator and proctor (including a third-party proctor) to individually sign the testing ethics signature page acknowledging or assuring that the educator administers assessments consistent with ethics and protocol requirements.

B. All educators and assessment administrators shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the State.

C. All educators and assessment administrators and proctors shall securely handle and return all protected assessment materials, where instructed, in strict accordance with the procedures and directions specified in assessment administration manuals, District rules and policies, and the Standard Test Administration and Testing Ethics Policy.

## IV. Parental Right to Exempt Students from State Required Assessments

A. A parent has the right to exempt the parent's student from a statewide assessment. A student who is exempted from a statewide assessment may not be penalized (put in an unfavorable position or at a disadvantage) because of the exemption. This policy sets forth the required procedure for exemption and addresses related matters. The District may establish its own policy with regard to any assessments which are required by the District but are not statewide assessments, including whether a student can be exempted from District assessments and what consequences there are for taking or failing to take such an assessment.

~~V. Exception Regarding Basic Civics Test~~

~~A.~~V. ~~A student must pass the basic civics test in order to receive a high school diploma, as provided in Utah Code § 53E-4-205(2) and Utah Administrative Rules R277-700-8(2)(b)(i). A parent may exempt the parent's student from taking the basic civics test, but the student may not graduate without successfully completing that test requirement, notwithstanding the prohibition on penalizing a student exempted from state required assessments.~~

**Commented [1]:** There is no longer a requirement for a Civics Test

## VI. Exemption Procedure

A. To exempt a student from one or more statewide assessments, the parent shall, on an annual basis, fill out the Parental Exclusion from State Assessment form and deliver it to the principal or the District at least one day before the beginning of any assessment from which the student is to be exempted. (In the discretion of the District, and upon parental request, the District may exempt a student from a statewide assessment when the form is delivered less than a day before the assessment begins.) The form may be delivered by email, mail, or in person. The form is available at https://schools.utah.gov/assessment. (The District may create a District-specific form if that form lists the District required assessments from which the student may be exempted and the form also contains the information described in the Parental Exclusion from State Assessment form.)

## VII. Additional Requirements

A. The following standards apply to parental exemptions

1. Students may not be given non-academic rewards for participation in a statewide assessment or for performance on a statewide assessment. Teachers may use student scores on statewide assessments to improve the student's academic grade or to demonstrate the student's competency within a relevant course.

2. A teacher, principal, or other District administrator may contact a parent to verify that the parent submitted a Parental Exclusion from State Assessment form.

3. A parent may be requested, but may not be required, to meet with a teacher, principal, or other District administrator regarding the parent's request to exclude the parent's student from taking a statewide assessment.

4. The student's parent shall, consistent with the protection of student privacy, be provided the student's individual test results and scores.

5. If a student who has been exempted from participating in a statewide assessment is in attendance during test administration, the student shall be provided with an alternative learning experience.

6. A student who has been exempted from participation in a statewide assessment may be allowed to be physically present in the room during test administration.

## VIII. District Employee Compliance with Assessment Requirements, Protocols, and Security

A. Teachers, administrators, and all District personnel shall not:

1. Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or District standardized assessment policy or procedure, or violate any procedure specified in the State Board testing ethics policy;

2. Fail to administer a state-required assessment;

3. Fail to administer a state-required assessment within the designated assessment window;

4. Submit falsified data;

5. Allow a student to copy, reproduce, or photograph an assessment item or component; or

6. Knowingly do anything that would affect the security, validity, or reliability of standardized assessment scores of any individual student, class, or school.

B. A school employee or third-party proctor shall promptly report an assessment violation or irregularity to a building administrator and testing coordinator.

C. An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Commission or Board disciplinary action consistent with Utah Admin. Rules R277-217.

D. All assessment material, questions, and student responses for required assessments are designated protected, consistent with Utah Code § 63G-2-305, until released by the State.

E. The District shall ensure that all assessment content is secured so that only authorized personnel have access and that assessment materials are returned to the State following testing.

F. An individual educator, third-party proctor, or school employee may not retain or distribute test materials, in either paper or electronic form, for purposes inconsistent with ethical test administration or beyond the time period allowed for test administration.

IX. **Reporting Assessment Results**

A. UTREx data will be updated using the processes and according to the schedules determined by the State. The District will ensure that any computer software for maintaining or submitting District data is compatible with data reporting requirements established in R277-484. The District shall ensure that all statewide

assessment data have been collected and certify that the data are ready for accountability purposes no later than July 12. The District shall verify that it has satisfied all the requirements of the State Superintendent's directions regarding data exchange and reporting requirements.

X. **Referral to State Board for Violation**

A. Any employee violating this policy shall be subject to adverse employment action, including, but not limited to, termination of employment, and any such educator shall be referred to the Utah Professional Practices Advisory Commission of the State Board of Education for possible disciplinary action.

Cross Reference: Policy 4060

Legal References:

Utah Admin. Rule R277-404-5
~~Utah Admin. Rules R277-404-4(3) (July 22, 2022)~~
~~Utah Admin. Rules R277-404-5(8), (9), (10) (July 22, 20~~
~~Utah Admin. Rules R277-404-5(5), (6), (7) (July 22, 202~~
~~Utah Admin. Rules R277-404-7(1), (2), (6) (July 22, 202~~
Utah Admin. Rules R277-700-8(2) (August 12, 2021)
~~Utah Code § 53E-4-205(2)~~
Utah Admin. Rules R277-404-7(3)(c) (July 22, 2022)
~~Utah Admin. Rules R277-404-7(4) (July 22, 2022)~~
~~Utah Admin. Rules R277-404-7(5),(7) to (11)(July 22, 20~~
Utah Code § 53E-4-303(4)(b) (2021)
~~Utah Code § 53E-4-304(3) (2019)~~
Utah Code § 53E-4-305(4) (2019)
Utah Admin. Rules R277-217
Utah Code § 63G-2-305
Utah Admin. Rules R277-484
Utah Admin. Rules R277-404-9 (July 22, 2022)

South Summit School District
*Achieving Excellence*

Link to State Assessment Parental Exclusion Forms

Adopted Date: December 14, 2023
Last Reviewed Date: 1/12/2026
Last Revised Date: 1/12/2026
Prior Revised Dates:

South Summit School District
Achieving Excellence

**Student Attendance Procedures**

**Policy: 6005-A**

**Section: 6000 Students**

---

I. **Definitions**

A. Absence or absent: The failure of a student assigned to a class or class period to attend at least half of thea class or class period for a given day or class period. ~~Absence or absent does not mean multiple tardies used to calculate an absence for the sake of a truancy.~~

*Utah Admin. Rules R277-607-2(1)*

*Utah Code § 53G-6-201(1) (2026)*

B. Approved School Activity: An activity sponsored by the school and approved by the school's administration. A student may attend an approved school activity as a member of a team, class, club, or group. Approved school activities are excused absences, however, students are responsible to complete any missed schoolwork.

C. Attendance validated program: ~~–~~ An educational program where a student receives direct teacher interaction and instruction and student participation is measured by physical or virtual attendance at scheduled instructional periods.

~~C.~~ Utah Code § 53F-2-102(1) (2026)~~A program within the District that consists of eligible, enrolled public-school students who physically attend school in a brick-and-mortar school.~~

D. Blended learning program– A formal education program under the direction of the District in which a student learns through an integrated experience that is in part:

1. Through online learning, with some element of student control over time, place, path, or pace; and

2. In a supervised brick-and-mortar school away from home.

E. Brick and mortar school– A school where classes are conducted in a physical school building.

F. Chronic absenteeism- a student has missed 10% or more of days enrolled, for any reason.

Utah Admin. Rules R277-607-2(1) (August 8, 2023)

G. Competency-based learning program– An education program that provides instruction through competency-based education as defined in Utah Code Ann. § 53F-5-501

H. Excused absence or Valid Excuse: A student's absence from school that has been excused by the school administration for any of the following reasons:

1. An illness, which may be either mental or physical;

2. Mental or behavioral health of the school-age child;

3. The death of a family member or close friend;

4. An approved school activity;

5. A medical, dental, or orthodontic appointment;

6. 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

7. Any other reason established by the district as valid.

a. 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.

~~6.~~ 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 an absence for that reason.~~A family emergency;~~

~~7. A family event; OR~~

8. An absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.

9. 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.

10. Schools may not require documentation from a medical professional for an absence due to mental or physical illness.

~~Utah Code § 53G-6-201(13) (2024)~~
Utah Code § 53G-6-205 (2021)
Utah Code § 53G-6-803(5) (2020)
Utah Admin. Rules R277-607-2(8) (March 10, 2025)

I. Intervention: a series of non-punitive and increasingly frequent and individualized activities that are designed to create a trusting relationship between teachers, students, and parents, improve attendance, improve academic outcomes, and reduce negative behavior referrals. It can include mentorship programs, family connection to community resources, academic support through small group or individualized tutoring or similar methods, and teaching executive function skills (planning, goal setting, understanding and following multi-step directions, and self-regulation).

Utah Admin. Rules R277-607-2(4) (March 10, 2025)~~*Utah Admin. Rules R277-607-2(2)* (August 8, 2023)~~
~~Utah Code § 53G-6-206(1) (2024)~~

J. Parent: The natural or adoptive father and/or mother of a student, the custodial parent of the student, a legally appointed guardian of a student, or any other person purporting to exercise any authority over the student which could be exercised by a person described above.

K. Learner validated enrollment measurement: A methodology used to establish a student's membership or enrollment status for purposes of generating membership days.

L. Learner validated program: A program within the District that consists of eligible, enrolled public-school students where the student receives instruction through:

1. An online learning program;

2. A blended learning program; or

3. A competency-based learning program

M. Mental health - a person's emotional, psychological, and social well-being which can affect how a person thinks, feels, and acts including how a person handles stress, relates to others, and makes healthy choices.

Utah Admin. Rules R277-625-2(2) (November 7, 2022January 10, 2024)

N. Reasonably Accommodate: When a school makes its best effort to enable a parent to exercise a parental right specified in Utah Code without substantial impact to staff and resources, including employee working conditions, safety and supervision at school and for school activities, and the efficient allocation of expenditures; and while balancing (1) parental rights, (2) educational needs of the students, (3) the academic and behavioral impacts to a classroom, (4) a teacher's workload, and (5) the assurance of the safe and efficient operation of a school.

O. Tardy: When a student arrives at a class after the tardy bell has rung. Tardiness is considered a disciplinary issue as well as an attendance issue. If a student arrives to class after more than one half (1/2) of the total class period has expired, the tardy will be considered an

"absence" for that class period. It is the responsibility of any student who is tardy to meet with the teacher either during or following the class period to ensure that theyhe/she were marked appropriately. Each school may develop additional policies and procedures for dealing with tardiness as per section 10 of this policy.

P. Truant: a student is absent without a valid excuse for at least 50% of the instructional student's school day. A student may not be considered truant under this policy more than one time during one day.

Q. Habitual truant: a school-age child who is in grade 7 or above (unless the child is less than 12 years old) who has not been exempted from school attendance and either is truant at least 20 days during one school year or fails to cooperate with the school's efforts to resolve the attendance problem as provided in this policy.
Q.

Utah Code § 53G-8-211(1)(c) (2026)*Utah Code § 53G-8-211(1)(b) (2025)Utah Code § 53G-8-211(1)(b) (2025)*

*Utah Admin. Rules R277-607-2(3) (March 10, 2025)Utah Admin. Rules R277-607-2(3) (March 10, 2025)*

*R. Chronic Absenteeism: a student who was enrolled in the District for at least 60 calendar days has missed 10% or more of instruction days whether the absence was excused or unexcused.*

## II. **Attendance Requirement**

A. Students are required to attend each period for each class in which they are enrolled unless excused as provided in this policy.

B. Students are required to arrive on time to each class in which they are enrolled and remain until the class ends unless excused as provided in this policy.

C. Violation of this policy may result in the actions described in sections VI, VII, & VIII

## III. **Frequency and Location of Learner Validated Attendance**

A. Learner validated attendance will be taken daily and reviewed and updated weekly on the last school day of each week. Learner validated attendance will be entered as follows:

1. Daily attendance will be entered into the Student Information System (SIS) in adherence to District Policy.

2. Students physically in attendance will be marked present. Students not physically in attendance will be marked as absent. Excused attendance will be adjusted by the front office.

## IV. **Procedures for Excusing an Absence**

A. The decision to mark an absence "excused" is made by the school administration, consistent with this policy. Parent acknowledgment~~acknowledgement~~ of an absence for a reason other than a reason described in subsection IV. B & C does not excuse the absence.

B. Parents may request that an absence be excused. To do so, the parent must contact the school and provide the reason for the absence. Failure to provide one of the reasons listed in subsection I.H will result in the absence being documented as unexcused. If possible, parents should contact the school prior to the absence, but for the request to be considered, the parent must provide the reason and make the request within two (2) school days following the absence. The two (2) school day time limit, however, does not extend beyond the end of the term. All requests for excused absences must be made by the last day of each term. Parents requesting that an absence be excused after the two (2) school day limit or beyond the last day of the term must follow the due process procedures outlined in Section IX of this policy.

C. Students having excused absences exceeding all or part of five (5) school days due to a stated illness may be required to provide a doctor's note specifically addressing the dates the student was absent from school.

D. School administrators shall reasonably accommodate a written request of a student's parent or guardian to excuse the student from attendance for a family event or visit to a health care provider, without obtaining a note from the provider. Administrators may evaluate

requests to approve extended or excessive absences. Such absences may be excused so long as the absences do not negatively impact the academic progress of the student or otherwise fall outside the scope of a reasonable accommodation as defined in Section I.N above. Students are required to complete make-up work missed due to an excused absence. Schools may offer positive incentives for students to attend schools.

E. School administrators have authority to grant exceptions to the above procedures in situations involving unforeseen circumstances.

## V. **Checking out of School**

A. Any student who leaves school during the school day is required to check out at the attendance office. In order for the absence to be validly excused, the student must present a note from their~~his/her~~ parent or must contact their~~his/her~~ parent at that time in order to document the reason for the absence. If the student does not check out at the attendance office, the absence will be unexcused. In an emergency, a school administrator may approve the checkout at the time, pending parental confirmation by telephone or note. When a student checks out and leaves the school for a legitimate purpose and then returns to school later in the day, they~~he/she~~ are required to check in at the attendance office.

## VI. **School Responsibilities**

A. Notification

1. Each school shall notify students and parents of this policy and any local school attendance and/or tardy policies and procedures every year. The policies, or a summary thereof, may be included in the school's student handbook.

2. Teachers, or other employees as assigned, will monitor and record student absences and tardies in the District's student information system (SIS) each school day.

3. Parents will be notified each day if the student was absent that day.

B. School Procedures

~~1.~~ Each school in the District shall establish procedures to promote regular attendance and resolve school absenteeism and truancy issues which are consistent with this policy. These procedures shall include processes to monitor for chronic absenteeism and to implement interventions for students with chronic absenteeism which are appropriate for the particular circumstances and needs of the school's students and the school. District administration shall provide support to schools in establishing procedures and in implementing efforts to promote regular attendance.

1. Utah Admin. Rules R277-607-3(1)(a)(ii) (March 10, 2025)

2. Each school in the District shall regularly review student attendance data to identify students at risk of chronic absenteeism, implement tiered interventions for students with attendance concerns, notify parents within two instructional days of a student's unexcused absence (including the total number of unexcused absences for the school year), and maintain accurate and timely attendance records in the student information system. The District shall ensure that the student information system accurately captures and reports student enrollment, attendance, and membership data, including by conducting an annual internal review of attendance data accuracy.

Utah Code § 53G-6-206(5) (2026)
*Utah Code § 53G-6-214(1) (2026)*

3. Each school in the District shall provide annual training to all relevant staff on attendance policies and procedures and shall clearly communicate attendance expectations and consequences to parents and students. The Board of Education shall review relevant attendance data, annually evaluate the effectiveness of attendance interventions, ensure adequate resources are allocated for attendance monitoring and intervention programs, and approve any changes to attendance policies in a public meeting.

Utah Code § 53G-6-215 (2026)

C. Attendance Concern Letter

1. A school shall mail an Attendance Concern Letter to the parent of a student who has five (5) truancies during the current school

year.

2. A school may mail an Attendance Concern Letter to the parent of a student who has fewer than five (5) truancies during the current school year.

3. A Concern Letter should inform the parent of the student's unexcused absences, request the parent's help in solving the attendance problems, and inform the parent of possible school action if the truancies continue.

## VII. **Response to Truancy Grades 1-6 ~~(Effective June 2022)~~**

### A. Notice of Compulsory Education Violation

1. A Notice of Compulsory Education Violation shall be issued to the parent of a student in grade one (1) through six (6) who has ten (10) truancies during the current school year.

2. A Notice of Compulsory Education Violation may be issued to the parent of a student in grade one (1) through six (6) who has fewer than ten (10) but at least five (5) truancies during the current school year.

3. The Notice of Compulsory Education Violation must be served on the parent by personal service or certified mail and shall contain the notifications and provisions required by Utah Code § 53G-6-202 (2021) including:

    a. Directing the parent to meet with school authorities to discuss the student's truancies;

    b. Directing the parent to cooperate with the school in securing regular attendance by the student;

    c. Designating the school authorities with whom the parent is required to meet; AND

    d. Informing the parent that it is a class B misdemeanor for the parent to intentionally or without good cause: (a) fail to meet with the designated school authorities to discuss

the student's attendance problems; or (b) fail to prevent the student from being truant five (5) or more times during the remainder of the current school year.

4. School officials shall meet with parents following the issuance of a Notice of Compulsory Education Violation. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

    a. Providing appropriate counseling services to the student;

    b. Making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;

    c. Considering alternatives proposed by the parent;

        i. Incorporating attendance in school-age child's course score or grade;

    d. Providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.

5. The District shall report violations of this policy to the appropriate city, county, or district attorney. The District shall maintain records of each notice of compulsory education violation that is issued and any resulting referrals and general outcomes.

~~5.~~6. Parents may contest the Notice of Compulsory Education Violation in accordance with due process procedures set forth in section IX of this policy.

B. Report to Division of Child and Family Services

1. If school personnel have reason to believe that, after a notice of compulsory education violation is issued, the parent has failed to make a good faith effort to ensure that the student receives an appropriate education, the issuer of the compulsory education violation shall report to the Division of Child and

Family Services:

a. Identifying information of the student and the parent who received the notice of compulsory education violation;

b. Information regarding the longest number of consecutive school days the student has been absent or truant from school and the percentage of school days the student has been absent or truant during each relevant school term;

c. Whether the student has made adequate educational progress;

d. Whether the requirements for resolving attendance problems, as detailed in Utah Code 53G-6-206~~Ann.~~, have been met;

e. Whether the student is two or more years behind the school's age group expectations in one or more basic skills; and

f. Whether the student is receiving special education services or systematic remediation efforts.

## VIII. **Response to Truancy Grades 7-12 ~~(Effective June 2022)~~**

### A. Notice of Truancy

1. A Notice of Truancy shall be mailed to or served on the parent of a student who is in seventh grade or above and at least twelve (12) years old who has ten (10) truancies during the current school year. A Notice of Truancy may be mailed to or served on the parent of a student who is in seventh grade or above and at least twelve (12) years old who has fewer than ten (10) but at least five (5) truancies during the current school year.

2. The Notice of Truancy shall contain the notifications and provisions required by Utah Code Including the following:

a. Identifying each of the five (5) or more dates when the students was truant.

b. Directing the parent to meet with school authorities to discuss the student's truancies; and

c. Requesting the parent to cooperate with the school in securing regular attendance by the student.

3. Following the issuance of a Notice of Truancy, school officials shall meet with parents and students, as appropriate. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problems:

a. Providing appropriate counseling services to the student;

b. Making any necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student;

c. Incorporating attendance into the student's course score and grade ~~if that is determined to be appropriate through an individualized plan developed by the student's parent and teacher with written consent from the parent and with the parent having the right to revoke the consent at any time~~;

d. Considering alternatives proposed by the parent;

e. Providing, upon request, a list of resources available to assist the parent in resolving the student's attendance problems.

f. Monitoring of attendance by parents and the school.

4. Parents may contest the Notice of Truancy in accordance with the due process procedures set forth in section IX of this policy.

~~4.~~5. The school shall maintain records of each notice of truancy issued and any resulting referrals and general

outcomes.

B. Law Enforcement and Court Referral

1. The School Administrator may refer a student who is in grade 7 or above to a law enforcement officer or agency if the student fails to participate in prevention and early intervention youth services.

2. If a student is referred to a court or a law enforcement officer or agency, the school administrator shall continue to engage with the student and the student's family through the court process.

3. The school administrator shall include the following in the referral to court or law enforcement:

    a. Attendance records for the student;

        i. A report of the evidence-based alternative interventions used by the District before the referral and any action taken by the school, including the outcomes of each intervention;

        ii. The name and contact information of the school administrator;

        iii. A report from the Division of Juvenile Justice Services that demonstrates the student's failure to complete or participate in prevention and early intervention youth services; and

        iv. Any other information that the school considers relevant.

## IX. **Due Process**

A. A parent may, within ten (10) school days, appeal an unexcused absence, a Notice of Compulsory Education Violation, or a Notice of Truancy. All appeals shall be in writing and shall be made to the person from whom the notice came. If no appeal is made within the timeline set forth above, the action described in the notice is final. In

the event of an appeal, the parent is entitled to the following:

1. Within ten (10) school days from the date of the appeal, the parent, student (when appropriate), teacher (if necessary), and a school administrator shall meet in an effort to resolve the matter.

2. In the event the matter is not resolved at the meeting with the school administrator, the parent may request the matter to be reviewed by a school multi-disciplinary team. The school administrator shall meet with the school multi-disciplinary team who will render a decision on the matter.

3. In the event the matter is not resolved with the multidisciplinary team, the parent may request a meeting with the Superintendent. The decision of the Superintendent is final.

B. For matters concerning suspensions, expulsions, or Board releases, parents are entitled to the appropriate due process procedures set forth in Policy 6029 - Safe and Orderly Schools.

X. **Unenrollment after Ten Consecutive Truancies**

A. Under Utah Administrative Code, the District may not keep a student enrolled if the student has unexcused absences during all of ten (10) consecutive school days. This provision is often referred to as the "10-day drop rule."

B. If a student accumulates ten (10) consecutive unexcused absences and neither the student nor the parent has made contact with or responded to contact from school officials to provide a reason for the absences, the school administrator or designee shall withdraw the student from enrollment in the District, subject to the following:

1. As described in paragraph IV.A, a school administrator or designee may excuse an absence for a reason listed in subsection I At the administrator's discretion, the absence may be excused regardless of whether the parent-initiated contact with the school or requested that the absence be excused, so long as the administrator has reason to believe the absence is excusable under section IV D & E

2. Before un enrolling a student under this section, a school administrator or designee shall make a good faith effort to contact the parent to determine the reason for the absences.

3. A student receiving special education or related services under Policy 4030 – Special Education Policy and General Provisions may not be unenrolled without approval of the Director of Special Education.

4. When a student is withdrawn from enrollment under this section, the school shall notify the parent via letter or email at the last known address that the student's enrollment has been withdrawn. The letter should notify the parent of the dates of the student's absences and the school's previous attempts at contacting the parent, and it should also inform the parent that the school is required by law to withdraw the student's enrollment.

## XI. Student Travel/Family Activities

A. Parents wishing to have their student participate in family travel or activities that will require the student to miss between four and ten consecutive days of school must notify the principal or designee to make prior arrangements with the principal for the student's absence.

1. The principal will determine if these extended absences will adversely impact the student's education. While some assignments may be made up~~made-up~~, some class experiences cannot be replicated, and a student's progress may suffer. Teachers may offer alternative assignments for classroom activities that cannot be replicated.

2. Regardless of prior arrangements, if a student's excused absence exceeds ten days, at the principal's discretion, the student may be withdrawn from school

    a. A student who has been withdrawn by the principal may be re-enrolled when the student returns to school.

## XII. Reporting to the State Board of Education

A. The District shall annually report to the State Board of Education (a) the number of absences with a valid excuse and (b) the number of absences without a valid excuse.

~~Utah Code § 53G-6-206(7) (2024)~~
Utah Admin. Rules R277-607-3(2) (March 10, 2025)

**Cross Reference:**
Policy 6005
Policy 6006

Legal References:
Utah Code Ann. § 53F-5-501

Adopted: February 10, 2022
Last Revised: 9/8/2025
Last Reviewed: 9/8/2025
Prior Revised Dates: 4/25/2022, 08/10/2023, 1/16/2025

South Summit School District
Achieving Excellence

# Student Fees and Fines

**Procedure 6007-A**

**Section: 6000 – Students**

---

## I. Definitions

A. Fee:

1. something of monetary value

2. requested or required as a condition to a student's full participation in or admission to

3. an activity, class, or program which is provided, sponsored, or supported by a school.

4. It does not include money or something of monetary value raised by a student or the student's family through fundraising.

~~Utah Code § 53G-7-501(7)(a), (c)(v) (2025)~~
~~Utah Admin. Rules R277-407-2(5) (July 8, 2025)~~

B. Something of monetary value: a charge, expense, deposit, rental, fine, or payment (regardless of how it is described) in the form of money, goods, or services, whether it is directly or indirectly requested or required.

~~Utah Code § 53G-7-501(7)(a) (2025)~~
~~Utah Admin. Rules R277-407-2(24)(a) (July 8, 2025)~~

1. Payments to a third party providing a part of a school activity, class, or program; and

2. A fine, unless that fine is within the scope of the definition in Non-Fee Charges, below.

   ~~Utah Code § 53G-7-501(7)(b) (2025)~~
   ~~Utah Admin. Rules R277-407-2(24)(b) (July 8, 2025)~~

3. It does not include a payment or charge for damages which may be reasonably attributed to normal wear and tear.

   ~~Utah Admin. Rules R277-407-2(24)(c) (July 8, 2025)~~

4. Requested or required as a condition of a student's participation: impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:

   a. Fully participate in school or in a school activity, class or program;

   b. Successfully complete a school class for the highest grade; or

   c. Avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:

      i. Peer pressure, shaming, stigmatizing, bullying, or the like; or

      ii. Withholding or curtailing any privilege that is otherwise provided to any other student.

~~Utah Admin. Rules R277-407-2(19) (July 8, 2025)~~

C. Provided, sponsored or supported by a school: an activity, class, program, club, camp, clinic, or other event that:

1. Is authorized by the District or a District school, according to Board policy; or

2. Satisfies at least one of the following conditions:

   a. It is managed or supervised by the District, a District school, or a District employee in the capacity of their District employment;

   b. It uses, more than inconsequentially, District or a District school's facilities, equipment, or other resources; or

   c. It is supported or subsidized, more than inconsequentially, by public funds, including school activity funds or minimum school program dollars.

3. Is not a noncurricular club as defined by Policy 6062.

   ~~Utah Admin. Rules R277-407-2(16) (July 8, 2025)~~

4. This definition applies regardless of the time or season of the activity, class, or program (for example, summer camps or clinics are sponsored by a school if the foregoing requirements are met).

   ~~Utah Admin. Rules R277-407-4(4) (July 8, 2025)~~

D. Personal Student Supply: For a secondary student, an object, tool, material, or supply that is the personal property of a student which, regardless of the use of the supply in the

instructional process, is also commonly purchased and used by persons not enrolled in the class or activity in question and has a high probability of regular use in other than school-sponsored activities.

1. It includes pencils, paper, notebooks, crayons, scissors, standard gym clothing and any similar personal or consumable supplies over which a student retains ownership.

2. It excludes any such items if, to create a uniform appearance not related to basic function, the school imposes specific requirements such as brand, color or a special imprint.

~~Utah Code § 53G-7-501(13) (2025)~~
~~Utah Admin. Rules R277-407-2(15) (July 8, 2025)~~

E. Fee Course: a course that is not a non-fee course.

~~Utah Code § 53G-7-501(8) (2025)~~

F. Non-fee Course: a course that results in course credit or a course grade within the core standards the Utah State Board of Education establishes for:

1. English language arts;

2. Health education;

3. Mathematics;

4. Science; and

5. Social studies.

~~Utah Code § 53G-7-501(12) (2025)~~

G. Textbook: instructional material necessary for participation in an activity, course or program, regardless of the format of the material. It excludes school equipment, instructional equipment and instructional supplies. It includes:

1. Hard copy book or printed pages of instructional material, including a consumable workbook; and computer hardware, software, or digital content.

~~Utah Code § 53G-7-501(19) (2025)~~

H. Common education expense: an expense the District incurs that is related to the delivery of instruction for all courses, unrelated to a specific course, program or activity. Such expenses include the costs of employing educators and staff, providing capital facilities, and operation and maintenance costs.

~~Utah Code § 53G-7-501(1) (2025)~~

I. Instructional equipment: an activity, course, or program-related tool that a student is required to use as part of an activity, course, or program in a secondary school and becomes the property of the student upon exiting the activity, course, or program. This excludes school equipment, an instructional supply, and a personal student supply for a secondary student.

~~Utah Code § 53G-7-501(10) (2025)~~

J. Instructional supply: a non-reusable or a consumable material or supply that is necessary to use, expend, or deplete as a component or element of an activity, course, or program in a secondary school. This excludes a personal student supply for a secondary student.

~~Utah Code § 53G-7-501(11) (2025)~~

K. School equipment: a durable, reusable machine, equipment, facility, or tool owned by a secondary school and used by a student as part of an activity, course, or program in a secondary school. For example, it includes a saw or a 3D printer.

