



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, November 10, 2021

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

"Always consider the effects
on our students."

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

1. Principal Reports to the Board:
Teryl Jeffs, Megan Bushnell, Mary Heslop

B. Administrative - 6:30 p.m.

1. Call to Order

President Julie Taylor

2. Reverence

Keith Mecham, Assistant Superintendent

3. Flag Salute/Pledge of Allegiance

Rod Cook, Business Administrator

4. Recognitions

Tiffani Summers, Board Member

a. Sunrise High School - featured as an outstanding project in the Fall 2021 *Learning by Design* magazine -
Corey Thompson, Facilities Director and Jerry Jackman, Principal of Sunrise High

b. Heidi Jo West - Principal at Mountain View Elementary received the Utah Afterschool Network
Administrator of the Year Award

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

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

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

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

1. Acceptance of Audit Report

Rod Cook, Business Administrator

3

2. Professional Learning/Data Dive Days

Keith Mecham, Assistant Superintendent

18

3. High School Master Schedule

Steve Carlsen, Superintendent

21

F. Information Items - 7:40 p.m.

1. Brigham City's Annual Tax Increment Financing Report

Paul Larsen, Community & Economic Development Director

2. Select Health Grant to the BESD Foundation and Foundation Report

Alison Williams, Asst. Executive Director of BESD Foundation, Clyde Wohlgemuth, Foundation President-Elect
Select Health/BESD Foundation Video

3. Monthly Financial Report

Rod Cook, Business Administrator

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4. Board Committee Reports

5. COVID-19 Report

Steve Carlsen, Superintendent

6. USBA Nomination Letter

Steve Carlsen, Superintendent

30

G. Policy Review - 8:20 p.m.

1. First Reading	
a. Policy 1050 Qualifications & Appointment Procedures for Student Board Member	31
b. Policy 2030 Procurement/Purchasing	33
c. Policy 3040 Employment: Experience on Salary Schedule	39
d. Policy 4033 Early Learning Plan	40
e. Policy 4037 Reading Assessment for K-3	44
f. Policy 4060 High School Graduation Requirements	46
g. Policy 4107 Testing Procedures and Standards	49
h. Policy 4108 Testing Procedures and Standards - Exclusion from Testing	54
i. Policy 4130 Participation in Online Education	56
j. Policy 5011 Admissions and Attendance of Military Children	58
k. Policy 5030 Attendance - Compulsory	65
l. Policy 5230 School Fees	66
m. Policy 5360 Suicide Prevention	89
n. Policy 6015 School Community Councils	100
o. Policy 6060 Conduct on School Premises	107
2. Second Reading	
a. Policy 1071 Electronic Meetings	113
b. Policy 2001 Fiscal Management Goals	116
c. Policy 2135 Capital Outlay Reporting: School Plant Capital Outlay Report	118
d. Policy 3047 Reemployment of Retirees	121
e. Policy 4027 Special Programs: Dropout Prevention and Recovery	123
f. Policy 4165 Requests for Charter Schools	127
g. Policy 4190 Driver Training	135
h. Policy 5050 Immunization Requirements	136
i. Policy 5053 School Breakfast Program	142
j. Policy 5061 Do Not Resuscitate Directives	144
k. Policy 5070 Communicable Diseases	146
l. Policy 5227 Concussion and Head Injury	148
m. Policy 5272 Transgender Students	162
n. Policy 5380 Notification Received from Juvenile Courts	166
H. Board Discussion Items 8:30 p.m.	
1. Book Study " Time for Change" - Chapters 3 and 4	
I. Consent Items 8:40 p.m.	
1. Minutes	168
2. Claims	173
3. Personnel	189
4. Out of State Travel Requests	190
J. Suggestions for Future Board Meetings 8:45 p.m.	191
K. Upcoming Events	
1. USBA 2022 Conference January 6-8, 2022	
L. Board Handbook	194
M. Adjournment 8:50 p.m.	

The next meeting of the Board of Education will be held on Wednesday, December 8, 2021, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

Recommendation:

Rodney Cook, Business Administrator recommends the acceptance of the annual independent audit report for the 2020-21 fiscal year. This simply signifies that the Board has received the financial report and the management report from the auditor.

Recommended Motion:

I move that the Board accept the audit report as presented for the 2020-21 fiscal year.

Background:

The school district is required to be audited by an independent public accounting firm each year. They review and verify final balances and the general financial condition of the school district. They also do compliance work as well as the federal single audit on federal programs. The auditor will report on any findings and the general conditions of the school district. He will also review the management report with the Board of Education. This includes findings and recommendations for improvement.

Policy Implications:

None

Financial Implications:

None

Staff Implications

None

Box Elder School District Finance and Audit Report 2020-21

We ensure that all students learn at High Levels.

General Fund Net Fund Balance Change

Revenue less Expenditure = Net
Change in Fund Balance

\$105,264,625 - \$107,770,864 =
(\$2,506,239)

Ending Fund Balance =
\$19,326,908

General Fund Balance Ending

Unassigned Ending “Cash Balance “
\$170,871 decrease of **(\$1,635,751)**

Unearned Income State Programs

Ending Balance \$2,207,143

Increase of \$632,421

Assigned Balances

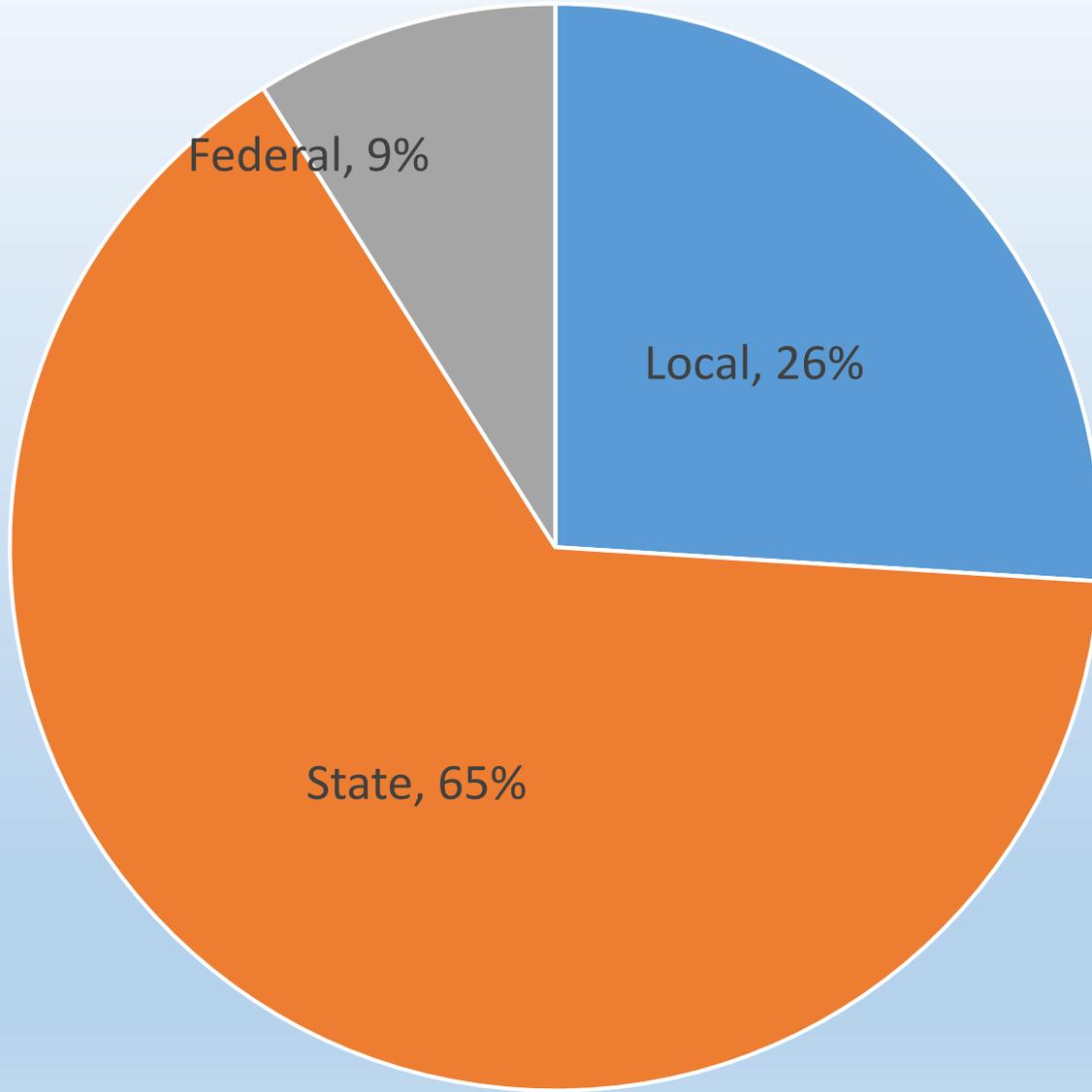
\$15,253,478

A Decrease of \$870,489

Committed “Rainy Day Fund”

