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Reporting Student Misconduct Prohibited Acts
Policy Series: 5000 Personnel

Policy No. 5096

Purpose:

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The purpose of this policy is to establish clear expectations for the reporting of student prohibited acts in order to promote a safe, orderly, and respectful learning environment. The Board of Education recognizes that timely and accurate reporting of misconduct is essential for addressing concerns appropriately, maintaining school safety, and supporting positive student behavior.

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This policy outlines the responsibility of employees to report known or suspected violations of school rules, district policy, or applicable law involving student conduct. The Board is committed to ensuring that reports of prohibited acts are addressed promptly, fairly, and consistently so that appropriate interventions, disciplinary actions, and supports may be provided in a manner that protects the well-being of students and the school community.

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Reporting of Student Prohibited Acts

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School employees must promptly report to the school principal or District superintendent any reasonable belief that a student ~~participating in student government, cocurricular activities or extracurricular activities~~ has violated Policy 3510: Student Activities and its accompanying procedures. This applies to conduct occurring in the classroom, on school property, or during any school-sponsored activity, regardless of location. Reportable conduct includes:

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1. Uses foul, abusive, or profane language while engaged in school-related activities;
2. Illicitly uses, possesses, or distributes a controlled substance, drug paraphernalia, a tobacco product, an electronic cigarette product, or an alcoholic beverage; or
3. Hazes, demeans, or engages in 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

40 ingestion of any substance, or any act which would constitute a crime against a person
41 or public order under state law.

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43 Principals who receive a report of a violation of **Policy 3510 Student Activities** shall submit a
44 report of the alleged incident, and actions taken in response, to the District superintendent or
45 the superintendent's designee within ten working days after receipt of the report.

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47 Failure of a person holding a professional certificate to report these prohibited acts as required
48 under this policy constitutes an unprofessional practice.

51 **Duty to Report Student Use or Possession of Illegal Drugs or Alcohol**

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53 A school employee with reasonable cause to believe that a student has used or possessed
54 alcohol or illegal drugs, counterfeit substances, or any associated paraphernalia at a school
55 District location shall immediately report that fact to the school's designated Administrator.

58 **School District Location Defined**

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

68 **Notice to Parent or Legal Guardian**

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70 Upon receiving a report from a school employee of student use or possession of illegal drugs or
71 alcohol, counterfeit substances, or any associated paraphernalia at a school District location,
72 the designated Administrator shall immediately report the information to the student's parent or
73 legal guardian. If the violation involves illegal drugs or counterfeit substances or drug
74 paraphernalia, the Administrator may also report the information to law enforcement agencies or
75 officials if that is permitted under [Utah Code § 53G-8-211](#). The identity of the school
76 Administrator who reported the prohibited act shall not be disclosed to the student or the parent
77 or legal guardian.

80 **Immunity for Good Faith Reporting**

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82 A school employee who in good faith reports student use or possession of illegal drugs or
83 alcohol, counterfeit substances, or any associated paraphernalia at a school District location in

84 accordance with these provisions is immune from any civil or criminal liability resulting from that
85 action.

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88 **Legal References**

89 [Utah Code § 53G-8-209 \(2025\)](#)

90 [Utah Code § 53G-8-501 \(2018\)](#)

91 [Utah Code § 53G-8-502 \(2018\)](#)

92 [Utah Code § 58-37-8 \(2025\)](#)

93 [Utah Code § 53G-8-502 \(2018\)](#)

94 [Utah Code § 53G-8-504 \(2018\)](#)

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97 **Board Approved:** May 12, 2026

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Draft