~~Utah Code § 53G-7-501(15) (2025)~~
~~Utah Admin. Rules R277-407-2(23) (July 8, 2025)~~

L. Course: an activity, course, or program conducted primarily during school hours and that the District provides, sponsors or supports, and intends to deliver instruction, including a course in which a student is required to enroll as a condition of participation in a separate extracurricular activity.

~~Utah Code § 53G-7-501(2) (2025)~~

M. Regular school day: the same as school day as defined in Utah Administrative Code R277-419-2.

~~Utah Admin. Rules R277-407-2(18) (July 8, 2025)~~
~~Utah Admin. Rules R277-419-2(30) (February 7, 2025)~~

N. Extracurricular activity: an activity or a program that is not a course and is provided, sponsored or supported by the District or a District school and is not a noncurricular club.

~~Utah Code § 53G-7-501(6) (2024)~~

O. School trip: a school-sponsored travel activity of two or more nights that requires a student to pay a fee for participation in the activity, except it does not include such a travel activity when the travel is associated with an in-state activity sponsored by the Utah High Schools Activities Association or other association as defined in Utah Code § 53G-7-801.

~~N.~~P. Action plan: a written agreement between a principal and a student that outlines specific, reasonable steps the student will take to contribute to the school or community in exchange for a fee waiver for a second school trip.

II. **Non-Fee Charges:** Certain items of monetary value provided in connection with students and schools are not considered fees.

A. Student Fines A student fine is not a fee if it is specifically approved by the District and is imposed for one of the following:

1. Failing to return school property;

2. Losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior (including defacing or damaging school property); or

3. Improper use of school property (including a parking violation).

~~Utah Code § 53G-8-212 (2021)~~
~~Utah Code § 53G-7-501(7)(c)(i) (2025)~~
~~Utah Admin. Rules R277-407-2(24)(b)(iv) (July 8, 2025)~~

4. When fines have been assessed to a student for damaging or losing school property, the school shall not exclude the student from school for nonpayment but may withhold a transcript or diploma to obtain payment of such charges pursuant to the Board policy regarding defacing or damaging school property. However, a school may not withhold student records which are required for student enrollment or placement in a subsequent school. In addition, if the Department of Health and 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 nonpayment of damages.

~~Utah Code § 53G-8-212 (2021)~~
~~Utah Admin. Rules R277-407-9(10), (11) (July 8, 2025)~~

B. Student Records: A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. However, no charge may be imposed for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.

~~Utah Admin. Rules R277-407-6(8)(b), (c) (July 8, 2025)~~

C. Non-Waivable Charges: A cost, payment, or expenditure that falls into one of the following categories is not a fee.

1. A personal discretionary charge or purchase, including:

   a. A charge for insurance, unless the insurance is required for a student to participate in a school activity, class, or program;

   b. A charge for college credit from an institution of higher education or post-secondary related courses~~relating to successful completion of a concurrent enrollment class or an advanced placement examination~~; or

   c. A charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item (unless requested or required by the school or District).

   d. A charge which is subject to sales tax.

   e. A charge for school lunch or breakfast.

f. A deposit that is a pledge securing the return of school property which is refunded upon return of the property.

g. A charge for a replacement for damaged or lost school equipment or supplies.

~~Utah Admin. Rules R277-407-2(14) (July 8, 2025)~~
~~Utah Admin. Rules R277-407-3(9) (July 8, 2025)~~
~~Utah Code § 53G-7-501(7)(c), (11) (2025)~~

D. Donations of Supplies to an Elementary School

1. An elementary school or elementary school teacher may compile and provide to a student's parent a suggested list of supplies for use during the regular school day so that a parent may furnish, only on a voluntary basis, the listed supplies for student use. Such a list must include and be preceded by the following language:

a. NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS, OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.

~~Utah Admin. Rules R277-407-3(1)(c), (6) (July 8, 2025)~~
~~Utah Code § 53G-7-503(2)(b) (2025)~~

E. Donations

1. For a donation to not be a fee, it must not affect the participation of an individual student. Donations are generally governed by Policy 2007. Donations or contributions may be invited on forms provided to parents of students but must clearly state that donations and contributions are voluntary and are not required for

participation in an activity or class.

~~Utah Admin. Rules R277-407-8(1) (July 8, 2025)~~

2. Students and families may be notified that they may voluntarily pay an increased fee amount or provide a donation to cover the costs of other students and families. Any such payments are considered donations and are not fees. To accept such payments, schools shall require that the payments be clearly designated as made for the purpose of covering the costs of other students.

~~Utah Admin. Rules R277-407-9(2)(b) (July 8, 2025)~~

## III. Authorizing Fees

A. No fee may be charged by the District, a District school, or any District officer or employee unless the fee has been authorized by the Board as required in this policy and applicable law. This includes any and all fees as defined in this policy, including those related to courses and extracurricular activities. Each fee must be individually authorized by the Board.

~~Utah Code § 53G-7-503(1)(a), (b) (2025)~~
~~Utah Code § 53G-7-505 (2025)~~
~~Utah Admin. Rules R277-407-3(2) (July 8, 2025)~~
~~Utah Admin. Rules R277-407-6(1) (July 8, 2025)~~

B. Prohibited and Permitted Fees

1. The District may not charge a secondary student a fee for a non-fee course, except that a fee may be charged to a secondary student for any course for instructional equipment, a school field trip or activity trip or performance (including related transportation, food, lodging, and admission charges or participation fees), school activity clothing, a discretionary project (as

provided in the following paragraph), or a competency remediation program in accordance with Utah Code § 53G-9-803 .

2. In project-related courses, projects required for course completion shall be included in the course fee. However, a secondary student may request approval to complete a discretionary project in lieu of or in addition to a required classroom project. The school is not required to approve such a request. If the request is approved, the school may charge a fee for the discretionary project, including charges for the materials or activity involved. However, the school may not require such an additional project as a condition for enrolling, completing, or receiving the highest possible grade for a course. Schools shall avoid allowing high-cost additional projects, particularly where authorization of an additional discretionary project results in pressure on a student by teachers or peer to also complete a similar high-cost project.

3. A secondary student may be charged a fee for a fee course, including instructional supplies, the life-cycle replacement costs for school equipment directly related to the fee course, a musical instrument rental, licensing fees for fine arts intellectual property, or a participation in a driver education course described in Utah Code § 53G-10-503.

4. A secondary student may be charged for open enrollment application processing in accordance with Utah Code § 53G-6-402(5).

5. A secondary student may be charged a fee for an extracurricular activity, including for the life-cycle replacement costs for school equipment directly related to

the extracurricular activity.

6. A secondary student may be charged a fee for an adult education course in accordance with Utah Code § 53E-10-202 .

7. A secondary student may be charged a fee for tuition, college credit, an exam, or a textbook for an Advanced Placement or a concurrent enrollment course described in Utah Code § 53E-10-302.

8. Fee may not be charged for school equipment. Other than as specified above, a fee may not be charged for a textbook. A fee may not be charged for a common education expense. A fee may not be charged that is general in nature or for a good service that does not have direct benefit to the student paying the fee.

~~Utah Code § 53G-7-501(3) (2025)~~
~~Utah Code § 53G-7-503(2), (3) (2025)~~
~~Utah Admin. Rules R277-407-3(5) (July 8, 2025)~~

C. Process to Adopt Fee Policies and Schedules

1. The board shall adopt fee policies and a fee schedule in a public meeting held on or before June 1. The Board shall consult with stakeholders and shall encourage public participation in the development of the fee schedule and of waiver policies. Before taking action to approve the policies and fee schedule, the Board shall provide the opportunity for public comment on the proposed fee schedule during at least two public Board meetings. In addition to the notice required for a regular Board meeting, the Board shall provide notice of these meetings using the same form of communication regularly used by the District to communicate with parents (such as email, text, flyer, or

phone call).

~~Utah Code § 53G-7-505(2) (2025)~~
~~Utah Admin. Rules R277-407-6(2) (July 8, 2025)~~

2. After adoption of the fee schedule, the Board may amend the fee schedule by following the process described in the preceding paragraph (other than the June 1 deadline).

~~Utah Admin. Rules R277-407-6(3) (July 8, 2025)~~

3. The Board shall annually review the District's policies on fees and fee waivers.

~~Utah Admin. Rules R277-407-15(5) (July 8, 2025)~~

D. Fee Schedules

1. A fee must be included in the Board approved fee schedule in order to be charged. The fee schedule shall include the specific amount for each fee and a spending plan for each fee. The spending plan shall provide transparency to students, parents, and employees by identifying the uses of a fee. The spending plan shall identify the needs for which the fee is being charged and include a list or description of the anticipated types of expenditures (either during the current fiscal year or as carryover for use in a future year) that are funded by the fee. The fee schedule shall include the maximum fees allowed per activity and per student. If there are multiple fees related to one activity, class, or program, the fee schedule shall include an easy-to-understand delineation of each of the fees and the fee total for the activity, class, or program. The fee schedule shall also include the District's fee waiver policy, including an easily understandable statement informing a parent that a student may be eligible to have one or more fees waived and may appeal a denial of a requested waiver

and also specifying the maximum dollar amount of the fees that will be waived for each student.

~~Utah Code § 53G-7-505(3)(a) (2025)~~
~~Utah Admin. Rules R277-407-6(1)(c) (July 8, 2025)~~
~~Utah Admin. Rules R277-407-13(2), (3) (July 8, 2025)~~

E. Notice of Fee Policies and Schedules

1. The District shall annually publish on each school's website the fee schedule (including fee maximums), fee waiver policies, the fee waiver application, the fee waiver decision and appeals form and the school fee notice for families. Annual school registration materials shall include a copy of the fee schedule and fee waiver policies, and these materials shall be provided to a parent of a student who enrolls after the initial enrollment period. School registration materials shall clearly identify the fee for each activity, course, or program alongside the description of the activity, course, or program in the materials. The notices and forms used may be those approved by the State Board of Education, including:

    a. For elementary schools:

        i. School Fees Notice for Families of Students in an Elementary School

        ii. Fee Waiver Application (Elementary School)

        iii. Fee Waiver Decision and Appeal Form

    b. For secondary schools:

i. School Fees Notice for Families of Students in Grades Seven through Twelve

ii. Fee Waiver Application (Secondary School)

iii. Fee Waiver Decision and Appeals Form

~~Utah Code § 53G-7-505(3)(b) (2025)~~
~~Utah Admin. Rules R277-407-6(6)(a) (July 8, 2025)~~

## IV. Standards for Fees

A. In setting fees, the Board shall establish the following maximum fee amounts:

1. The amount that a school may charge per student for each activity.

2. The total aggregate amount that a school may charge to a student in fees in a year.

~~Utah Admin. Rules R277-407-6(4) (July 8, 2025)~~

B. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources form the basic school program, the Board's fee policies shall be designed to limit student expenditures for school-sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area Career and Technical Education leadership organizations, whether local, state or national.

~~Utah Admin. Rules R277-407-6(9) (July 8, 2025)~~

C. The Board may establish a reasonable number of activities, courses, or programs that will be covered by the annual maximum fee amount.

~~Utah Admin. Rules R277-407-6(4)(b) (July 8, 2025)~~

D. In setting fees, the Board shall establish a dollar amount cap on the total fees which will be waived for a student during the year. In authorizing and allocating funds for classes, programs, and activities that have associated fees, the Board shall take into account this dollar amount cap on individual student fee waivers.

~~D.~~E. No fees may be charged for elementary school activities that are part of the regular school day (including assemblies and field trips) or for supplies a student uses during the regular elementary school day. Fees may be charged to students in grade 6 as secondary students if those students are attending a school that includes any of the grades 7 through 12. A school that provides instruction to students in grades other than~~that~~ grades 6 through 12 may not charge fees to students in grade 6 unless for those students the school follows a secondary model of instruction.

~~Utah Code § 53G-7-503(4)(a) (2025)~~
~~Utah Admin. Rules R277-407-3(1), (3) (July 8, 2025)~~

~~E.~~F. Fees may be charged to elementary school students for activities which do not take place during the regular school day so long as participation in the activities is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

~~Utah Code § 53G-7-503(4)(a) (2025)~~
~~Utah Admin. Rules R277-407-4(1) (July 8, 2025)~~

~~F.~~G. All fees, including fees for extracurricular activities, must be within the maximum amounts established for the activity by the Board.

~~Utah Admin. Rules R277-407-4(2) (July 8, 2025)~~

~~Utah Admin. Rules R277-407-6(1)(b), (4) (July 8, 2025)~~

~~G.~~H. A fee may not be imposed or increased in order to supplant or subsidize another fee, including to supplant or subsidize a prohibited fee, including the normal expense of delivering instruction in a course. The amount of a fee may not be increased to offset the cost of fee waivers. The fee imposed on a student for a particular activity, course, or program must be directly related to and cannot exceed the expense incurred by the school in providing the activity, course, or program.

~~Utah Code § 53G-7-503(1)(c) – (f) (2025)~~
~~Utah Admin. Rules R277-407-9(2)(a) (July 8, 2025)~~

~~H.~~I. In establishing fee schedules, the Board may also review and consider the following as to each school in the District:

1. The cost to the school to provide the activity, class, or program;

2. The student enrollment;

3. The median income of families within the attendance area or enrolled at the school;

4. The number and monetary amount of fee waivers (designated by individual fee) annually granted in the prior three years;

5. The historical participation and school interest in certain activities;

6. The prior year fee schedules;

7. The revenue collected from each fee in the prior year;

8. Fundraising capacity;

9. Prior year community donors; and

10. Other resources available (including through donations and fundraising).

~~Utah Admin. Rules R277-407-6(5) (July 8, 2025)~~

## V. Optional Fundraising for Fees

A. Consistent with Policy 6050, students may avail themselves to optional individual fundraising opportunities to raise money to offset the cost of the student's fees. Required individual fundraising is prohibited. Student membership in or participation in a team or group may not be denied based on non-participation in any kind of fundraiser (individual or group).

~~Utah Admin. Rules R277-407-10(6) (July 8, 2025)~~
~~Utah Admin. Rules R277-408-2(4) (August 7, 2024)~~
~~Utah Admin. Rules R277-408-4(2) (August 7, 2024)~~

## VI. Service in Lieu of Payment of Fees

A. Students may choose (but may not be required) to perform service in lieu of paying a fee.

~~Utah Admin. Rules R277-407-2(17) (July 8, 2025)~~
~~Utah Admin. Rules R277-407-10(1) (July 8, 2025)~~

B. If elected by a student, the service assignment shall be determined by the principal or designee. The assignment shall be appropriate to the age, physical condition, and maturity of the student and service required shall be consistent with the federal Fair Labor Standards Act. The service must be credited at an hourly rate at least equal to the minimum wage and must be able to be performed within a reasonable period. Service

assignments may include service within the school, including tutorial assistance to other students and assistance before or after school to teachers and other school personnel on school related matters.

~~Utah Code § 53G-7-504(2)(a) (2024)~~
~~Utah Admin. Rules R277-407-10(2) (July 8, 2025)~~
~~Utah Admin. Rules R277-407-15(2) (July 8, 2025)~~

C. A student who performs service in lieu of paying a fee may~~many~~ not be treated differently than students who pay the fee, and the service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.

~~Utah Admin. Rules R277-407-10(3) (July 8, 2025)~~

D. Upon request of the student, student's service credit shall be transferred to another school within the District or to another local education agency.

~~Utah Admin. Rules R277-407-10(4) (July 8, 2025)~~

## VII. Waiver of Fees

A. A waiver means a full release from the requirement of payment of a fee and any provision in lieu of fee. (A provision in lieu of fee means an alternative to payment of the fee.) All fees are subject to a waiver. Non-fee charges (see above) are not subject to waiver.

~~Utah Code § 53G-7-501(20) (2025)~~
~~Utah Admin. Rules R277-407-2(17), (29) (July 8, 2025)~~
~~Utah Admin. Rules R277-407-9(1) (July 8, 2025)~~

B. Supplemental Nutrition Assistance Program, or SNAP, means a program, formerly known as food stamps, which provides

nutrition benefits to supplement the food budget of low-income families through the Utah Department of Workforce Services.

~~Utah Admin. Rules R277-407-2(25) (July 8, 2025)~~

C. SSI means Supplemental Security Income for children with disabilities, which is a benefit administered through the Social Security Administration that provides payments for qualified children with disabilities in low-income families.

~~Utah Admin Rules R277-407-2(26) (July 8, 2025)~~

D. TANF means Temporary Assistance for Needy Families, which is a program (formerly known as AFDC) which provides monthly cash assistance and food stamps for low-income families with children under the age 18 through the Utah Department of Workforce Services.

~~Utah Admin. Rules R277-407-2(27) (July 8, 2025)~~

E. Eligibility for Waiver

1. A waiver shall be granted to a student if charging the fee would deny the student the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee.

   ~~Utah Code § 53G-7-504(1)(a) (2024)~~
   ~~Utah Admin. Rules R277-407-9(3) (July 8, 2025)~~

2. A student is eligible for waiver upon providing verification that:

   a. The student qualifies based on income eligibility levels established annually by the State Superintendent;

b. The student receives SSI;

c. The family receives TANF or SNAP funding;

d. The student is in foster care through the Utah Division of Child and Family Services;

e. The student is in state care; or

f. The student qualifies for McKinney-Vento Homeless Assistance Act assistance.

~~Utah Admin. Rules R277-407-11(1), (2) (July 8, 2025)~~

3. Fees may be retroactively waived if eligibility is determined to exist before the date of the fee waiver application.

~~Utah Admin. Rules R277-407-11(6) (July 8, 2025)~~

4. A student who does not qualify based on the foregoing may also be granted a waiver if the student is not reasonably capable of paying the fee based on extenuating circumstances. Such circumstances might include exceptional financial burden, loss or substantial reduction of income, or extraordinary medical expenses.

~~Utah Admin. Rules R277-407-11(4)(b) (July 8, 2025)~~

5. In the event that circumstances change for a student or family such that fee waiver eligibility no longer exists, the school may charge a proportional share of a fee or a reduced fee reflecting the change in eligibility.

~~Utah Admin. Rules R277-407-11(5) (July 8, 2025)~~

F. Process for Waiver

1. The principal, or the principal's designee, shall review and make decisions regarding fee waiver requests, verifying eligibility as required (including obtaining the required documentation). The decision shall be made promptly and if possible before the fee becomes due. A family may not be subjected to unreasonable demands for re-qualification.

   ~~Utah Code § 53G-7-504(1)(b) (2024)~~
   ~~Utah Admin. Rules R277-407-6(7)(a) (July 8, 2025)~~
   ~~Utah Admin. Rules R277-407-9(4), (8)(b) (July 8, 2025)~~
   ~~Utah Admin. Rules R277-407-11(4)(a) (July 8, 2025)~~

2. Parents shall be provided the opportunity to review available provisions in lieu of fee payment.

   ~~Utah Admin. Rules R277-407-9(9)(a) (July 8, 2025)~~

3. The waiver process shall be administered fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents. There shall be no visible indicators which could lead to identification of waiver applicants. The privacy requirements of FERPA apply and shall be followed. Other students may not assist in the waiver approval process. Students who receive a waiver may not be treated differently than other students. Students who receive a waiver may not be identified to other students and may not be identified to any other person (including staff members) who do not need to know of the waiver.

   ~~Utah Admin. Rules R277-407-9(5), (6), (7) (July 8, 2025)~~
   ~~Utah Admin. Rules R277-407-15(1) (July 8, 2025)~~

4. The waiver application and associated required documentation shall incorporate and conform to the regulations issued by the State Board of Education, which will specify forms of documentation and verification which are acceptable.

   ~~Utah Code § 53G-7-504(4) (2024)~~

5. In lieu of income verification, the school may rely on the following alternative forms of verification:

   a. If the student's family receives TANF or SNAP, an electronic copy or screen shot of the student's family's eligibility determination or eligibility status from the Utah Department of Workforce Services which covers the period for which waiver is sought;

   b. If the student receives SSI, a benefit verification letter from the Social Security Administration;

   c. If the student is in state custody or in foster care, either or both of the following when provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department

      i. The youth in care required intake form;

      ii. The school enrollment form;

      iii. If the student qualifies for McKinney-Vento Homeless Assistance Act assistance, verification from the District's Student Services Director.

      ~~Utah Admin. Rules R277-407-11(3) (July 8, 2025)~~

6. The principal or designee may grant a full or partial waiver or deny the request. Upon determination by the principal or designee, the parent shall be provided a written decision using the standard written decision and appeal form authorized by the State Board of Education. A full or partial denial decision shall include the reasons for the denial and give notice of the procedure to appeal the decision.

   ~~Utah Admin. Rules R277-407-6(7)(b) (July 8, 2025)~~
   ~~Utah Admin. Rules R277-407-15(1)(e) (July 8, 2025)~~

7. Appeals of the principal's decision on the granting of fee waivers may be made to the Superintendent of Schools. Appeals of the Superintendent's decision may be made to the Board.

   ~~Utah Admin. Rules R277-407-9(9)(b) (July 8,2025)~~

8. The requirement that a student pay a fee shall be suspended during any period during which the student's eligibility for waiver is being determined or when an appeal of a denial of waiver is in process.

   ~~Utah Admin. Rules R277-407-9(9)(c) (July 8, 2025)~~
   ~~Utah Admin. Rules R277-407-15(1)(f) (July 8, 2025)~~

G. Addressing the Effects of Waivers

1. The District shall identify and address potential inequities due to the impact of the number of students who receive waivers with each of the District’s schools. The Board shall distribute the impact of fee waivers among the schools of the District so that no school carries a disproportionate share of the District’s fee waiver burden.

   ~~Utah Admin. Rules R277-407-13(4) (July 8, 2025)~~

South Summit School District
Achieving Excellence

VIII. Fee Waivers for School Trips

A. A fee waiver may not be granted to a student for more than two school trips per year. The limit on fee waivers for school trips does not prevent a student who receives waivers for two school trips from participating in additional school trips, but the student must pay the fees for such additional trips in order to participate.

~~H.~~B. To receive a fee waiver for the second trip, the student must meet with the principal or person designated by the principal and develop an action plan that includes school-related contributions, including performing custodial work, participating in school-related service programs, or completing other contributions that the principal or designee approves. The action plan shall match a student's abilities and availability, consider a student's individual circumstances, specify the type and duration of the contribution to the school or community, and avoid interference with a student's academic or personal responsibilities.

~~VIII.~~IX. **Fee Collection**

A. Students may not be involved in the collection of fees.

~~Utah Admin. Rules R277-407-15(1)(d) (July 8, 2025)~~

B. The school may allow a fee to be paid through an installment plan. However, such a plan may not be required in lieu of a fee waiver.

~~Utah Admin. Rules R277-407-10(5) (July 8, 2025)~~

C. The district may pursue reasonable methods of collecting fees. However, the District may not, as a result of unpaid fees:

1. Exclude a student from school or from an activity, class, or program during the regular school day;

2. Refuse to issue a course grade;

3. Withhold official student records, including written or electronic grade reports, class schedules, diplomas, or transcripts.

~~Utah Admin. Rules R277-407-6(8)(a) (July 8, 2025)~~
~~Utah Admin. Rules R277-407-9(10) (July 8, 2025)~~

D. If the school has been provided with a copy of a court order allocating responsibility for school fees between a student's parents before the day on which the school first issues a bill for a school fee, the school shall, upon request from either parent, separately bill each parent for the share of the fee that the parent is to pay under the court order. Each parent is liable only for the share of the fee the parent is required to pay under the court order, regardless of whether the court order is provided to the school before or after the bill is issued for the fee, the school may not make a negative credit report relating to a fee about a parent who has paid the share of the fee required by the court order. The school may bill a parent for that parent's share of the fee even though the other parent has obtained a full or partial fee waiver.

~~Utah Code § 15-4-6.7 (2023)~~Utah Code § 15-4-6.7 (2023)

## ~~IX.~~X. Option for Graduation Credit Without Fees

A. The District shall ensure that each school that awards credit towards graduation provides at least one option for each graduation requirement that fulfills the graduation requirement and does not require payment or waiver of any fee. However, the District is not required to offer, without fee or waiver, any specific activity, course, or program of a student's preferred

activity, course, or program.

~~Utah Code § 53G-7-502(2) (2025)~~
~~Utah Admin. Rules R277-407-6(10) (July 8, 2025)~~

## ~~X.~~XI. Staff Training

A. Employees of the District shall receive, on at least an annual basis, training on fee policies specific to the employee's job function. Such training shall make use of the resources and training materials provided by the State Superintendent.

~~A.~~B. Principals will document which staff have been trained each year.

~~Utah Admin. Rules R277-407-15 (July 8, 2025)~~

## ~~XI.~~XII. Records Regarding Fees

A. The District shall collect and maintain the following information, which may be requested by the State Superintendent:

1. a summary of:

    a. the number of students in the District given fee waivers,

    b. the number of students who worked in lieu of a fee waiver,

    c. the number of students denied fee waivers,

    d. and the total dollar value of fees waived by the District,

2. the total dollar amount of all fees charged to students within all the schools in the District.

~~Utah Admin. Rules R277-407-14(1) (July 8, 2025)~~

## ~~XII.~~XIII. Required Notices and Action

A. The District and each school shall use the following standard forms as they are provided by the State Board of Education:

1. Standard parental notification letter ~~(School Fees Notice for Families of Students in Grades 7-12 or School Fees Notice for Families of Students in Grades K-6)~~School Fees Notice for Families of Students in Grades K-6)

2. Standard fee waiver application ~~(Fee Waiver Application)~~

3. Standard written decision and appeal form ~~(Fee Waiver Decision and Appeal Form)~~

4. School fees service agreement ~~(Service Agreement Form)~~

B. These standard forms as drafted and adopted by the State Board of Education are hereby incorporated into these policies. (The forms are also available in Spanish, Arabic, Chinese, and Somali.)

C. The District and each school shall adhere to the terms and conditions~~condition~~ set forth in the standard form.

Legal References:

~~Utah Admin. Rules R277-407~~ Utah Admin. Rules R277-407 ~~(July 8, 2025)~~

Utah Admin. Rules R277-408

~~C.~~ Utah Admin. Rules R277-419~~-2~~(30) ~~(February 7, 2025)~~

South Summit School District
Achieving Excellence

D. Utah Code § 15-4-6.7
Utah Code 53E-10-202
Utah Code 53G-6-402(5)
Utah Code § 53G-7-501 (2025)
Utah Code § 53G-7-502 (2025)
Utah Code § 53G-7-503
Utah Code 53G-7-504
Utah Code § 53G-7-505

Utah Code § 53G-7-801

Utah Code § 53G-8-212 (2021)
Utah Code § 53G-9-803
Utah Code § 53E-10-202
Utah Code § 53E-10-302
~~Utah Code 53G-10-50~~Utah Code 53G-10-503

Adopted Date: April 17, 2025
Last Reviewed Date: 09/08/2025
Last Revised Date: 09/08/2025
Prior Revised Dates:

South Summit School District
Achieving Excellence

# Non-Resident ~~and Foreign Exchange~~ Students

**Procedure: 6009-A**

**Section: 6000 Students**

---

I. **Definitions**

A. For the purpose of this policy the following definitions apply:

1. District program: A district-wide program designated by the Board of Education located at select schools and offered to all students in the district during normal school hours.

2. Open enrollment: The enrollment procedures prescribed by Utah Code 53G-6-402, for students who reside outside a school's or the district's boundaries.

    a. Prior to November 15 (or the first Monday thereafter), the SSSD School board will designate its schools as either Open or Closed for Early Enrollment.

    b. November 15 through the first Friday in February - Early Enrollment applications accepted.

    c. March 15 - parents of currently enrolled students on open enrollment~~,~~ will be notified if their students are not permitted to attend school in the district the following school year.

    d. March 30 - parents notified of accepted or denied early enrollment applications.

3. Early enrollment: An enrollment application submitted between November 15th (or the first Monday thereafter) and the first Friday in February for admission for the next school year that is not a student’s school of residence.

4. Open enrollment threshold

a. For early enrollment, a projected school enrollment that is the greater of

i. 90% of the maximum capacity as defined by Utah Code; or

ii. Maximum capacity minus 40 students.

5. School enrollment moratorium: An action by the Board of Education to designate a school as not open for permit enrollment for nonresident students because the school is operating above the open enrollment threshold.

6. Late enrollment: An enrollment application submitted after the Early Enrollment deadline (first Friday in February) for admission for the next school year that is not a student's school of residence; or for admission for the current year to a school that is not the student's school of residence.

a. Applications received after the first Friday in February through August are considered Late enrollment applications.

b. Parents will be notified by the Friday before school starts if their late enrollment applications are accepted or denied.

~~7. Foreign Exchange Student: A high school student (11th or 12th grade) who travels to a foreign country to live and study.~~

~~8. J-1 Visa: Also known as an Exchange Visitor Visa. It is a temporary nonimmigrant visa that allows foreign nationals to live in the United States and participate in an approved exchange program.~~

~~9.~~7. Inter-District Reciprocity: Students attending school on an Open Enrollment Application from another district.

~~10.~~8. Intra-District Reciprocity: Students within the district who wish to attend a school within the district other than their boundary school.

II. **Inter-District and Intra-District Reciprocity**

A. A student's legal residence is the domicile of the student's parent or court-appointed guardian.

B. Students from another district (Inter-District) may attend South Summit District schools. Only after going through the open enrollment application process and approval is an open enrollment granted by the district or its designee.

C. Permission for a non-resident student to attend a South Summit school will be granted under the following conditions

1. The South Summit School District Open Enrollment Form is filled out correctly.

2. The current enrollment indicates that space is available in a district program if warranted and/or in the grade and school requested.