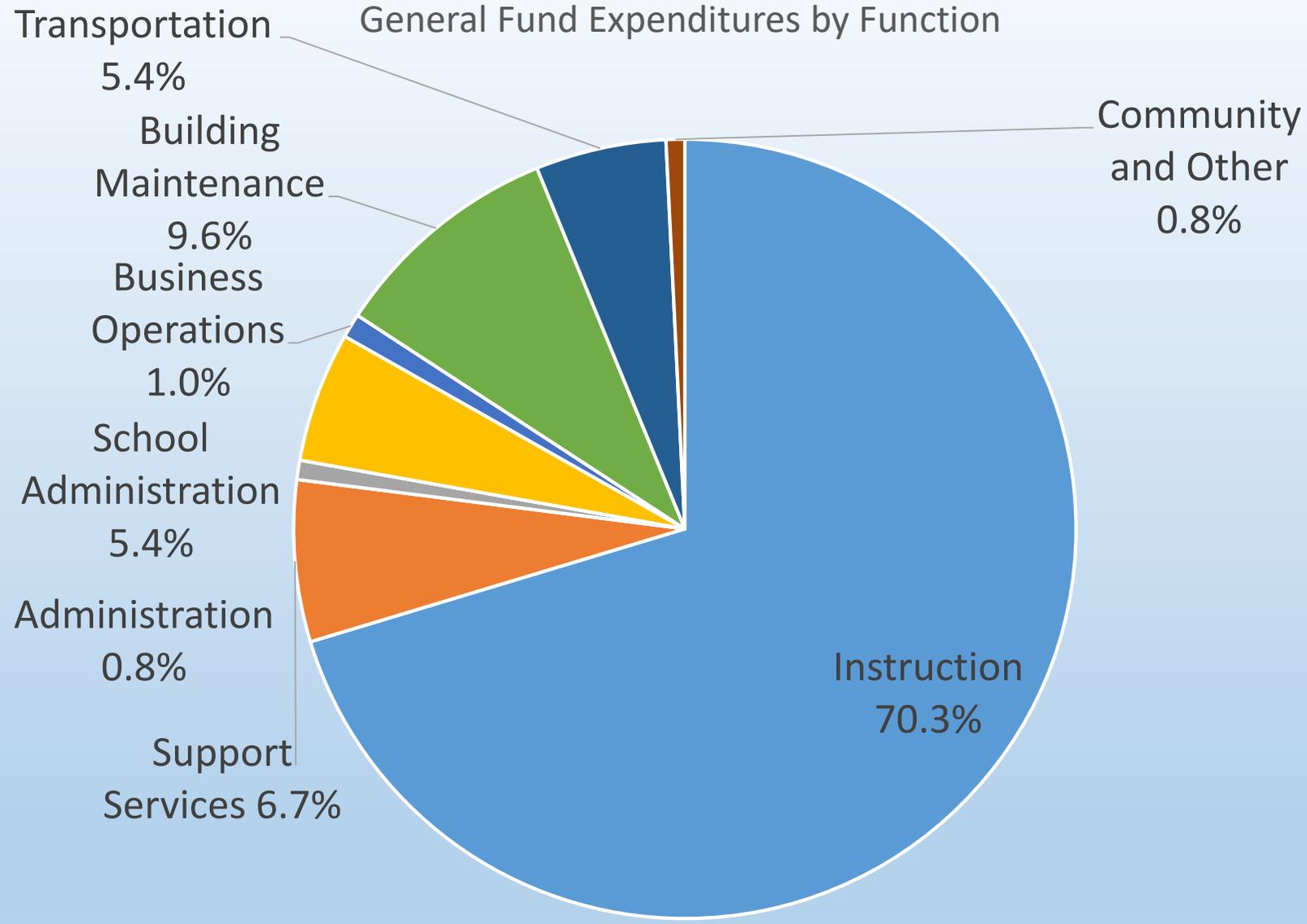
\$3,900,000 no change

General Fund Revenue

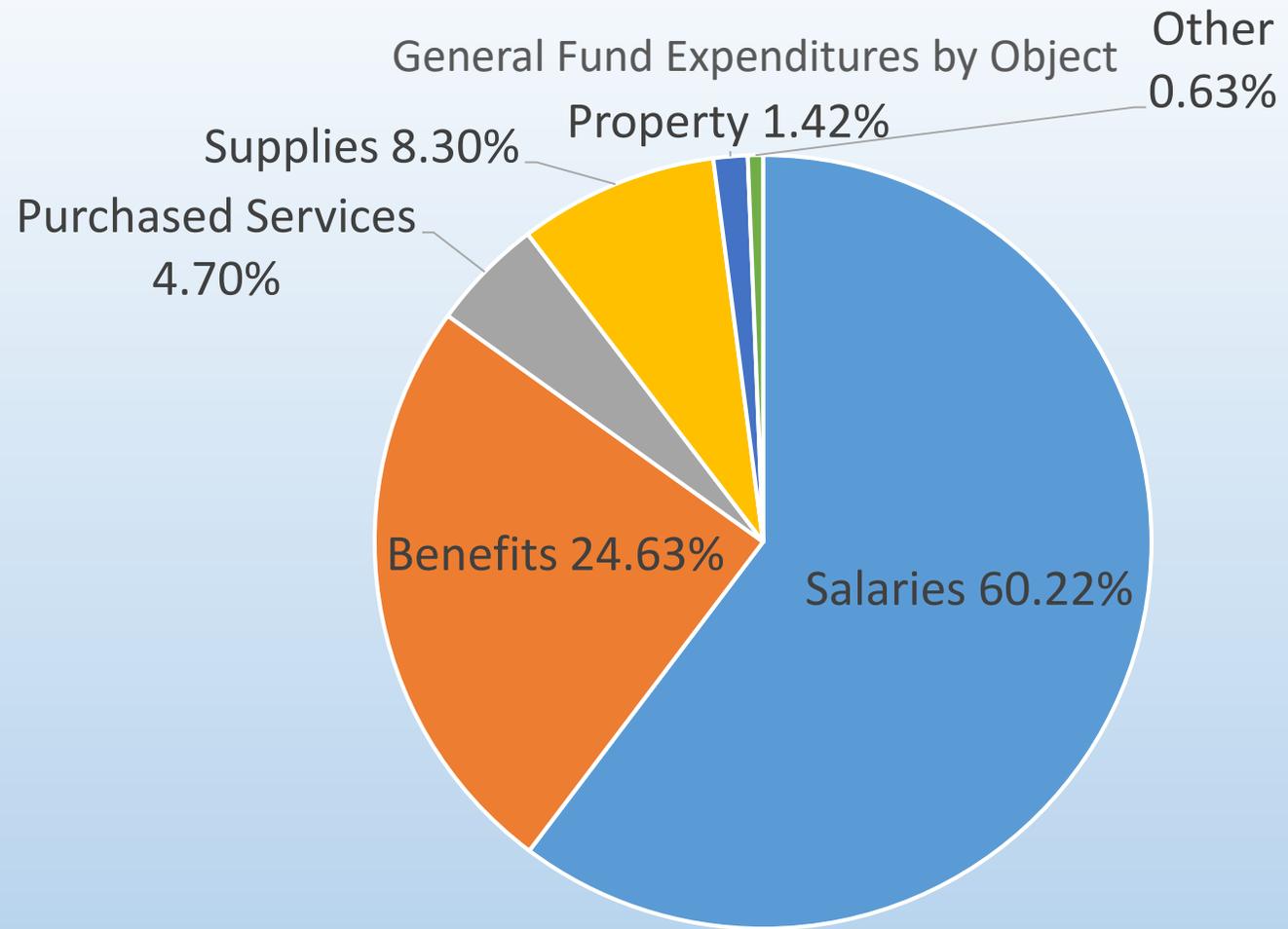


Local State Federal

General Fund Expenditures by Function



- Instruction
- Support Services
- Administration
- School Administration
- Business Operations
- Building Maintenance
- Transportation
- Community and Other



Salaries Benefits Purchased Services Supplies Property Other

Data from State Annual Finance Report
Total Compensation equals 84.85%

Student Activity Fund

Revenue minus Expenditures
=Net Change in Fund Balance
\$3,422,488 - \$3,438,668=
\$16,180

Ending Fund Balance \$3,415,840

Debt Service Fund

Revenues minus Expenditures =

Net change in Fund Balance

\$3,075,814 - \$3,274,750 =

(\$198,936)

Fund Balance \$6,968,693

Capital Outlay Fund

Building Projects

Revenues minus Expenditures

=Net Change in Fund Balance

\$25,405,989 - \$18,205,714 =

\$7,200,275

Ending Fund Balance =

\$31,036,385

School Food Service Fund

Revenues minus Expenditures =

Net Change in Fund Balance

\$7,342,878 - \$5,904,274 =

\$1,438,604

Ending Fund Balance

\$2,661,997

See Page 48

All Funds

Final Bottom Line

Revenue minus Expenditure =

Net Change in Fund Balances

\$133,844,061 - \$142,767,834 =

\$8,923,773

Ending Fund Balance =

\$64,201,134

A big thank you to the School
Board and Administration for
your support!

Also a shout out to my staff who
take care of the daily
operations.

Recommendation to approve

Submitted by: Keith Mecham

Recommendation:

It is recommended that the BESD Board of Education approve two additional Professional Development / Data Dive Days for the 2021-2022 district calendar. These days would occur on Thursday, Feb 24, 2022 and Thursday, March 24, 2022. Employees will participate in professional development at either the district, school or department level. No students would attend school on these two days.

Recommended Motion:

I move that we approve the two additional Professional Development / Data Dive Days for the 2021-2022 district calendar on Thursday, Feb 24, 2022 and Thursday, Mar 24, 2022.

Background:

Due to the sub shortage that is occurring in our district and knowing that we will have around 80 teachers out for district training on these two specific days and recognizing the added stress for employees but specifically teachers due to Covid 19 concerns, these days would ease the burden placed on our employees.

Per R277-419, this rule allows for 4 additional Professional development days to be used during the school calendar. These days count toward the 180 required days. By using these two additional days, we are still in compliance.

Policy Implications:

<https://rules.utah.gov/publicat/code/r277/r277-419.htm#T4>

This calendar would create 178 instructional days plus 2 days for parent teacher conferences for a total of 180 days.

Financial Implications:

No additional costs

Staff Implications:

No additional implications

Box Elder School District 2021-2022

July 2021						
S	Mon	Tues	Wed	Thurs	Fri	S
				1	2	3
4	5 4th of July Observed	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23 Pioneer Day Observed	24
25	26	27	28	29	30	31
					0/20	

August 2021						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Welcome Back/ Health Fair	17	18	19	20	21
22	23 Teacher Prep Day	24 Teacher Prep Day	25 Teacher Prep Day	26-27 County Fair		28
29	30 First Day of School Min. Day	31 Minimum School Day				
					2/22	

September 2021						
S	Mon	Tues	Wed	Thurs	Fri	S
			1 Minimum School Day	2 Minimum School Day	3 Minimum School Day	4
5	6 Labor Day	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					21/21	

October 2021						
S	Mon	Tues	Wed	Thurs	Fri	S
					1	2
3	4	5	6 K-5 P/T Conf	7 K-5 P/T Conf	8 Kind P/T Conf	9
10	11	12	13	14 Fall Break	15 Fall Break	16
17	18 HS P/T Conf	19 HS & MS P/T Conf	20 MS & Int P/T Conf	21 Int P/T Conf	22	23
24	25	26	27	28	29	30
					19/19	

November 2021						
S	Mon	Tues	Wed	Thurs	Fri	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23 End of Tri 1 (59 days) Minimum Day	24 PTC Comp Day	25 Thanksgiving Break	26 Thanksgiving Break	27
28	29	30				
					20/20	

December 2021						
S	Mon	Tues	Wed	Thurs	Fri	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22 Minimum School Day	23 Winter Break	24 Winter Break	25
26	27 Winter Break	28 Winter Break	29 Winter Break	30 Winter Break	31 New Year's Day Observed	1
					16/17	

January 2022						
S	Mon	Tues	Wed	Thurs	Fri	S
2	3 School Resumes	4	5	6	7	8
9	10	11 HS P/T Conf	12 MS P/T Conf	13 Int P/T Conf	14	15
16	17 Martin-Luther King Jr Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
					20/20	

February 2022						
S	Mon	Tues	Wed	Thurs	Fri	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 President's Day	22	23 K-5 P/T Conf	24 K-5 P/T Conf - PD/DD no school for students	25 Kind P/T Conf	26
27	28					
					19/19	

March 2022						
S	Mon	Tues	Wed	Thurs	Fri	S
		1	2	3 End of Tri 2 (61 days) Minimum Day	4 No School	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 PD/DD Day - no school for students	25	26
27	28	29	30	31		
					22/23	

April 2022						
S	Mon	Tues	Wed	Thurs	Fri	S
					1	2
3	4 ** PTC Comp Day	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9
10	11	12 HS P/T Conf	13 MS P/T Conf	14 Int P/T Conf	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					17/19	

May 2022						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day	31				1
					21/21	

June 2022						
S	Mon	Tues	Wed	Thurs	Fri	S
			1	2	3 Last Day of School/ End of Tri 3 (60 days) Min. Day	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
					3/22	

No School for Students (PD/DD = Prof Dev/Data Dive Day)
 Beginning and End of School
**** April 4, 2022 - Designated Snow Day**

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

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

Recommendation to approve

Submitted by: Superintendent Steve Carlsen

Recommendation:

It is recommended that the Box Elder Board of Education make a decision to stay with a six-period day in both of the traditional High Schools, Bear River and Box Elder or go to a five-period day.

Recommended Motion:

I move that Box Elder School District (stays with a six-period trimester schedule) or (changes to a five-period trimester schedule) for Bear River High School and Box Elder High School.

Background: There have been meetings occurring with High School principals, counselors, Karen, Julie, Wade, Keith, Gary, Rod, Corey, and I for over a year now. As the Superintendent I sent an email to the Board explaining a lot of the background information. As the Superintendent I have worked hard at having an open mind and in the end, I believe it is best for the entire school district if we continue with our current six period trimester. I will not be offended if the Board feels like they want to go with a five-period trimester. I will work tirelessly to make it happen if it is the Board's desire.

Policy Implications: There would have to be some policy changes made in the area of graduation requirements. There may be others as well. There is plenty of time to research these policies if the decision is made to go with a five-period trimester schedule.

Financial Implications: If the Board of Education stays with the six-period day there will be no new financial implications. If the Board chooses to change to a five-period day it will require each school to hire an additional two teachers, so four total new teachers. Each teacher will cost about \$80,000 each with salary and benefits. We will also need to bring in two portables at each school for a total of four. Each portable with labor, materials, and set up is estimated at \$150,000.
4 teachers X \$80,000 = \$320,000 (general fund) + 4 portables X \$150,000 = \$600,000 (capital fund).

\$320,000 + \$600,000 = \$920,000 Total

Staff Implications: See Financial Implications Above

MONTHLY FINANCIAL REPORT
October 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
		2021-22 Preliminary	2021-22 YTD	%	%	2020-21 YTD	2020-21 Actual
Description							
	Percent of Year completed to date			33.00%	33.00%		
	Percent of 9 month contract complete			25.00%	25.00%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	25,091,289	811,665	3.2%	1.8%	452,924	24,796,049
6	Tuitions	350,000	74,892	21.4%	7.2%	32,503	454,278
7	Inv Earnings	150,000	105,209	70.1%	49.0%	33,081	67,493
8	Inidr. Costs-SL	680,000	0	0.0%	0.0%	0	1,019,906
9	Rental Fees/Building/Tra	110,000	7,106	6.5%	16.8%	13,697	81,451
10	Other	900,000	147,610	16.4%	7.3%	84,546	1,161,864
11	State	74,424,348	24,897,619	33.5%	32.7%	22,474,433	68,725,191
12	Federal	8,525,000	1,495,137	17.5%	2.0%	183,260	8,958,392
13	Misc./ Fund Bal	1,114,000					870,488
14	TOTAL M & O						
15	REVENUE	111,344,637	27,539,238	24.7%	21.9%	23,274,444	106,135,112
16	Beg Balance	2,043,744					1,809,180
17	Less:						
18	Ending Balance	1,176,013					173,429
19	TOTAL M & O FUNDS						
20	available	112,212,367	27,539,238	24.5%	21.6%	23,274,444	107,770,863
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	49,077,975	11,569,357	23.6%	22.5%	10,486,275	46,636,603
24	Benefits	18,358,921	5,242,226	28.6%	25.6%	5,001,074	19,551,996
25	Purchased Serv.	3,070,500	1,020,259	33.2%	30.5%	818,088	2,683,024
26	Supplies/Texbooks	5,100,000	1,999,016	39.2%	42.8%	2,451,297	5,721,787
27	Equipment	1,905,000	61,473	3.2%	45.8%	236,796	517,560
28	Other	700,000	4,912	0.7%	1.2%	7,762	629,179
29	Total	78,212,396	19,897,243	25.4%	25.1%	19,001,292	75,740,149
30							
31	Student Services (2100)						
32	Salaries	3,510,841	932,063	26.5%	24.4%	798,022	3,276,884
33	Benefits	1,309,542	383,221	29.3%	24.1%	320,234	1,326,311
34	Other	350,000	56,268	16.1%	5.3%	14,619	273,459
35	Total	5,170,383	1,371,552	26.5%	23.2%	1,132,875	4,876,654
36							
37	Instructional Staff (2200)						
38	Salaries	1,605,520	484,650	30.2%	29.7%	461,752	1,553,428
39	Benefits	629,160	198,399	31.5%	30.9%	189,938	615,191
40	Other	400,000	67,936	17.0%	26.9%	68,537	254,337
41	Total	2,634,680	750,985	28.5%	29.7%	720,227	2,422,956