3. The student and parent/guardian agree to abide by all the district and school policies, rules, and regulations.

4. The student and parent/guardian sign a contract with the school in which is delineated the conditions by which the student may remain a student at the school. (This contract is on the back of the application). By signing the application, the parent/guardian and student agree to the terms of the contract.)

    a. For students whose applications are accepted as a Provisional Enrollment, the student and parent/guardian will meet with a school administrator after the application is accepted to sign a Provisional Agreement.

5. The parent/guardian agrees to transport the student to and from school in a timely manner.

D. 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.

~~D.~~E. Students must re-apply for non-residency status when progressing into a middle-level school and when progressing into the high school.

~~E.~~F. The Open Enrollment period for Non-Resident and Intra-District transfers is every year beginning November 15 (or the first Monday thereafter) through the first Friday in February in order to transfer to the new school the following school year.



1. Parent/Guardian will be notified of acceptance or denial on or before March 31 of the current school year.

~~F.~~G. Any application submitted after Open Enrollment is considered a Late Enrollment application.

1. Parent/Guardian will be notified of acceptance or denial on or before the Friday prior to the beginning of the next school year.

~~G.~~H. Applications are reviewed on a first-come, first-served~~first-come first-serve~~ basis.

1. Schools may NOT develop "waiting lists" from Early Open Enrollment or Special Open Enrollment applications. Applications must be accepted or rejected by the March deadline.

2. Students whose applications are rejected during the Early Open Enrollment or Special Open Enrollment may reapply for a Late Enrollment after April 1 for the coming year.

~~H.~~I. Priority will be given to intra-district transfers over inter-district transfers during the enrollment period to which they have applied. All inter-district transfer requests will be given priority in the following order:

1. Applicants who have siblings enrolled in the requested school, for the requested year.

2. Applicants whose parent/guardian is an employee of the district.

3. All other applicants.

~~I.~~J. This policy also adheres to the additional requirements and stipulations as listed in the Utah Code.

~~J.~~K. Permission for a non-resident student to attend a South Summit school may be revoked for any or all of the following:

1. Failure on the part of the student and/or parent/guardian to comply with items II.C. 1-5 listed above.

2. Any repeated or consistent patterns of severe behavior that are deemed extremely disruptive or a significant threat to the well-being and safety of students and school personnel.

3. Unsatisfactory attendance and/or tardiness.

4. Academic performance is determined to be unsatisfactory given the student's abilities and/or special circumstances.

5. Falsification of information in the application process. If permission for a non-resident student to attend a South Summit school is revoked, the parent/guardian may appeal the decision to the Superintendent.

~~K.~~L. When appropriate, charges for enrolling students still under the jurisdiction of another school district or agency will be paid by the school district or agency involved.

## III. Procedure to Appeal a School Choice Denial

A. Utah Code provides parents the opportunity to appeal any school choice denial to the Superintendent by filing a written request for appeal within 20 school days of the date of the written notice of the denial. The request for an appeal must be accompanied by a copy of the written notice denying transfer, and include a statement of the facts surrounding the denial, and the reasons why the appellant believes the denial should be reversed The request for appeal may also include relevant legal authority or argument.

## IV. Non-Resident Students with Disabilities

A. The current space available for Sstudents Wwith Ddisabilities will be determined through the following process:

1. The special education team at the school that the enrollment is being requested will have the parent sign a release of records form from the school that the student is currently attending.

2. The school will request the student's current Individual Education Plan (IEP) and their previous IEP.

3. Upon receiving the IEPs, the special education team will review the goals, placement, and current services provided under the students' current IEP. If the student's current IEP has been in place for less than 90 school days, their previous IEP will also be reviewed.

4. Upon review of the appropriate IEPs the special education team at the receiving school will determine how the student would be served at their school based on the goals, placement, and services

identified through the review.

5. If the student can be served based on the current staffing pattern without the addition of staff or services, the student will be accepted for enrollment if space is available at the school and at the student's grade level at the school.

6. If the student cannot be served based on the current staffing pattern without the addition of staff or services, the student will not be accepted for enrollment and will be placed on a waiting list based on the date of their submission of the application.

~~V. **Foreign Exchange Students**~~

~~A. The South Summit School District accepts students with a J-1 Visa through a cultural exchange program, if the state has allocated funds to subsidize these students. The state will inform the district in March of each year if funds for J-1 students are available and the number of slots allocated to the district. These students are accepted on a first-come, first-servedfirst come first-serve basis.~~

~~1. J-1 students will be limited to no more than two (2) students total per year.~~

~~2. All required and appropriate documentation must be received by the school prior to August 1 of each year.~~

~~3. Foreign Exchange Students are only accepted prior to August 1 for the following school year.~~

~~B. The Board will be given the names of these students enrolling at South Summit High School at a Board meeting before the beginning of each school year.~~

~~C.~~V. ~~The district does not accept or issue I-20 Visas.~~

~~VI. **Non-Utah Residents**~~

~~A. Non-Utah residents will be charged a per capita cost unless such tuition is waived by the Board.~~

B. The tuition for non-Utah residents will be determined by the Board on an annual basis.

C.A. Non-Utah resident students must complete the application for admission, submit all required documentation, and pay the public education fee before being approved.

## VII. Utah High School Activities Eligibility Requirements for Foreign Exchange and J-1 Students

A. All J-1 students must comply with the rules and regulations found in "Interpretations and Participation Standards" Item 40 of the Utah High School Activities Association Handbook.

**Legal References:**
U.C.A. §53G-6-302 et seq.
Utah Admin. Code R277-437
§U.C.A. 53G-6-401
Utah Code 53G-6-302 through 53G-6-407
Utah Code 53G-6-403

Adopted Date: April 15, 2021
Last Reviewed Date: 08/08/2024
Last Revised Date: 08/08/2024
Prior Revised Dates: 01/14/2022, 03/10/2022

South Summit School District
Achieving Excellence

# Foreign Exchange Students

**Procedure: 6009-B**

**Section: 6000 Students**

---

I. **Definitions**

1. Foreign Exchange Student: A high school student (11th or 12th grade) who travels to a foreign country to live and study.

2. J-1 Visa: Also known as an Exchange Visitor Visa. It is a temporary nonimmigrant visa that allows foreign nationals to live in the United States and participate in an approved exchange program.

II. **Foreign Exchange Students**

A. The South Summit School District accepts students with a J-1 Visa through a cultural exchange program, if the state has allocated funds to subsidize these students. The state will inform the district in March of each year if funds for J-1 students are available and the number of slots allocated to the district. These students are accepted on a first-come, first-served basis.

1. J-1 students will be limited to no more than two (2) students total per year.

2. All required and appropriate documentation must be received by the school prior to August 1 of each year.

3. Foreign Exchange Students are only accepted prior to August 1 for the following school year.

B. The Board will be given the names of these students enrolling at South Summit High School at a Board meeting before the beginning of each school year.

C. The district does not accept or issue I-20 Visas.

III. **Utah High School Activities Eligibility Requirements for Foreign Exchange and J-1 Students**



A. All J-1 students must comply with the rules and regulations found in

"Interpretations and Participation Standards" Item 40 of the Utah High School Activities Association Handbook.

# 6024-D
## *Vision Screening*

### Vision Screening at Enrollment

A. A child under nine years old entering a public school for the first time in this state must present one of the following to the school:

   1. A completed vision screening form signed by a health care professional certifying that the child has received an adequate vision screening; or

   2. A written statement signed by a parent that the child will not be screened before attending public school in the state.

B. The District shall conduct free vision screening clinics for children who are at least 3 1/2 years old but not yet 16 years old who enrolled at a school within the boundaries of the District.

C. A volunteer who serves as a vision screener for a free vision screening clinic for a qualifying child must be either trained by a school nurse or complete the Department of Health and Human Services online training module and must be supervised by a school nurse or an outside entity conducting screening for the District consistent with Department of Health and Human Services regulations. A vision screening volunteer may not market, advertise, or promote a business in connection with assisting at the screening clinic.

D. Screening provided under this policy shall follow the procedures and standards set out in Utah Administrative Rules R384-201.

*Utah Admin. Rules R384-201 (July 9, 2020)*

South Summit School District
Achieving Excellence

# Safe Schools Procedures

**Policy: 6029-A**

**Section: 6000 Students**

---

I. **Definitions**

A. Suspension: removal of a student from the student's regular classroom assignment for a definite period of time.

1. In-school suspension: 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.

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

a. 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; and

b. 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(33)* ~~*(March 11, 2024)*~~

3. Short-term suspension: 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 equal to or less than 10 school days.

4. Long-term suspension: 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.

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

C. Involuntary transfer: 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.

D. School district location: 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.

E. Disruptive behavior: conduct which unreasonably interferes with the educational process or instruction of students in the classroom or elsewhere, including foul, profane, vulgar or abusive language. Disruptive behavior includes:
    1. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language;

    2. Willful destruction or defacing of school property;

    3. 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;

4. Illicit use, possession, or distribution of a controlled substance, drug paraphernalia, a tobacco product, an electronic cigarette product, or an alcoholic beverage;

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

6. Behavior listed below which threatens harm or does harm to the school or school property, or to a person associated with the school, or property associated with that person, regardless of where it occurs; as well as an offense listed below that affect another student or staff member, or any serious offense occurring in a school building, in or on school property, or in conjunction with any school activity, including:

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

   b. the actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or

   c. the sale, control, or distribution of a drug or controlled substance as defined in ~~Utah Code § 58-37-~~Utah Code § 58-37-101~~2~~, an imitation controlled substance defined in ~~Utah Code §~~ Utah Code § 76-18-401~~58-37b-2~~, or drug paraphernalia as defined in ~~Utah Code §~~ Utah Code § 76-18-301~~58-37a-3~~.

*7.* Hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act

which would constitute a crime against a person or public order under Utah law. See Board Procedure 6065–A: Student Bullying, Cyber-Bullying, Hazing, and Abusive Conduct.

*Utah Code § 53G-8-210 (2020)*
*Utah Code § 53G-8-209 (2025)*

F. Bullying: student bullying and staff bullying.

*Utah Code § 53G-9-601(3) (2025)*

G. Communication: the conveyance of a message, whether verbal, written, or electronic.

*Utah Code § 53G-9-601(4) (2025)*

~~G.~~H. Hazing: See Board Procedure 6065–A: Student Bullying, Cyber-Bullying, Hazing, and Abusive Conduct.

~~H.~~I. Cyber-Bullying: See Board Procedure 6065–A: Student Bullying, Cyber-Bullying, Hazing, and Abusive Conduct.

~~I.~~J. Retaliation: See Board Procedure 6065–A: Student Bullying, Cyber-Bullying, Hazing, and Abusive Conduct.

~~J.~~K. Staff bullying: See Board Procedure 6065–A: Student Bullying, Cyber-Bullying, Hazing, and Abusive Conduct.

~~K.~~L. Weapon: "dangerous weapon," which includes any firearm or any object that is used for, or is readily capable of, causing death or serious bodily injury. "Firearm" means a pistol, revolver, shotgun, short barreled shotgun, rifle or short barreled rifle, or any device that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive. 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 the object was unlawfully or improperly used;

5. whether the way 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.

7. 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 ~~(2025)~~*

~~L.~~M. Unlawful conduct: any conduct by a student which 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:

*1.* Harassment: 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)*

~~M.~~N. 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)*

~~N.~~O. Burglary: 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 ~~(2023)~~

~~O.~~P. Theft: 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)

~~*P.*~~*Q.* Criminal mischief: 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)*

~~Q.~~R. Assault: assault means an attempt, with unlawful force or violence, to inflict bodily injury on an individual.

*Utah Code § 76-5-102 ~~(2022)~~*

~~R.~~S. Gang Activity: *Utah Code § 76-9-802 to 805*

~~S.~~T. Willfully defacing or otherwise damaging school property.

Utah Code § 53G-8-212 (2021)

~~*T.*~~*U.* Making a false alarm: a student makes a false alarm if he or she initiates or circulates a 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)

~~*U.*~~*V.* Disrupting the operation of a school: Disrupting the operation of a school occurs when a person is on the property of a public or private school (including property being used by the school for a school function), has the purpose of encouraging or creating an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of the school, and remains on the property after being requested to leave by a school official.

*Utah Code § 76-9-106 (2025)*

~~V.~~W. 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:

1. Threatens to use a weapon of mass destruction or hoax weapon of mass destruction; or

   a. The student acts with intent to:
      i. Influence or affect a government or unit of government or intimidate or coerce a civilian population; or

      ii. 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

      iii. 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 ~~(2025)~~*

~~W.~~X. Sexual Harassment: has the definitions set out in Policy 6067 – Sexual Harassment Student Policy.

~~X.~~Y. Parent: See ~~Board~~ Procedure ~~Policy~~ 6001-A: Student Enrollment and Admissions.

~~Y.~~ Reasonable Suspicion: See Procedure 6051-A ~~Reasonable suspicion is satisfied when two conditions exist:~~

~~1. The search is justified at its inception, meaning that there are reasonable grounds for suspecting that the search will reveal evidence that the student has violated or is violating the law or school rules, and~~

~~2.~~Z. ~~The search is reasonably related in scope to the circumstances justified the search, meaning that the measures used to conduct the search are reasonably related to the~~

~~objectives of the search and that the search is not excessively intrusive in light of the student's age and sex and the nature of the offense.~~

~~Z.~~AA. School Administrator: For the purposes of these procedures, school administrator means the principal, assistant principal, or the principal's designee who must be a licensed staff member.

## II. **Publication of Safe Schools Policy**

A. Each school must have written standards for student behavior expectations, including self-discipline, citizenship, civic skills, and social skills. Schools shall also adopt and enforce rules and standards that cover topics including but not limited to, school and classroom management, adult supervision, and disruptive behaviors. Such school rules and standards must be compatible with board policies, district administrative procedures, and state and federal law. The district's Special Education Procedures must be followed when issues involve special education students.

B. Each school will have a Positive Behavioral Interventions & Supports (PBIS) guidelines that include:

1. Written behavioral expectations applicable across school settings;

2. Effective instructional practices for the explicit teaching of student expectations, including self-discipline, citizenship, civic skills, and social skills; that are taught explicitly;

3. Systemic methods for reinforcement of expected behaviors;

4. Uniform methods for correcting behavioral errors;

5. Uniform methods for at least annually evaluating school level data to determine the efficiency and effectiveness

of PBIS and school rules;

6. Training for students, faculty, and staff related to student self-discipline, good citizenship, and recognizing and preventing disruptive behaviors, including overt aggression, covert or relational aggression, and gang involvement; and

7. Articulating pathways for students to repair harm, resolve conflict with peers, and restore standing within the classroom after a behavior infraction.

C. A continuum of school rules and standards, including those that deal with habitually disruptive students, must be developed through a cooperative effort of the administration, instructional and support staff, students, parents, and community members.

D. School rules will be clearly stated and written with clear expectations and consequences.

E. 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)*

F. School rules, the board's conduct and discipline policy will be distributed to and reviewed with students annually.

G. 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.

H. Each school will develop a continuum of multi-tiered systems of support and intervention strategies to assist students whose

behavior in school does not meet reasonable expectations. Specific student skill building interventions that may be provided in a classroom or by the school counselor include, but are not limited to, training on: responsible decision-making, relationship skills, social awareness, self-management, self-awareness, self-esteem, and specific pathways to repair harm.

I. Administrators are responsible for disciplining students and enforcing these administrative procedures. A school resource officer (SRO) should only be involved in school discipline when necessary to prevent harm to students, faculty, or staff.

J. Parents will be notified when their student has committed a major infraction or is being suspended, including in-school suspensions (Procedure 6029-D). Parents may also be notified when their student commits a minor infraction.

## III. **Conduct Warranting Discipline**

A. A student may be disciplined for the conduct described below. The type of discipline imposed will depend on the nature of the particular conduct.

1. Before imposing any of the following consequences on a student with a disability, please refer to Section X of this procedure.

B. Minor Infractions: Minor Infractions are offenses of school rules that are usually handled by teachers in the classroom. Chronic or excessive minor infractions can become major infractions and result in referral to the school administrator for more severe disciplinary actions. Minor infractions can result in loss of privileges, phone calls home, in-school suspensions, etc. Restricting daily recess periods will not be used as discipline at the elementary level. Examples of minor infractions include, but are not limited to:

1. Disrespect, including put downs, talking back;

2. Public displays of affection;

3. Inappropriate language and actions;

4. Tardies;

5. Disruptive behavior including talk-outs, chronic talking, and out-of-seat;

6. Bus misconduct; or

7. Horseplay

C. Notice of Disruptive Student Behavior: A school administrator shall issue a Notice of Disruptive Student Behavior to a student, nine years of age or older, who:

1. Engages in disruptive student behavior, which does not result in suspension or expulsion, three times during the school year; or

2. Engages in disruptive student behavior, which results in suspension or expulsion, once during the school year.

D. The Notice of Disruptive Student Behavior shall:

1. Include a list of available resources, including a school counselor or other school representative designated to work with the student, to assist the parent in resolving the student's disruptive behavior problem before the student becomes subject to the jurisdiction of the juvenile court as discussed below;

2. Require the student and a parent of the student to meet with school authorities to discuss the student's disruptive behavior and cooperate in correcting the disruptive student behavior;

*3.* Outline the procedure the parent can follow to contest the notice of disruptive student behavior; and

*4.* Shall be mailed by certified mail to, or served on, the parent of the student.

*Utah Code § 53G-8-210 (2020)*

*E. A copy of the Notice of Disruptive Student Behavior and any related documentation shall be retained by the school as documentation regarding the notice.*

F. Habitual Disruptive Student Behavior Notice: A habitual disruptive student behavior notice may only be issued by the school principal, a designee of the school principal, or a truancy specialist, to a student, nine years or age or older, who:

1. Engages in disruptive student behavior, that does not result in suspension or expulsion, at least six times during the school year;

2. Engages in disruptive student behavior, that (A) does not result in suspension or expulsion, at least three times during the school year; and (B) that results in suspension or expulsion, at least once during the school year; or

3. Engages in disruptive student behavior that results in suspension or expulsion at least twice during the school year.

*G.* Within five days after the day on which a habitual disruptive student behavior notice is issued, a representative of the school district shall provide documentation, to a parent of the student who receives the notice, of the efforts to attempt to resolve the minor's disruptive student behavior problems made by the designated school counselor or representative identified in the notice of disruptive student behavior.

*Utah Code § 53G-8-210 (2020)*

H. Major Infractions: Conduct Which May Warrant, But Does Not Require, Suspension or Expulsion.

1. A student may be disciplined for 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.

2. The type and length of discipline is based on factors such as previous offenses, severity of conduct, and other relevant educational concerns. The recommended discipline must be consistent with that imposed on similarly situated students committing a similar offense. When appropriate, students may be placed on remedial discipline plans or behavioral contracts.

3. Consequences that may be imposed by a school administrator include, but are not limited to, loss of privileges, removal from a school-sponsored team or activity, including school-sponsored transportation, in-school suspension, suspension from school for up to 10 consecutive days, and other reasonable disciplinary consequences.

4. Before suspending any student for less than 10 days, the student is entitled to a minimal due process, but is not entitled to formal due process, i.e., the student is not entitled to a hearing or appeal process.

    a. The school administrator should provide the student/parent with written notification of the decision to suspend, and the discipline and

interventions being imposed (Procedure 6029-D).

5. Student actions that may warrant such a suspension include, but are not limited to, the following:

   a. Unlawful conduct, as that is defined above;

   b. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language;
   c. Willful destruction, defacing, or damaging of school property school property that belongs to students, teachers, or other school personnel;

   *d.* 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;

   *e.* Disruptive behavior, as that is defined above;

   f. *Possession or use of pornographic material on school property that would constitute a misdemeanor offense under* Utah Code § 75-5c-208. (This includes accessing such material through the District computer network or by using any District-owned device.);

   g. Bullying, abusive conduct, cyberbullying, retaliation, and making false allegations of bullying, bullying or retaliation. See Policy 6065;

   h. Use of an electronic device or camera to record sounds 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 involved in prior offenses of this policy;

i. Use of a device or an 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;

j. Use of a 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;

*k.* 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 Procedure 6029-H;

l. 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. "Tobacco products" includes an electronic cigarette or electronic cigarette product as that has been defined by state law Utah Code § 76-9-1101. See Procedure 6029-H;

*m.* 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 6029-H;

n. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing, Policy 6065;

*Utah Code § 53G-8-205(1) (2025)*
*Utah Code § 53G-8-602 (2018)*
*Utah Code § 53G-8-209 (2025)*

o. *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)*

*p. Engaging in conduct that contains the elements of any felony;*

q. Sexually inappropriate behavior that do not rise to the level of sexual harassment;

r. Using profane, obscene, indecent, abusive, immoral, or highly offensive language and/or gestures;

s. Making indecent propositions or exhibitions;

t. Engaging in gang-related activity that is dangerous or disruptive;

u. Mutual combat, fighting, or simple assault where there is only minor injury or limited threats of violence;

v. Criminal mischief;

w. Repeated acts of relational aggression;

x. Wearing, possessing, or displaying clothing, apparel, bandanas, head gear, or jewelry bearing insignia, initials, names symbols or any other emblem or writing which is drug, alcohol, or gang related;

y. Gambling;

z. Trespassing (administrators may also contact the district's executive director of policy and legal services for assistance with issuing official trespass warnings); and

aa. Engaging in any unethical academic behavior including cheating, plagiarism, forging records, altering student records, and hacking.

6. Students suspended from school can request make-up work to complete during their suspension. Students will be given no fewer than the number of days they were suspended to complete make-up work upon their return to school.

I. Schools will also create a re-entry plan which should include restorative practices to ensure a student's smooth and appropriate transition back into school following a suspension.

1. Schools should consider including in the plan, supports for the student that may include: academic and social skill building lessons with the school counselor; social emotional skill building support such as Adverse Childhood Experiences (ACES) training; conflict resolution training; empathy skill building; mindfulness skill building; utilizing a grump meter; or utilizing calming spaces.

J. Schools should also consider appointing a staff member to serve as an adult advocate for the student. The advocate will communicate with the student's parent regarding academic and behavior data and communicate with teachers on the student's schedule prior and subsequent to the student's re-entry into school.

K. A student's suspension or expulsion becomes a part of his/her cumulative record.

L. During the time any student is suspended from school, the student is prohibited from being on campus, riding on any district or school sponsored transportation (including district buses), being a spectator, or a participant at any school function or activity unless the student receives prior authorization from the school administrator.

## IV. Conduct Which Requires Suspension or Expulsion

*A.* Some offenses of student behavior are so severe that they warrant a district-level response and safe school hearing.

1. Any offense which warrants an expulsion or suspension of 10 days or more must be referred to the district for a district-level safe school hearing; students are entitled to formal due process.

2. A student shall be suspended (out-of-school suspension) or expelled from school for a serious offense affecting another student or a staff member, or a serious offense when it occurs in a school building, in or on school property; or in conjunction with any school sponsored activity including:

   a. The sale, control, delivery, transfer or distribution of a drug or controlled substance, as defined in ~~Utah Code § 58-37-~~Utah Code § 58-37-101~~2~~, an imitation controlled substance, as defined in ~~Utah Code §~~ Utah Code § 76-18-401~~58-37b-2~~, or drug paraphernalia as defined in ~~Utah Code §~~ Utah Code § 76-18-301~~58-37a-3~~ (See Procedure 6029-H); or

   b. The actual use of violence or sexual misconduct; or

   c. The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt

normal school activities; or

d. 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

e. The commission of a serious offense of Board Policy 3019 -Nondiscrimination; or

*f.* The commission of a serious offense of Board Policy 6065 - Bullying, Cyber- Bullying, Hazing, and Abusive Conduct; or

g. Repeated offenses from Section C.v above, e.g. a student continues to engage in bullying or harassing behavior despite the documented implementation of appropriate interventions; or

h. 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) ~~(2025)~~ ~~,~~*
*Utah Code § 76-5-102 ~~(2022)~~ ~~,~~*
*Utah Code § 76-5-102.3 (2022)~~,~~*
~~h.~~ *Utah Code § 76-9-105.5(2)(b) ~~(2025)~~*

*3.* 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 or 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) ~~(2025)~~*

4. 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.

b. If a student has a qualified disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act (Section 504), the school administrator will explain separate procedures that may apply based on the procedural safeguards provided by the IDEA and Section 504. Students with qualified disabilities have certain rights regarding cumulative days of suspension.

c. If a student with any qualified disability has violated a school rule, board policy, or district administrative procedure, contact the student's special education teacher before determining consequences that may include suspension from school.

d. A district-level safe school hearing for a student with any qualified disability (IDEIA or Section 504) will not be scheduled until the school administrator is certain that all due process requirements for that student have been met.

e. Contact the designated special education director for assistance.

f. Students with qualified disabilities are subject to the one-year expulsion imposed for offenses involving firearms, explosives, and flammable materials.

g. Students with qualified disabilities who are studying under an Individualized Education Program (IEP) may not be expelled or have their school placement changed without an IEP team meeting being held, except for serious offenses including weapons,

drugs, or serious bodily injury.

## V. **Remedial Measures and Disciplinary Sanctions**

A. Following a determination that a student has committed an offense, the student may be subject to one of the following remedial measures or disciplinary sanctions, as is determined to be appropriate for the offense or as is required by the terms of this policy or other District policies.

B. Remedial Measures

1. Continued school attendance subject to the terms of a remedial discipline plan prepared to correct the offense. This remedial measure is available only where the offense 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 is required.

2. Continued school and class attendance accompanied by the student's parent or guardian 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 or guardian. The parent or guardian must agree to attend all the student's classes for each day of the suspension. If the parent or guardian fails to attend class with the student, the student shall then be subject to suspension or other discipline in accordance with this policy.

3. 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.

4. 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 semester.

5. Voluntary transfer. 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.

6. Withholding grade reports, diplomas and transcripts. If a school determines that school or district property has been lost or willfully cut, defaced or otherwise damaged by a student, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or student's parent has paid for the damages.

    a. If the student and the student's parent are unable to pay for the damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, then the school shall provide a program of work 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.

C. 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.

D. No penalty may be assessed for damages which may be reasonably attributed to normal wear and tear.

*Utah Code § 53G-8-212 (2021)*

E. Disciplinary Sanctions

1. 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.

    a. The notice provided for under this policy need not be completed prior to detention of the student if detention is necessary for the student's health or safety.

    *Utah Code § 53G-8-203~~(2) (2025)~~*

2. Suspension (in-school or out-of-school).

3. Involuntary transfer. Involuntary transfer to another school, campus, community-based alternative school or other special program within the District.

4. Expulsion

## VI. Authority to Impose Discipline

A. The Board of Education hereby delegates to each school principal within the District the authority to suspend a student in the principal's school for up to ten (10) school days, in accordance with this policy.

B. The Board of Education hereby delegates to the S~~s~~uperintendent the authority to suspend a student for up to one (1) school year.

C. The Board of Education has the authority to expel a student for a fixed or indefinite period.

*Utah Code § 53G-8-206 (2019)*

## VII. **Procedure for Imposing Discipline**

A. 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 an offense. 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 6067 shall be followed in place of the procedure in this policy.

B. Short-term Out-of-School Suspension

1. Informal due process hearing. A school administrator may suspend a student from school for up to ten (10) school days for an offense. Prior to imposing such a suspension, the following procedures shall be followed:

   a. meet with the student, if possible, to discuss the incident(s) and to provide the student an opportunity to respond; and

   b. determine whether an offense has occurred and whether suspension or other discipline is appropriate.

   c. In appropriate cases, 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); and

   d. Document in PowerSchool the meeting/conversation with the student and any disciplinary actions.

2. Short-term out-of-school suspension pending due process hearing.

a. If the school administrator makes an initial determination that the offense 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.

3. Departure from school grounds.

a. 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)*

i. Parents who cannot immediately pick up a student can request an~~and~~ in-school suspension for the remainder of that school day.

ii. Students younger than 14 should only be released into their parent's custody or pursuant to arrangements made between the school administrator and parent.

iii. Students~~Student~~ 14 and older should be released to a parent and should never be sent from school prior to the end of the school day without permission from a parent or emergency contact.

4. Notice of short-term out-of-school suspension. If a short-term suspension is imposed, the school

administrator shall immediately provide notice to the student's parent. Notice shall, if possible, be given by telephone. Written notice (Procedure 6029-D) shall be sent to the parent. The notice, shall include the following:

a. That the student has been suspended from school.

b. The grounds for the suspension.

c. The period of time for which the student is suspended from school.

5. The date, time and place for the parent and student to meet with the principal or assistant principal to review the suspension. 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.

*Goss v. Lopez, 419 U.S. 565 (1975)*
*Utah Code § 53G-8-206(4) (2019)*

6. Notice of recommended expulsion or long-term suspension. If the school administrator has recommended that the Ssuperintendent 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.

7. Meeting to review out-of-school suspension. At this meeting, the school administrator 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. During this meeting, the school administrator 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 school administrator should also discuss with the parent

a plan to avoid recurrence of the problem.

*Utah Code § 53G-8-206(5)(b), (c) (2019)*

C. Long-term Out-of-School Suspension or Expulsion

1. Due process hearing "Safe School Hearing".

a. If the principal or assistant principal recommends long-term suspension from school or expulsion, he or she shall notify the ~~superintendent~~ Student Services Director of that recommendation.

b. The Student Services Director ~~superintendent~~ shall then schedule a hearing to be held with the student's parent or guardian, the student, and at least one other District administrator.~~the superintendent or the superintendent's designee~~.

~~1.~~c. The hearing shall be scheduled to take place prior to the tenth day of the student's suspension from school where possible.