MONTHLY FINANCIAL REPORT
October 31, 2021

				Current			
		2021-22	2021-22	Bud vs	Prev Bud vs	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			33.00%	33.00%		
	Percent of 9 month contract complete			25.00%	25.00%		
42	District Administration (2300)						
43	Salaries	389,454	123,606	31.7%	33.0%	111,930	339,524
44	Benefits	169,797	61,882	36.4%	37.3%	57,587	154,547
45	Purch Services	170,000	450,740	265.1%	42.9%	45,033	104,986
46	Liability Insurance	235,000	160,336	68.2%	0.0%	0	223,473
47	Supplies	35,000	13,894	39.7%	36.9%	12,569	34,090
48	Other	25,000	20,955	83.8%	83.4%	21,251	25,473
49	Total	1,024,251	831,413	81.2%	28.2%	248,370	882,093
50	School Administration (2400)		ESSER II Contr Serv				
51	Salaries	4,331,198	1,319,862	30.5%	5.4%	1,201,357	4,044,617
52	Benefits	1,747,827	533,702	30.5%	5.1%	497,604	1,657,254
53	Prof Serv/Travel	80,000	21,864	27.3%	72.5%	21,578	67,635
54	Other	15,000	9,205	61.4%	72.3%	10,030	10,170
55	Total	6,174,025	1,884,633	30.5%	29.9%	1,730,569	5,779,676
56							
57	Business & Support (2500)						
58	Salaries	771,881	240,868	31.2%	33.6%	216,824	645,918
59	Benefits	316,483	88,075	27.8%	33.9%	83,787	247,198
60	Purchased Services	165,000	40,855	24.8%	36.3%	49,061	135,297
61	Other	25,000	1,249	5.0%	44.0%	7,350	16,696
62	Total	1,278,364	371,047	29.0%	34.2%	357,022	1,045,109
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,466,376	1,750,346	32.0%	32.1%	1,601,633	4,985,356
66	Benefits	2,202,539	727,071	33.0%	34.3%	687,459	2,003,104
67	Electricity	884,000	249,054	28.2%	22.6%	207,945	918,191
68	Purchased Service	757,500	229,737	30.3%	43.0%	249,956	580,795
69	Telephone	282,012	62,779	22.3%	33.4%	85,468	256,236
70	Natural Gas	515,000	28,951	5.6%	4.4%	22,060	504,870
71	Prop Insurance	195,000	257,879	132.2%	0.0%	0	189,052
72	Repair	330,000	51,482	15.6%	45.6%	56,072	122,853
73	Supplies	730,000	299,306	41.0%	41.7%	327,951	787,291
74	Other	2,500	0	0.0%	23.7%	150	633
75							0
76	Total	11,364,927	3,656,605	32.2%	31.3%	3,238,694	10,348,381
77			Increase Costs				

MONTHLY FINANCIAL REPORT
October 31, 2021

				Current	Prev Bud vs		
		2021-22	2021-22	Bud vs	Actual	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			33.00%	33.00%		
	Percent of 9 month contract complete			25.00%	25.00%		
78	Transportation (2700)						
79	Salaries	2,760,295	641,972	23.3%	21.4%	613,810	2,861,804
80	Benefits	829,152	226,477	27.3%	27.5%	226,062	821,802
81	Purch Serv	280,000	86,556	30.9%	14.3%	45,469	317,502
82	Fuel	505,000	105,177	20.8%	11.0%	57,498	521,415
83	Supplies	450,000	92,615	20.6%	19.6%	61,404	313,308
84	Other/Property	485,800	1,036,703	213.4%	100.0%	1,008,680	1,008,680
85	Total	5,310,247	2,189,500	41.2%	34.4%	2,012,923	5,844,511
86	Community Services (3300)		Bus Order half will go to F-32				
87	Salary	680,566	187,894	27.6%	31.8%	178,582	561,013
88	Benefits	186,527	57,762	31.0%	33.1%	55,106	166,276
89	Purchased Serv	60,000	3,123	5.2%	19.0%	4,563	23,958
90	Supplies/Util	70,000	58,771	84.0%	28.7%	19,952	69,501
91	Property	30,000	1,227	4.1%	26.2%	1,063	4,055
92	Other Objects	16,000	2,127	13.3%	57.6%	3,763	6,529
93	Desig. Fund Bal						
94	Total	1,043,093	310,904	29.8%	31.6%	263,029	831,332
86	Total Expenditures	112,212,367	31,263,882	0	3	28,705,001	107,770,861
95	Interfund Trans		1			0	1
96	Change Desig Fund Bal	0	1			0	1
97	Other/Budget Cuts		0			0	0
98	TOTAL EXPENDITURERS		0				0
99	M & O	112,212,367	31,263,884	27.86%	26.6%	28,705,001	107,770,863

MONTHLY FINANCIAL REPORT
October 31, 2021

				Current	Prev Bud vs		
		2021-22	2021-22	Bud vs	Actual	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			33.00%	33.00%		
	Percent of 9 month contract complete			25.00%	25.00%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	1,619,793	36.8%	44.1%	1,509,258	3,422,501
104							
105	Other		0			0	
106	Total Revenue		1,619,793		44.1%	1,509,258	3,422,501
107	EXPENDITURES:						
108	Purchased Services	902,150	138,427	15.3%	16.5%	70,514	428,078
109	Supplies	2,882,850	801,266	27.8%	27.6%	779,113	2,824,283
110	Equipment	290,000	39,684	13.7%	43.6%	9,133	20,926
111	Desig/Other/Adm	325,000	56,859	17.5%	39.6%	65,506	165,396
112	Total Expenditures						
113	School Activity	4,400,000	1,036,236	23.6%	26.9%	924,266	3,438,683
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	2,945,632	98,025	3.3%	1.7%	51,541	3,039,480
118	Interest	105,750	5,463	5.2%	38.1%	13,841	36,333
119	Other						
120	Total	3,051,382	103,488	3.4%	2.1%	65,382	3,075,813
121	Begining Bal	5,696,268	5,802,645	101.9%	130.0%	7,800,099	6,001,582
122	LESS:						
123	Ending Balance	5,659,746	4,876,865	86.2%	123.5%	7,167,630	5,802,645
124	Funds Available	4,770,488	3,065,483	64.3%	86.9%	5,043,881	5,802,645
125	EXPENDITURE:						
126	Bond Debt	3,927,162	2,840,650	59.5%	86.2%	2,819,100	3,269,750
127	Fees	50,000	0	0.0%	50.0%	2,500	5,000
128	Other Uses		0			0	0
129	Total	3977162	2,840,650	5681.3%	86.2%	2,821,600	3,274,750

MONTHLY FINANCIAL REPORT

October 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
	2021-22 Preliminary	2021-22 YTD	%	%	2020-21 YTD	2020-21 Actual	
Description							
Percent of Year completed to date			33.00%	33.00%			
Percent of 9 month contract complete			25.00%	25.00%			
130 CAPITAL OUTLAY FUND (32)							
131							
132 REVENUE:							
133 Property Tax	12,837,500	322,083	2.5%	2.4%	233,331	9,844,206	
134 Interest	255,941	43,404	17.0%	26.2%	77,076	293,682	
135 Other	176,400	20,881	11.8%	36.3%	22,597	62,249	
136 State	158,025	12,650	8.0%	33.3%	27,334	82,003	
137 Federal /MBA	63,288	25,117	39.7%	49.9%	30,058	60,274	
138 Ins./Prop.Recry	94,500	43,640	46.2%	31.3%	19,945	63,673	
139 Total Revenue	13,585,653	467,775	3.4%	3.9%	410,341	10,406,087	
140 Lease Revenue MBA	0	0			0	15,000,000	
141 Other Sources(F50)	345,580	0			0	326,422	
142 Desig. Fund Bal						0	
143 TOTAL REVENUE CAPITAL							
144 OUTLAY	13,931,233	467,775	3.4%	1.6%	410,341	25,732,509	
145 Beg. Balance	25,428,650					23,509,689	
146 Less:							
147 Ending Balance	5,055,580					31,036,384	
148 Capital Outlay Funds							
149 available	34,304,303	467,775	9.3%	2.3%	410,341	18,205,814	

MONTHLY FINANCIAL REPORT
October 31, 2021

				Current	Prev Bud vs		
		2021-22	2021-22	Bud vs	Actual	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			33.00%	33.00%		
	Percent of 9 month contract complete			25.00%	25.00%		
150	EXPENDITURES:						
151	Oper/Maint	5,000	4,500	90.0%		0	2,000
152	Other Equipment	850,000	0	0.0%		1,000	
153	Purchased Services	0	0		4.0%	250	6,267
154	Technology/Software	0	862,914		8.1%	82,474	1,017,044
155	Improvement	0	0				1
156	Buildings Maint	2,600,000	1,974,219	75.9%	94.8%	1,097,142	1,157,046
157	Vehicles	870,000	38,991	4.5%	48.4%	140,010	289,359
158	Furniture/Equip	1,794,000	583,247	32.5%	47.7%	650,263	1,362,434
159	Other Objects	1	0	0.0%	0.0%	0	1
160	Vehicle charges		0			0	1
161	Total Capital	6,119,001	3,463,871	56.6%	70.8%	2,713,408	3,834,153
162	Other		0			0	1
163	Other Proj	200,000	13,462	6.7%	53.2%	102,793	193,118
164	Sunrise High School	200,000	0	0.0%	54.8%	2,289,419	4,180,473
165	Golden Spike	25,300,000	5,969,786	23.6%	1.6%	147,675	9,235,064
166	HS Athletic Facilities	80,000	727,399	909.2%	2091.0%	174,977	8,368
167	Property Purchase	420,000	0	0.0%		0	480,266
168	Total Construction	26,200,000	6,710,647	25.6%	19.3%	2,714,864	14,097,290
169	Desig. F Bal						
170	MBA/Bond Fee/Fund 50	1,985,302	26,635	1.3%	11.6%	31,942	274,371
171	Other		0			0	0
172	TOTAL EXPENDITURES CAPITAL				BRHS Turf not budgeted		
173	OUTLAY	34,304,303	10,201,153	29.7%	30.0%	5,460,214	18,205,814

MONTHLY FINANCIAL REPORT
October 31, 2021

				Current	Prev Bud vs		
		2021-22	2021-22	Bud vs	Actual	2020-21	2020-21
	Description	Preliminary	YTD	Actual	Actual	YTD	Actual
				%	%		
	Percent of Year completed to date			33.00%	33.00%		
	Percent of 9 month contract complete			25.00%	25.00%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	250,000	4,272	1.7%	50.5%	123,138	243,736
178	Other Local	1,500	141	9.4%	32.4%	271	836
179	State	1,075,000	179,070	16.7%	8.2%	108,000	1,309,158
180	Federal	4,000,000	1,233,786	30.8%	10.4%	603,292	5,789,153
181	Other/Inventory Adj	0	0		0.0%	0	-13,244
182	TOTAL REVENUE SCHOOL						
183	FOODS	5,326,500	1,417,269	26.6%	11.4%	834,701	7,329,639
184	Beg. Balance	1,000,835					938,697
185	Less:						
186	Ending Balance	1,179,481					2,364,057
187	School Food Service Funds						
188	available	5,147,854	1,417,269	27.5%	14.1%	834,701	5,904,279
189	EXPENDITURES:						
190	Salaries	1,786,241	481,553	27.0%	24.6%	467,852	1,904,236
191	Benefits	692,613	168,297	24.3%	28.4%	166,300	585,710
192	Food/Supplies	2,294,000	737,246	32.1%	19.0%	556,564	2,932,132
193	Equipment	50,000	122,026	244.1%	52.6%	21,361	40,630
194	Other Costs	25,000	18,801	75.2%	11.7%	6,189	52,822
195	Dir/Indirect Costs	300,000	278	0.1%	0.0%	139	388,749
196	TOTAL EXPENDITURES SCHOOL		Lunch Tables & Equip				
197	FOODS	5,147,854	1,528,201	29.7%	20.6%	1,218,405	5,904,279

MONTHLY FINANCIAL REPORT
October 31, 2021

				Current Bud vs Actual	Prev Bud vs Actual		
		2021-22 Preliminary	2021-22 YTD	%	%	2020-21 YTD	2020-21 Actual
	Description						
	Percent of Year completed to date			33.00%	33.00%		
	Percent of 9 month contract complete			25.00%	25.00%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	250,000	70,545	28.2%	16.7%	59,035	354,177
202	Avallable Revenue	250,000	70,545	28.2%	16.7%	59,035	354,177
203	EXPENDITURE:						
204	Expenses	180,000	45,164	25.1%	17.4%	22,970	131,898
205	Changes/Desg Fund Bal						0
206	TOTAL EXPENDITURE	180,000	45,164	25.1%	17.4%	22,970	131,898
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	125,000	23,496	18.8%	35.0%	2,954	8,451
211	State	5,000	0			4,359	0
212	Federal						0
213	Other	7,000	0	0.0%	0.0%	0	1
214	TOTAL REVENUE/BB						
215	AGENCY FUND	137,000	23,496	17.2%	86.5%	7,313	8,452
216	EXPENDITURE:						
217	Instruction		0			12,489	0
218	NUCC	125,000	14,453	11.6%	0.0%	0	27,843
219	Other	7,000	0	0.0%	0.0%	0	1
220	Changes/Desg Fund Bal	5,000					0
221	TOTAL EXPENDITURES						
222	AGENCY FUND	137,000	14,453	10.5%	44.9%	12,489	27,844
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	138,440,752	31,241,604	22.6%	17.9%	26,160,474	146,058,203
229	GRAND TOTAL EXPENDITURE						
230	ALL FUNDS	160,358,686	46,929,741	29.3%	28.2%	39,164,945	138,754,131



Dear Utah School Boards Association:

The Box Elder School District (BESD) Board of Education is excited to support and present BESD Board Member Wade Hyde to run for Vice President of the Utah School Boards Association. Wade has been involved in education for the past 43 years. Most recently he has been a BESD Board member for seven years. He has served as BESD Board Vice President and BESD Board President and also served on the USBA Board of Directors for two years. All of this has been in his so-called retirement.

Wade was a member of the BESD education family for thirty-seven years. After receiving his Elementary Education degree from Weber State University, he taught Elementary School for six years and then decided he was interested in School Administration. After obtaining his Masters Degree in School Administration from Utah State University he started a long journey of being an Elementary Principal. Wade has had a vast amount of experience in leading very small elementary schools all the way up to being the principal of much bigger Elementary Schools. During the recession when budget cuts were necessary, Wade was asked to be the principal of two different elementary schools each year for two years. As the Superintendent who has now been in BESD for five years I constantly hear stories of how kind and effective he was as he helped those schools and school children be successful. A main theme you will hear about Wade is his extreme kindness and his sense of fairness for all involved.

As a BESD Board Member Wade is extremely conscientious about doing what is best for kids while following and abiding by state and local polices. When I first came to BESD Wade was the president of the Board. I learned quickly that Wade was extremely prepared and valued knowing what to expect at Board Meeting and what was going on in the school district. He worked very closely with Dr. Ron Tolman, BESD's former Superintendent, to develop the BESD Board of Education Handbook. It was well written and we refer to this handbook on a regular basis. While he was serving on the USBA Board of Directors he and I made a presentation on the BESD Board of Education Handbook to the new school board member workshop. I really enjoyed working with Wade as we prepared to make this presentation. I felt the presentation was well received and we had several Boards of Education that reached out and asked us for an electronic version so they could adopt a Board Handbook for their school boards.

Personally, Wade is married to Laurie Hyde and they have two children Sadie and Cade. Laurie is a retired teacher from BESD and his daughter Sadie currently teaches school at Harris Intermediated school in BESD. Education runs deep and is valued in the Hyde household. Yet as busy as the school board job is Wade and Laurie are able to get off to many fun vacations. I know Disneyland is one of this fun couples' favorite places to go.

Wade has taken a lot of time to decide to run for this position and I know he will take this very seriously and do a great job for this great state.

Sincerely, Box Elder School District Board of Education,

Julie Taylor, Board President

Tiffani Summers, Board Vice-President

Connie Archibald, Board Member

Nancy Kennedy, Board Member

Bryan Smith, Board Member

Karen Cronin, Board Member

Steve Carlsen, Superintendent

Rod Cook, Business Administrator

POLICY 1050

Qualifications & Appointment Procedures for Student Board Member

- A. The Board of Education annually appoints a non-voting student board member to serve for one (1) year (July 1 through June 30). The primary function of the student board member is to assist the Board in understanding students' perspectives on matters being considered by the Board. Although appointed from one of the district high schools, the student's function on the Board is to provide a general youth perspective, not represent the specific school or student body from which chosen.
- B. The following procedures will be used in selection of student board members:
1. Bear River High School was selected by lottery as the high school from which the first student board member was appointed in the 1986-87 school year. Each succeeding year, the appointment will alternate between Bear River High and Box Elder High.
 2. Candidates for appointment to the Board must **submit an application and** meet eligibility requirements for participation in interscholastic activities. Student must be in good standing with the school and remain in good standing as long as the student is on the School Board as a student board member.
 3. Applications from qualified **juniors-or** seniors demonstrating interest in appointment to the Board will be accepted by the Student Council of the high school from which the appointment is to be made.
 4. The Student Council will appoint a committee of five (5) students who will meet with the principal to review the qualifications of candidates and responsibilities of the student board member. The committee will then make recommendations to the building principal or someone who will also be an active participant in student government and serve on the Board. The building principal will then recommend one **junior-or** senior for appointment to the Board. The candidate must also be approved by the superintendent. Final appointment will be made by the Board of Education.
 5. The authority and responsibility of the student board member shall be determined by Box Elder District Board Policy and [Utah Code § 20A-14-206](#).
 6. The student board member will, as provided by law, have the right to participate in all Regular Board meetings, except executive or closed sessions. No substitute will

be permitted in the event the student board member is absent. Student board members may be invited to participate in other School Board activities such as the annual USBA Convention.

7. Since the primary function of the student board members is to assist the Board in understanding students' perspectives on matters being considered by the Board, the student board member must be provided opportunities to interact with the school's student council on a regular basis.
8. Should it become necessary to replace a student board member during a term of office, the same nomination and appointment procedure used for the original appointment will be followed.
9. The student board member will be paid a mileage allowance for attendance at regular Board meetings only, unless additional travel is approved in advance by the Board. Mileage payment will be at the rate currently in effect for regular Board members.
10. A student board member may be removed for cause by a two-thirds vote of the elected Board members.
11. A student member is not liable for any acts of the governing board.

POLICY 2030

Procurement/Purchasing

- A. All budget expenditures shall be made in accordance with state law, Utah State Procurement Rules and Regulations, and the Box Elder District Procurement Policies.

[Utah Code § 63G-6a Utah Procurement Code](#)
[Utah Admin. Rules R33](#)

- B. Board of Education Authority Regarding Procurement and Contracts

1. The Board of Education has authority to (1) manage and supervise any procurement to ensure, to the extent practicable, that taxpayers receive the best value; (2) prepare and issue standard specifications for procurement items; and (3) review contracts, coordinate contract compliance, conduct contract audits, and approve change orders. The Board of Education may delegate its duties and authorities to an employee of the District as the Board determines is appropriate.
2. At any stage of the procurement process, upon determining that a District procurement is out of compliance with the Utah Procurement Code or governing regulations, the Board of Education or its designee may correct, amend, or cancel the procurement.
3. If at any time during the term of a contract awarded by the District, the Board of Education or its designee determines that the contract is out of compliance with the Utah Procurement Code or governing regulations, the Board of Education or its designee may correct or amend the contract to bring it into compliance or cancel the contract, after consulting with legal counsel, if the Board of Education or its designee determines that correcting, amending, or canceling the contract is in the District's best interest.

[Utah Code § 63G-6a-106\(4\)\(e\), \(g\) \(2021\)](#)

- C. The District will adhere to the Utah Administrative Rule R33 in purchasing, with exceptions noted below. Bidding and procurement procedures are found in procedures 2030-100 through 2030-900.

1. Exclusions — The following items are excluded from the policy:
 - a. The procurement of real property

[Utah Code § 63G-6a-105\(7\) \(2021\)](#) and [§ 63G-6a-1209\(2\) \(2020\)](#)

b. Employment contracts or collective bargaining agreements

[Utah Code § 63G-6a-103\(79\)\(c\) \(2021\)](#)

c. Grants or contracts between the District and another procurement unit (except for policies relating to improper conduct)

[Utah Code § 63G-6a-107\(1\)\(c\) \(2021\)](#)

d. "Directed procurement"

[Utah Code § 63G-6a-105\(8\) \(2021\)](#)

e. Grants, gifts, or bequests: notwithstanding procurement policies, the District may comply with otherwise legal terms or conditions of a grant, gift, or bequest.

[Utah Code § 63G-6a-107\(1\)\(b\) \(2021\)](#)

- D. Local firms will be given first consideration on bids if prices and service are competitive. Further, when purchasing on non-bid items, schools and the Board of Education will attempt to purchase locally when prices and service are competitive and product or service is available.
- E. Any person acting in an official capacity for Box Elder School District, or who in any official capacity participates in the procurement of any supplies, services, construction, personal or real property, or insurance, is defined as a purchaser. A vendor is defined as a person who is interested in any way in the sale of a procurement item or insurance to the District.
1. A purchaser shall not use his/her position or influence to ask and/or receive a personal benefit or gratuity (kickback) for themselves or a family member from a vendor in the procurement process.
 2. Exceptions to the above include promotional, hospitality items, including pen, pencil, stationery, toy, pin, trinket, snack, nonalcoholic beverage, or appetizer. (Hospitality gifts: This does not include money, a meal, a ticket, admittance to an event, entertainment for which a charge is normally made, travel, or lodging.)

3. Total value of hospitality gifts cannot exceed \$10 in relation to a particular procurement or contract. The total hospitality gifts offered or received from any one person, vendor, bidder, responder or contractor in a fiscal year cannot exceed \$50.
 4. This is not intended to prohibit asking for offerings or receiving legitimate voluntary contributions to the School District or School District Foundation that are not intended to induce the purchaser to favor or reciprocate to the vendor for the contribution.
 5. All violations must be reported to the Attorney General's office and the Superintendent or Business Administrator.
- F. Employees of the School District and other persons shall not secure for their private use any supplies, equipment, services or real property through the District Purchasing procedures, facilities or warehouse.
- G. Delegation of Authority for Procurement for Box Elder School District and small purchasing policies:

1. Delegation of Authority for the Chief Procurement Officer by the Board of Education

Utah Admin. Rules R33-2-6(2) or R33-3-101

- a. The Board of Education delegates the authority of Chief Procurement Officer to the Business Administrator. They also delegate to the School Lunch and Transportation Coordinators and the Maintenance Director to make any purchases within their approved budget up to \$50,000. These departments must follow all policies outlined herein as well as all district procedures. All solicitations for competition on purchases over \$50,000 must be reviewed by the Business Administrator. The Business Administrator may delegate in writing any authority pursuant to [Utah Code § 63G-6a-304](#) as deemed appropriate to any employees. These delegations shall remain in effect unless modified or until revoked in writing.
- b. Authority to Make Small Purchases – Delegation to program directors and procedures for purchases from \$5,000 to \$50,000.

Utah Admin. Rules R33-5-107

- c. General - The Business Administrator may delegate to any program director the authority to make a budgeted purchase expected to be less than \$50,000 for supplies and services. This delegation shall be in writing and may be limited as the Business Administrator directs.

- d. Insofar as is practical for services up to \$50,000, no fewer than two businesses shall be solicited to submit electronic, telephone or written quotations. Documentation should be attached to the requisition and maintained with the file on the project. All purchases over \$50,000 must be handled through the formal bid process including advertising. All sole source purchases over \$50,000 shall be posted for public comment.

[Utah Code § 63G-6a-802 \(2021\)](#)

- e. When procurement of Architect-Engineer Services is estimated to be less than \$80,000 for the Architect-Engineer's fee, the Business Administrator may select the provider directly from either the list of firms who have submitted annual statements of qualifications and performance data, or from other qualified firms if necessary.

Utah Admin. Rules R33-5-108(2)(b) and [Utah Code § 53E-3-703 \(2019\)](#)

- f. Small construction projects costing less than \$25,000 may be procured by direct award without seeking competitive bids. Projects between \$25,001 and \$80,000 may be procured after obtaining two competitive bids that meet all specifications as documented.
- g. All projects estimated to be over \$80,000 using a construction manager /general contractor must follow requirements as outlined in [Utah Code § 53E-3-703](#). All construction and improvement projects must comply with [Utah Code § 63G-6a](#), *Utah Admin. Rules R33*, and Federal Title IX.
- h. Multiyear contracts shall be approved by the Business Administrator after determining they are in the best interest of the District. They must include the term and possible renewals with conditions for renewal. Consideration for multiyear contracts should include administrative burden savings, continuity of operations, volume or term discount, or encouraging participation from more vendors. Multiyear contracts shall not exceed five (5) years except by written determination with justification as outlined in state law. [Utah Code § 63G-6a-1204\(7\) \(2021\)](#). All requirements for contracts using federal funds shall follow federal rules and guidelines.