2. Notice of hearing.

a. ~~-~~The Student Services Director ~~superintendent~~ shall coordinate~~provide written notice of~~ the date, time and place of the hearing with~~to~~ the student's ~~and his or her~~ parent or guardian so as to afford a reasonable opportunity for preparation.

b. The Student Services Director will also provide the student's parent or guardian with a written notice of a Safe School Hearing.

i. The notice shall include a statement of the charges against the student, that a recommendation has been made for suspension from school for more than 10 days or for expulsion and the period of time for

which suspension or expulsion has been recommended.

~~2.~~i. The statement of the charges 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. Conduct of hearing.
   a. The Student Services Director~~superintendent or the superintendent's 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 side may present testimony of witnesses or other evidence, may cross-examine witnesses and may make legal arguments relevant to the issues.

   ~~3.~~d. 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)*

4. Decision.
   a. At the conclusion of the hearing, the Student Services Director~~superintendent or designee~~ shall make a final determination of the matter and shall

state his or her determination to those attending the hearing.

b. The determination shall then be placed in writing and mailed to the student's ~~and his or her~~ parent or guardian.

c. Upon a finding that the student has engaged in conduct warranting discipline, the Student Services Director~~superintendent~~ may determine what discipline or remedial measures are appropriate for the conduct.

i. The written determination will be shared with the building administrator and placed in the student's cumulative file.

d. If the Student Services ~~superintendent~~t determines that the appropriate sanction is expulsion, then that sanction must be authorized by the Board of Education as set out below.

e. Apart from expulsion, the Student Services Director ~~superintendent~~ may impose any of the available remedial measures or sanctions as are found to be appropriate.

~~4.~~f. In determining the appropriate sanction, the Student Services Director ~~superintendent~~ shall consider whether alternatives to suspension are appropriate or available.

*Utah Code § 53G-8-206 (2019)*
*Utah Code § 53G-8-207 (2019)*

5. Appeal.

a. A student may appeal the determination of the Student Services Director ~~superintendent~~ to the Superintendent~~Board of Education~~ by filing a written notice of appeal ~~with the superintendent~~ within ten

(10) days of the date the decision of the Student Services Director ~~superintendent~~ is mailed to the student.

b. No further hearing will be held.

c. The Superintendent~~Board~~ will review the evidence submitted ~~to the superintendent~~ and the written determination ~~of the superintendent~~.

d. The Superintendent~~Board~~ may affirm the ~~superintendent's~~ decision or modify the ~~Superintendent's~~ decision.

~~5.~~e. The Superintendent~~Board~~'s written decision will be issued within thirty (30) days of receipt of the student's written notice of appeal.

6. Board evaluation of expulsion recommendation.

a. If the Student Services Director ~~superintendent~~ recommends expulsion for an indefinite or definite period of time, then the S~~s~~uperintendent will transmit that recommendation to the Board of Education along with the record of evidence submitted to the S~~s~~uperintendent.

b. The Board may review the recommendation based on this record or may at its sole discretion accept further evidence.

c. Following its review, the Board may accept, modify, or reject the recommendation, or impose other disciplinary sanctions.

~~6.~~d. This decision is final.

*Utah Code § 53G-8-206(3) (2019)*

7. 45-day review of mandatory one-year expulsions.

a. Where a student has been expelled for one year because of an offense involving a weapon, explosive, or flammable material, a hearing shall be held within 45 days of the imposition of the expulsion.

b. This hearing shall be held before the Ssuperintendent or the Student Services Directorsuperintendent's designee and shall be attended by the student and a parent of the student.

7.c. At this hearing, the Ssuperintendent or the Student Services Director shall determine

a.i. what conditions must be met by the student and the student's parent for the student to return to school, including conditions or restrictions required as part of a student reintegration plan;

b.ii. 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 the student is placed in; and

c.iii. 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 Ssuperintendent or Student Services Directorhis or her 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 Ssuperintendent, then the

Ssuperintendent shall submit that recommendation to the Board of Education.

d.i. 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) (2025)*

8. 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) (2025)*

9. If a student and/or parent is offered the opportunity to explain, and/or have a district-level safe school hearing, and the student and/or parent refuses that opportunity, due process is satisfied.

D. During the time any student is suspended or expelled from school, the student is prohibited from being on campus, riding on any district or school sponsored transportation (including district buses), being a spectator, or a participant at any school function or activity unless the student receives prior authorization from the school administrator.

## VIII. **Evidence in Student Hearings**

A. All student Safe Schooldisciplinary hearings shall be conducted by the Board or its designee in an executive session. All evidence presented in such hearings shall constitute student educational records and shall be treated as "confidential". 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.

## IX. Notification of Offense on School Property or at School Activity

A. Whenever a student allegedly~~minor~~ 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 ~~(2024)~~*

~~A.~~ *Utah Code § 53G-8-512*

## X. Sexual Crimes or Serious Offenses by Students

A. For purposes of this section:

1. serious offense: 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.

2. sexual crime or sexual misconduct: any conduct described in:

   a. Utah Code Title 76, Chapter 5, Part 4, Sexual Offenses, or

   b. Utah Code Title 76, Chapter 5b, Sexual Exploitation Act, or

   c. Utah Code § 76-7-102, incest.

   ~~d. (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 ~~(2025)~~*
   *Utah Code § 80-6-103(1)(d) ~~(2025)~~*

3. When a student commits a serious offense 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. 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.

   *Utah Code § 53G-8-203~~(4)(b)(ii) (2025)~~*
   *Utah Code § 53G-8-213(5) ~~(2025)~~*
   ~~3.~~ *Utah Code § 76-3-203.5*

4. 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~~(4)(b)(i) (2025)~~*

5. 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 Procedure 6029-B, a student reintegration plan shall be established for the student's return to school.

*Utah Code § 53G-8-203~~(4)(b) (2025)~~*
*Utah Code § 53G-8-213 ~~(2025)~~*

## XI. **Education of Students Subject to Discipline**

A. The educational services that will be provided to students subject to discipline will depend upon the nature of the discipline.

1. Students subject to remedial measures. 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.

2. Parental responsibility for education. When a student is expelled or is suspended from school for more than 10 days, it is the responsibility of the parent's student to undertake an alternative education plan which will ensure that the student's education continues during the period of the suspension or expulsion. 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. Costs for educational services not provided by the district are the responsibility of the student's parent.

*Utah Code § 53G-8-208 (2020)*

3. Review of student progress. 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)*

4. Record of disciplined students. 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 cumulative folder.

   *Utah Code § 53G-8-208(4)(a) (2020)*

## XII. Readmission of Suspended or Expelled Students

A. Suspended students. 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 offense resulting in suspension. At the discretion of the principal, the student may be readmitted if the student and the student's parent or guardian have agreed to participate in such a meeting. However, a suspension may not extend beyond ten (10) days unless the student and the student's parent or guardian have been given a reasonable opportunity to meet with a designated school official

to respond to the allegations and proposed disciplinary action.

B. Expelled students. The Ssuperintendent or Student Services Director ~~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. The Ssuperintendent or Student Services Director~~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. 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.

## XIII. Information Regarding SafeUT Crisis Line

A. 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 (1) unsafe, violent, or criminal activities, or the threat of such activities at or near a public school, (2) incidents of bullying, cyberbullying, harassment, or hazing, and (3) incidents of physical or sexual abuse committed by a school employee or school volunteer. The Board shall inform students, parents, and school personnel about the SafeUT Crisis Line.

~~*Utah Code § 53B-17-1202(1) (2024)*~~
~~*Utah Code § 53B-17-1204(3) (2024)*~~

## XIV. Response to SafeUT Crisis Line Reports

A. 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~~(1)(i) (2025)~~*

Adopted Date: April 14, 2022
Last Reviewed Date: 9/8/2025
Last Revised Date: 9/8/2025
Prior Revised Dates: 4/14/2022, 8/10/2023, 12/12/2024

South Summit School District
Achieving Excellence

# Student Offender Reintegration

**Procedure 6029-B**
**Section: 6000 – Students**

I. **Definitions:**

A. Forcible Felony: includes any other felony offenses that involve the use of force or violence against an individual that poses a substantial danger of death or serious bodily injury.

1. Forcible felony does not include burglary of a vehicle, as defined in Section 76-6-204, unless the vehicle is occupied at the time unlawful entry is made or attempted

B. Serious Offense: a violent felony as defined in Utah Code § 76-3-203.5, a violation of Utah Code Title 76, Chapter 6, Part 4, Theft when the property stolen is a firearm, or an offense that is a violation of Utah Code Title 76 Chapter 11, Weapons.

C. Temporary Custody: the control and responsibility of a minor, before an adjudication under Section 80-6-701, until the minor is released to a parent, guardian, responsible adult, or to an appropriate agency.

II. **Superintendent or Student Services Director to Notify Principal**

A. Within three days of receiving a notification from juvenile court or a law enforcement agency that a student of the district has been taken into temporary custody for a serious offense, the superintendent or student services director shall notify the principal of the school that the juvenile attends or last attended. The superintendent or student services director shall inform the principal:

1. The name of the student;

2. The offense for which the student was taken into temporary custody or admitted to detention; and
3. If available, the name of the victim, if the victim is a student of the District and:
   a. Resides in the District; or
   b. Attends the same school as the student in custody.

B. Within three days of receiving a notification that a student of the District has been adjudicated for a serious offense, the superintendent or student services director shall notify the principal of the school that the student attends or last attended. The superintendent or student services director shall inform the principal:
   1. The name of the student;
   2. The offense for which the student was adjudicated;
   3. If available, the name of the victim, if the victim is a student of the District and:
      a. Resides in the District; or
      b. Attends the same school as the student in custody.

C. Within three days of receiving notification of a juvenile court's disposition and orders following a detention hearing for a student of the District who is alleged to have committed a serious offense, the superintendent or student services director shall inform the principal of the court's disposition and orders.

D. Upon receipt of the information from the superintendent or student services director, the principal shall make a Log Entry in PowerSchool and shall, with the school multidisciplinary team, use the information to assess the level of threat the student poses, including potential for self-harm, suicide ideation, harm to others, or harm to school property. In making this assessment,

the principal and multidisciplinary team shall use an evidence-based threat assessment approved by the State Board of Education.

## III. Dissemination of Information to School Staff

A. The principal and multidisciplinary team shall determine, based on the level of threat posed by the student, the appropriate school staff who should receive the information about the student. In cases where the information demonstrates possible imminent harm to the student or others, the principal may share information as necessary to ensure the safety of the student, the victim, and the school's general population without first consulting with the multidisciplinary team. In determining what information should be shared and which staff members should receive the information, the principal and multidisciplinary team should share only the information and data needed to ensure the safety of the student, the victim, and the school's general population.

B. The superintendent, principal, and any other staff member notified by the principal shall not intentionally cause the information to become public knowledge.

## IV. Student Reintegration Plan

A. Unless the offense is a forcible felony, within seven school days of receiving a notification while school is in session from juvenile court or a law enforcement agency that a student of the district has been arrested for, charged with, or adjudicated in juvenile court for a serious offense (as defined by Utah Code § 80-6-103(1)(d)), the school shall develop a reintegration plan for

the student with a multidisciplinary team, the student, and the student's parent or guardian. If the notification is received while school is not in session because of the summer break, the plan shall be developed within seven days of school being back in session following the break. In the case of a forcible felony, the district may elect not to reintegrate the student. However, if the school decides not to reintegrate the student, the district must provide alternative education options for the student.

B. A Log Entry must be made in PowerSchool that a Reintegration Plan has been made.

C. The plan must include a behavioral intervention for the student, a short-term mental health or counseling service for the student, an academic intervention for the student, or any other interventions that the multidisciplinary team, the student, and the student's parent or guardian determine are necessary.If the offense was a violent felony and was directed at a school employee or another student within the school, the plan shall include notification of the reintegration plan to that employee or student and the student's parent. The reintegration plan shall remain in effect for an entire school year or 180 days from its implementation, or so long as the multidisciplinary team deems the plan to be necessary.

D. A student may not be reintegrated into school where a student or staff member has a protective order against the student or where a student or staff member is the victim of a violent felony as defined by Utah Code § 76-3-203.5 which was committed by the student.

E. If the victim attends the same school, the reintegration plan must include separation of the students for at least five years,

with an annual review to determine if the victim believes the separation is effective and still necessary.

F. The school may deny admission to the student until the reintegration plan is completed.

G. The multidisciplinary team involved in developing the reintegration plan will consist of the Student Services Director, the juvenile court, the Division of Juvenile Justice Services, a school safety and security specialist, the district safety and security director, and a school resource officer and any other relevant party that should be involved in a reintegration plan. A school resource officer shall be given the opportunity to provide input regarding the safety risks the student may pose upon reintegration. Where a student is on probation, the reintegration plan shall include providing notice to the school resource officer of the school where the student attends of that probation status.

## V. Action Against Student Based on Information

A. Any action taken against a student based on the information received must be consistent with restorative justice practices. (See Procedure 6065-A.)

## VI. Transfer of Information to Another School

A. The school shall digitally maintain the cumulative file information regarding the notification or (if available) the student's related reintegration plan for one year after receiving a notification from juvenile court or a law enforcement agency and shall ensure that the secure file follows the student if the student transfers to a different school or local educational agency.

South Summit School District
*Achieving Excellence*

Utah Code 53G-8-213 (2025)
Utah Code 53G-8-203 (2025)
Utah Code § 53G-8-402 (2023)
Utah Code § 53G-8-403 (2026)
Utah Code § 76-3-203.5
Utah Code 80-6-102 (2025)
Utah Code 80-6-103 (2025)
Utah Admin. Rules R277-736-3 (June 22, 2020)

Adopted Date: December 12, 2024
Last Reviewed Date: 09/14/2026
Last Revised Date: 09/14/2026
Prior Revised Dates:12/12/2024

South Summit School District
Achieving Excellence

# Substance Use and Possession

## Procedure 6029-H

### Section: 6000 - Students

---

I. **Definitions**

A. School district location: 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.

B. Electronic cigarette: an electronic oral device that provides an aerosol or a vapor of nicotine or other substance and that simulates smoking through its use or through inhalation of the device, including but not limited to an oral device that is composed of a hearing element, battery, or electronic circuit and marketed, manufactured, distributed as an e-cigarette, e-cigar, e-pipe, or any other name or description if the function of the product meets this definition. It also includes a component of such a device or an accessory sold in the same package as the device. It does not include a medical cannabis device as defined by Utah Code § 26B-4-201. ~~*Utah Code § 76-9-1101(4) (2025)*~~

C. Electronic cigarette substance: any substance, ~~including liquid~~ containing nicotine that is~~,~~ used or intended for use in an electronic cigarette. ~~*Utah Code § 76-9-1101(6) (2025)*~~

D. Electronic cigarette product: an electronic cigarette, an electronic cigarette substance, ~~or~~ a prefilled electronic cigarette, a non-

nicotine inhalation product, or a non-nicotine inhalation substance. *Utah Code § 53G-1-103 (2025)* ~~, *Utah Code § 76-9-1101(5) (2025)*~~

E. Prefilled electronic cigarette: an electronic cigarette that is sold prefilled with an electronic cigarette substance. ~~*Utah Code § 76-9-1101(14) (2025)*~~

F. Nicotine product: an alternative nicotine product or a nontherapeutic nicotine product as defined by *Utah Code § 76-9-1101(9)* ~~*(2025)*~~

G. Non-nicotine inhalation product: a product that:

1. Is a manufacturer sealed prefilled electronic cigarette that the manufacturer does not intend the consumer to open;
2. Contains a substance other than nicotine, including a vitamin, mineral, dietary supplement, or alkaloid;
3. Is designed specifically to be used with an electronic cigarette to produce an aerosol or vapor of the substance;
4. Does not contain a cannabinoid; and
5. Does not contain nicotine.

It excludes a medical cannabis device and a product the manufacturer did not design to be placed directly on an individual's mouth to simulate smoking.

*Utah Code § 76-9-1101(10)*

H. Non-nicotine inhalation substance: any substance not containing nicotine or a cannabinoid that is used or intended for use in an electronic cigarette. ~~F.~~

## II. Tobacco

A. All tobacco and e-cigarette offenses must be reported to a school administrator.

B. Tobacco offenses, including the use of e-cigarettes, can be handled by school administrators without a law enforcement referral; a referral to the SRO may be made at the discretion of the school administrator.

1. Students may not possess, use, or distribute tobacco or tobacco products on school property or during any school activity (whether or not it takes place on school property). *Utah Code § 53G-8-209(2)(b)(ii)(B) (2025)* , *Utah Code § 53G-8-210(1)(a)(ii) (2020)*

C. Nicotine Products

1. Students may not possess, use, or distribute any nicotine product on school property or during any school activity (whether or not it takes place on school property). *Utah Code § 53G-8-209(2)(b)(ii)(B) (2025)* ,*Utah Code § 53G-8-210(1)(a)(ii) (2020)*

D. Electronic Cigarette Products

1. Students may not possess, use, or distribute any electronic cigarette product on school property or during any school activity (whether or not the activity takes place on school property). Students violating this prohibition are subject to discipline under Policy FHA and to action under Policy FF Student Activities and under Policy FHAE Safe Schools: Disruptive Student Behavior. *Utah Code § 53G-8-203*~~(3)(b) (2025) ,~~ *Utah Code § 53G-8-209(2)(b)(ii)(B) (2025)*~~,~~
~~1.~~ *Utah Code § 53G-8-210(1)(a)(ii) (2020)*

E. Confiscation and Disposal of Electronic Cigarette Products

1. Any electronic cigarette product found in the possession or control of a student on school property or at a school activity (including such products found in student lockers, desks, or similar locations) shall be confiscated

by staff and shall be destroyed or otherwise disposed of. However, if the electronic cigarette product is suspected to contain illegal controlled substances or to be used to consume illegal controlled substances, a school administrator may release the product to law enforcement upon request of law enforcement as part of an investigation or action rather than destroying or destroying the confiscated product. (For purposes of this exception, nicotine or other tobacco derivatives are not considered illegal controlled substances.) *Utah Code § 53G-8-203~~(3)(b), (c) (2025)~~ ,*

~~1.~~ *Utah Code § 53G-8-508(2) (2020)*

2. The administrator is not allowed to return any electronic cigarette product to the student.

3. A student in possession of an e-cigarette that contains an illegal drug or controlled substance will be disciplined in accordance with Section 2 of these procedures.

F. Offenses by students, grades K – 6

1. School administrators must notify parents and file a report with the Department of Child & Family Services for all drug and alcohol offenses at these grade levels. School administrators will assign consequences and social and emotional support, as needed. Administrators may consider using suspension for drug and alcohol offenses. Repeated tobacco and e-cigarette offenses by the same student may warrant additional interventions, longer suspensions, and/or a safe school hearing referral.

G. Offenses by students, grades 7 – 12

1. First offense: Parents will be notified and students may be suspended for one day. School administrators will refer the student to the student services committee to

determine site level interventions and support.

2. Second offense: Parents will be notified and students may be suspended for up to three days.

3. Third offense: Parents will be notified and the student may be suspended for up to five days.

    i. The following tobacco cessation services are available to all individuals who wish to stop using tobacco products
        i. The Utah Tobacco Quit Line (1.800.QUIT.NOW) provides telephone-based counseling, support materials, and referrals to local classes and additional assistance when appropriate. Callers may also qualify for free nicotine replacement therapy.

        ii. Utah QuitNet (www.utahquitnet.com) provides quitting guides, peer support through message boards and email, expert advice and other services to help people quit using tobacco.

        iii. Tobacco Free Resource Line (1.877.220.3466 or theTRUTH@utah.gov) provides materials including brochures, Quit Line cards, posters and fact sheets.

    2. Additional tobacco and e-cigarette offenses by the same student may warrant additional interventions, longer suspensions and a referral for a district-level safe school hearing.

H. Offenses by high school seniors

1. High school seniors who are referred to a district-level safe school hearing for sale or distribution of drugs or illegal substances will comply with the ruling of the Safe School Committee and may not be eligible to participate in their graduation ceremony.

2. The diploma will be awarded upon the student's completion of the graduation requirements and will not be withheld under this disciplinary procedure.

## III. Drug & Alcohol

A. A person may not possess or drink an alcoholic beverage inside or on the grounds of any building operated by a part of the District or in those portions of any building, park, or stadium that is being used for an activity sponsored by or through the District or any part thereof. Violation of this provision is a misdemeanor. *Utah Code § 53G-8-602 (2018)*

B. Student Offenses

1. All drug and alcohol offenses must be reported to a law enforcement officer. A student shall be suspended or expelled from his/her school of attendance for any of the following reasons

1. Use, control, possession, distribution, sale, or arranging for the sale of an illegal drug or controlled substance (which includes alcohol), an imitation controlled substance, or drug paraphernalia in a school building, in a school vehicle, on district property, or in conjunction with any school activity;

2. Misuse or abuse, distribution, sale, or arranging for the sale of prescription medication at school or a

school function; or

3. Misuse or abuse of over-the–counter medication, or sharing, distributing, selling or arranging for the sale of over-the-counter remedies.
No student 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 or any other controlled substance, as defined in 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 et seq., before, during or after school hours at school or in any other school district location as defined below.

C. Guidelines

1. Compliance with this policy should be mandatory. A student who violates the terms of this policy may be suspended or expelled from school, at the discretion of the Board. Each student found in violation of this policy shall be provided with information about drug and alcohol counseling, rehabilitation, and re-entry programs available to students through the school district or otherwise. Violations of the policy on drugs and alcohol may be reported to an appropriate law enforcement agency if permitted under Utah Code § 53G-8-211. Where a student is alleged to have committed a drug possession offense, the student must be referred to court in certain circumstances

D. Violations—Use or Possession

1. Offenses by students, grades K – 6

    1. School administrators must notify parents and file a report with the Department of Child & Family Services for all drug and alcohol offenses at these grade levels. School administrators will assign consequences and social and emotional support, as needed. Administrators may consider using suspension for drug and alcohol offenses.

2. Offenses by students grades 7-12

    1. First Violation, grades 7-12:

        i. Students violating the Drugs and Alcohol Policy for the first time will automatically be placed in an alternative education program at home for a minimum of ten (10) days. Students who are participants of teams, choirs, clubs, etc., or elected officers will give up their involvement in that extracurricular activity for the duration of the ten (10) days. They will not be allowed to attend such activities, even as a spectator. Students and their parents will have an opportunity to fulfill the ten (10) day obligation in two ways:

        ii. The student will be placed in an alternative educational program based at home for the designated ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.

        iii. In lieu of the ten (10) day home-based alternative educational program, the student and his/her parents will enroll in an Early

Intervention Drugs and Alcohol Class. The student will be able to return to regular classes the day following the first session of the class. Parents will be required to coordinate homework assignments with a designated school representative during the intervening time.

2. Second Violation grades 7-12:

    i. If there is a second violation of the Drugs and Alcohol Policy, the student will be placed on a home-based alternative educational program for a period of nine (9) weeks. A certificated teacher will be sent to the home for two hours once a week for the nine-week period to aid the student with his/her learning.

    ii. Any student who has a second violation of the Drugs and Alcohol Policy must submit to a written assessment for potential chemical dependence. This assessment will be conducted by a District team composed of the local school guidance specialist and a school district psychologist. Any assessment done by anyone other than this team would be at the option and expense of the parent(s). Before the student is readmitted to school, the assessment results will be presented to the parent(s) and will be forwarded to Juvenile Court if permitted under Utah Code § 53G-8-211.

3. Third Violation:

    i. If any student is involved in a third violation of the Drugs and Alcohol Policy, the student will

automatically be placed in a home-based alternative education program for the remainder of the school year.

## IV. Violations—Selling or Distributing

A. First Offense:

1. Because of the seriousness of the offense, a student selling and/or delivering alcohol or other illegal substances shall be automatically placed in a home-based alternative educational program for a period of nine (9) weeks.

2. Before the student is re-admitted to school, he/she must submit to a written assessment for potential chemical dependence. This assessment will be conducted by a District team composed of the local school guidance specialist and a school district psychologist. Any assessment done by anyone other than this team would be at the option and expense of the parent(s). The assessment results will be presented to the parent(s) and will be forwarded to Juvenile Court if permitted under Utah Code § 53G-8-211.

B. Second Offense:

1. Any second offense for selling and/or delivering alcohol or other illegal substance will automatically place a student in a home-based alternative educational program for the remainder of the school year.

C. Alternative Education

1. Students who violate the Drug and Alcohol Policy will be placed in alternative education programs as outlined under items 1 and 2. If the designated number of days

or weeks of alternative education cannot be completed by the end of the school year, the alternative education program is to be completed at the beginning of the next school year.

D. Repeat Offenders

1. Records will be maintained on all violations of the Drug and Alcohol policy. A student with more than one violation on record will be considered a repeat offender whether the first offense was committed in the current school year or in any prior school year.

E. Removal from Campus

1. During the time a student is on the home-based alternative educational program, he/she is not to be on campus or be a spectator or participant or attend any extra-curricular activity sponsored by the school. If a senior student is placed on the home-based alternative educational program for violation of the Drugs and Alcohol Policy and that placement coincides with the end of school, he/she will not be allowed to participate in graduation exercises. The diploma will be awarded upon completion of the home-based alternative educational program and all other graduation requirements.

F. Students in Elected Positions

1. Students in elected leadership positions or representing the school through current extracurricular activities who violate this policy are subject to its guidelines regardless of the time or location of the violation. Students found in violation of this policy will also be subject to the due process under the school district’s policy.

G. Offenses by high school seniors

1. High school seniors who are referred to a district-level safe school hearing for sale or distribution of drugs or illegal substances will comply with the ruling of the Safe School Committee and may not be eligible to participate in their graduation ceremony.

2. The diploma will be awarded upon the student's completion of the graduation requirements and will not be withheld under this disciplinary procedure.

H. Disclosure

1. Utah state law requires teachers and school personnel to disclose information of suspected chemical and alcohol abuse to the parent but~~parent~~~~but~~ prohibits disclosing to the parent the identity of the person who reported the suspected abuse.~~.~~ Personnel will complete the Suspected Abuse Report form and submit it to the appropriate school administrator for referral to the parent. ~~*Utah Code § 53G-8-502 (2018)* , *Utah Code § 53G-8-503 (2019)*~~
*Utah Code § 53G-8-510 (2026)*
2. The purpose of disclosure will be to make parents aware of potential problems and dangers associated with substance abuse.

3. The disclosure will review student behavior or situations causing concern: attendance, discipline, behavior, grades, physical symptoms, and other problems that affect school performance.

4. Disclosure will allow parents to seek help for further evaluation of the child from outside agencies.
5. Parents will be provided with information regarding agencies providing service to adolescents: assessment

counseling and treatment.

6. In complying with Utah state law for disclosure, the school district meets this obligation to parents. The school system will not be held responsible for any financial action resulting from disclosure (assessment, treatment, or counseling). Payment for services or materials provided by chemical abuse professionals who are not school employees will be the responsibility of the parents.

I. Treatment

1. In order to support the family and student when treatment is sought, the District will provide elective credit for education received during the treatment process. The treatment program must meet Utah State Division of Alcoholism and drug license qualifications.

2. Inpatient/Day Treatment—A student may earn a maximum of one health credit for inpatient treatment under the following guidelines:

    1. Successful completion of the treatment credit will be awarded on the same basis as academic credit (90 hrs. equals 1/2 credit).

    2. A maximum of five and one-half (5 ½) hours per day may be counted.

3. Aftercare—After completion of the treatment program, a student may earn one elective health credit for participation in an approved aftercare program. The following condition must be met:

1. A maximum of one credit hour may be earned. This credit will be recorded as one elective health credit.

2. Credit will be awarded on the same hourly basis as academic credit. (90 hours equals ½ credit).

3. Students must submit a schedule of aftercare programs and verification of regular attendance.

V. **Notice:** The following notice shall be provided to all students of the District:

A. *YOU ARE HEREBY NOTIFIED that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and that it is a violation of the policy of this school district for any student to 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 or any other controlled substance as defined in Schedules I through V of Section 202 of Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 CFR § 1308.11 through 1308.15, before, during or after school hours, at school or in any other school district location as defined below.*

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

C. *Any student who violates the terms of the school district's Drug and Alcohol Policy is subject to the discipline outlined in the school district's policies including all disciplinary sanctions consistent with local, state and federal law, up to and including expulsion and referral for prosecution and/or completion of an appropriate rehabilitation program.*

D. *YOU ARE FURTHER NOTIFIED that compliance with this policy is mandatory.*

*Legal References:*

*Section 5145 of the Drug Free Schools and Community Act (Public Law 101-226).*

Adopted Date: September 8, 2025
Last Reviewed Date: 09/08/2025
Last Revised Date: 09/08/2025
Prior Revised Dates:

South Summit School District
Achieving Excellence

# Interrogations, Searches, and Law Enforcement

**Procedure 6029-I**

**Section: 6000 - Students**

---

## I. Definitions

A. Appropriate school official: the most appropriate school employee, considering all the circumstances, who should search a student. Usually, the appropriate school official will be the school principal or assistant principal. Generally, the more intrusive the search, the higher the level the appropriate school official should be who conducts the search. Other factors may include age of the student, gender of the student, if the student has an IEP, the student's background, seriousness of the item(s) being searched for, which appropriate school official is reasonably available, and the urgency of the situation.

~~B.~~ Electronic cigarette: See Procedure 6029-H.