[Utah Code § 63G-6a-1204 \(2021\)](#)

H. Public Notices

[Utah Code § 63G-6a-112 \(2021\)](#)

1. Invitation for Bids or notices of the availability of Invitation for Bids shall be mailed or otherwise furnished to a sufficient number of bidders for the purpose of securing reasonable competition. Notices of availability shall indicate where, when, and for how long Invitation for Bids may be obtained; generally describe the supply, service, or construction desired; and may contain other appropriate information. Where appropriate, the Business Administrator may require payment of a fee or a deposit for the supplying of the Invitation for Bids.
 2. Every procurement in excess of \$50,000 shall be publicized in at least one of the following: (with construction projects following 12.e. above)
 - a. ~~A newspaper of general circulation in the state;~~
 - b. ~~A newspaper of local circulation in the area pertinent to the procurement;~~
 - c. On the district website; or
 - d. A government Internet website or publication designed for giving public procurement notice.
 3. The notice shall be published at least seven days before the day of the deadline for submitting a bid or other response, or at least seven days before the acquisition of the procurement item through a non-standard procurement process. This notice period may be reduced if the District Procurement Officer or his or her designee signs a written statement that a shorter time is needed and that it has been determined that competition from multiple sources may be obtained within that shorter time period.
 4. A copy of the Invitation for Bids shall be made available for public inspection at the Business Administrator's or department director's office.
- I. Small Purchases of \$5,000 or less

Utah Admin. Rules R33-5-108(2)(a)
[Utah Code § 63G-6a-506\(1\)\(b\) \(2021\)](#)

1. School and department budget purchases under \$100 may be made using a District credit card and following procedures set forth by the District. For all District budget purchases from \$100 up to \$1,000 per item and up to \$5,000 per order, the school or department may select the best source without seeking competitive quotes and submit the request on a requisition*. For purchases over \$1,000 per item and up to \$5,000 per order, schools and departments shall obtain no less than two email or

telephone price quotes which shall be attached to the requisition*. For purchases over \$5,000 and up to \$10,000, schools and departments shall obtain no less than two email or written price quotes which shall be attached to the requisition*. For purchases from school funds, the above purchasing procedures must be followed and documentation maintained with payment records. Unless previously authorized, requests for all purchases over \$10,000 (including school funds), capitalized equipment (over \$2,500) and sole source purchases exceeding \$1,000 shall be submitted to the Box Elder School District Purchasing Department on a requisition in advance for processing.

*A District credit card may be used for purchases over \$100 in certain situations with prior approval of the District business administrator.

2. It is unlawful to intentionally divide a procurement into one or more small purchases over time to avoid the price quote provision above or purchasing procedure limits on the District credit cards or other restrictions.

[Utah Code § 63G-6a-506\(8\), \(9\) \(2021\)](#)

3. If a total fiscal year purchase from any one vendor exceeds \$50,000, the District purchasing department will solicit competition and create an ongoing contract with the winning vendor.

[Utah Code § 63G-6a-506\(6\)\(a\) \(2021\)](#)

[Utah Admin. Rules R33-5-104\(1\)\(c\)](#)

Refer to [District Purchasing Procedures 2030-020 through 2030-310](#).

POLICY 3040

Employment: Experience on Salary Schedule

A. Credit on the salary schedule for prior experience* will be granted on the following basis:

1. **Certificated Employees**

a. Full credit will be granted ~~for up to nineteen (19) fifteen (15) years based on verifiable job-related experience approved experience.~~ (Beginning 2018-2019)

2. **Educational Support Professionals**

a. For contracted (25 plus hours a week) positions, full credit will be granted up to ten (10) years based on verifiable job-related experience. (Beginning 2019-2020)

B. The superintendent and/or a designee will determine approved experience

~~**Beginning with the 2017-2018 school year~~

POLICY 4033

Early Learning Plan

A. Establishment of Annual Early Learning Plan

1. The District shall annually establish an Early Learning Plan which includes an Early Literacy Plan, an Early Mathematics Plan, and one additional goal (related to literacy or mathematics) that:
 - a. is specific to the District,
 - b. is measurable,
 - c. based on data, addresses, current performance gaps in student literacy or mathematics proficiency, and
 - d. includes specific strategies for improving model plans provided by the State Board of Education but may also develop its own plan and component plans.
2. In establishing the plan and its components, the District may make use of model plans provided by the State Board of Education but may also develop its own plan and component plans. This plan and the component plans must be approved in a public meeting of the Board of Education. After approval, and by September 1 of each year, the Early Learning Plan shall be submitted to the State Superintendent for approval, together with documentation confirming that the Board of Education reviewed and approved the plan in an open meeting and that the plan has been uploaded to the appropriate system as required by the State Superintendent.

[Utah Code § 53G-7-218\(1\) to \(3\) \(2020\)](#)

[Utah Admin. Rules R277-406-4\(1\), \(3\) \(November 9, 2020\)](#)

B. Early Literacy Plan

1. The District's Early Literacy Plan shall incorporate the following components:
 - a. Core instruction in:
 - 1) phonological awareness;
 - 2) phonics;

- 3) fluency;
 - 4) comprehension;
 - 5) vocabulary;
 - 6) oral language; and
 - 7) writing;
- b. Intervention strategies that are aligned to student needs;
 - c. Professional development for classroom teachers, literacy coaches, and interventionists in kindergarten through grade 3;
 - d. Assessments that support adjustments to core and intervention instruction;
 - e. A District growth goal that:
 - 1) is based upon student learning gains as measured by benchmark assessments administered under [Policy 4037 Reading Assessment for K-3](#); and
 - 2) includes a target of at least 60% of all students in grades 1 through 3 meeting the growth goal;
 - f. **Subject to other direction from the State Superintendent** aAt least one District-specific goal that:
 - 1) Is measurable;
 - 2) addresses current performance gaps in student literacy based on data; and
 - 3) includes specific strategies for improving outcomes; and
 - g. If a school uses interactive literacy software, the use of interactive literacy software.

[Utah Code § 53F-2-503\(4\) \(2021\)](#)
[Utah Admin. Rules R277-406-5\(2\) \(November 9, 2020\)](#)

C. Early Mathematics Plan

1. The District's Early Mathematics Plan shall include the components of early mathematics, including the following categories:
 - a. Conceptual understanding;
 - b. Procedural fluency;
 - c. Strategic and adaptive mathematic thinking; and
 - d. Productive disposition.

[Utah Code § 53E-3-521 \(2020\)](#)

[Utah Admin. Rules R277-406-2\(3\) \(November 9, 2020\)](#)

2. The District's Early Mathematics Plan shall also incorporate the following components:
 - a. A district growth goal that:
 - 1) is based upon student learning gains as measured by the state assessed benchmark assessment; and
 - 2) includes the target that is established by the State Superintendent **beginning in the 2021-2022 school year**;
 - b. **Subject to other direction from the State Superintendent, o**ne District-specific goal that:
 - 1) Is measurable;
 - 2) addresses current performance gaps in student mathematics proficiency based on data; and
 - 3) includes specific strategies for improving outcomes.

[Utah Code § 53G-7-218\(1\)\(b\) \(2020\)](#)

[Utah Admin. Rules R277-406-5\(2\) \(November 9, 2020\)](#)

D. Goal Achievement Reporting

1. The District shall annually provide parents with a copy of the student's comprehensive statewide assessment results, which includes measurements of reading and mathematics performance.

[Utah Code § 53E-4-310\(4\) \(2019\)](#)

E. Reporting to the Board

1. The Superintendent shall annually report to the Board on the assessment data and other information submitted to the State Board of Education relating to K-3 reading and mathematics performance in the District at the District level and at the school level. The Board may use this information to work with the Superintendent to review and revise plans to enable the District to meet Early Learning Plan goals.

[Utah Code § 53E-4-310\(2\) \(2019\)](#)

F. Report Submitted to the State Board of Education

1. The District shall annually submit a report to the State Board of Education accounting for the expenditure of program money in accordance with its Early Literacy Plan for reading proficiency improvement.
2. The District shall use program money in a manner that is consistent with [Utah Code § 53F-2-503](#).
3. The District shall by June 30 of each year report progress toward the goals outlined in its Early Learning Plan to the State Superintendent.

[Utah Admin. Rules R277-406-5\(1\) \(November 9, 2020\)](#)

POLICY 4037

Reading Assessment for K-3

- A. **Subject to legislative appropriations**, District elementary schools shall administer the State Board of Education approved benchmark reading assessments within the following testing windows:
1. The first benchmark before September 30
 2. The second benchmark between December 1 and January 31
 3. The third benchmark between the middle of April and June 15
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, the last day of February, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by [Rule R277-406-3\(6\)](#).
- C. If a benchmark assessment or a supplemental reading assessment indicates that a student is scoring below benchmark, the school shall take the notification and reading remediation interventions outlined below.

[Utah Admin. Rules R277-406-3\(1\) to \(5\) \(November 9, 2020\)](#)

D. Goal Achievement Reporting

1. In addition to the reports provided to parents under the reporting component of the reading achievement plan, the District shall annually provide parents with a copy of the student's comprehensive statewide assessment results, which includes measurements of reading performance.

[Utah Code § 53E-4-310\(4\) \(2019\)](#)

2. The District shall annually submit a report to the State Board of Education accounting for the expenditure of program money in accordance with its plan for reading proficiency improvement.
3. The District shall by June 30 of each year report progress toward the goals outlined in its Literacy Proficiency Improvement Plan to the State Superintendent.

[Utah Code § 53F-2-503](#)
[Utah Admin. Rules R277-406-5\)\(1\) \(August 7, 2018\)](#)

E. Scoring Below Benchmark

1. A student scores below benchmark when the student performs below the benchmark score on the benchmark reading assessment and requires additional instruction beyond that provided to typically developing peers in order to close the gap between the student's current level of achievement and that expected of all students in that grade. For any first, second, or third grade student who through assessment is determined to be scoring below benchmark, the school shall take the following actions:
 - a. Notify the student's parent that the student is reading below grade level;
 - b. Provide focused individualized intervention to develop the reading skill;
 - c. Administer formative assessments to measure the success of the focused intervention;
 - d. Inform the parent of activities that he or she may engage in with the student to assist the student in improving reading proficiency; and
 - e. Provide information to the parent of the student regarding reading interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school.

[Utah Code § 53E-4-307\(4\) \(2020\)](#)
[Utah Admin. Rules R277-406-2\(11\) \(November 9, 2020\)](#)
[Utah Admin. Rules R277-403-3\(6\)\(a\) \(November 9, 2020\)](#)

POLICY 4060

High School Graduation Requirements

- A. All students awarded a High School Diploma from a regular high school in Box Elder School District shall complete the following minimum requirements as required by the Utah State Board of Education and Box Elder School District during grades 9-12:

Number of Credits Required

1. Language Arts 4.5
 - a. Ninth grade level (1.5 units of credit);
 - b. Tenth grade level (1.0 unit of credit);
 - c. Eleventh grade level (1.0 unit of credit);
 - d. Twelfth grade level (1.0) unit of credit) consisting of applied or advanced Language Arts courses from the list of State Board-approved courses consistent with the student's PCCR.

2. Social Studies 3.0
 - a. Geography for Life (0.5 units of credit);
 - b. World Civilizations (0.5 units of credit);
 - c. U.S. History (1.0 unit of credit);
 - d. U.S. Government and Citizenship (0.5 units of credit);
 - e. Elective Social Studies (0.5 units of credit)
 - f. Successful completion of the basic civics test unless the student qualifies for an alternative assessment as provided for by the Utah State Board of Education.

[Utah Admin. Rules R277-700-8 \(March 14, 2018\)](#)

3. Science 3.0
 - a. at a minimum, two credits from the five science foundation areas:

- i. Earth Science (1.0 unit of credit);
 - ii. Biological Science (1.0 unit of credit);
 - iii. Chemistry (1.0 unit of credit);
 - iv. Physics (1.0 unit of credit);
 - v. Computer Science (1.0 unit of credit)
 - b. one additional unit of credit from the foundation courses or the applied or advanced science courses from the list of State Board-approved courses consistent with the student's PCCR.
4. Mathematics 3.5
 - a. Secondary Math I (1.5 units of credit);
 - b. Secondary Math II (1.0 unit of credit);
 - c. Secondary Math III (1.0 unit of credit).
 - i. Students may opt out of Secondary Mathematics III with written parent request. If an opt-out is requested, the third mathematics credit shall come from the advanced and applied courses from the list of State Board-approved courses consistent with the student's PCCR.
 - ii. A student who successfully completes Calculus has completed mathematics graduation requirements regardless of the number of mathematics credits earned.
5. Physical and Health Education 2.0
 - a. Health (0.5 units of credit)
 - b. Participation Skills (0.5 units of credit)
 - c. Fitness for Life (0.5 units of credit)
 - d. Individualized Lifetime Activities (0.5 units of credit)

(A maximum of .5 units of credit can be earned for team sport/athletic participation with school approval.)

- 6. Arts 1.5
- 7. Career & Technical Education 1.0
- 8. Computer Technology or qualifying Digital Studies course 0.5
- 9. General Financial Literacy 0.5

*TOTAL REQUIRED CORE CREDITS 19.5

*REQUIRED ELECTIVE CREDITS – MINIMUM 10.5

*TOTAL CREDITS REQUIRED FOR GRADUATION 24.0 - 30.0

TOTAL CREDIT AVAILABLE 36.0

B. Additional Provisions

- 1. Students qualify for a diploma upon completion of all required credits. The opportunity to participate in graduation exercises is a privilege and may be based on behavior/citizenship.
- 2. These graduation requirements are consistent with State (USB E) requirements with the exception of Language Arts and Math, which have been adjusted due to the 3 trimester schedule for core classes in the 9th grade.
- 3. Students will be offered a full schedule to be taken as elective classes or released from school for approved activities.

~~*During the COVID-19 pandemic there have been circumstances that have been inconsistent with BESD students being able to complete the full 18.5 required core credits and all of the 10.5 elective credits.~~ On a case-by-case basis (in a PCCR meeting and approval by the principal) if a student has completed the required core credits (18.5) plus at least 5.5 elective credits for a total of 24 credits, the student may receive a **BRHS or BEHS Box Elder School District** diploma.

POLICY 4107

Testing Procedures and Standards

A. Purpose of the Policy

1. The Board adopts this policy to provide specific standards and procedures to govern handling and administration of standardized tests. The Board has determined that compliance with this policy is an essential job function of all educators and failure to abide by this policy is grounds for adverse employment action including termination.