~~1. an electronic device used to deliver or capable of delivering vapor containing nicotine or another substance to an individual's respiratory system;~~

~~2. a component of the device described in Subsection (a); or~~

~~3. an accessory sold in the same package as the device described in Subsection (a).~~

~~4. Electronic cigarette includes an e-cigarette as that term is defined in Utah Code Ann. §26-38-2.~~

~~5.~~1. ~~Electronic cigarette product: an electronic cigarette, an electronic cigarette substance, or a prefilled electronic cigarette.~~

6. Electronic cigarette substance: any substance, including liquid containing nicotine, used or intended for use in an electronic cigarette.

7.2. Electronic device: a privately-owned device that is used for audio, video, or text communication or any other type of computer or computer-like instrument.

C. Reasonable suspicion: See Procedure 6051-A a particularized and objective basis, supported by specific articulable facts, for suspecting a person of criminal activity; reasonableness extends to both the reason for the search and the appropriateness of the scope of the search.

D. Reasonable suspicion for a search: grounds sufficient to cause an adult of normal intellect to believe that the search of a particular person, place, or thing will lead to the discovery of evidence that the student:

1. has violated or is violating a rule or behavioral norm provided in school policy; or

2. has violated or is violating a particular law; or

3.B. possesses an item or substance which presents an immediate danger of physical harm or illness to students, staff or school/district property;

## II. Searches of School-Owned Property

A. School-owned electronic devices and storage areas (including lockers, desks, etc.) remain under the exclusive control of the School and are subject to search at any time— with or without reasonable suspicion. Students shall have no expectation of privacy with respect to School-owned electronic devices or storage areas. Students shall provide passwords used to protect data on any school-owned electronic devices. Locks may be destroyed while searching School-owned storage areas.

B. All lockers and other storage areas provided for student use remain the property of the School. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant

to this policy. A student using the locker or storage area has no expectation of privacy in that locker or storage area or the contents contained therein. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against local school board policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the teacher or School administrator. Unapproved locks may be removed and destroyed.

C. An appropriate School official may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.

D. An appropriate School official may, at any time, request assistance of the appropriate law enforcement agency having jurisdiction over the facilities of the School. The law enforcement officer must have probable cause, however, to personally orchestrate or conduct a search of the lockers and storage areas and their contents.

## III. Using Dogs in Searching School Property

A. School also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the appropriate school official has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas, student desks, and other places in the School where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and will not be used to search students personally unless either a warrant or parental permission has been obtained prior to the search.

B. Where a dog sniff search is otherwise appropriate, it is acceptable to detain students or restrict their movement to facilitate the search. Also, School has authority to require students to relinquish personal items from their possession (backpacks, book bags, gym bags) to facilitate searches.

## IV. Search and Seizure

A. Students shall be free from unreasonable search and seizure by school officials.

B. School officials may search students, personal property, and vehicles parked on school property with reasonable suspicion or with the student's consent.

C. School disciplinary procedures may be brought against a student who fails to comply with a reasonable inspection request of a school administrator.

D. The police may be contacted or called if the school administrator determines there is a serious and immediate threat to the physical safety of students, school personnel, or the public.

E. The authorization to search shall apply to all situations in which the student is under the jurisdiction of the district, including all students participating in extracurricular activities and athletics, dually enrolled students, and students taking online courses, when applicable.

F. A school administrator has no obligation to contact parents before an administrator detains and/or questions a student. Depending on the particular circumstances of the search, notifying parents of the student search is often best practice.

G. A search must be reasonable both in the reason for the search and the scope of the search.

*New Jersey v. T.L.O.*, *469 U.S. 325 (1985)*

*Jones v. Latexo, 499 F. Supp. 223 (ED. Tex. 1980)*

*Bellnier v. Lund, 438 F. Supp. 47 (N.D.N.Y 1977)*

## V. Searches of Places

A. A school administrator who has reasonable grounds to believe that the search of a student's vehicle that is parked on school property will produce evidence of an offense of policy or law may ask the driver of the vehicle to open the vehicle and may inspect the vehicle in the driver's presence.

B. If a driver fails to comply with the requests of the school administrator, or if an inspection reveals any evidence of an offense, the school administrator may take measures reasonably calculated to maintain the safety and control and management of the school, including revoking a student's parking privilege.

C. A school administrator may disable the vehicle until police or parents can be summoned.

## VI. Searches of Student's Person

A. Authorized searches of the student's person are as follows:

1. the student's pockets;

2. purses, backpacks, or any objects in the possession of the student;

3. a "pat down" of the exterior of the student's clothing and the removal of any identified item;

4. removal of an article of exterior clothing such as a jacket, watch, or hat;

5. a student's electronic device if warranted and to the extent warranted.

B. The search of a student will be conducted in a private area of the school by an administrator of the same sex as the student being searched.

C. Any search of a student or his/her personal property will be observed by an objective third party, for example, an administrator, teacher or police officer, of the same sex as the student who is being, or whose belongings are being, searched.

D. The nature and scope of a search must be reasonable in light of the suspected infraction and any concern for safety and order in the school.

E. *A school administrator may ask the student to remove his/her hat, coat, shoes and socks, turn pockets inside out, and roll up sleeves to see if the student is hiding contraband. Under no circumstances may a school administrator require students to remove other items of clothing during the search.*

F. *A school administrator may perform a "pat down" of the exterior of the student's clothing but must refrain from touching students in any other way during the search.*

G. *If this limited search does not reveal suspected contraband and school administrators still have a reasonable suspicion that the student is concealing contraband in his/her inner clothing (i.e., hiding drugs, weapons or other contraband underneath shirts, pants or underwear), law enforcement shall be summoned.*

H. *A school administrator shall thoroughly document the details of any search conducted of a student's person or property. Including:*

    1. *the reasons for the search;*

    2. *information received that established the need for the search and the name of the informant, if any;*

    3. *the persons present when the search was conducted;*

    4. *any substances or objects found, and the disposition made of them;*

    5. *and any subsequent action taken.*

*Singleton v. Board of Educ. USD 500, 894 F. Supp. 386 (D. Kan. 1995)*

*Doe v. Renfrow, 475 F. Supp. 1012 (N.D. Ind. 1979)*

## VII. Electronic Cigarette Products

A. Based on reasonable suspicion, a student may be searched for electronic cigarette products (as those are defined under Procedure 6029-H). Electronic cigarette products are contraband and shall be confiscated and disposed of as provided for in Procedure 6029-H.

*Utah Code § 53G-8-~~203~~2026~~(3) (2025) Utah Code § 53G-8-508(2) (2020)~~*
*Utah Admin. Rules R277-615-4(1) (August 12, 2020)*

## VIII. Student Consent

A. If the District does not have reasonable cause to search a student or his property, the District may search with the student's free and voluntary consent. However, coercion, whether expressed~~express~~ or implied, invalidates the apparent consent.

*Jones v. Latexo, 499 F. Supp. 223 (E.D. Tex. 1980)*

## IX. Use of Breath – Test Instruments

A. The appropriate School official may arrange for a test to be conducted on a student whenever the School authority has individualized reasonable suspicion to believe the student has consumed an alcoholic beverage or an illegal unprescribed substance.

B. The appropriate School official shall attempt to contact a local law enforcement agency and arrange for it to conduct the test.

C. The following procedure should be used if the test is conducted by a School official:

1. Take the student(s) to a private administrative or instructional area on School property and have at least one other member of the teaching or administrative staff present as a witness to the test. If the student refuses to take the test, inform him that refusal to participate leaves the observed evidence of the alcohol or drug use

unrefuted, thus leading to disciplinary action.

2. Allow the student a second opportunity to be tested, and if the student refuses again, ask the student to sign a refusal statement. Regardless of whether or not the student signs a refusal statement, prepare a written report of the incident.

## X. Police Involvement

A. Where school officials initiate a search and police involvement is minimal, the reasonableness standard is applicable. The ordinary warrant requirement and probable cause standard will apply where "outside" police officers initiate, or are predominantly involved in, a school search of a student or student property for police investigative purposes.

*Myers v. State*, *839 N.E.2d 1154 (Ind. 2005)*

*F.S.E. v. State*, 993 P.2d 771 (Ok. Crim. App. 1999)

*In Re Josue T., 989 P.2d 431 (N.M. Ct. App. 1999)*

## XI. Coordination with Law Enforcement

A. The school administration may invite law enforcement officials to the school to:

1. Conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity; or

2. Maintain a safe and orderly educational environment; or

3. Maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property; or

B. Investigation Initiated by School Resource Officers and Other Law Enforcement Authorities

1. School officials shall cooperate with school resource officers and other law enforcement authorities who are carrying out official duties such as investigating crimes, serving subpoenas, etc.

2. When law enforcement officers can show a need to do so, they shall be permitted to conduct an investigation on school grounds during school hours.

3. Such a need will ordinarily be shown if delay in police investigation might result in danger to a person, flight from jurisdiction by a person reasonably suspected of a crime, or destruction of evidence. In such cases

    a. To maintain order in the schools, officers shall notify the school administrator or other designated person before beginning an investigation on school premises. (Notice of Investigation Form)

    b. The administrator shall document the circumstances warranting the investigation as soon as practical.

    c. Alleged criminal behavior related to the school environment brought to the school administrator's attention by law enforcement officers shall be dealt with under the provisions of this section.

    d. Alleged criminal behavior related to the school environment brought to the school administrator's attention by law enforcement officers shall be dealt with under the provisions of this section.

    e. Directory information is limited to a student's name, home address, date of birth, phone number, class schedules and parents' address and phone numbers for use in case of an emergency.

C. Release of Student to Law Enforcement Official

1. School officials should not release students to law enforcement authorities voluntarily unless the student has been placed under arrest or unless the parent or legal guardian and the student agree to the release.

2. When students are removed from school for any reason by law enforcement authorities, every reasonable effort shall be made to contact the student's parent or legal guardian immediately except in cases of child abuse and neglect. Such effort shall be documented.

3. The school administrator shall immediately notify the District Superintendent's office of the removal of a student from school by law enforcement authorities.

4. Where it is necessary to take a student into custody on school premises, the law enforcement officer should contact the school administrator and relate the circumstances necessitating such action.

5. Whenever the need arises to make arrests or take students into custody on school premises, the school administrator shall make reasonable efforts to consult and confer with the law enforcement officers as to how an arrest is to be made.

6. When possible, the school administrator should have the student summoned to the administrator's office before the student is taken into custody.

7. When a student has been taken into custody or arrested on school premises without prior notification to the school administrator, the school staff present shall encourage the law enforcement officers to tell the administrator of the circumstances as quickly as possible. If the officers decline to tell the administrator, the school staff members present shall immediately notify the administrator.

D. Quelling Disturbances of School Environment

1. Law enforcement officers may be requested to assist in controlling disturbances of the school environment, which a school administrator has found to be unmanageable, by school personnel, and has the potential of causing harm to students and other persons, or to property. Such circumstances include situations where a parent or member of the public exhibits undesirable or illegal conduct on or near school grounds, or at a school event, and who refuse to abide by an administrator's directive to leave the premises.

E. Coordination of Policies with Law Enforcement Authorities

1. School administrators shall meet at least annually with local law enforcement authorities to discuss the District's Safe and Orderly Schools Policy and rules on law enforcement contacts with the school District. Law enforcement authorities shall be asked to inform their staff about the terms of the Safe Schools Policy.

## XII. Collection and Reporting of Offense Data

A. School personnel shall collect data regarding offenses which occur on school grounds while school is in session or during a school-sponsored activity and which involve (1) suspension or expulsion of a student, or other formal school discipline (2) minors found in possession of a dangerous weapon, or (3) “law enforcement action” (defined below).

B. For this reporting requirement, “law enforcement action” means a significant law enforcement interaction with a minor, including (1) a search and seizure by a law enforcement officer (including a school resource officer), (2) issuance of a citation, (3) filing a delinquency petition, indictment, or criminal information, (4) referral to juvenile court, or (5) use of force by a law enforcement officer.

C. The report of the offense shall also include information on the student or minor’s age, grade level, race, sex, disability status, and youth in care designation. If applicable, the report shall also include

the demographics of a person who is subject to bullying, hazing, cyber-bullying, or retaliation (as defined in Policy FHA). To collect the data, school personnel shall use the form established by the State Superintendent in consultation with law enforcement agencies.

D. The District shall report the data to the State Superintendent in a timely manner as required by the State Superintendent. The District shall report the data compiled for each school year to the State Superintendent on or before September 1 of the year in which the school year ended.

Utah Code § 53E-3-516 (2024)
Utah Admin. Rules R277-912-2 (April 9, 2024)

## XIII. Distribution of Policy

A copy of this policy in electronic and printed form shall be made available to parents and students upon enrollment.

*Utah Admin. Rules R277-615-4(4) (August 12, 2020)*

Adopted Date: September 8, 2025
Last Reviewed Date:
Last Revised Date:
Prior Revised Dates:

## Procedure 6038-A: Reporting Child Abuse

### 1. Reporting of Child Abuse

a. Whenever any employee of the District knows or reasonably believes that a child has been neglected, or physically or sexually abused, such employee shall immediately notify the nearest peace officer, law enforcement agency or office of the State Division of Child and Family Services (DCFS).

b. Under such circumstances, the employee shall also notify the building principal.

c. Such a report to the principal does not satisfy the employee's personal duty to report to law enforcement or DCFS.

d. It is not the responsibility of school employees to prove that the child has been abused or neglected or determine whether the child is in need of protection.

    i. Investigations are the responsibility of the Division of Child and Family Services.

    ii. Investigation by education personnel prior to submitting a report should not go beyond that necessary to support a reasonable belief that a reportable problem exists.

e. Subject to the constitutional right against self-incrimination, and with respect to students or employees of the District, school officials shall cooperate appropriately with DCFS and law enforcement agency employees authorized to investigate charges of child abuse and neglect, assisting as asked as members of interdisciplinary child protection teams in providing protective, diagnostic, assessment, treatment, and coordination services, including:

    i. allowing appropriate access to students;

    ii. allowing authorized agency employees to interview children consistent with DCFS and local law enforcement protocols;

iii. making no contact with parents/legal guardians of children being questioned by DCFS or local law enforcement; and

iv. cooperating with ongoing investigations and maintaining appropriate confidentiality;

v. responding truthfully and promptly to lawful inquiries by law enforcement;

vi. providing relevant information within the employee's knowledge or possession; and

vii. complying with lawful subpoenas, warrants, or other compulsory processes.

f. The employee shall maintain the confidentiality of and not disclose any information learned in connection with an investigation except with those persons with whom the employee is required to cooperate, including the Division, law enforcement, the State Board of Education, or supervisory District officials.

g. Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are immune from any civil or criminal liability that otherwise might arise from such actions, as provided by law.

h. The anonymity of those reporting or investigating child abuse or neglect will be preserved and information provided pursuant only to the manner provided for in Utah Code § 80-2-1005.

*Utah Admin. Rules R277-217-3(5), (69) (January 10, 2024November 21, 2025)*
*Utah Admin. Rules R277-401-3 (September 21, 2017)*
*Utah Code § 80-2-602 (2022)*
*Utah Code § 80-2-1005 (2025)*

**2. Reporting of Child Abuse by a School Employee**

a. An employee who has reasonable cause to believe that a student may have been physically or sexually abused by a school employee shall immediately report that belief to **both** the school principal **and** the Superintendent.

b. A District administrator, including the Superintendent, who has received such a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by an educator shall immediately report that information to the State Board of Education and to the Utah Professional Practices Advisory Commission.

*Utah Admin. Rules R277-217-3(5) (January 10, 2024November 21, 2025)*

*Utah Code § 53E-6-701 (2022)*

**Student Acceptable use of Internet and Technology Resources**

**Procedure 6052-A**
**Section: 6000 Students**

1. **Acceptable Use for Internet Access**

    a. Acceptable Use Agreements must be completed by parents and students annually.

2. **Rules for Internet and Technology Use**

    a. Appropriate Uses

        i. Research and creation of assigned classroom projects.

        ii. Exchanging appropriate electronic mail with other users.

    b. Rules of Use

        i. Use the system efficiently in terms of time, disk space, and printer facilities.

        ii. Use computer facilities for educational purposes.

        iii. Change passwords frequently, to promote security, and keep passwords secure (do not allow others to use the password or use the passwords of another person.)

    c. Prohibited Uses

        i. Accessing, transmitting, or retransmitting material that:

            ~~ii.~~1. Promotes violence or advocates destruction of property including, but not limited to, access to information concerning the manufacture of destructive devices such as explosives, fireworks, smoke bombs, incendiary devices or the like.

            2. Contains pornographic or other sexually oriented material (pornographic means pictures or writing that are intended to stimulate erotic feelings, by the description or portrayal of sexual activity or nudity).

~~iii.~~a. Including AI generated or manipulated content.

~~iv.~~3. Advocates or promotes violence or hatred against particular individuals or groups of individuals or advocates or promotes the superiority of one racial, ethnic, or religious group over another.

ii. Creating, generating, or manipulating Artificial Intelligence content to depict any student or staff member in any manner, including violent, sexualized or nude, etc.

~~v.~~iii. Using or possessing illegal software or downloads that violate copyrights (meaning any software downloaded or in the user's possession without the appropriate registration of the software, including the payment of any fines owing to the owner of the software)

~~vi.~~iv. Using encryption software from any access point within the school district.

~~vii.~~v. Transmitting credit card information or other personal information from an access point within the school district.

~~viii.~~vi. Transmitting email through an anonymous remailer.

~~ix.~~vii. Accessing the Internet from a school district access point using a non-school district Internet account.

~~x.~~viii. Committing or attempting to commit any willful act involving the use of the network which disrupts the operation of the network within the school district or any network connected to the Internet, including the use or attempted use or possession of computer viruses.

~~xi.~~ix. Engaging in illegal activity.

~~xii.~~x. Using, communicating, or sending impolite, abusive, slanderous, derogatory, vulgar, lewd, indecent or obscene language or pictures.

~~xiii.~~xi. Using the email system to hinder the ability of others to work, or to bully, harass, or intimidate a person.

~~xiv.~~xii. Changing computer files that do not belong to the user.

~~xv.~~xiii. Sending or receiving copyrighted material without permission.

~~xvi.~~xiv. Copying commercial software in violation of copyright laws.

~~xvii.~~xv. Forwarding (or reposting) the personal information of another user without his or her permission.

~~xviii.~~xvi. Sending material over the Internet with someone else's name as author.

~~xix.~~xvii. Using the computer system for personal financial gain or profit.

~~xx.~~xviii. Using computer programs to decode access control information.

~~xxi.~~xix. Attempting to circumvent or subvert system security.

~~xxii.~~xx. Sending or forwarding information known or believed by the sender to be false.

~~xxiii.~~xxi. Conducting product advertisement or political lobbying.

Adopted Date: July 7, 2022
Last Reviewed Date: 07/07/2022
Last Revised Date: 07/07/2022
Prior Revised Dates:

South Summit School District
Achieving Excellence

# Student Clubs Procedure

**Procedure: 6062-A**

**Section: 6000 Students**

---

I. **Administrative Procedures - Student Clubs**

A. Definitions: The following definitions apply to this Procedure

1. Bigotry: The action or advocacy of imminent action involving

   a. The harassment or denigration of a person or entity; or

   b. Any intent to cause a person not to freely enjoy or exercise any right secured by the constitution or laws of the United States or the state, except that an evaluation or prohibition may not be made of the truth or falsity of any religious belief or expression of conscience unless the means of expression or conduct arising therefrom violates the standards of conduct outlined by law.

2. Club: Any student organization that meets during non-instructional time.

3. Conscience: A standard based upon learned experiences, a personal philosophy or system of belief, religious teachings or doctrine, an absolute or external sense of right and wrong which is felt on an individual basis, a belief in an external absolute, or any combination of the foregoing.

4. Curricular Club: A club that is school sponsored and that may receive leadership, direction, and support from the school or District beyond providing a meeting place during non-instructional time and:~~.~~

   ~~a. An elementary school curricular club means a club that is organized and directed by school sponsors at the~~

~~elementary school.~~

~~b.~~a. ~~A secondary school curricular club means a club~~

i. with ~~Whose~~ subject matter that is taught or will soon be taught in a regular course;

ii. with ~~Whose~~ subject matter that concerns the body of courses as a whole;

iii. in which participation is required for a particular course; or

iv. in which participation results in academic credit.

5. Discretionary Time: School-related time for students that is not instructional time, including free time before and after school, during lunch and between classes or on buses, and private time before athletic and other events or activities.

6. Elementary school curricular club: a curricular club at an elementary school.

~~6.~~7. Encourage criminal or delinquent conduct: The action or advocacy of imminent action that violates any law or administrative rule but does not include discussions concerning changing of laws or rules or actions taken through lawfully established channels to effectuate such change.

~~7.~~8. Instructional Time: Time during which a school is responsible for a student and the student is required or expected to be actively engaged in a learning activity, including instructional activities in the classroom or study hall during regularly scheduled hours, required activities outside the classroom, and counseling, private conferences, or tutoring provided by school employees or volunteers acting in their official capacities during or outside of regular school hours.

~~8.~~9. Involve human sexuality:

a. Presenting information in violation of laws governing sex education, including Utah Code 53G-10-402 and 53E-9-203;

b. Advocating or engaging in sexual activity outside of legally recognized marriage or forbidden by state law; or

c. presenting or discussing information relating to the use of contraceptive devices or substances, regardless of whether the use is for purposes of contraception or personal health.

~~9.~~10. Limited open forum: A forum created by the District for student expression within the constraints of Utah Code.

~~10.~~11. Non-curricular club: A club in a secondary school that students ~~-~~initiated ~~group~~ that may be authorized and allowed school facilities use during non-instructional time ~~in secondary schools~~ by a school and the Board of Education ~~school governing board~~ in accordance with law. A non-curricular clubs' meetings, ideas, and activities are not sponsored or endorsed in any way by the Board, the District or District employees. A non-curricular club shall have a minimum of three members.

~~11.~~12. Non-instructional time: Time set aside by a school before instructional time begins or after instructional time ends, including discretionary time.

13. Personal identity characteristic: an individual's race, color, ethnicity, sex, sexual orientation, national origin, religion, or gender identity.

14. Prohibited discriminatory practice: the same as the term is defined in Utah Code § 53H-1-504.

~~12.~~15. Religious club: A non-curricular club designated in its application as either being religiously based or based on expression or conduct mandated by conscience.

16. School facilities use: Access to a school facility, premises, or playing field. "School facilities use" includes access to a limited open forum.

~~13.~~17. Secondary school curricular club: a curricular club located at a secondary school.

II. **Formation and Renewal of Student Club**

A. Within twenty (20) school days after the beginning of the school year, each student group seeking to establish a club under this p~~P~~olicy must submit an application to form a club. In addition to filing an initial application to form the club, within twenty (20) days after the beginning of

the school year each club must submit to the principal or a designee an application annually.

B. Faculty members or students proposing a curricular club shall submit written application for authorization on a form approved by the District. However, clubs whose membership is determined by student body

election or clubs that are governed by an association that regulates interscholastic activities are exempted from these application requirements.

1. An application for authorization of a curricular club shall include;

   a. the recommended club name, which must be consistent with the club's purposes and school sponsorship;

   b. a statement of the club's purpose that supports or enhances a specific course, academic pathway, or instructional program, the club's, goals, and the club's activities;

   c. a statement of the club's categorization, ~~which shall be included in the parental consent required under Utah Code,~~ indicating all of the following that may apply;

      i. athletic;

      ii. business/economic;

      iii. agriculture;

      iv. art/music/performance;

      v. science;

      vi. gaming;

      vii. religious;

      viii. community service/social justice; and ix. other;

   d. the recommended meeting times, dates, and places;

   e. a statement that the club will comply with the provisions of this part and all other applicable laws, rules, or policies; and

   f. budget showing the amount and source of any funding ~~provided or to be provided to~~ the club receives or will receive and the~~its~~ proposed use of the funding.

g. If the school finds that the proposed club is a non-curricular club, the school may;

i. return the application to the faculty member or students proposing the club for amendment; or

ii. review the application as an application for authorization of a non-curricular club.

## III. Non-curricular Club Annual Application for Authorization

A. Students proposing a non-curricular club shall submit a written application for authorization on a form approved by the District.

1. An application for authorization of a non-curricular club shall include;

a. the recommended club name~~, which must reasonably reflect the club's purpose, goals, and activities~~;

b. a statement of the club's purpose that supports or enhances a specific course, academic pathway, or instructional program, the club's, goals, and the club's activities;

c. a statement of the club's categorization indicating~~categorization, which shall be included in the parental consent required under Utah Code, indicating~~ all of the following that may apply;

i. athletic;

ii. business/economic;

iii. agriculture;

iv. art/music/performance;

v. science;

vi. gaming;

vii. religious;

viii. community service/social justice; and ix. other;

d. the recommended meeting times, dates, and places;

e. a statement that the club will comply with the provisions of this part and all other applicable laws, rules, or policies; and

f. a budget showing the amount and source of any funding ~~provided or to be provided to~~ the club receives or will receive and the~~its~~ proposed use of the funding.

g. Sports teams that are sponsored by non-district organizations or are not governed by the UHSAA are not eligible to be school or student clubs;

## IV. Noncurricular Club Name Approval

A. Noncurricular club name approval is a separate action from approval of a noncurricular club. A ~~school may grant access to the~~ noncurricular club name must:~~but condition such access on the change of the club's name to ensure that the club's name~~

1. reasonably~~accurately~~ reflect~~s~~ the actual ~~nature,~~ purpose, goals, and activities of the club;

2. ~~does~~ not improperly imply school sponsorship or affiliation; or

3. ~~will~~ not result in or imply a violation of the requirements for clubs, undue disruption of school operations, subjecting students to harassment or persecution, imply inappropriate association with any non- school organizations or groups, or imply that the club would operate in violation of laws or rules.

## V. Clubs – Limitations and Denials

A. Noncurricular clubs are not permitted in elementary schools.

B. If noncurricular clubs are permitted in a secondary school, the school shall allow all noncurricular clubs which meet the requirements of this policy.

C. When noncurricular clubs are permitted, similar noncurricular clubs shall receive uniform treatment from schools within the District.

~~A.~~D. A school shall limit or deny authorization or school facilities use to a club or require changes to the club's application before~~prior to~~ granting authorization or school facilities use;

1. as the school determines ~~it~~ to be necessary to

a. protect the physical, emotional, psychological, or moral well-being of students and faculty;

b. maintain order and discipline on school premises;

c. prevent a material and substantial interference with the orderly conduct of a school's educational activities;

d. protect the rights of parents and students;

e. maintain the boundaries of socially appropriate behavior; or

f. ensure compliance with all applicable laws, rules, regulations, and policies; or

2. whose proposed application and proposed activities indicate students or advisors in club related activities would as a substantial, material, or significant part of the~~ir~~ student's or club's conduct or means of expression;

a. encourage criminal or delinquent conduct;

b. promote bigotry;

c. involve human sexuality; ~~or~~

d. involve any effort to engage in or conduct mental health therapy, counseling, or psychological services for which a license is~~would be~~ required under state law; or~~.~~

~~d.~~e. promote or encourage a prohibited discriminatory practice.

~~B.~~E. If a school or the District limits or denies authorization to a club, the school or the District shall provide, in writing, to the applicant the factual and legal basis for the limitation or denial.

## VI. Notice of Authorized Noncurricular Clubs

A. The District shall publish on its website a list of authorized noncurricular clubs within the District, including a short description of each club. A school shall consult this list and the lists from neighboring LEAs in considering an application for authorization of a noncurricular club.

## ~~VI.~~VII. ~~Faculty~~ Oversight of Authorized Clubs

A. A school shall approve a~~the~~ faculty sponsor, ~~supervisor, or monitor~~ for each authorized curricular club and a faculty sponsor or monitor for each authorized~~,~~ non-curricular or~~, and~~ religious club to provide oversight consistent with this p~~P~~olicy and the needs of the school to ensure that the methods of expression, religious practices, or other conduct of the students or advisors involved do not;

1. Unreasonably interfere with the ability of school officials to maintain order and discipline;

2. Unreasonably endanger or threaten the well-being of persons or

property;

3. violate concepts of civility or propriety appropriate to a school setting; or

4. violate applicable laws, rules, regulations, and policies.

B. Sponsors

1. A school shall annually approve faculty members as sponsors of curricular clubs.

2. Sponsors shall organize and direct the purpose and activities of a curricular club.

C. Supervisors and monitors

1. A school shall approve faculty members to serve as supervisors and monitors for authorized non-curricular clubs.

2. A supervisor and monitor shall provide oversight to ensure compliance with the approved club purposes, goals, and activities and with the provisions of this procedure and other applicable laws, rules, and policies.

3. A monitor approved for a religious, political, or public policy club may not participate in the activities of the ~~religious~~ club, except to perform the supervisory role required by this policy~~procedure~~.

4. The approval of a faculty supervisor or monitor does not constitute school sponsorship of the club.

D. Without the prior approval by the school, a person who is not a school faculty member or a club member may not:

1. Make a presentation to a non-curricular club; or

2. direct, conduct, control, or regularly attend the meetings of a non-curricular club.

## ~~VII.~~VIII. Use of School Facilities by Clubs

A. A school shall determine and assign school facilities use for curricular and non-curricular clubs consistent with the needs of the school.

1. The following rules apply to curricular clubs:

a. In assigning school facilities use, the administrator may give priority to curricular clubs over non-curricular clubs; and

b. the school may provide financial or other support to curricular clubs.

2. The following rules apply to non-curricular clubs on an equal basis to all noncurricular clubs in the District:

a. a school may not give a preference or priority ~~may not be given~~ among non-curricular clubs;

b. a school ~~may~~shall only provide the space for non-curricular club meetings;

c. a school may not spend public funds for non-curricular clubs, except as required to implement the provisions of this Policy, including providing space and faculty oversight for non-curricular clubs;

d. a school shall establish the non-instructional times during which non-curricular clubs may meet;

e. a school may establish the places that non-curricular clubs may meet;

f. a school may set the number of hours non-curricular clubs may use the school's facilities per month, ensuring the equal treatment of ~~provided that~~ all non-curricular clubs ~~shall be treated equally~~; and

g. a school shall determine the~~what~~ access a non-curricular club~~s~~ shall be given to the school newspaper, yearbook, bulletin boards, or public address system, ensuring the equal treatment of~~provided that~~ all non-curricular clubs ~~shall be treated equally~~.

## ~~VIII.~~IX. Club Membership

A. ~~A school shall require written parental consent for student participation in all curricular and non-curricular clubs at the school.~~

1. Membership in curricular clubs is governed by the following rules:

a. a school or the Board of Education may limit m~~M~~embership ~~may be l~~imited to students who are currently attending the sponsoring school or another District school; and members who attend a school other than the sponsoring school shall have, in addition to the consent required for all club membership under this policy~~Utah Code~~, specific parental

permission for membership in a

curricular club at another school;

b. cCurricular clubs may require that prospective members try out based on objective criteria outlined in the application materials; and try-outs may not require activities that violate the provisions of this Policy orand other applicable laws, rules, orand policies;

c. a curricular club may not:

i. promote, limit, or restrict membership based on a personal identity characteristic; or

ii. require affirmation of a particular ideological or political belief unrelated to the curricular purpose of the club; and

c.d. other rules as determined by the State Board of Education, the District, or the school.

2. Membership in non-curricular clubs is governed by the following rules:

a. sStudent membership in a non-curricular club is voluntary;

b. a school or Board of Education may limit mMembership shall be limited to students who are currently attending the sponsoring school;

c. non-curricular clubs may require that prospective members try out based on objective criteria outlined in the application materials; and try- outs may not require activities that violate the provisions of this Policy orand other applicable laws, rules, orand policies; and

d. noncurricular clubs may not limit or restrict membership based on a personal identity characteristic; and

e. other rules as determined by the State Board of Education, the District, or the school.

Materials Presented at Noncurricular Club Meetings

1. A person who is not a school faculty member or a club member and who presents any written or other media materials at a noncurricular club meeting must deliver a copy of the materials to a school administrator no later than 24 hours after the noncurricular club meeting. A student's parent may review the materials upon request.

**Parental Consent—**

A school shall require written parental consent for student participation in all curricular and noncurricular clubs at the school.

1. The consent shall include an activity disclosure statement containing the following information:
   a. the specific name of the club;
   b. a statement of the club's purpose, goals, and activities;
   c. a statement of the club's categorization as described in the application for authorization of the club;
   d. beginning and ending dates;
   e. a tentative schedule of the club activities with dates, times, and places specified;
   f. personal costs associated with the club, if any;
   g. the name of the sponsor, supervisor, or monitor who is responsible for the club; and
   h. any additional information the school considers important for the students and parents to know.
2. The parent of the club's sponsor, supervisor, or monitor shall file all completed parental consent forms with the school's principal or designee.

**Violations – Investigations – School Responses—**

1. A school shall investigate any written complaint that an authorized curricular or noncurricular club is:
   a. participating in activities beyond the scope of the club's purpose; or
   b. in violation of a provision of this part or another applicable law, rule, regulation, or policy.
2. After meeting with the faculty sponsor, faculty supervisor, or faculty monitor, the students involved, and the person making the written complaint, if the school substantiates a violation, the school may:
   a. allow the club's original statement of the club's purpose, goals, and activities to be modified to include the activities if the activities are in compliance with the provisions of this Policy and other applicable laws, rules, regulations, and policies;
   i. instruct the faculty sponsor, supervisor, or monitor not to allow similar violations in the future;
   ii. limit or suspend the club's authorization or school facilities use pending further corrective action as determined by the school; or
   iii. terminate the club's authorization and dissolve the club.
   b. The school shall use the least restrictive means necessary to satisfy the school's interests as identified in this policy in imposing a limitation on expression,

practice, or conduct of any student, advisor, or guest in a meeting of a curricular or noncurricular club, or in imposing any limitation on school facilities use.

c. A club that has been terminated may not reapply for authorization until the following school year.

d. A student who makes a false allegation or report under this section shall be subject to school discipline.

**Appeals—**

1. A school shall investigate and approve or deny a completed application or complaint within a reasonable amount of time.
2. If an application or complaint is denied, the school shall provide written reasons for the denial or results of the investigation and, if appropriate, make suggested corrections to remedy the deficiency.
3. If a school denies a club school facilities use, it shall inform the club at the time of the denial of the factual and legal basis for the denial, and, if appropriate, how the club could correct the basis for the denial.
4. A club, a student desirous of participating or speaking, or a complaining parent, has ten school days from the date of the denial, suspension, or termination of the club to file a written appeal from the denial, suspension, or termination to the Board of Education or its designee.
5. The Board of Education or its designee shall issue a determination within a reasonable amount of time from receipt of the appeal, which decision is final and constitutes satisfaction of all administrative remedies unless an agreement of all parties extends the time for evaluation.
6. A person directly affected by a decision made in accordance with the provisions of this part may appeal the decision by writing to the Board of Education or its designee.

**Construction of Policy with Respect to Certain Rights—**

Nothing in this Policy is intended to:

1. Influence the form or content of any prayer or other religious activity;
2. Require any person, student, or employee to participate in any prayer or other religious activities;
3. Compel any school employee to attend a meeting of a noncurricular student group if the content of the speech at the meeting is contrary to the beliefs of the employee;
4. Sanction meetings that are otherwise unlawful; or
5. Abridge the constitutional rights of any person.



~~d.~~

South Summit School District
Achieving Excellence

**Legal References:**

Utah Code §§ 53G-10-402 (2020) (Curriculum Participation and Requirements)
Utah Code 53E-9-203 (2020) (Student Privacy and Data Protection)
Utah Code § 53G-10-203(2)(b) (2018) (Expressions of Belief - Discretionary time)
Utah Code § 53G-7-701 ~~(2019)~~ (Definitions)
Utah Code § 53G-7-709 (2019) (Parental consent)
Utah Code § 53G-7-702
Utah Code § 53G-7-703 ~~(2019)~~ (Curricular Clubs)
Utah Code § 53G-7-704 ~~(2019)~~ (Non-curricular Clubs)
~~Utah Code § 53G-7-704(5) (2019) (Non-curricular Clubs)~~
Utah Code § 53G-7-705 ~~(2019)~~ (Clubs - Limitations and denials)
Utah Code § 53G-7-706 ~~(2018)~~ (Faculty oversight of authorized clubs)
Utah Code § 53G-7-707 (2019) (Use of school facilities by clubs)
Utah Code § 53G-7-708
Utah Code § 53G-7-709
Utah Code § 53G-7-710
Utah Code § 53G-7-711
Utah Code § 53H-1-504

South Summit School District
*Achieving Excellence*

Utah Code § 53G-7-708 (2019) (Club membership)

Adopted Date: February 10, 2022

Last Reviewed Date:
Last Revised Date:
Prior Revised Dates:

South Summit School District
Achieving Excellence

# Curriculaarum Club Application

**Procedure: 6062-B**

**Section: 6000 - Students**

---

New CurriculNew Curricularum Club Application Club Application

Parent/Guardian FormParent/Guardian Form

Adopted Date: October 10, 2024
Last Reviewed Date: 10/10/2024
Last Revised Date: 10/10/2024
Prior Revised Dates:

---

South Summit School District
Achieving Excellence

# Non-Curricular~~um~~ Club Application

**Procedure: 6062-C**

**Section: 6000 - Students**

---

Non-Curricular~~um~~ Club Application

Parent/Guardian Form

Adopted Date: October 10, 2024
Last Reviewed Date: 10/10/2024
Last Revised Date: 10/10/2024
Prior Revised Dates:

---

# Annual Club Renewal

Procedure 6062-D
Section: 6000-Students

Annual Club Renewal

Adopted Date: 9/14/2026
Last Reviewed Date:
Last Revised Date:
Prior Revised Dates:

**Sexual Harassment - Students**

**Procedure: 6067-A**
**Section: 6000 Students**

1. **Reporting Procedures**

    a. Any student or employee who believes he or she has been the victim of sexual harassment by an employee, student or visitor of the District, or any third person with knowledge or belief of conduct which may constitute sexual harassment should submit a written report of the alleged acts immediately to an appropriate school or district official as designated by this policy. The District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the District office. If the conduct in question meets the definition of sexual harassment in education programs (set out below), the process and procedures for such harassment (below) should also be followed.

    b. In Each School Building. The building principal is the person responsible for receiving oral or written reports of sexual harassment at the building level. Upon receipt of a report, the principal must notify the District Title IX Coordinator immediately without screening or investigating the report. A written report will be forwarded simultaneously to the Title IX Coordinator. If the report was given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Title IX Coordinator. Failure to forward any sexual harassment report or complaint as provided herein will result in disciplinary action. If the complaint involves the building principal, the complaint shall be filed directly with the Title IX Coordinator.

    c. District-Wide. The Title IX Coordinator (identified below) is designated as the individual to receive reports or complaints of employment sexual harassment from any individual, employee or victim of employment sexual harassment and also from the building principals as outlined above. If the complaint involves the Title IX Coordinator, the complaint shall be filed directly with the Superintendent. Contact information for the Title IX Coordinator shall be disseminated as provided for below.

    d. Use of formal reporting forms is not mandatory.

2. **Investigation and Recommendation**

    a. By authority of the District, the Title IX Coordinator, upon receipt of a report or complaint alleging sexual harassment in employment, shall immediately authorize an investigation. This investigation may be conducted by District

officials or by a third party designated by the District. The investigating party shall provide a written report of the status of the investigation within 10 working days to the Superintendent of Schools and the Title IX Coordinator.

b. In determining whether alleged conduct constitutes sexual harassment, the District should consider the surrounding circumstances, the nature of the sexual advances, relationships between the parties involved and the context in which the alleged incidents occurred.

c. The investigation may consist of personal interviews with the complainant, the individuals against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

d. In addition, the District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged sexual harassment. Those steps must be in the nature of supportive measures as defined for purposes of sexual harassment in education programs (below) and may not include disciplinary or punitive measures which burden an individual accused of sexual harassment prior to a determination that the person has engaged in sexual harassment. However, an individual may be removed on an emergency basis as provided below regarding sexual harassment in education programs and an employee may be placed on administrative leave during the pendency of a grievance proceeding consistent with District leave relating to possible employment action.

e. The Title IX Coordinator shall make a report to the Superintendent upon completion of the investigation.

3. **Reprisal**

a. The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to an employment sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

4. **Right to Alternative Complaint Procedures**

a. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Division of Antidiscrimination and Labor, initiating civil action or seeking redress under state

criminal statutes and/or federal law.

5. **Discipline**

    a. Any District action taken pursuant to this policy will be consistent with requirements of applicable Utah statutes and District policies.

6. **Report of Sexual Harassment**

    a. This form shall be maintained as confidential by the District within the limitations outlined in policy.

7. **Education Program Sexual Harassment Definitions**

    a. “Actual knowledge” means notice of sexual harassment or allegations of sexual harassment to any student or employee of the District.

    b. “Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

    c. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. (The complainant must be participating or attempting to participate in a District program or activity at the time of filing.) Although the Title IX Coordinator may sign a formal complaint, the Title IX Coordinator does not thereby become the complainant or a party to the grievance proceeding.

    d. “Consent” means a freely given agreement to the conduct at issue by a competent person.

    e. A “program or activity” of the District includes all locations, events, or circumstances over which the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

    f. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

    g. “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

        i. An employee of the District conditioning the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual

conduct; or

ii. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a program or activity of the District; or

iii. "Sexual assault" as defined in 18 U.S.C. 3772 (c), "dating violence" as defined in 34 U.S.C. § 12291(a)(11), "domestic violence" as defined in 34 U.S.C. § 12291(a)(12), or "stalking" as defined in 34 U.S.C. § 12291(a)(36).

h. "Sexual harassment" for purposes of this policy does not include all improper conduct based on sex. Conduct which is not sexual harassment may violate other District policies and be subject to disciplinary action.

i. "Supportive measures" means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to any District program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

8. **Title IX Coordinator**

a. The District shall designate one or more employees to serve as Title IX Coordinator. The Title IX Coordinator is responsible and has authority to coordinate the District's compliance with Title IX and Title VII, including but not limited to responding to sexual harassment of any type. The designated Title IX Coordinator for the District is: Stephanie Clegg. The contact information for the Title IX Coordinator is:

Name: Stephanie Clegg Title/Position: Student Services Director
Mailing Address: 285 E 400 S~~45 S 300 E~~, Kamas, UT 84036
Office Email sc1@ssummit.org Telephone: 435-783-4301~~13~~ x3300

b. Reports about any form of sex discrimination (including sexual harassment, whether under the Title VII definition or the Title IX definition) may be made to the

Title IX Coordinator by any person (whether or not the discrimination was directed at that person) using any of the contact methods listed above or by any other means and at any time (including during non-business hours).

9. **District Response to Education Program Sexual Harassment**

   a. As directed and coordinated by the Title IX Coordinator, the District shall, after receiving "actual knowledge" of "sexual harassment" in a District "program or activity" (as each of those terms are defined in this policy), respond promptly and reasonably to fulfill its obligations under Title IX. The District shall treat the complainant and respondent equitably and may not impose disciplinary actions or sanctions for sexual harassment on a respondent before a determination of responsibility is made through the grievance procedure set out below. The response shall include prompt contact by the Title IX Coordinator with the complainant to:

      i. Discuss the availability of supportive measures;

      ii. Consider the complainant's wishes with respect to supportive measures;

      iii. Inform the complainant that supportive measures are available with or without filing a formal complaint;

      iv. Inform the complainant that an informal resolution is available; and

      v. Explain the process for filing a formal complaint.

   b. Regardless of whether a formal complaint is filed, the District shall respond appropriately, including implementing appropriate supportive measures as determined by the Title IX Coordinator.

   c. In response to a formal complaint of education program sexual harassment, the District shall follow the grievance procedure set out below. In appropriate circumstances, the District's response to actual knowledge of sexual harassment may include the Title IX Coordinator signing a formal complaint to initiate the grievance procedure even when the complainant does not wish to do so.

   d. The District may remove a respondent from a District program or activity on an emergency basis if following an individualized safety and risk analysis the District determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. (However, such actions are subject to restrictions relating to change in placement under IDEA

and restrictions under Section 504.)

10. **Education Program Sexual Harassment Grievance Procedure**

    a. The education program sexual harassment grievance procedure is initiated by the filing of a formal complaint with the Title IX Coordinator. The parties to the procedure are the complainant and the respondent. The complaint may be filed in person, by mail, or by email. A formal complaint can be in the form of a document or electronic submission and must either contain the physical or electronic signature of the complainant or the Title IX Coordinator or otherwise indicate that the complainant is the person filing the formal complaint.

    b. Generally Applicable Requirements

        i. The following standards and requirements apply generally throughout the grievance and appeal process:

            1. The respondent is presumed to be not responsible for ~~the~~ alleged sexual harassment~~conduct~~ until a determination regarding responsibility is made at the conclusion of the grievance process.

            2. The District is to shoulder the burden of gathering evidence sufficient to reach a determination regarding responsibility and is not to place that burden on the parties.

            3. Legal evidentiary privileges are to be respected: The District will not require, allow, rely on, seek disclosure of, or otherwise use information protected under a legally recognized privilege unless the person holding the privilege has waived it.

            4. The parties will be given equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.

            5. The District will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence within the procedural framework.

            6. The parties will have the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of

advisor for either the complainant or respondent in any meeting or grievance proceeding.

7. For any investigative interviews or other meetings at which a party's participation is expected or invited, the party will be given written notice of the date, time, location, participants, and purpose of the interview or meeting at a time sufficiently in advance to enable the party to prepare to participate.

8. The time frames provided in this policy are intended to provide reasonably prompt resolution of complaints. However, the District may, for good cause and with written notice to the complainant and respondent explaining the reasons, temporarily delay the grievance process or extend a time frame for a limited time. Good cause may include (but is not limited to) considerations such as the absence of a party, a party's advisor, or a witness, concurrent law enforcement activity, or the need for language assistance or accommodation of disabilities.

ii. Supportive Measures During the Grievance Process

1. During the pendency of the grievance process, either party may request or the Title IX Coordinator may offer supportive measures, and such measures shall be provided as the Title IX Coordinator determines is appropriate.

iii. Potential Disciplinary Sanctions for Responsible Respondents

1. A respondent who is found responsible for sexual harassment following the conclusion of the grievance procedure may be subject to disciplinary action in the form of remedies that are in the nature of supportive measures for the complainant but which impose a burden on the respondent and are punitive in nature. A responsible employee respondent may be sanctioned by disciplinary actions including probation, suspension (with or without pay), and termination of employment. (Policy 3019 and Policy 5060.) The same sanctions may be imposed on a respondent who admits to being responsible for sexual harassment without challenging the charge through the formal grievance process.

iv. Consolidation of Complaints

1. Where the allegations of sexual harassment arise out of the same facts or circumstances, the Title IX Coordinator may consolidate formal complaints made against more than one respondent, or made by more than one complainant against one or more respondents, or made by one party against another party. When complaints are consolidated, singular references in this policy (for example, “complainant”) also include the plural as is applicable.

v. Summary Dismissal of Complaint

1. After receiving the formal complaint, the Title IX Coordinator shall review the allegations in the complaint and make a determination whether, accepting the allegations as true, any of the following circumstances are present:

    a. The conduct alleged does not constitute sexual harassment as defined in this policy.

    b. The conduct alleged did not occur in a District program or activity.

    c. The conduct alleged did not occur against a person in the United States.

2. If any of these circumstances are present, the Title IX Coordinator shall dismiss the complaint for purposes of sexual harassment and this policy and shall promptly send simultaneous written notice of the dismissal and the reason(s) for dismissal to the parties. If the alleged conduct constitutes employment sexual harassment as defined above, the Title IX Coordinator shall follow the process outlined above for addressing such harassment. If the alleged conduct constitutes misconduct under other District policies regulating employee or student conduct, the Title IX Coordinator shall refer the complaint to the appropriate administrator for consideration for investigation and possible disciplinary action.

vi. Permissive Dismissal of Complaint

1. At any time during the investigation of a formal complaint or the determination process, the Title IX Coordinator may dismiss a complaint or particular allegations in the complaint if:

a. The complainant gives written notice to the Title IX Coordinator that the complainant wants to withdraw the formal complaint or particular allegations in the complaint;

b. The respondent is an employee and is no longer employed by the District or is a student and is no longer enrolled in the District; or

c. Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the complaint or the allegations in the complaint.

2. If the Title IX Coordinator determines to dismiss the complaint on any of these grounds, then the coordinator shall promptly send simultaneous written notice of the dismissal and the reason(s) for dismissal to the parties.

vii. Appointment of Investigator and Decision Maker

1. Upon receipt of a formal complaint, the Title IX Coordinator shall either determine that the Title IX Coordinator will investigate the complaint or shall appoint a qualified and trained District employee to investigate the complaint.

2. The Title IX Coordinator shall also appoint one, three, or five qualified and trained District employees to render the decision on the complaint as provided below. Neither the Title IX Coordinator nor any investigator on a complaint may serve as a decision maker.

viii. Written Notice of Complaint

1. Within 7 working days of receipt of a formal complaint, the Title IX Coordinator shall provide to all known parties a written notice which includes:

a. Notice of the grievance procedures, including the availability of voluntary mediation as provided in this policy;

b. Notice of the allegations potentially constituting sexual harassment. This notice shall include, as known at the time of the notice, the identities of the parties involved, a description of the conduct allegedly constituting sexual harassment, and the date(s) and location(s) of the alleged

incident(s). This information must be provided with sufficient time for a party to prepare a response before an initial interview;

c. The statement that the respondent is presumed not responsible for the alleged sexual harassment~~conduct~~ and that a determination regarding responsibility is made at the conclusion of the grievance process;

d. Notice that each party may have the assistance of an advisor of their choice (who may be an attorney but is not required to be an attorney);
e. Notice that each party may inspect and review evidence;

f. Notice that under this policy parties are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.

2. If during the course of the investigation the District decides to investigate allegations (about the complainant or the respondent) which are not included in the initial written notice, then the District will provide notice of the additional allegations to all known parties.

ix. Investigation, Initial Response to Evidence, and Investigative Report

1. The investigation will be completed as soon as reasonably possible, and generally not more than 30 working days after the investigator is assigned.

2. The investigation should be conducted so as to obtain the evidence necessary to make a determination regarding responsibility. Typically, this would include interviewing and/or obtaining written or recorded statements from the complainant and the respondent as well as any witnesses to the alleged conduct. It would also include gathering relevant physical and documentary evidence, including but not limited to video or audio recordings, notes, email, text messages, and social media. However, the District may not obtain, access, or use a party's treatment records in any way unless the party has given voluntary written consent for those records to be used in the grievance process. (If the party is under 18 years old and is not attending an institution of postsecondary education, the consent must be given by the student's parent.) For purposes of this restriction, "treatment records" means records made or maintained in connection with

providing treatment to a party by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity.

3. Prior to the conclusion of the investigation and the completion of the investigative report, the District will provide to the parties copies of all evidence obtained in the investigation which is directly related to the allegations in the complaint, including any inculpatory or exculpatory investigation and even if the District does not intend to rely on the evidence in making a responsibility determination. The copies will be provided in either electronic format or a hard copy. Each party may, within 10 working days of being provided the evidence, submit a written response to the investigator regarding the evidence.

4. After considering the evidence and any written response by the parties to the evidence, the investigator will complete an investigative report which fairly summarizes the relevant evidence. The completed report will be provided to each party and the party's advisor (if any) in electronic format or hard copy for review and written response. The report shall be provided at least 15 working days before the time when the decision maker begins consideration of the evidence.

x. Determination by Decision Maker

1. Upon the completion of the investigative report, the Title IX Coordinator shall notify the parties of the date when the decision maker will begin consideration of the evidence.

2. Position statement

    a. On or before the date the decision maker begins consideration of the evidence, a party may submit a written statement which outlines the party's position regarding the allegations and evidence and states the party's requested determination regarding responsibility.

3. Written questions

    a. Each party may, no later than 5 working days before the time the decision maker begins consideration of the evidence, submit written, relevant questions that the party

wants asked of any party or witness. Proposed questions may refer to or rely on any of the evidence disclosed to the parties by the investigator.

b. The decision maker shall determine whether each question is relevant to the allegations and to the issue of whether respondent is responsible for sexual harassment. However, questions and evidence regarding the complainant's sexual predisposition or prior sexual behavior are not relevant unless the questions and evidence either:

    i. Are being offered to show that someone other than the respondent committed the alleged conduct, or

    ii. Are being offered to show consent and concern specific instances of the complainant's prior sexual behavior with respect to the respondent.

c. For any question excluded as not relevant, the decision maker must explain the decision to the party proposing the question.

d. The decision maker shall submit the approved questions and shall provide copies of the answers to all parties. Each party may, within 2 working days of being provided answers, submit limited additional follow-up questions.

e. The decision maker shall determine whether follow-up questions are relevant and may also impose reasonable limitations on the number of follow-up questions allowed. The decision maker must explain to the party proposing the question any decision to exclude a follow-up question based on relevance.

f. The decision maker shall submit the approved follow-up questions and shall provide copies of the answers to all parties.

4. Written determination

    a. After weighing the evidence and considering the materials submitted (including the investigative report and the parties' written submissions), the decision maker shall

make a determination regarding responsibility. In so doing, the decision maker shall apply a preponderance of the evidence standard. Evidence must be evaluated objectively and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

b. If the decision maker consists of a panel of three or five individuals, the decision will be based on majority vote.

c. The decision maker will issue a written statement setting forth the determination, which must include the following elements:

    i. Identification of the allegations potentially constituting sexual harassment as defined above;

    ii. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;

    iii. Findings of fact supporting the determination;

    iv. Conclusions regarding the application of the District's conduct policies (including this policy and student and employee discipline policies) to the facts;

    v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility.

        1. When a respondent is found responsible for sexual harassment against the complainant, the determination shall provide appropriate remedies to the complainant, which shall be designed to restore or preserve the complainant's equal access to the District's program or activity.

        2. Such remedies may include the kinds of services which are included in "supportive

measures" as defined above, but need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

vi. A description of the appeal procedures and the permissible grounds for appeal by the complainant or respondent (as set forth below).

1. The written determination shall be provided promptly and generally within 14 working days after the date the decision maker begins consideration of the evidence. The written determination must be provided simultaneously to the parties.

2. The decision maker's determination becomes final on the date when the time to appeal expires (if no appeal is timely filed) or on the date that the District provides the written determination on a timely appeal.

3. The Title IX Coordinator is responsible for the effective implementation of any remedies.

xi. Appeal

1. Grounds for appeal

a. A complainant or a respondent may appeal a dismissal decision or the determination of the decision maker based on the following grounds:

i. A procedural irregularity which affected the outcome;

ii. New evidence that could affect the outcome which was not reasonably available at the time the dismissal was made or the decision maker made the determination; or

iii. There was a conflict of interest or bias on the part of the Title IX Coordinator, an investigator, or a decision maker (either for or against complainants or respondents generally or for or against the

individual complainant or respondent) that affected the outcome.

2. Time for appeal

    a. An appeal must be submitted within 14 working days after the decision (the notice of dismissal or the decision maker's written determination) is provided to the party. Appeals submitted after that date will not be considered and the decision will be final.

3. Appeal process

    a. The appeal must be delivered to the Title IX Coordinator, must be in writing and must identify each ground for appeal, together with supporting evidence and argument.

    b. Upon receipt of a timely appeal, the following process will be implemented:

        i. The Title IX Coordinator will appoint a qualified and trained District employee as the appeal officer. This person must be someone other than a decision maker on the complaint appealed from, the Title IX Coordinator or any investigator on the complaint.

        ii. The Title IX Coordinator will give the other party written notice of the appeal, including a copy of the appeal.

        iii. The other party may provide a written response to the appeal within 14 working days of being provided the appeal, including supporting evidence and argument.

        iv. After the time for response has expired, the appeal officer shall consider the appeal and any response and within 14 working days issue a written decision describing the result of the appeal and the rationale for that result.

        v. The appeal officer considers only whether the appealing party has shown that one or more of the grounds for appeal have been demonstrated. The

appeal officer must not reweigh the evidence considered by the decision maker and may consider new evidence only as it is relevant to the particular ground of appeal.

vi. If the appeal officer determines that a ground for appeal has been established, then the appeal officer will determine what remedy is appropriate.

vii. The appeal officer shall provide the appeal decision simultaneously to both parties.

xii. Mediation

1. Except for complaints that an employee has sexually harassed a student, after a formal complaint has been filed, the parties may engage in mediation facilitated by the District as follows. Mediation may occur at any time before the decision maker issues the written determination.

2. The mediator will keep all information or evidence shared with the mediator strictly confidential and will not disclose that information outside the mediation process. In the complaint proceeding, the parties may not refer to or use any statements or information received only through the mediation process. (This does not include a written agreement by the parties resolving the complaint.) Either party may withdraw from mediation for any reason at any time before the party has agreed to a resolution of the complaint.

3. Once mediation is initiated, the complaint process will be suspended until the mediation ends (either with signing of a written agreement by the parties or by one or both parties withdrawing from the mediation). However, if mediation is not completed within 30 working days of being initiated, the complaint process will resume.

4. If one or both parties express interest in mediation the Title IX Coordinator will provide both parties with a written notice which describes the allegations of the complaint and which explains the requirements and conditions of the mediation process. Before mediation may proceed, both parties must have been provided the written notice above and must give voluntary written consent to participate in mediation. (If a party is a student under 18 who is

not attending a postsecondary institution, this consent must be provided by the student's parent.)

5. If the parties agree to mediation, the Title IX Coordinator will appoint a District employee with appropriate training to serve as the mediator. The mediator may not be the Title IX Coordinator and may not participate in the complaint resolution in any other way (may not serve as an investigator, decision maker, or appeal officer).

6. If the parties reach an agreement to resolve the complaint through mediation, the mediator will reduce that agreement to writing and upon signing of the agreement by the parties will provide a copy of the agreement to the Title IX Coordinator. The Title IX Coordinator will implement the agreement, subject to the coordinator's authority to reject the agreement or request the parties to modify the agreement as needed for the District to meet its obligations under Title IX or to avoid unreasonable burdens on the District.

11. **Qualification and Training**

a. To be qualified to serve as a Title IX Coordinator, investigator, decision maker, appeal officer, or mediator, an individual must not have a conflict of interest or bias for or against complainants or respondents generally or against a specific complainant or respondent.

b. The District will provide training on the following issues to Title IX coordinators, investigators, decision makers, appeal officers, and mediators:

i. The definition of sexual harassment;

ii. The scope of the District's programs and activities;

iii. How to conduct an investigation and grievance process including hearings, appeals, and mediations, as applicable;

iv. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;

v. Issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant;

vi. For investigators, training on issues of relevance relating to creating an investigative report that fairly summarizes relevant evidence;

c. Training materials must not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment. Records of training materials shall be kept for 7 years by the Title IX Coordinator and shall be made available to the public on the District's website.

12. **Retaliation Prohibited**

a. It is prohibited to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to sexual harassment or other types of sex discrimination. Prohibited retaliation includes acting with the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy by intimidation, threats, coercion, or discrimination. If brought for the purpose of interfering with these rights, prohibited retaliation includes charges against an individual for violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. Reports of retaliation should be made as another form of sex discrimination under Policy 3019.