B. Administration of Statewide Assessments

1. The District shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies, with the following exceptions:
 - a. The student has been exempted under the procedures set forth in Policy EFBB.
 - b. A student's IEP team, English Learner team, or Section 504 accommodation plan team shall determine that student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.

Utah Admin. Rules R277-404-5(1) (*July 8, 2021*)

C. District Statewide Assessment Plan

1. The District shall develop a plan to administer statewide assessments. After considering and making any appropriate changes, the plan shall be submitted to the State Superintendent by September 15 of each year.
2. The plan shall include:
 - a. The dates that the District shall administer each statewide assessment;
 - b. Professional development for an educator to fully implement the assessment system;
 - c. Training for educators, appropriate paraprofessionals, or third-party proctors in the requirements of assessment administration ethics; and

- d. Training for educators and appropriate paraprofessionals in using statewide assessment results effectively to inform instruction.

Utah Admin. Rules R277-404-5(2), (3), (4) (*July 8, 2021*)

D. Time Periods for Administering Statewide Assessments

1. 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.
2. A District educator, trained employee, or third-party proctor shall complete all required assessment procedures prior to the end of the assessment window defined by the State Superintendent.
3. If the District requires an alternative schedule with assessment dates outside of the State Superintendent's published schedule, it shall submit the alternative testing plan to the State Superintendent by September 1 annually. The plan shall set dates for assessment administration for courses taught face-to-face or online.

Utah Admin. Rules R277-404-4(3) (*July 8, 2021*)

Utah Admin. Rules R277-404-5(8), (9), (10) (*July 8, 2021*)

E. District Assessment Training

1. District assessment staff will use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors. (This policy can be obtained online at <https://schools.utah.gov/assessment> or [here](#) or from the State Board of Education at 250 East 500 South, Salt Lake City, Utah 84111.)
2. At least once each school year, the District 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.
3. The District may not release state assessment data publicly until authorized to do so by the State Superintendent.

Utah Admin. Rules R277-404-5(5), (6), (7) (*July 8, 2021*)

Utah Admin. Rules R277-404-3 (*July 8, 2021*)

F. School Responsibilities

1. 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.
2. 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 provided by the State Superintendent acknowledging or assuring that the educator administers assessments consistent with ethics and protocol requirements.
3. All educators and assessment administrators shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the State Superintendent.
4. 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.

Utah Admin. Rules R277-404-6 (*July 8, 2021*)

G. District Employee Compliance with Assessment Requirements, Protocols, and Security

1. Teachers, administrators, and all District personnel shall not:
 - a. 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;
 - b. Fail to administer a state required assessment;

- c. Fail to administer a state required assessment within the designated assessment window;
 - d. Submit falsified data;
 - e. Allow a student to copy, reproduce, or photograph an assessment item or component; or
 - f. Knowingly do anything that would affect the security, validity, or reliability of standardized assessment scores of any individual student, class, or school.
2. A school employee or third-party proctor shall promptly report an assessment violation or irregularity to a building administrator, the District Superintendent, or the State Superintendent.
 3. 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.
 4. 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 Superintendent.
 5. 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 Superintendent following testing, as required by the State Superintendent.
 6. 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.

Utah Admin. Rules R277-404-8 (*July 8, 2021*)

H. Reporting Assessment Results

1. UTREx data shall be updated using the processes and according to the schedules determined by the State Superintendent. The District shall 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.

Utah Admin. Rules R277-404-9 (*July 8, 2021*)

I. Referral to State Board for Violation

1. 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.

POLICY 4108

Testing Procedures and Standards – Exclusion from Testing

A. Parental Right to Exempt Students from State Required Assessments

1. 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.

Utah Admin. Rules R277-404-7(1), (2), (6) (*July 8, 2021*)

B. Exception Regarding Basic Civics Test

1. 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.

Utah Admin. Rules R277-404-7(3)(c) (*July 8, 2021*)

Utah Admin. Rules R277-700-8(2) (March 14, 2018)

[Utah Code § 53E-4-205\(2\)](#) (*2021*)

C. Exemption Procedure

1. 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 all the information described in the Parental Exclusion from State Assessment form.)

Utah Admin. Rules R277-404-7(4) (*July 8, 2021*)

D. Additional Requirements

1. The following standards apply to parental exemptions:
 - a. Students may not be given nonacademic 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.
 - b. A teacher, principal, or other District administrator may contact a parent to verify that the parent submitted a Parental Exclusion from State Assessment form.
 - c. 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.
 - d. The student's parent shall, consistent with the protection of student privacy, be provided the student's individual test results and scores.
 - e. 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.
 - f. 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.

Utah Admin. Rules R277-404-7(5), (7) to (11) (*July 8, 2021*)

[Utah Code § 53E-4-303\(4\)\(b\) \(2021\)](#)

[Utah Code § 53E-4-304\(3\) \(2019\)](#)

[Utah Code § 53E-4-305\(4\) \(2019\)](#)

POLICY 4130

Participation in Online Education

A. Information and Notices

1. Information about online courses and programs available through the Statewide Online Education Program shall be provided in school registration materials, posted on the District's website, and posted on school websites. Information in registration materials shall be provided concurrent with the high school registration period for the upcoming school year.

Utah Admin. Rules R277-762-5(3), (4) (January 8, 2021)

B. Facilitating Enrollment in Online Courses

1. District schools shall facilitate student enrollment with any and all eligible online course providers selected by an eligible student, consistent with course credit limits.

Utah Admin. Rules R277-762-5(1) (January 8, 2021)

C. Course Credit

1. District schools shall include the online courses of students enrolled in the school in the student's enrollment records and, upon course completion, shall include online course grades and credits on the student's transcripts. Credits for courses completed prior to grade 9 will be recognized for purposes of high school graduation provided that the student's records include documentation of the student's intention to graduate early and the student is enrolled at a middle school or junior high school and a high school accredited in accordance with Utah Administrative Rules R277-410.

D. Access to Facilities

1. District schools shall provide to students enrolled in Box Elder School District (BESD) schools who are enrolled in online classes access to facilities for such students to participate in an online course during the regular school day.

Utah Admin. Rules R277-762-5(9) (January 8, 2021)

E. Students Eligible for Fee Waiver

1. If a BESD enrolled student is eligible for fee waiver, District schools shall provide the student access to an online course by either allowing the student access to necessary technology to participate in the online course in a computer lab or other space within the school building during a school period or during the regular school day or by providing the student with the technology and Wi-Fi needed to participate in the online course outside of the school building.

Utah Admin. Rules R277-762-5(8) (January 8, 2021)

POLICY 5011

Admissions and Attendance of Military Children

A. Definitions

1. As used in this policy, unless the context clearly requires a different construction:
 - a. “Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve.
 - b. “Children of military families” means a school-aged child, enrolled in Kindergarten through Twelfth grade, in the household of an active duty member.
 - c. “Deployment” means the period one month prior to the service member’s departure from their home station on military orders through six months after return to their home station.
 - d. “Education” or “educational records” means those official records, files, and data directly related to a student and maintained by the school or local education agency, including but not limited to records encompassing all the material kept in the student’s cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocols, and individualized education programs.
 - e. “Extracurricular activities” means a voluntary activity sponsored by the school or the District or an organization sanctioned by the school or the District (such as the Utah High School Activities Association). Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
 - f. “Interstate Commission on Educational Opportunity for Military Children” or “Interstate Commission” means the commission that is created under Article IX of the Interstate Compact on Educational Opportunity for Military Children, which has been adopted by Utah in [Utah Code §§ 53E-3-901 to -921](#).
 - g. “Local education agency” means a public authority legally constituted by the state as an administrative agency to provide control of and direction for Kindergarten through Twelfth grade public educational institutions.

- h. "Sending state" means the state from which a child of a military family is sent, brought, or caused to be sent or brought.
- i. "State" means a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, and any other U.S. Territory.
- j. "Student" means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in Kindergarten through Twelfth grade.
- k. "Transition" means: 1) the formal and physical process of transferring from school to school; or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.
- l. "Uniformed services" means: the United States Army, Navy, Air Force, Marine Corps, Coast Guard as well as the commissioned corps of the National Oceanic and Atmospheric Administration, and of the United States Public Health Service.
- m. "Veteran" means a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

[Utah Code § 53E-3-903 \(2019\)](#)

B. Applicability

1. This policy shall apply to the children of active duty members of the uniformed services as defined above in this policy, including members of the National Guard and Reserve; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.
2. This policy shall not apply to the children of:
 - a. Inactive members of the National Guard and military reserves;
 - b. Members of the uniformed services now retired, except as provided in the paragraph above;
 - c. Veterans of the uniformed services, except as provided in the paragraph above, and other U.S. Dept. of Defense personnel and other federal agency

civilian and contract employees not defined as active duty members of the uniformed services.

[Utah Code § 53E-3-904 \(2018\)](#)

C. Eligibility

1. Eligibility or enrollment

- a. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.
- b. The District may not charge tuition to a transitioning military child placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.
- c. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the student was enrolled while residing with the custodial parent.

2. Eligibility for extracurricular participation

- a. The District shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

[Utah Code § 53E-3-907 \(2018\)](#)

3. Provisional Enrollment

- a. For purposes of provisional enrollment, an “eligible student” is a student who is a dependent child of a member of uniformed services who is either relocating to Utah and does not reside in Utah during the District’s enrollment period or is relocating out of Utah during the school year and on permanent change of station orders.
- b. “Provisional enrollment” means enrollment in a school in the District by an eligible student before the student relocates to Utah or after the student’s parent relocates out of Utah but before the student relocates out of Utah.
- c. Notwithstanding the general enrollment requirements in Policy FBA, the District shall allow an eligible student to provisionally enroll in a school in the

District at the same time and in the same manner as students who reside in Utah or shall allow an eligible student to provisionally enroll in virtual education options that the District provides in the same manner as students residing in Utah. (Provisionally enrolled students are not considered nonresident students who are required to pay tuition.)

- d. The District shall not require proof of residence at the time that an eligible student applies for enrollment in a District school, but shall require proof of residency within 10 days after the eligible student's first day of residence in Utah.

[Utah Code § 53G-6-306\(1\), \(4\) \(2021\)](#)

D. Educational Records and Enrollment

1. Unofficial or "hand-carried" education records:
 - a. In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records, the District school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.
2. Official education records or transcripts
 - a. Simultaneous with the enrollment and conditional placement of the student, the District school shall request the student's official education record from the school in the sending state. Upon receipt of this request, the school in the sending state should process and furnish the official education records to the District school within 10 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
3. Immunizations
 - a. The District shall give 30 days from the date of enrollment or within such time as is reasonably determined under the rules promulgated by the Interstate Commission, for students to obtain any immunization required by state law. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
4. Kindergarten and First grade entrance age

- a. Students shall be allowed to continue their enrollment at grade level in the receiving District school commensurate with their grade level, including Kindergarten, from a local education agency in the sending state at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving District school, regardless of age. Students transferring after the start of the school year in the District shall enter the District school on their validated level from an accredited school in the sending state.

[Utah Code § 53E-3-905 \(2018\)](#)

E. Placement and Attendance

1. Course Placement

- a. When the student transfers before or during the school year, the receiving District school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school and/or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes but is not limited to Honors, International Baccalaureate, Advanced Placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course.

2. Educational program placement

- a. The receiving District school shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation or placement in like programs in the sending state. Such programs include, but are not limited to: 1) gifted and talented programs; and 2) English as a second language (ESL). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student.

3. Special education services

- a. In compliance with the federal requirements of the Individuals with Disabilities Education Act (IDEA), [20 U.S.C. § 1400 et seq.](#), the receiving District school

shall initially provide comparable services to a student with disabilities based on the student's current Individualized Education Program (IEP); and

- b. In compliance with the requirements of Section 504 of the Rehabilitation Act, [29 U.S.C. § 794](#), and with Title II of the Americans with Disabilities Act, [42 U.S.C. §§ 12131-12165](#), the receiving District school shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing 504 or Title II Plan, to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student.

4. Placement flexibility

- a. District administrators shall have flexibility in waiving course or program prerequisites, or other preconditions for placement, in courses or programs offered within the District, subject to State Board of Education rules and regulations.

5. Absence as related to deployment activities

- a. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined above in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the superintendent to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

[Utah Code § 53E-3-906 \(2018\)](#)

F. Graduation

1. In order to facilitate the on-time graduation of children of military families, the District incorporates the following procedures:
 - a. Waiver requirements
 - 1) The District and its schools shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide an alternative means of acquiring required coursework so that graduation may occur on time.

b. Exit exams

- 1) State statute provides that with respect to children of military families, the District shall accept:
 - a) Exit or end-of-course exams required for graduation from the sending state;
 - b) National norm-referenced achievement tests; or
 - c) Alternative testing, in lieu of testing requirements for graduation in Utah.
2. In the event the above alternatives cannot be accommodated by the District for a student transferring in the student's Senior year, then the provisions below regarding transfers during the Senior year shall apply.
 - a. Transfers during Senior year
 - 1) Should a military student transferring at the beginning or during the student's Senior year be ineligible to graduate from the receiving District school after all alternatives have been considered, the sending local education agency and the District shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. In the event that the sending state has not adopted the Interstate Compact on Educational Opportunity for Military Children, the District shall use best efforts to facilitate the on-time graduation of the student in accordance with the waiver and exit exam provisions above.

[Utah Code § 53E-3-908 \(2018\)](#)

POLICY 5030

Attendance - Compulsory

- A. Resident students who are at least 6 years of age and not more than 18 years of age, shall attend school or have an excused absence for each school day of the regular school year, unless exempted as indicated in [Policy 5031 Attendance – Exemption from Compulsory Attendance](#). Attendance shall be in district schools or in some other district to which the student may legally be transferred, or in a regularly established private school. **Except for the period between March 17, 2021 and June 1, 2022.** Parents or any other person having control of a minor between 6 and 18 years of age are responsible for sending the minor to school.

POLICY 5230

School Fees

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A. Purpose

1. The Box Elder School District (BESD) Board of Education adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students unable to pay fees from participation in school- sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

B. Policy

1. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the BESD fee schedule.
2. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, BESD and each school shall limit student expenditures for BESD and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
3. A school shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to make an informed decision prior to committing to the student's enrollment or participation.
4. A school shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.
5. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with BESD Board of Education policies and state law.

C. Establishing a Fee Schedule

1. "Fee" means a charge, expense, deposit, rental, or payment:

- a. regardless of how it is termed, described, requested, or required directly or indirectly;
- b. in the form of money, goods, or services; and
- c. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by BESD.

D. "Fee" includes:

1. money or something of monetary value raised by a student or the student's family through fundraising;
2. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
3. payments made to a third party that provides a part of a school activity, class, or program
4. charges or expenditures for classroom:
 - a. textbooks;
 - b. supplies; or
 - c. materials;
5. charges or expenditures for school activity clothing; and
6. a fine, other than a fine identified in the subsection below.

E. "Fee" does not include:

1. a student fine specifically approved by the Board for
 - a. failing to return school property;
 - b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in [Section 53G-8-212](#); or
 - c. improper use of school property, including a parking violation;
2. a payment for school breakfast or lunch;

3. a deposit that is:
 - a. a pledge securing the return of school property that is refunded upon the return of the school property; or
 - b. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
4. Charges associated with a student's participation in a non-curricular club.

F. Fee Setting Process

1. BESD, in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.

G. Board Approval of Fee Schedules and Policies

1. The Board shall annually review the provisions of this policy.
2. Fee schedules and policies for BESD shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.
3. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
4. The Board shall provide notice of the meetings:
 - a. to the public in accordance with the Utah Open and Public Meetings Act; and
 - b. to parents and students using the same form of communication regularly used by BESD to communicate with parents, including notice by e-mail, text, flyer, or phone call.
5. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by [Utah Code § 52-4-203](#).
6. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.

H. Fee Schedule Requirements

1. The Board's adopted fee schedule shall include:
 - a. a specific amount for each fee;
 - b. if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;
 - c. Beginning with the 2020-2021 school year:
 - 1) a per student annual maximum aggregate fee amount that BESD schools may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year;
 - 2) a maximum fee amount per student for each activity;
 - 3) a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by identifying the fee's funding uses. The fee's corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.
2. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.
3. Beginning with the 2021-2022 school year, a fee shall be equal to or less than the expense incurred by BESD or school to provide for a student activity, course, or program.
 - a. In calculating the expense incurred by BESD or school in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered.
 - b. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
 - c. Students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make-up for or cover the costs of students and families who qualify for fee waivers.

- d. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
4. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.
- I. Fees for Classes and Activities During the Regular School Day
 1. Elementary Schools
 - a. No fee may be charged in ~~kindergarten through grade five an elementary school~~ for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Subsection 2 below.
 - 1) BESD is structured to include grade 6 in the secondary schools. BESD will use the language of R277-407-3(3) in order to include those students in the secondary fee process.
 - b. An elementary school or teacher may provide to a student’s parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list must include the following language:

“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.”
 - c. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.
 2. Secondary Schools
 - a. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.
 - b. All fees are subject to the fee waiver provisions of this policy.

- c. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
- d. A school may require a secondary student to provide student supplies as defined in this policy.
- e. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing are considered a fee, and subject to fee waiver.
- f. Beginning in the 2022-2023 school year schools may not charge a fee for:
 - 1) a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
 - a) "Textbook" means instructional material necessary for participation in an **activity**, course or program, regardless of the format of the material including:
 - i. books, printed materials, and consumable workbooks;
 - ii. computer hardware, software, or digital content; and
 - iii. cost of maintenance and replacement as a result of normal use.
 - 2) "Textbook" does not include instructional equipment.
- g. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the BESD fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and shall be provided free of charge.
- h. Schools may charge a fee for instructional equipment subject to fee waivers.
 - 1) "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.

- 2) "Instructional equipment" includes course related tools or instruments.
 - i. BESD may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

J. Project Related Courses

1. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.
2. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.
3. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.
4. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

K. School Activities Outside of the Regular School Day

1. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
 - a. participation in the activity is voluntary;
 - b. the fee is on the Board approved fee schedule;
 - c. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
 - d. the fee revenue is collected in compliance with BESD financial policies;
 - e. fee revenue is expended in compliance with the spend plan;

- f. the fee is subject to the fee waiver requirements; and
 - g. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.
2. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

L. Notice to Parents

1. Each school shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.
2. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by Utah Admin. Code R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.
3. Upon request, the school shall provide printed copies of school fee schedules, waiver policies, and documents to a parent or guardian who is unable or chooses not to access them through BESD or school website.
4. The administrator of a school shall make arrangements for a school representative to meet personally with each student's parent or family and make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and BESD has not published the information in the parent's first language.

M. Fee Waivers

1. General Fee Waiver Provisions
 - a. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
 - b. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or Utah Admin Code R277-407.
 - c. A school is not required to waive a non-waivable charge.

- d. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
- e. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
- f. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
- g. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

2. Fee Waiver Eligible Charges

- a. Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:
 - 1) An activity, class, or program that is:
 - a) primarily intended to serve school-age children; and
 - b) taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.
 - 2) An activity, class, or program that is explicitly or implicitly required:
 - a) as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or
 - b) as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.

- 3) An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity.
 - 4) Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by BESD or a school including:
 - a) athletic competitions;
 - b) music or theater program performances; and
 - c) parent teacher organization activities.
 - 5) An activity or program where full participation in the activity or program includes:
 - a) travel for state or national educational experiences or competitions;
 - b) debate camps or competitions; or
 - c) music camps or competitions.
 - 6) A concurrent enrollment, CTE, or AP course.
 - 7) Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts or other like clothing.
 - 8) Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.
3. Non-waivable Charges
- a. Non-waivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.
 - 1) Non-waivable charges include a personal discretionary charge or purchase for:
 - a) insurance, unless the insurance is required for a student to participate in an activity, class, or program;

- b) college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
 - c) a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.
- 2) Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
- a) tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
 - b) a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in [Utah Code Title 53G, Chapter 7, Part 7, Student Clubs](#);
 - c) a charge for a school breakfast or lunch;
 - d) a fine for improper use of school property, including a parking violation; or
 - e) a fine for replacement of damaged or lost school property in accordance with [Utah Code § 53G-7-501\(6\)\(c\), \(9\) \(2020\)](#).
 - i. If the student and the student's parent are unable to pay for 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, the school may provide for a program of work the student may complete in lieu of the payment.
 - ii. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.
4. Fee Waiver Administrator
- a. The principal in each school shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:
 - 1) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and

- 2) work in an appropriate setting to facilitate confidential conversations and documents.
 - b. The Fee Waiver Administrator shall be responsible to:
 - 1) review fee waiver applications and verification documents;
 - 2) grant or deny fee waiver requests;
 - 3) compile all logs and maintain fee waiver documents in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#); and
 - 4) report fee waiver information.
 - c. The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.
 - d. A student may not assist in the fee waiver approval process.
5. Fee Waiver Application Process
- a. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
 - b. The application for fee waiver shall be included on each school's website.
 - c. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
 - d. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.
 - e. Fee waiver eligibility begins July 1 and continues through June 30 and must be completed annually.
6. Fee Waiver Eligibility Verification
- a. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:

- 1) The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
 - a) these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/school fees](https://schools.utah.gov/school-fees) on the fee waiver application form;
 - b) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
 - 2) The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
 - 3) If the student's family receives Temporary Assistance for Needy Families (TANF) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
 - 4) The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
- b. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.
- 1) A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances, is not reasonably capable of paying the fee.
 - 2) An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.
 - 3) Verification may be collected as appropriate for the situation.

7. Notification of Eligibility

- a. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
 - b. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
 - 1) That the student's eligibility was verified;
 - 2) The name and position of the person who reviewed the verification documents;
 - 3) The date it was verified; and
 - 4) The type of documentation used to verify eligibility.
 - c. The Fee Waiver Administrator shall maintain documentation of the following:
 - 1) The school year the request was submitted;
 - 2) The type and amount of fees requested to be waived;
 - 3) Whether the request was approved or denied;
 - 4) If approved, the type and amount of fees which were waived.
 - d. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
 - e. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.
8. Appeal of Fee Waiver Denial
- a. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the principal or designee within 14 calendar days of receiving notice of denial.

- b. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the principal within 14 calendar days of receiving notice of denial.
- c. If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within 14 calendar days of receiving notice of denial, to the BESD superintendent or designee.

N. Collection of School Fees

1. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
2. A student may not collect or receive student fees from other students or parents.
3. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
 - a. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or BESD;
 - b. refuse to issue a course grade; or
 - c. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
4. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
5. A school may not charge 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.
6. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, 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 the student's parent has paid for the damages in accordance with [Utah Code § 53G-8-212\(2\)\(a\)](#).
7. BESD may exclude a student from participating in the graduation ceremony for unpaid fees.

O. Fundraising

(R277-407-10(1) and R277-113 require every LEA governing board to establish a fundraising policy.)

1. Any fundraising activity must be approved and conducted in accordance with BESD Fundraising Policy.
 - a. A school may not authorize, establish, or allow for required individual fundraising.
 - b. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
 - c. A school may allow for group fundraisers.
2. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser.
3. Schools seeking to use alternative methods of raising revenue must comply with BESD [Policy 5310 Fundraising](#) and Utah Admin. Code R277-113.

P. Donations in Lieu of Fees

1. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or BESD and receipt of the donation will not affect participation by an individual student.
2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.
3. BESD level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
4. The BESD foundation may raise money to offset the cost attributed to granting fee waivers to students throughout BESD.
5. BESD shall direct donations provided to BESD through the BESD foundation in accordance with policies governing the BESD foundation.

6. BESD or a school may not accept a donation that would create a significant inequity among the schools within the BESD.

Q. School Reporting Requirements

1. Each school principal and BESD Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.
2. The BESD Superintendent shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:
 - a. Student Fee Schedule with Spend Plan
 - b. School Fee Policy
 - c. School Fee Waiver Policy
 - d. Notice of Fee Waiver Criteria provided by the BESD to student's parents
3. Each school shall maintain records and submit documentation to BESD staff annually of:
 - a. number of students enrolled as of October 1
 - b. number of students granted fee waivers
 - c. the number of students denied fee waivers
 - d. dollar amount of fees waived
 - e. number of students who worked in lieu of fee waivers
 - f. dollar amount of fees collected from students
 - g. dollar amount of fees collected from students for curricular activities
 - h. dollar amount of fees collected from students for co-curricular activities
 - i. dollar amount of fees collected from students for extra-curricular activities

R. Training

1. BESD superintendent shall provide for annual training of BESD and school employees on fee related policies enacted by the Board specific to each employee's job function.

S. Penalties for Violation of School Fee Policy

1. Any administrator, teacher, advisor or coach who knowingly violates the authorized fee schedule and financial policies as approved annually by the Board will be subject to disciplinary action.
2. Monies collected beyond the approved fee schedule will be refunded by the school back to the individual student(s).
3. If a school violates the authorized fee schedule and financial policy, BESD may impose the following:
 - a. Issue a letter of reprimand to the individual(s) and/or school.
 - b. The administrator, athletic director, teacher, coach/advisor, and/or the school may be assessed a fine not to exceed \$200.
 - c. Possibility of suspension or termination.

T. Definitions

1. Definitions applicable to this policy are intended to be consistent with Utah Admin. Code R277-407. In the case of a discrepancy, the administrative code shall prevail.
 - a. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum and which is:
 - 1) an extension of a curricular activity,
 - 2) included in an instructional plan, and
 - 3) conducted by a teacher or education professional.
 - b. "Curricular activity" means an activity, a course, or a program that is:
 - 1) provided, sponsored, or supported by BESD; and
 - 2) conducted only during school hours.

- c. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
- 1) Is ~~provided, sponsored or supported, recognized, or sanctioned~~ by BESD ~~but is neither;~~ ~~and~~
 - a) ~~Directly related to delivering instruction; nor~~
 - b) ~~A curricular activity or a co-curricular activity.~~
 - 2) supplements or compliments, but is not part of, BESD's required program or regular curriculum.
- d. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
- 1) provide financial support to a school or any of the school's classes, groups, teams, or programs; or
 - 2) benefit a particular charity or for other charitable purposes.
- e. "Fundraiser," "fundraising," or "fundraising activity" may include:
- 1) the sale of goods or services;
 - 2) the solicitation of monetary contributions from individuals or businesses; or
 - 3) other lawful means or methods that use students to generate funds.
- f. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- g. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.
- h. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- i. "Noncurricular club" has the same meaning as that term is defined in [Section 53G-7-701](#).