13. **Records**

a. Records relating to sexual harassment shall be maintained by the Title IX Coordinator in a confidential manner and shall be kept for a period of at least 7 years.

b. The Title IX Coordinator shall create a record regarding each instance when the District has actual knowledge of sexual harassment (that is, when the District is required to respond in some way). This record shall include any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, shall document the basis for the conclusion that the District's response was not deliberately indifferent, and shall document that the District has taken measures designed to restore or preserve equal access to the District's education program or activity. If a complainant was not provided with supportive measures, then the Title IX Coordinator must document the reasons why that was not clearly unreasonable in light of the known circumstances.

c. In addition to the records in the prior paragraph, the Title IX Coordinator shall maintain records regarding each sexual harassment investigation, any disciplinary sanctions imposed, any remedies provided to the complainant designed to restore or preserve equal access to the District's program or activity, and regarding any appeal (including the result).

14. **Dissemination of Policy**

a. Notice of this policy and of the name and contact information of the Title IX Coordinator shall be provided to applicants for employment or for admission, employees, employee associations, students, and parents of students. The contact information for the Title IX Coordinator shall be prominently displayed on the District's website and in employment application materials and student admission materials. In addition, a copy of this policy shall be published on the District website and included in employment application materials, student admission materials, in materials provided to employees, and in student handbooks. A copy of this policy shall also be provided to the appropriate officer of each employee association.

Cross References: Policy 3019

Policy 5060

Policy 6067

Last Reviewed Date: 05/15/2014, 09/14/2023, 12/14/2023
Last Revised Date:
Prior Revised Dates:

South Summit School District
Achieving Excellence

# *NEW* Transportation Cost Allocation and Recovery

**Procedure: 7015-B**
**Section: 7000 Transportation**

## I. Purpose

A. The purpose of this procedure is to establish budgetary controls for extracurricular activities, field trips, and other district-sponsored travel requiring transportation services.

B. This procedure is intended to:
   1. Allocate transportation costs to the programs generating those costs.
   2. Promote responsible use of district transportation resources.
   3. Provide administrators, coaches, advisor, and program directors with accurate information regarding transportation costs.
   4. Improve financial accountability and budget management.
   5. Preserve transportation expenditures for state transportation funding calculations.

## II. Applicability

A. This procedure applies to all district-sponsored extracurricular activities, athletics, student organizations, field trips, and other approved programs utilizing district transportation services.

B. This procedure does not apply to regular home-to-school transportation services funded through the District transportation program.

## III. Transportation Cost Calculation

A. The Transportation Supervisor shall annually establish a transportation cost-per-mile rate.

B. The cost-per-mile rate shall be based upon estimated transportation operating costs, including:
   1. Driver salaries and benefits
   2. Fuel costs

3. Vehicle maintenance and repair costs
4. Other transportation operating costs deemed appropriate by the Transportation Supervisor and Business Administrator

C. The approved cost-per-mile rate shall be utilized for all transportation cost allocation calculations during the fiscal year unless revised by the District.

## IV. Transportation Requests

A. All transportation requests shall be submitted through the District's FMX transportation request system.

B. The Transportation Supervisor shall review each request and provide an estimated transportation cost based upon the approved cost-per-mile rate.

C. Requesting schools, departments, activities, and organizations shall be responsible for managing transportation expenditures within their approved budgets.

D. Transportation cost estimates shall be communicated to the requestor prior to trip approval whenever practical.

## V. Monthly Cost Allocation Process

A. Upon completion of each trip, actual mileage shall be recorded by the Transportation Department.

B. The Transportation Supervisor shall calculate the actual transportation cost using the approved cost-per-mile rate.

C. The Transportation Supervisor shall prepare a monthly summary of completed trips and provide the summary to the Business Administrator.

D. The monthly summary shall include:
   1. Date of trip
   2. Requesting school, department, or activity
   3. Miles traveled

4. Applicable cost-per-mile rate
5. Total transportation cost
6. Classification as either:
    1. Day Trip
    2. Overnight Trip

## VI. Accounting Procedures

A. Transportation costs shall be allocated monthly as part of the District's month-end financial close process.

B. The Business Administrator shall prepare and approve journal entries based upon the monthly transportation cost allocation report.

C. Transportation costs shall be charged to the benefiting school, department, activity, or program.

D. Transportation cost recovery shall be recorded within Function 2700 utilizing designated cost recover accounts established by the District.

E. Cost recovery accounts shall include:
    1. Object Code 517 – Overnight Trip Cost Recovery
    2. Object Code 518 – Day Trip Cost Recovery

F. The purpose of these entries is to:
    1. Assign transportation costs to the programs generating those costs
    2. Improve budget accountability
    3. Preserve transportation expenditures used in state transportation funding calculations

## VII. Documentation

A. The District shall maintain records supporting all transportation cost allocation transactions.

B. Documentation shall include:
    1. FMX transportation requests
    2. Trip mileage records

3. Annual cost-per-mile calculations
4. Monthly transportation cost allocation reports
5. Journal entries and supporting documentation

## VIII. Annual Review

A. The Transportation Supervisor and Business Administrator shall annually review:
   1. The transportation cost-per-mile methodology
   2. Transportation budgets
   3. Cost allocation procedures
   4. Cost recovery accounts

B. Revisions may be made as necessary to ensure accurate cost allocation, budget accountability, and compliance with District and state requirements.

Cross Reference: Policy 7015 – Transportation Funding

Legal References:
Utah Administrative Code R277-600
Student Transportation Standards and Procedures
Utah State Board of Education Chart of Accounts

Adopted Date:
Last Reviewed Date:
Last Revised Date:
Prior Revised Dates:

Report Description: BOARD REVENUE SUMMARY Account Year: 27 Period Range: 02 - 02 Date Range: 08/01/2026 - 08/31/2026

| Account | Account Description | Original Budget | Adjustments | Est Revenue | Revenue Received Current | Revenue Received YTD | Available | Percent |
|---|---|---|---|---|---|---|---|---|
| 10 Maintenance and Operations Fund | | | | | | | | |
| 1 Revenue From Local Sources | | | | | | | | |
| **1100** | **Property Taxes** | **$22,772,648.88** | **$0.00** | **$22,772,648.88** | **$139,472.01** | **$139,472.01** | **$22,633,176.87** | **99.39** |
| **1300** | **Tuitions** | **$44,500.00** | **$0.00** | **$44,500.00** | **$2,415.49** | **$2,671.74** | **$41,828.26** | **94.00** |
| **1500** | **Earnings on Investments** | **$550,000.00** | **$0.00** | **$550,000.00** | **$79,374.24** | **$164,194.54** | **$385,805.46** | **70.15** |
| **1800** | **Revenue From Community Service** | **$695,200.00** | **$0.00** | **$695,200.00** | **$51,612.12** | **$122,399.09** | **$572,800.91** | **82.39** |
| **1900** | **Other Revenue From Local Sources** | **$51,500.00** | **$0.00** | **$51,500.00** | **$0.00** | **$17,468.96** | **$34,031.04** | **66.08** |
| **1 Revenue From Local Sources** | | **$24,113,848.88** | **$0.00** | **$24,113,848.88** | **$272,873.86** | **$446,206.34** | **$23,667,642.54** | **98.15** |
| 3 Revenue From State Sources | | | | | | | | |
| **3000** | **Revenue From State/Min School Program** | **$0.00** | **$0.00** | **$0.00** | **$68,188.00** | **$68,331.00** | **-$68,331.00** | **0.00** |
| **3100** | **Special Education/Applied Tech** | **$1,422,687.00** | **$0.00** | **$1,422,687.00** | **$171,032.57** | **$331,433.25** | **$1,091,253.75** | **76.70** |
| **3200** | **Other State Programs** | **$1,221,638.00** | **$0.00** | **$1,221,638.00** | **$102,852.42** | **$201,723.01** | **$1,019,914.99** | **83.49** |
| **3300** | **Other State Programs** | **$120,806.00** | **$0.00** | **$120,806.00** | **$0.00** | **$0.00** | **$120,806.00** | **100.00** |
| **3400** | **Other State Programs** | **$1,790,040.00** | **$0.00** | **$1,790,040.00** | **$326,602.21** | **$453,750.87** | **$1,336,289.13** | **74.65** |
| **3500** | **Other State Programs** | **$1,366,593.86** | **$0.00** | **$1,366,593.86** | **$0.00** | **$560,191.56** | **$806,402.30** | **59.01** |
| **3800** | **Supplementals/Other Bills** | **$59,000.00** | **$0.00** | **$59,000.00** | **$5,490.00** | **$5,490.00** | **$53,510.00** | **90.69** |
| **3 Revenue From State Sources** | | **$5,980,764.86** | **$0.00** | **$5,980,764.86** | **$674,165.20** | **$1,620,919.69** | **$4,359,845.17** | **72.90** |
| 4 Revenue From Federal Sources | | | | | | | | |
| **4200** | **Unrestricted Federal Govt. Revenue/State** | **$65,000.00** | **$0.00** | **$65,000.00** | **$0.00** | **$0.00** | **$65,000.00** | **100.00** |
| **4500** | **Restricted Federal Govt./State** | **$285,000.00** | **$0.00** | **$285,000.00** | **$0.00** | **$0.00** | **$285,000.00** | **100.00** |
| **4700** | **Federal Revenue Received From Other Agen** | **$33,000.00** | **$0.00** | **$33,000.00** | **$0.00** | **$0.00** | **$33,000.00** | **100.00** |
| **4 Revenue From Federal Sources** | | **$383,000.00** | **$0.00** | **$383,000.00** | **$0.00** | **$0.00** | **$383,000.00** | **100.00** |
| 5 Other Sources and Changes | | | | | | | | |
| **5200** | **Transfers** | **$229,306.94** | **$0.00** | **$229,306.94** | **$0.00** | **$0.00** | **$229,306.94** | **100.00** |
| **5300** | **Fixed Assets** | **$5,000.00** | **$0.00** | **$5,000.00** | **$0.00** | **$0.00** | **$5,000.00** | **100.00** |
| **5 Other Sources and Changes** | | **$234,306.94** | **$0.00** | **$234,306.94** | **$0.00** | **$0.00** | **$234,306.94** | **100.00** |
| **10 Maintenance and Operations Fund** | | **$30,711,920.68** | **$0.00** | **$30,711,920.68** | **$947,039.06** | **$2,067,126.03** | **$28,644,794.65** | **93.27** |
| 21 School Funds | | | | | | | | |
| 1 Revenue From Local Sources | | | | | | | | |
| **1500** | **Earnings on Investments** | **$3.00** | **$0.00** | **$3.00** | **$0.00** | **$0.00** | **$3.00** | **100.00** |
| **1700** | **Student Activities** | **$599,712.00** | **$0.00** | **$599,712.00** | **$0.00** | **$0.00** | **$599,712.00** | **100.00** |
| **1900** | **Other Revenue From Local Sources** | **$112,090.00** | **$0.00** | **$112,090.00** | **$0.00** | **$0.00** | **$112,090.00** | **100.00** |
| **1 Revenue From Local Sources** | | **$711,805.00** | **$0.00** | **$711,805.00** | **$0.00** | **$0.00** | **$711,805.00** | **100.00** |
| **21 School Funds** | | **$711,805.00** | **$0.00** | **$711,805.00** | **$0.00** | **$0.00** | **$711,805.00** | **100.00** |
| 26 Tax Increment Financing Fund | | | | | | | | |
| 1 Revenue From Local Sources | | | | | | | | |
| **1100** | **Property Taxes** | **$201,336.94** | **$0.00** | **$201,336.94** | **$0.00** | **$0.00** | **$201,336.94** | **100.00** |
| **1 Revenue From Local Sources** | | **$201,336.94** | **$0.00** | **$201,336.94** | **$0.00** | **$0.00** | **$201,336.94** | **100.00** |
| **26 Tax Increment Financing Fund** | | **$201,336.94** | **$0.00** | **$201,336.94** | **$0.00** | **$0.00** | **$201,336.94** | **100.00** |

Report Description: BOARD REVENUE SUMMARY Account Year: 27 Period Range: 02 - 02 Date Range: 08/01/2026 - 08/31/2026

| Account | Account Description | Original Budget | Adjustments | Est Revenue | Revenue Received Current | Revenue Received YTD | Available | Percent |
|---|---|---|---|---|---|---|---|---|
| 32 Capital Projects Fund | | | | | | | | |
| 1 Revenue From Local Sources | | | | | | | | |
| **1100** | **Property Taxes** | **$5,477,000.00** | **$0.00** | **$5,477,000.00** | **$32,848.81** | **$32,848.81** | **$5,444,151.19** | **99.40** |
| **1500** | **Earnings on Investments** | **$575,350.00** | **$0.00** | **$575,350.00** | **$39,994.59** | **$79,618.72** | **$495,731.28** | **86.16** |
| **1900** | **Other Revenue From Local Sources** | **$69,300.00** | **$0.00** | **$69,300.00** | **$1,625.00** | **$1,625.00** | **$67,675.00** | **97.66** |
| **1 Revenue From Local Sources** | | **$6,121,650.00** | **$0.00** | **$6,121,650.00** | **$74,468.40** | **$114,092.53** | **$6,007,557.47** | **98.14** |
| 5 Other Sources and Changes | | | | | | | | |
| **5300** | **Fixed Assets** | **$5,000.00** | **$0.00** | **$5,000.00** | **$217.50** | **$10,863.00** | **-$5,863.00** | **0.00** |
| **5 Other Sources and Changes** | | **$5,000.00** | **$0.00** | **$5,000.00** | **$217.50** | **$10,863.00** | **-$5,863.00** | **0.00** |
| **32 Capital Projects Fund** | | **$6,126,650.00** | **$0.00** | **$6,126,650.00** | **$74,685.90** | **$124,955.53** | **$6,001,694.47** | **97.96** |
| 40 Building Reserve Fund | | | | | | | | |
| 1 Revenue From Local Sources | | | | | | | | |
| **1500** | **Earnings on Investments** | **$210,000.00** | **$0.00** | **$210,000.00** | **$19,472.83** | **$38,809.77** | **$171,190.23** | **81.52** |
| **1 Revenue From Local Sources** | | **$210,000.00** | **$0.00** | **$210,000.00** | **$19,472.83** | **$38,809.77** | **$171,190.23** | **81.52** |
| **40 Building Reserve Fund** | | **$210,000.00** | **$0.00** | **$210,000.00** | **$19,472.83** | **$38,809.77** | **$171,190.23** | **81.52** |
| 49 Food Services Fund - Governmntl | | | | | | | | |
| 1 Revenue From Local Sources | | | | | | | | |
| **1600** | **Food Services** | **$262,600.00** | **$0.00** | **$262,600.00** | **$26,634.25** | **$26,720.15** | **$235,879.85** | **89.82** |
| **1 Revenue From Local Sources** | | **$262,600.00** | **$0.00** | **$262,600.00** | **$26,634.25** | **$26,720.15** | **$235,879.85** | **89.82** |
| 3 Revenue From State Sources | | | | | | | | |
| **3800** | **Supplementals/Other Bills** | **$98,000.00** | **$0.00** | **$98,000.00** | **$0.00** | **$0.00** | **$98,000.00** | **100.00** |
| **3 Revenue From State Sources** | | **$98,000.00** | **$0.00** | **$98,000.00** | **$0.00** | **$0.00** | **$98,000.00** | **100.00** |
| 4 Revenue From Federal Sources | | | | | | | | |
| **4500** | **Restricted Federal Govt./State** | **$205,000.00** | **$0.00** | **$205,000.00** | **$0.00** | **$0.00** | **$205,000.00** | **100.00** |
| **4 Revenue From Federal Sources** | | **$205,000.00** | **$0.00** | **$205,000.00** | **$0.00** | **$0.00** | **$205,000.00** | **100.00** |
| 5 Other Sources and Changes | | | | | | | | |
| **5200** | **Transfers** | **$229,306.94** | **$0.00** | **$229,306.94** | **$0.00** | **$0.00** | **$229,306.94** | **100.00** |
| **5 Other Sources and Changes** | | **$229,306.94** | **$0.00** | **$229,306.94** | **$0.00** | **$0.00** | **$229,306.94** | **100.00** |
| **49 Food Services Fund - Governmntl** | | **$794,906.94** | **$0.00** | **$794,906.94** | **$26,634.25** | **$26,720.15** | **$768,186.79** | **96.64** |
| **7** | | **$38,756,619.56** | **$0.00** | **$38,756,619.56** | **$1,067,832.04** | **$2,257,611.48** | **$36,499,008.08** | **94.17** |

Report Description: BOARD EXPENDITURE SUMMARY Account Year: 27 Account Periods: 02 - 02 Dates: 08/01/2026 - 08/31/2026

| Account<br>Account Description | Original Budget | Adjusted Budget | YTD Encumbrance | Period Expended | YTD Expended | Available Balance | Percent |
|---|---|---|---|---|---|---|---|
| **7** | | | | | | | |
| **10 Maintenance and Operations Fund** | | | | | | | |
| **1 Salaries** | $17,654,681.50 | $17,647,811.50 | $0.00 | $514,360.08 | $965,828.10 | $16,681,983.40 | 5.47 |
| **2 Benefits** | $7,890,826.17 | $7,890,826.17 | $0.00 | $233,127.22 | $530,217.21 | $7,360,608.96 | 6.72 |
| **3 Purchased Professional and Technical** | $733,645.22 | $733,645.22 | $6,000.00 | $42,009.71 | $48,914.81 | $678,730.41 | 7.49 |
| **4 Purchased Property Services** | $586,200.00 | $586,200.00 | $130,394.02 | $62,689.18 | $176,669.56 | $279,136.42 | 52.38 |
| **5 Other Purchased Services** | $1,153,930.00 | $1,157,930.00 | $360.00 | $130,815.54 | $181,055.25 | $976,514.75 | 15.67 |
| **6 Supplies and Materials** | $2,212,362.00 | $2,215,232.00 | $364,017.65 | $232,513.62 | $502,367.72 | $1,348,846.63 | 39.11 |
| **7 Property** | $292,900.00 | $292,900.00 | $28,789.34 | $17,911.28 | $17,911.28 | $246,199.38 | 15.94 |
| **8 Other** | $187,376.00 | $187,376.00 | $0.00 | $15,424.51 | $43,523.61 | $143,852.39 | 23.23 |
| **10 Maintenance and Operations Fund** | $30,711,920.89 | $30,711,920.89 | $529,561.01 | $1,248,851.14 | $2,466,487.54 | $27,715,872.34 | 9.76 |
| **21 School Funds** | | | | | | | |
| **3 Purchased Professional and Technical** | $61,055.00 | $61,055.00 | $0.00 | $0.00 | $0.00 | $61,055.00 | 0.00 |
| **4 Purchased Property Services** | $500.00 | $500.00 | $0.00 | $0.00 | $0.00 | $500.00 | 0.00 |
| **5 Other Purchased Services** | $183,050.00 | $183,050.00 | $0.00 | $0.00 | $0.00 | $183,050.00 | 0.00 |
| **6 Supplies and Materials** | $436,825.00 | $436,825.00 | $0.00 | $0.00 | $0.00 | $436,825.00 | 0.00 |
| **7 Property** | $14,000.00 | $14,000.00 | $0.00 | $0.00 | $0.00 | $14,000.00 | 0.00 |
| **8 Other** | $16,375.00 | $16,375.00 | $0.00 | $0.00 | $0.00 | $16,375.00 | 0.00 |
| **21 School Funds** | $711,805.00 | $711,805.00 | $0.00 | $0.00 | $0.00 | $711,805.00 | 0.00 |
| **26 Tax Increment Financing Fund** | | | | | | | |
| **8 Other** | $201,336.94 | $201,336.94 | $0.00 | $0.00 | $0.00 | $201,336.94 | 0.00 |
| **26 Tax Increment Financing Fund** | $201,336.94 | $201,336.94 | $0.00 | $0.00 | $0.00 | $201,336.94 | 0.00 |
| **32 Capital Projects Fund** | | | | | | | |
| **3 Purchased Professional and Technical** | $335,000.00 | $335,000.00 | $83,709.50 | $7,842.25 | $9,342.25 | $241,948.25 | 27.78 |
| **4 Purchased Property Services** | $5,007,019.00 | $5,002,019.00 | $581,992.49 | $203,677.80 | $467,630.20 | $3,952,396.31 | 20.98 |
| **7 Property** | $784,631.00 | $789,631.00 | $758,805.57 | $0.00 | $328,993.85 | -$298,168.42 | 137.76 |
| **32 Capital Projects Fund** | $6,126,650.00 | $6,126,650.00 | $1,424,507.56 | $211,520.05 | $805,966.30 | $3,896,176.14 | 36.41 |
| **49 Food Services Fund - Governmntl** | | | | | | | |
| **1 Salaries** | $350,776.55 | $350,776.55 | $0.00 | $8,547.06 | $17,009.48 | $333,767.07 | 4.85 |
| **2 Benefits** | $153,383.41 | $153,383.41 | $0.00 | $3,364.63 | $8,481.77 | $144,901.64 | 5.53 |
| **5 Other Purchased Services** | $522.00 | $522.00 | $0.00 | $303.55 | $362.93 | $159.07 | 69.53 |
| **6 Supplies and Materials** | $286,550.00 | $286,550.00 | $0.00 | $30,323.32 | $32,307.01 | $254,242.99 | 11.27 |
| **8 Other** | $3,675.00 | $3,675.00 | $0.00 | $0.00 | $0.00 | $3,675.00 | 0.00 |
| **49 Food Services Fund - Governmntl** | $794,906.96 | $794,906.96 | $0.00 | $42,538.56 | $58,161.19 | $736,745.77 | 7.32 |
| **7** | $38,546,619.79 | $38,546,619.79 | $1,954,068.57 | $1,502,909.75 | $3,330,615.03 | $33,261,936.19 | 13.71 |

# SOUTH SUMMIT SCHOOL DISTRICT AUG.2026

| Date | Vendor Name | Amount |
|---|---|---|
| 8/3/2026 | ZIONS BANK | $49,993.88 |
| 8/4/2026 | JACKI RUF | $10.00 |
| 8/4/2026 | KARMA BONNER | $725.97 |
| 8/4/2026 | SOLVEIG QUERRY | $67.00 |
| 8/4/2026 | STEPHANIE FILLMORE | $327.00 |
| 8/5/2026 | SHERI KAYE LEAVITT | $107.00 |
| 8/5/2026 | UTAH SCHOOL BOARDS ASSOCIATION | $216,283.01 |
| 8/6/2026 | OFFICE DEPOT INC/ODP BUSINESS SOLUTIONS | $75.89 |
| 8/10/2026 | AAF INTERNATIONAL | $369.04 |
| 8/10/2026 | ACE HARDWARE KAMAS | $2,496.32 |
| 8/10/2026 | ADP LEMCO INC | $1,980.00 |
| 8/10/2026 | AGE OF LEARNING | $6,530.00 |
| 8/10/2026 | AIR QUALITY CONSULTING LLC | $980.00 |
| 8/10/2026 | AMAZON CAPITAL SERVICES INC | $2,679.20 |
| 8/10/2026 | AMERICAN RED CROSS | $468.00 |
| 8/10/2026 | BELL JANITORIAL SUPPLY LC | $19,833.86 |
| 8/10/2026 | BLACK STITCH APPAREL | $1,390.00 |
| 8/10/2026 | BRADY INDUSTRIES | $2,131.50 |
| 8/10/2026 | C & B ASPHALT | $111,346.80 |
| 8/10/2026 | CANON U.S.A. INC | $879.19 |
| 8/10/2026 | CEM AQUATICS | $224.35 |
| 8/10/2026 | COMFORT SYSTEMS INTERMOUNTAIN | $34,770.00 |
| 8/10/2026 | COMMERCIAL FLOORING SYSTEMS LLC | $159,333.35 |
| 8/10/2026 | DEPT OF GOVERNMENT OPERATIONS | $6,024.21 |
| 8/10/2026 | DRIVERS ED SOLUTIONS | $30.00 |
| 8/10/2026 | EMBRACE EDUCATION | $3,733.33 |
| 8/10/2026 | GRAINGER INC | $14.65 |
| 8/10/2026 | HEATH ENGINEERING COMPANY | $1,500.00 |
| 8/10/2026 | HOME DEPOT CREDIT SERVICES | $85.04 |
| 8/10/2026 | INTERMOUNTAIN EQUIPMENT SALES COMPANY | $229.50 |
| 8/10/2026 | J & S AUTO INC | $390.74 |
| 8/10/2026 | KAMAS FOODTOWN | $388.17 |
| 8/10/2026 | KENWORTH SALES COMPANY | $766.27 |
| 8/10/2026 | KSC CONSTRUCTION | $99.19 |
| 8/10/2026 | KUDER INC | $2,500.00 |
| 8/10/2026 | LEVEL DATA | $4,941.18 |
| 8/10/2026 | LEXIA LEARNING SYSTEMS LLC | $13,781.00 |
| 8/10/2026 | MECHANICAL PRODUCTS | $6,747.00 |
| 8/10/2026 | MIRROR LAKE SERVICE | $79.05 |
| 8/10/2026 | NORTHEASTERN UTAH EDUCATIONAL SERVICES | $15,926.54 |
| 8/10/2026 | PC PRINTINK | $132.50 |
| 8/10/2026 | PETERSON PLUMBING SUPPLY | $6,331.78 |
| 8/10/2026 | PITNEY BOWES INC | $463.44 |

| | | |
|---|---|---|
| 8/10/2026 | READ NATURALLY | $3,300.00 |
| 8/10/2026 | SENSKE SERVICES | $1,478.85 |
| 8/10/2026 | SPRINKLER SUPPLY CO INC | $1,042.44 |
| 8/10/2026 | STATEFIRE | $11,698.17 |
| 8/10/2026 | SUMMIT COUNTY HEALTH DEPT | $108.00 |
| 8/10/2026 | UTAH RETIREMENT SYSTEMS | $296,079.24 |
| 8/10/2026 | UTAH VALLEY UNIVERSITY | $2,500.00 |
| 8/10/2026 | WASATCH AUTO PARTS | $67.97 |
| 8/10/2026 | YOUSCIENCE | $2,043.75 |
| 8/11/2026 | JOE WILLIAMS | $20.59 |
| 8/11/2026 | LUCINDA JOSIE | $174.50 |
| 8/11/2026 | MERCHANTS BUILDING MAINTENANCE | $10,956.00 |
| 8/11/2026 | STEPHANIE FOLKMAN | $2,629.25 |
| 8/11/2026 | UTAH EDUCATION NETWORK | $173.80 |
| 8/11/2026 | WARNER & ASSOCIATES CONSTRUCTION INC | $192,878.00 |
| 8/12/2026 | BRAD PIZZA | $450.00 |
| 8/12/2026 | KAMAS CITY CORP | $18,087.75 |
| 8/12/2026 | PEAK ALARM COMPANY INC | $787.15 |
| 8/12/2026 | REPUBLIC SERVICES | $1,871.32 |
| 8/12/2026 | ROCKY MOUNTAIN POWER | $29,890.15 |
| 8/14/2026 | ACCESS PRINTER PRODUCTS | $138.00 |
| 8/19/2026 | ABELARDO VAZQUEZ | $41.00 |
| 8/19/2026 | AMAROS SERVICES LLC | $960.00 |
| 8/19/2026 | BEEHIVE GLASS COMPANY INC | $660.00 |
| 8/19/2026 | CHRISTOPHER BURTON | $41.00 |
| 8/19/2026 | I and E GROUP | $774.00 |
| 8/19/2026 | ISAAC MONTANO | $226.80 |
| 8/19/2026 | MINGA SOLUTIONS | $8,030.00 |
| 8/19/2026 | PELION BENEFITS INC | $700.00 |
| 8/19/2026 | STRATTON & BRATT LANDSCAPES LLC | $350.00 |
| 8/19/2026 | THATCHER COMPANY INC | $873.60 |
| 8/19/2026 | UTAH BUREAU OF CRIMINAL IDENTIFICATION | $588.00 |
| 8/19/2026 | WEBER CANYON STORAGE | $90.00 |
| 8/21/2026 | FIRETROL PROTECTION SYSTEMS INC | $209.55 |
| 8/21/2026 | LIBERTY PAPER | $26,140.80 |
| 8/21/2026 | MOUNTAIN REGIONAL WATER | $1,772.68 |
| 8/21/2026 | SNYDERVILLE BASIN WATER RECLAMATION DIST | $86.22 |
| 8/21/2026 | SUMMIT ENERGY | $3,388.17 |
| 8/24/2026 | ALL WEST COMMUNICATIONS | $1,934.60 |
| 8/24/2026 | ENBRIDGE GAS | $4,014.16 |
| 8/24/2026 | VERIZON WIRELESS | $117.82 |
| 8/25/2026 | AMANDA SHEPPERSON | $175.76 |
| 8/25/2026 | CRAWFORD DOOR SALES | $459.00 |
| 8/25/2026 | ECKLAND WINDOW CLEANING INC | $800.00 |
| 8/25/2026 | HEALTHY ROSTER INC | $999.00 |
| 8/25/2026 | INTERMOUNTAIN WORKMED / HEALTH | $75.00 |
| 8/25/2026 | MARY ANN CINEUS | $258.26 |

| | | |
|---|---|---|
| 8/25/2026 | MILLIMAN, INC | $12,401.25 |
| 8/25/2026 | SHELLEY HALVERSON | $67.52 |
| 8/26/2026 | ALLOTECH | $915.00 |
| 8/26/2026 | CONTINENTAL PRESS INC | $645.17 |
| 8/26/2026 | EXPLOREK12 INC | $4,795.00 |
| 8/26/2026 | MEDICAL EXPENSE REIMBURSEMENT TRUST | $4,228.00 |
| 8/26/2026 | PHAZE2 | $6,624.00 |
| 8/26/2026 | STONE SECURITY LLC | $7,261.00 |
| 8/26/2026 | TSA CONSULTING GROUP INC | $4,835.84 |
| 8/26/2026 | UTAH SCHOOL EMPLOYEES ASSOCIATION | $248.28 |
| 8/26/2026 | UTAH STATE TAX COMMISSION | $46,605.39 |
| 8/31/2026 | CERTIFIED SHRED INC | $125.00 |
| 8/31/2026 | HOUGHTON MIFFLIN HARCOURT PUBLISHING CO | $20,815.22 |
| 8/31/2026 | KLEO, INC. dba CLASSWALLET | $29,707.50 |
| 8/31/2026 | LINCOLN NATIONAL LIFE INS CO | $5,225.51 |
| 8/31/2026 | METROPOLITAN LIFE INSURANCE COMPANY | $1,323.46 |
| 8/31/2026 | MOUNTAIN STATE SCHOOLBOOK INC | $6,428.73 |
| 8/31/2026 | NEWSELA, INC. | $10,013.60 |
| 8/31/2026 | UTAH DIVISION OF RISK MANAGEMENT | $123,240.00 |
| 8/31/2026 | VSP INSURANCE CO. (CT) | $1,150.09 |
| | | $1,593,960.86 |

South Summit School District
*Achieving Excellence*

# Personal Electronic Devices/Cell Phones

**Policy: 6051**

**Section: 6000 - Students**

---

I. **Policy Statement**

A. While in some instances the possession and use of personal electronic devices by students at a school may be appropriate,ccasionally the possession and use of such devices by students at school can have the effect of distracting, disrupting, and intimidating others, leading to opportunities for academic dishonesty and other disruptions of the education process. With this policy, the Board vests in school administrators the responsibility to develop a policy governing the possession and use of personal electronic devices and the authority to enforce reasonable rules relating to such devices in the school setting. Because the primary purpose of this policy is to protect instructional time and promote student learning, its expectations apply to all individuals in school buildings, including employees, volunteers, and visitors, who are expected to model appropriate and limited use of electronic devices during instructional time.

II. **School Policy Guidelines**

A. Each school shall develop a site-specific policy governing student possession and use of personal cell phones. School policies shall align with and reference district Procedure 6051-A and include:

1. Clear scope of coverage of the policy, including clear rules for school premises, school hours, school activities, after school activities, school sponsored activities at remote sites, vehicles transporting students to and from school

Deleted:

Deleted: .

Deleted: o

Deleted: O

Deleted: ,

Formatted: Font color: Auto

Deleted: ,

Deleted: in the school setting, and

Deleted: schools

Formatted: Font color: Auto

Deleted: electronic devices

Deleted:

activities.

2. Definitions of devices consistent with District Procedure.

3. Prohibitions against use of electronic devices during school, district, state, and national assessments unless specifically allowed by statute, regulation, student IEP, or assessment directions.

4. Clear guidelines for when and where devices may or may not be possessed or used.

5. Prohibitions on the use of electronic devices in a way that threatens, humiliates, harasses, or intimidates school-related individuals, including students, employees, and invitees, or violates local, state, or federal laws.

6. Procedures and due process for the confiscation, parent notification, and device retrieval.

B. School policies shall be communicated annually to students and parents, with opportunities for training and acknowledgment.

Deleted: ↵

Deleted: D

Adopted Date: October 7, 2010
Last Reviewed Date: 09/08/2025
Last Revised Date: 09/08/2025
Prior Revised Dates: 07/07/2022

South Summit School District
Achieving Excellence

# Participation in ~~Extracurricular~~ Activities

**Policy 6061**

**Section: 6000 - Students**

---

## I. Policy Statement

A. South Summit School Board recognizes the value of athletics and extracurricular activities as a vital part of the total education program and as a means of developing wholesome attitudes, good human relations, as well as knowledge and skills. Extracurricular activities include athletics, student leaders, and state-sanctioned~~state sanctioned~~ competition teams or school-sanctioned~~school sanctioned~~ clubs. Students may not be required to participate in extracurricular activities or attend an activity unless it is part of the regular planned curriculum of a class.

B. It is the policy of South Summit School District that private school, home school, and charter school students may participate in extracurricular activities sponsored by the South Summit School District under the conditions of this policy and procedure.

C. The principal or designee shall be responsible for the organization of all student activities. He/she shall ensure adequate supervision, administer student finances, and approve all student activities with the assistance of delegated members of the faculty and staff.

D. Each school in the District shall designate each of its school athletic activities and teams as designated for male students, designated for female students, or coed or mixed. In making the designation for activities governed by the Utah High School Activities Association (UHSAA), the school shall consider the listing of girls' teams, boys' teams, and mixed teams established by the association.

## II. Definitions

A. Sex: an individual's biological sex, either male or female, at birth, according to distinct reproductive roles as manifested by:

1. sex and reproductive organ anatomy;

2. chromosomal makeup; and

3. endogenous hormone profiles.

B. Female: the characteristic of an individual whose biological reproductive system is of the general type that functions in a way that could produce ova.

C. Male: the characteristic of an individual whose biological reproductive system is of the general type that functions to fertilize the ova of a female.

D. Co-ed or mixed: that a team is composed of members of both sexes who traditionally compete together.

Legal References:
*Utah Code § 53G-6-902(1)(a) (2022)*
*Utah High Schools Activities Association Handbook 2024-2025 pg. 60*
*Utah Code § 68-3-12.5(12), (18), (33) (2025)*

Procedure 6061-A

Adopted Date: October 7, 2010
Last Reviewed Date: 09/08/2025
Last Revised Date: 09/08/2025
Prior Revised Dates: 05/10/2013, 04/16/2020, 06/22/2021, 12/08/2022

**Bullying, Cyber-Bullying, Hazing, and Abusive Conduct**

**Policy: 6065**
**Section: 6000 - Students**

1. **Policy Statement:**

    1. Bullying, cyber-bullying, hazing, retaliation, and abusive conduct towards students and employees violates state law and local policy, and are not tolerated by South Summit School District. Bullying on the basis of a protected class violates federal civil rights laws. The district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, South Summit School District has in place policies, procedures, and practices that are designed to reduce and eliminate bullying, cyber-bullying, hazing, retaliation and abusive conduct including but not limited to civil rights violations as well as processes and procedures to deal with such incidents.

    2. School officials have the authority to discipline students for off-campus speech that causes or threatens a substantial disruption on campus or school activities, including violent altercations, or a significant interference with a student's educational performance and involvement in school activities. If after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures up to, and including, suspension and expulsion, pursuant to Utah Code Ann. 53G-9-605, and in accordance with the U.S. Department of Education Office for Civil Rights, loss of participation in extracurricular activities, and/or probation.

**Legal Reference**
53G-9-605

Deleted: and

Deleted: of

Deleted: are against federal,

Deleted: and

Deleted: (code?)

BOARD ACTION REQUESTED

# Permission to pursue a RAP Tax grant

South Summit Recreation requests authorization to apply for a $40,000 RAP Tax grant. This grant would be to modernize heavily used weight room equipment at **The Summit Recreation Center**.

**Total project value: approximately $40,000**

DECISION REQUEST

## Authorize South Summit Recreation to apply for the RAP Tax grant.

# Why this project matters

The weight room is one of the most consistently used spaces in the facility. The project would focus on equipment that sees the heaviest use and creates the most day-to-day value.

**1**

## Replace

Update pieces that are worn, aging, or no longer meeting current use patterns.

**2**

## Restore

Prioritize equipment based on need, safety, condition, and frequency of use.

**3**

## Expand

Add more of the pieces patrons use most so peak-time access improves.

**This is targeted reinvestment in a high-use community space, focused on the pieces that will make the most noticeable difference.**

# Funding plan and next step

## Estimated project structure

**$20K RAP Tax Grant**

**$20K Local Match**

South Summit Recreation has $30,000 in our current equipment budget. We propose using $20,000 of this budget to meet our 50% matching requirement.

- If more money were authorized, we would pursue a larger matching grant.

## How we reduce the local impact

- ✓ Use eligible payroll and in-kind labor where allowed as part of the match.
- ✓ Surplus replaced equipment and recover a small portion of project cost.
- ✓ Target purchases to the most heavily used and most needed pieces first.

## Recommended motion

Authorize South Summit Recreation to apply for a $40,000 RAP Tax grant for weight room equipment modernization, using a $20,000 local match.

*Staff will return with final award details before purchases are made, if required.*

To the Members of the South Summit School Board,

**Subject: Reasoning for Employee Pre-K Tuition Discount Strategy**

I am writing to respectfully submit the reasoning for the implementation of the 50% tuition reduction for the children of South Summit employees who enroll in the district's Pre-K programs. This benefit recognizes the extraordinary dedication of our staff, serves as a powerful talent retention tool, and directly supports the district's core mission of promoting early educational excellence.

## Reasoning behind the Action:

### 1. Talent Recruitment and Retention

Competitive compensation extends beyond salary. Offering discounted early childhood education provides a high-value, practical benefit that directly reduces the cost-of-living burden for our educators and support staff. At a time when school districts statewide face hiring challenges, a meaningful benefit like this makes South Summit a highly attractive workplace for high-performing teachers and staff.

### 2. Deepening Investment in the School Community

When our educators' own children attend early childhood programs within the district, it fosters a unique sense of shared investment and community. Staff members aren't just employees—they are directly invested parents within the very system where they work every day.

### 3. Seamless Educational Continuity

Children of district staff who enter our Pre-K programs gain an early, smooth transition into the South Summit ecosystem. They become familiar with the school culture, routines, and educational standards, setting a strong foundation for a seamless transition into Kindergarten and beyond.

### 4. Strong Return on Investment

Providing a 50% tuition reduction for employee children utilizes available capacity in Pre-K classrooms without adding significant incremental costs. In return, the district gains stronger staff loyalty, reduced turnover costs, and a tighter-knit school environment.

## Summary Table: Impact At-a-Glance

| Stakeholder | Direct Benefit |
|---|---|
| **District & Board** | Enhanced retention, competitive recruitment edge, and efficient classroom resource utilization |

| | |
|---|---|
| **School Staff** | Meaningful financial relief and convenient, quality early learning for their young children |
| **Students & Community** | Stronger school culture and an early head start on lifelong educational achievement |

Thank you for your time, leadership, and continued commitment to the growth and success of all children across the South Summit School District.

Sincerely,

Lisa Flinders

South Summit Elementary School

South Summit School District
Achieving Excellence

# Concurrent Enrollment

**Policy: 4021**

**Section: 4000 - Instructional Program**

---

I. **Policy Statement**

A. As established by Utah Code, students have the opportunity of earning both high school and college credit through distance education ~~(EdNet or Electronic High School)~~ as well as courses taught on the high school campus with an approved high school teacher.

~~II. **Eligibility Requirements**~~

~~A. Students must meet the eligibility requirements of the post-secondary institution as well as the high school in order to participate in each concurrent class. These requirements can vary between programs and departments. Some college departments have placed grade level requirements for their concurrent enrollment classes. Juniors and sophomores should verify eligibility with the instructor for each class. There may also be prerequisites or GPA requirements for eligibility for certain courses.~~

~~III. **Registration**~~

~~A. Students are responsible for registering with both the high school and the college.~~

~~IV. **Testing**~~

~~A. The school agrees to provide a proctor for any on-site testing associated with concurrent enrollment classes.~~

**Commented [SC1]:** Move to procedure

South Summit School District
Achieving Excellence

~~V. **Credit**~~

~~A. It is the responsibility of the student to transfer credits earned from one college to another.~~

~~VI. **Fees**~~

~~A. A concurrent enrollment program student may be charged partial tuition and program related fees.~~

~~B. Postsecondary tuition and participation fees charged to a concurrent enrollment student are not fees, as defined in Utah State Board of Education rule, and do not qualify for fee waivers.~~

~~C. All costs related to concurrent enrollment classes that are not tuition and participation fees are subject to a fee waiver.~~

~~D. Concurrent enrollment costs subject to fee waiver may include consumables, lab fees, copying, material costs and textbooks required for the course.~~

~~E. The district shall be responsible for the fee waiver.~~

~~F. An agreement between a USHE institution and the district may address the responsibility for fee waivers.Some colleges have an admission fee that the student must pay before being able to earn college credit.~~

~~VII. **Graduation**~~

~~A.~~B. ~~A student is no longer eligible to participate in concurrent enrollment upon graduation from high school.~~

**Commented [SC2]:** Move to procedure

**Legal References:**
Utah Code R277-713
Utah Code R277-407
UCA 53E-10-305

Adopted Date: June 10, 2021
Last Reviewed Date:
Last Revised Date:
Prior Revised Dates:

South Summit School District
Achieving Excellence

# Safe and Orderly Schools

**Policy: 6029**

**Section: 6000 – Students**

---

I. **Policy Statement**

A. This policy is enacted to create a safe and orderly school for students, staff and patrons at school and school sponsored activities. It is the policy of South Summit School District to promote a safe and orderly school environment for all students and employees. Accordingly, the District holds all students, employees, and other adults to the highest standards of behavior on school grounds and during school sponsored activities. Criminal acts or disruptive behavior of any kind will not be tolerated and any individual who engages in such activity will be subject to school disciplinary action, prosecution, or both. This policy provides guidance for the appropriate handling of any situation that:

1. Could place students, staff, or patrons, at risk of harm or in imminent danger and

2. Acts of disobedience, defiance, violence or criminal behavior such as: physical assault; possession, display, or use of a weapon or facsimile; threats against life or property; gang activity that places any person at risk or harm or in imminent danger; distribution, possession, or use of alcohol or controlled substances; or any other act that creates a hostile environment or requires a law enforcement investigation are prohibited in all South Summit School District schools. These acts are prohibited on school grounds, to and from school, at school-sanctioned activities (including summer, weekend, and after school hours activities), or when students are being transported in vehicles dispatched by the district.

II. **Corporal Punishment**

A. A school employee may not inflict or cause the infliction of corporal punishment upon a student.
~~*Utah Admin. Rules R277-608-7 (March 10, 2025)*~~

~~*Utah Code § 53G-8-301(5)(a) (2025)*~~

~~B.~~ The term “corporal punishment” means the intentional infliction of physical pain upon the body of a student as a disciplinary measure.

~~*Utah Code § 53G-8-301(1)(a) (2025)*~~

B. When an employee uses corporal punishment on a student, the school shall take prompt and appropriate action, including appropriate disciplinary action against the employee and appropriate in-service training or other administrative action for staff.

III. **Limitation**

A. This policy does not restrict the use of physical contact which is considered to be reasonable discipline for purposes of behavior reduction intervention and which is also in compliance with state regulations and District policies adopted pursuant to Utah Code § 53E-7-204~~Utah Code § 53E-7-204~~ regarding provision of education for students with disabilities.

~~*Utah Code § 53E-7-204 (2022)*~~

IV. **Board review of school discipline rules**

A. Each school shall file a copy of its school discipline rules and procedures with the Board within thirty days after adoption of the rules and procedures. The Board shall review the rules and procedures filed by each school and may require the school to modify any rule or procedure that is not consistent with Board policy or state statutes on discipline in the public schools.

~~*Utah Code § 53G-8-202 (2019)*~~
~~*Utah Code § 53G-8-203 (2025)*~~

Legal References:

*Utah Admin. Rules R277-608*
*Utah Code § 53G-8-202*
*Utah Code § 53G-8-203*

Utah Code § 53E-7-204
*Utah Code § 53G-8-301*

Adopted Date: September 9, 2021
Last Reviewed Date: 10/13/2025
Last Revised Date: 10/13/2025
Prior Revised Dates: 04/14/2022, 12/12/2024

South Summit School District
Achieving Excellence

# Child Abuse/Neglect Reporting by School Personnel

**Policy: 6038**

**Section: 6000 - Students**

---

I. **Policy Statement**

A. The South Summit School District is committed to protecting students from abuse and neglect and will follow the state mandates regarding reporting and handling of abuse as outlined in Utah Code~~ annotated~~.

~~II. Handling and Reporting of Suspected Child Abuse and Neglect~~

~~A. The Administration recognizes that in order to fully implement the law on reporting of child abuse and neglect, school personnel must be fully informed and made aware of their responsibilities in this area. Therefore, the Administration shall cause that any school employee who knows or reasonably suspects that a child's health or welfare has been or appears to have been harmed as a result of abuse and neglect shall report and cause reports to be made in accordance with the procedures in this policy.~~

~~B. The Administration shall provide school employees with annual training on the subject of identifying and reporting children suspected of being abused or neglected.~~

~~C. If a school employee knows or reasonably suspects that a child is being abused or neglected, the employee shall immediately make an oral report to the school principal or his/her designee. Together, the principal or his/her designee and the employee must make immediate contact with the nearest peace officer, local law enforcement agency, or Division of Child and Family Services (DCFS) to report the suspected abuse or neglect.~~

~~D. Within 24 hours after making the oral report to the school principal and reporting the suspected abuse or neglect to local law enforcement agency, the school employee initiating the report shall complete and give to the principal or his/her designee the District's Report of Child Abuse Neglect~~

**Commented [SC1]:** Move to procedure

South Summit School District
Achieving Excellence

~~Form.~~

~~E. Upon receiving the District's Report of Child Abuse Neglect Form, the principal or his/her designee shall:~~

~~1. Forward a copy within 24 hours to the local law enforcement agency receiving the oral report.~~

~~2. Place one copy of the Child Abuse-Neglect Form in a confidential file to be maintained by the principal or his/her designee. The Child Abuse-Neglect Form shall not be placed in the child's personal file.~~

~~F. It is not the responsibility of the school employee to:~~

~~1. prove that the child has been abused or neglected, or~~

~~2. determine whether the child is in need of protection.~~

~~G. School employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of determining the cause of the injury and/or possible neglect.~~

~~H. School employees are immune from any civil and/or criminal liability when reporting in good faith suspected child abuse or neglect.~~

~~I. District policies shall ensure that the anonymity of those reporting or participating in the investigation of the alleged child abuse or neglect is preserved in a manner required by Utah Code.~~

~~J. Any school employee who willfully fails to report a case of suspected child abuse or neglect, may face legal and/or disciplinary action.~~

**Commented [SC2]:** Move to procedure

**Legal References:**
62A-4a-403, et. seq.
§62A-4a-412
Utah Code §62A-4a-411

Adopted Date: May 13, 2021
Last Reviewed Date:
Last Revised Date:

South Summit School District
*Achieving Excellence*

Prior Revised Dates:

South Summit School District
Achieving Excellence

# Student Groups/Clubs

**Policy: 6062**

**Section: 6000 - Students**

---

I. **Policy Statement:** The South Summit School District Board of Education acknowledges that the educational goals of the school district are furthered by recognizing curricular clubs and those non-curricular student clubs which comply with this policy.

A. 1. Schools within the district may establish and maintain a limited open forum for student clubs pursuant to law, State Board of Education rules, and district policy. Notwithstanding, the Board of Education retains the right to create a closed forum in the district or at any of its schools at any time by allowing curricular clubs only.

2. The board hereby authorizes local schools within the district to review applications for club authorization. A local school principal shall review applications for authorization of clubs on a case-by-case basis. Before granting an authorization, the school shall find that the proposed club meets the requirements of a curricular club or a noncurricular club, and that the proposed club's purpose and activities comply with this Policy. A school shall grant authorization and school facilities use to curricular and noncurricular clubs whose applications are found to meet the requirements of this Policy, rules of the State Board of Education, and policies of the District and shall limit or deny authorization or school facilities use to proposed clubs that do not meet the requirements of this part, rules of the State Board of Education, and policies of the District. Authorization shall be denied to any proposed club which promotes or encourages a prohibited discriminatory practice. Authorization shall be denied to a proposed curricular club when the general purpose of the club promotes, degrades, or otherwise identifies a personal identity characteristic. Authorization shall be denied to a proposed noncurricular club when the club's general purpose degrades a personal identity characteristic.

3. Nothing in this Policy prohibits discussion of historical, cultural, religious, or social issues related to a personal identity characteristic within a club with membership that remains open, in relation to personal identity characteristics, consistent with state and federal nondiscrimination law.

4. Except as specifically provided for in this Policy, a proposed club may not be subjected to standards, requirements, or limitations based on the purpose or content of the club to which other clubs of the same

designation (curricular or noncurricular) are subject. A school may not, except as specifically provided for in this Policy, condition authorization of, restrict, or limit a club based on a political or policy position of the club.

**Prohibition of Credit for Advocacy Activities—**

~~B.~~5. Regardless of membership in a curricular or noncurricular club, a school may not grant a student academic credit, course credit, preferential grading treatment, or excused absences for participation in political advocacy, partisan activity, or public protest. This prohibition does not preclude instruction regarding civic processes, public policy, or governmental institutions so long as participation in political advocacy or public demonstration is not required or incentivized as a condition of academic credit or attendance.

**Legal Reference:**
Utah Code §53G-7-702(1) (2019) Student Clubs

Adopted Date: October 7, 2010
Last Reviewed Date: 03/10/2022
Last Revised Date: 03/10/2022
Prior Revised Dates:

**Sexual Harassment Student Policy**
**Policy: 6067**
**Section: 6000 - Students**

1. **Policy Statement**

    a. Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e, et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), and the Utah Antidiscrimination Act, Utah Code § 34A-5-101 et seq.

        i. It is the policy of the South Summit School District to maintain a learning and working environment that is free from sexual harassment. The District prohibits any form of sexual harassment. The Board of Education of the South Summit School District does not discriminate on the basis of sex in its programs and activities and is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex, including but not limited to such discrimination in admission and employment. The Board adopts this policy in order to meet its obligations under Title IX to provide appropriate treatment of and response to complaints or reports of sexual harassment and to seek to provide a learning environment free from sexual harassment and discrimination on the basis of sex. Therefore, the District will promptly respond to notice of sexual harassment or allegations of sexual harassment and take appropriate action.

        ii. The definitions of sexual harassment under Title VII and Title IX differ, although there are areas of overlap. This policy therefore distinguishes between sexual harassment as to employment (Title VII) and sexual harassment as to participation in District programs and activities (Title IX). The intent of this policy is to meet the District's obligations under both Title VII (and the Utah Antidiscrimination Act) and Title IX.

        iii. This policy addresses sex discrimination in the form of sexual harassment against students. Other forms of sex discrimination are addressed in Policy 3019. It is a violation of this policy for any employee or student of the District to sexually harass a student or an employee.

        iv. No officer or employee of the District, when acting or purporting to act in official capacity, shall refuse to permit any student to participate in any school program because of the student's race, color, religious beliefs~~creed~~, sex, national origin, marital status, political ~~or religious~~ belief or creed, physical or mental condition, family, social, or cultural background, sexual orientation, or gender identification.

v. The District encourages all victims of sexual harassment and persons with knowledge of sexual harassment to immediately report that to the Title IX Coordinator or an administrator. Employees with knowledge of sexual harassment or possible sexual harassment are required to report that information to their supervisor and/or the Title IX Coordinator. (Failure to make such reports may result in disciplinary action according to District policy.) All complainants have the right to be free from retaliation of any kind.

vi. The District and its schools and staff shall not provide a sex-designated facility, program, or event of a higher quality to one sex and of a lesser quality to the opposite sex but shall ensure equivalent quality or rotational sharing, including the use of athletic facilities or venues. The District and its schools and staff shall not provide males or females preferred or more advantageous scheduling of facilities, programs, or events in comparison to the opposite sex but shall ensure equivalent scheduling practices or rotational sharing, including the scheduling of athletic events or practices. The District and its schools and staff shall not provide males or females with more sex-designated opportunities than the opposite sex (meaning more than 10% disparity). The District and its schools and staff shall not require males or females to participate or compete against the opposite sex in any sex-designated facility, program, or event. The District and its schools and staff shall not require, give official authorization for, or knowingly allow males or females to use a sex-designated facility in the presence of the opposite sex.

vii. Notice of this policy shall be given to all students seeking admission and their parents and shall be included in student handbooks.

viii. Questions about rights under Title IX and about the application of Title IX to the District can be directed to the Title IX Coordinator identified in this policy or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

ix. The District will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and when appropriate to discipline any employee or student who sexually harasses an employee or student of the District.

b. No Expansion or Reduction of Other Legal Rights—Nothing in this policy shall be construed to give any right, claim or action beyond the specific process provided in this policy. Nothing in this policy restricts rights which may be available under other District policies or under applicable laws or regulations.

c. Prohibition of False Statements: Employees and students are prohibited from knowingly making false statements or knowingly submitting false information in connection with allegations of sexual harassment or a sexual harassment investigation or a sexual harassment grievance procedure. Any employee or student doing so is subject to disciplinary action.

d. Confidentiality: Except to the extent required to carry out a required response to sexual harassment under this policy or other forms of sex discrimination under other policies, or as required by law, the District shall keep confidential the identity of (a) any individual who reports or complains of sexual harassment or other types of sex discrimination (including filing a formal complaint), (b) any respondent or other individual reported to have perpetrated another form of sex discrimination, and (c) any witness regarding sexual harassment or other form of sex discrimination. Except to the extent that maintaining confidentiality would impair the District's ability to provide supportive measures, the District shall keep confidential any supportive measures provided to a complainant, respondent, or employee complaining of employment sexual harassment. (In appropriately responding to sexual harassment, the District may need to disclose the identity of individuals for purposes of an appropriate investigation and following the grievance process or for purposes of appropriate supportive measures.) Disclosure is also allowed to the extent permitted by FERPA and its implementing regulations.

    i. Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate authorities and the confidentiality of the information will be maintained as required by Utah Code § 80-2-1005.

e. Student Sexual Harassment Defined: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, physical or verbal conduct or communications of a sexual nature, and any other gender-based harassment, whether initiated by school employees, students, or visitors when:

    i. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining power; or

    ii. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's success; or

    iii. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's success, or creating an intimidating, hostile or offensive environment.

f. As long as one or more of the above-listed factors is met, sexual harassment may include but is not limited to:

~~2.~~ i. Verbal harassment or abuse, including any offensive communication that is sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual gestures;

~~3.~~ ii. Subtle pressure for sexual activity including sexual invitations or requests for sexual activity in exchange for preferences, favors, selection for work assignments, etc.;

~~4.~~ iii. Physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, spanking, pinching, stalking, frontal-body hugs, intentional brushing against an employee's or student's body, etc.;

~~5.~~ iv. Demanding sexual favors accompanied by implied or overt threats concerning an individual's status;

~~6.~~ v. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's success; or any unwelcome sexually motivated touching;

~~7.~~ vi. Unwelcome gestures that are sexually suggestive, sexually degrading or imply sexual motives or intentions;

vii. Written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, etc.

~~8.~~ 2. This includes Artificial Intelligence generated or manipulated media.

Legal References:

42 U.S.C. 2000e et seq.

20 U.S.C. 1681 et seq

Utah Code 34A-5-101 et seq

34 CFR  106.8(b)(1)

34 CFR  106.45(a)

34 CFR  106.71(a)

34 CFR  106.30(a)

Utah Code  80-2-1005

Utah Code  80-2-602 (2022)

Utah Code  80-2-1005 (2023)

29 CFR  1604.11(a)

Mentor Savings Bank v. Vinson, 477 U.S. 57 (1986)

Baker v. Weyerhauser Co., 903 F.2d 1342 (10th Cir. 1990)

34 CFR  106.44(a)

18 U.S.C. 3772 (c)

34 U.S.C.  12291(a)(11)

34 U.S.C.  12291(a)(12)

34 U.S.C.  12291(a)(36)

34 CFR  106.30(a)

34 CFR  106.8(a)

34 CFR  106.44(a)

34 CFR  106.30(a)

34 CFR  106.45(b)(1)(iv))

34 CFR  106.45(b)(5)(i)

34 CFR  106.45(b)(1)(x))

34 CFR  106.45(b)(5)(ii)

34 CFR  106.45(b)(5)(iii)

34 CFR  106.45(b)(5)(iv)

34 CFR  106.45(b)(5)(v)

34 CFR  106.45(b)(1)(v)

34 CFR  106.45(b)(1)(ix)

34 CFR  106.45(b)(1)(vi)

34 CFR  106.45(b)(4)

34 CFR  106.45(b)(3)(i)

34 CFR  106.45(b)(3)(ii)

34 CFR  106.45(b)(7)(i)

34 CFR  106.45(b)(1)(v), (2)

34 CFR  106.45(b)(1)(v)

34 CFR  106.45(b)(5)(i)

34 CFR  106.45(b)(1)(v), (5)(vi)

34 CFR  106.45(b)(1)(v), (5)(vii)

34 CFR  106.45(b)(5)(vi), (6)(ii)

34 CFR  106.45(b)(1)(ii), (vii), (b)(7), (b)(7)(i)

34 CFR  106.45(b)(1)(i), (b)(7)(ii)

34 CFR  106.45(b)(1)(v), (b)(7)(iii)

34 CFR  106.45(b)(7)(iii)

34 CFR  106.45(b)(8)

34 CFR  106.45(b)(1)(v), (viii)

34 CFR  106.45(b)(1)(v), (b)(9)

34 CFR  106.45(b)(1)(iii), (10)(i)(D)

34 CFR  106.71(a)

34 CFR  106.45(b)(10)

34 CFR  106.8(b)(2), (c)

Adopted Date: October 7, 2010
Last Reviewed Date: 09/08/2025
Last Revised Date: 09/08/2025
Prior Revised Dates: 05/15/2014, 07/08/2021, 09/14/2023, 12/14/2023