- j. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
- 1) is authorized by BESD or school, according to local education board policy; or
 - 2) satisfies at least one of the following conditions:
 - a) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an BESD or school, or a BESD or school employee in the capacity of their District employment;
 - b) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, BESD or school's facilities, equipment, or other school resources; or
 - c) the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- k. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in [Title 53G, Chapter 7, Part 7, Student Clubs](#).
- l. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- m. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- n. "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2.
- o. "Requested or required by BESD as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
- 1) fully participate in school or in a school activity, class, or program;
 - 2) successfully complete a school class for the highest grade; or

- 3) avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
 - a) peer pressure, shaming, stigmatizing, bullying, or the like; or
 - b) withholding or curtailing any privilege that is otherwise provided to any other student.
- p. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- q. "Something of monetary value" includes:
 - 1) charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - 2) payments made to a third party that provide a part of a school activity, class, or program;
 - 3) classroom supplies or materials; and
 - 4) a fine, except for a student fine specifically approved by BESD for:
 - a) failing to return school property;
 - b) losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
 - c) improper use of school property, including a parking violation.
- r. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.
- s. "Student supplies" include:
 - 1) pencils;
 - 2) paper;
 - 3) notebooks;

- 4) crayons;
 - 5) scissors;
 - 6) basic clothing for healthy lifestyle classes;
 - 7) clothing that is commonly found in students' homes, and
 - 8) similar personal or consumable items over which a student retains ownership.
- t. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

U. References

[Utah Code § 53G-6-402\(5\)](#) – Open enrollment options – processing fee.
[Utah Code § 53G-6-604](#) – Requirement of school record for transfer of student.
[Utah Code § 53G-8-212](#) – Defacing or damaging school property – Student's liability – Work program alternative.
[Utah Code Title 53G, Chapter 7, Part 5](#) – Student Fees
[Utah Code Title 53G, Chapter 7, Part 6](#) – Textbook Fees
[Utah Code Title 53G, Chapter 7, Part 7](#) – Student Clubs
[Utah Code Title 53G, Chapter 7, Part 8](#) – School Uniforms
[Utah Administrative Code R277-113](#) – LEA Fiscal and Auditing Policies
Part 7 – School Sponsored Activities
[Utah Administrative Code R277-407](#) – School Fees
[Utah Administrative Code R277-713](#) – Concurrent Enrollment of High School Students in College Courses.
[Permanent Injunction Civil No. 920903376](#)

V. Forms

[Fee Waiver Forms](#)

POLICY 5360
Suicide Prevention

A. Establishment of Youth Suicide Prevention Program

1. In collaboration with the public education suicide prevention coordinator appointed by the State Board of Education, the District shall implement a youth suicide prevention program for students in elementary and secondary grades. (Elementary grades are kindergarten through grade 5 and grade 6 if the associated middle or junior high school does not include grade 6. Secondary grades are Grades 7 through 12 and grade 6 if a middle or junior high school includes grade 6.) These programs shall consider appropriate coordination with programs for the prevention of bullying and cyber-bullying and for the prevention of underage drinking of alcohol and substance abuse. The programs shall also include provisions to ensure prompt communication with parents in accordance with Utah Code § 53G-9-604. The elementary and secondary programs shall include programs and training to address:
 - a. Life-affirming education, including the concepts of resiliency, healthy habits, self-care, problem-solving, and conflict resolution;
 - b. Methods of strengthening the family; and
 - c. Methods of strengthening a youth's relationships in the school and community.
2. The secondary program shall also include programs and training to address:
 - a. Prevention of youth suicide;
 - b. Decreasing the risk of suicide among youth who are not accepted by family for any reason, including lesbian, gay, bisexual, transgender, or questioning youth, or who suffer from bullying;
 - c. Youth suicide intervention; and
 - d. Postvention for family, students, and faculty;
 - e. Underage drinking of alcohol;
3. In implementing this program and related training, the District shall refer to and as appropriate make use of the model programs developed by the Department of Health and the state suicide prevention coordinator.

Utah Code § 53G-9-702 (2021)

Utah Admin. Rules R277-620-3(3) to (6) (December 10, 2018)

B. Youth Suicide Prevention Training

1. Each licensed employee of the District shall complete a minimum of two hours of professional development training on youth suicide prevention every three years, using the training materials adopted by the District.

Utah Code § 53G-9-704 (2020)

C. The purpose of this policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The district:

1. recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes,
2. further recognizes that suicide is a leading cause of death among young people,
3. has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and
4. acknowledges the school's role in providing an environment ~~which that~~ is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

D. Toward this end, the policy is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Specifically, this policy is meant to be applied in accordance with the district's Child Find obligations.

E. Definitions

1. At-risk
 - a. A student who is defined as at risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This

situation would necessitate a referral, as documented in the following procedures.

2. Crisis Team

- a. A multidisciplinary team of primarily administrative, emotional, and or mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response, and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans and in ensuring school staff can effectively execute various crisis protocols.

3. Mental Health

- a. A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental, emotional, and substance use disorders.

4. Postvention Suicide

- a. Postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

5. Risk Factors for Suicide

- a. Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.

6. Self-harm

- a. Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Can be categorized as either nonsuicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

7. Suicide Death

- a. Suicide death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must

first confirm that the death was a suicide before any school official may state this as the cause of death.

8. Suicide attempt

- a. A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.

9. Suicidal Behavior

- a. Suicide attempts, intentional injury to self associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.

10. Suicide Contagion

- a. The process by which suicidal behavior or suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

11. Suicidal Ideation

- a. Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

F. Scope

1. This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school-sponsored out-of-school events where school staff are present. This policy applies to the entire school community, including educators, school and district staff, students, parents, and volunteers. This policy will also cover appropriate school responses to suicidal or high-risk behaviors that take place outside of the school environment.

G. Prevention

1. District Policy Implementation

- a. A district-level suicide prevention coordinator shall be designated by the Superintendent. This may be an existing staff person. The district suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school district.
- b. Each elementary school principal and secondary principal or designee shall be the school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

2. Staff Professional Development

- a. All licensed staff will receive two hours of professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention once every three years.

3. Youth Suicide Prevention Programming

- a. Developmentally-appropriate, student-centered supports will be provided to students including the importance of safe and healthy choices and coping strategies and help seeking strategies for oneself or others.

4. Publication and Distribution

- a. This policy will be posted on the school website.

H. Assessment and Referral

1. When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers.
 - a. School staff will continuously supervise the student to ensure their safety until a parent, or emergency contact can arrive to get the student.
 - b. The principal will be made aware of the situation as soon as reasonably possible.
 - c. In situations where a student is assessed at risk for suicide or has made a suicide attempt:

- 1) the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional.
 - 2) If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction", limiting the child's access to mechanisms for carrying out a suicide attempt.
 - 3) Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to parent notification. If the principal, nurse or counselor believes, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate.
 - 4) If contact is delayed, the reasons for the delay should be documented.
- a. Staff will ask the student's parent for a signature on a release of information form to discuss the student's health with outside care, if appropriate.

I. In-School Suicide Attempts

1. In case of an in-school suicide attempt, the health and safety of the student are paramount. In these situations:
 - a. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.
 - b. In situations where a student is assessed at risk for suicide or has made a suicide attempt:
 - 1) the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional.
 - 2) If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction", limiting the child's access to mechanisms for carrying out a suicide attempt.
 - 3) Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to parent notification. If the principal, nurse, or counselor believed, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate.
 - 4) If contact is delayed, the reasons for the delay should be documented.

- c. School staff will supervise the student to ensure their safety until a parent or another emergency contact arrives.
- d. Staff will move all other students out of the immediate area as soon as possible.
- e. If appropriate, staff will immediately request a mental health assessment for the youth by referring the parents to the Bear River Mental Health Department.
- f. Staff will immediately notify the principal regarding in-school suicide attempts.
- g. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

J. Re-Entry Procedure

- 1. When the school is aware of a student's return to school after a mental health crisis:
 - a. For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), the principal, or designee will meet with the student's parent, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.
 - 1) A school counselor or nurse will be identified to coordinate with the student, their parent, and any outside mental health care providers.
 - 2) The parent will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
 - 3) The principal, counselor, or other designated staff person will periodically check in with the student to help the student readjust to the school community and address any ongoing concerns.

K. Out of School Suicide Attempts

- 1. Parental Notification and Involvement
 - a. If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:
 - 1) Call the police and/or emergency medical services, such as 911
 - 2) Inform the school principal who shall, in turn, inform the parent as described below.

- 3) In situations where a student is assessed at risk for suicide or has made a suicide attempt:
 - a) the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional.
 - b) If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction", limiting the child's access to mechanisms for carrying out a suicide attempt.
 - c) Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to a parent notification. If the principal, nurse, or counselor believes, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate.
 - d) If contact is delayed, the reasons for the delay should be documented.
- b. If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.
- c. In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt. Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to parent notification. If the principal, nurse or counselor, believes, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.
- d. School personnel should not make decisions related to emergency placement unless emergency medical care is needed to save a student's life or prevent further serious injury. In all other cases, the decision to transport the student to the hospital must be the responsibility and decision of the parent or other government agency.

L. Postvention

1. Development and Implementation of an Action Plan

- a. The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:
 - 1) Verify the death
 - a) The principal or designee will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
 - 2) Assess the Situation
 - a) The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.
 - 3) Share Information
 - a) Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents with an acknowledgment that its cause is unknown. Inform the faculty that sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent) to send home with students that include facts about the death, information about

what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

4) Avoid Suicide Contagion

- a) It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high-risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

5) Initiate Support Services

- a) Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

6) Memorial Plans

- a) The school should not create on-campus physical memorials (e.g. photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. See [Policy 5045 Student Memorials](#).

7) External Communication

- a) The school principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:
 - i. Keep the district suicide prevention coordinator and superintendent informed of school actions relating to the death.
 - ii. Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

- iii. Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. The media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

Policy 6015

School Community Councils

- A. Each public school in the District, in consultation with the School Board, shall establish a school community council at the school building level as outlined in

[Utah Code § 53G-7-1202 \(2020\)](#)

[Utah Admin. Rules R277-491-4 \(August 19, 2019\)](#)

- B. Purpose of Community Councils:

1. Develop, approve and assist in implementing school plans:
 - a. The School LAND Trust Program, [Utah Code § 53G-7-1206](#)
 - b. The Reading Achievement Plan for elementary schools, and
2. May offer advice and information to school/school district administrators;
3. Provide a framework and support for improved academic achievement through critical review of testing results and other indicators of student success by establishing meaningful, measurable goals and recommending research- based programs;
4. Prudently expend school trust land monies allocated to the school;
5. Encourage increased participation of parents, school employees and others that support the purposes of community councils;
6. Encourage compliance with the law; and
7. Increase public awareness of school LAND trust and educational excellence.

- C. School Community Council Election Provisions

1. Each school shall establish a timeline for the election of parent members of a school community council; the timeline shall remain consistent for at least four years.
2. The election of parent members shall be held near the beginning of the school year, or in the spring and completed before the last week of school.

3. If the election is held in the spring, the school community council shall attempt to notify parents of incoming students about the opportunity to run for the council, and provide those parents with the opportunity to vote in the election.
4. If a parent position on the council remains unfilled following an election or after appointment when no election is required, the other parent members of the council shall appoint a parent who meets the above qualifications to fill the position.

[Utah Code § 53G-7-1202 \(2020\)](#)

5. Terms shall be staggered so that approximately half of the council positions are elected each year. Terms shall be 2 years.
6. A school community council member may serve successive terms so long as the member continues to meet the eligibility requirements to be a parent member or an employee member and if re-elected.

[Utah Code § 53G-7-1202 \(2020\)](#)

7. Each school community council shall determine the size of the council by a majority vote of a quorum of council members, provided that the resulting council has at least two employee members, the principal, and a two-person majority of parents. (A recommended composition for high schools is six parent members, four school employees, and for other schools, four parent members and two employees.)
8. The principal shall provide notice of the school community council elections to the school community at least 10 days prior to the elections. The notice shall include dates, times and location of the election, the positions that will be elected and information about becoming a candidate, and the means by which ballots may be cast.
9. A parent or legal guardian of a student who will be enrolled at the school at any time during the parent(s) term of office and who is not an educator employed at the school, may stand for election as a parent member of a school community council.
10. Educators who are employees of the school where the community council is established are elected by secret ballot to serve as school employee members.
11. Educators who are employees of the school district but not the school where the community council is established may serve as parent members; however, if following the election, there are more parent members who are educators in the district than parents who are not educators elected to the council, the parents on the council shall appoint additional parent members until the number of parent members who are not educators exceeds the number of parent educators on the council.

12. Ballots and voting are required only if the school community council position(s) are contested.
13. Schools may allow parents to vote by electronic ballot. If the school allows voting by electronic means, the opportunity shall be clearly explained on the school website.

D. Local Board and District Responsibilities

1. The president of the Board of Education shall ensure that the members of the Board are provided annual training on the School LAND Trust Program and its requirements.

[Utah Code § 53F-2-404\(10\) \(2018\)](#)

2. School community councils may be asked for information to inform local board decisions.
3. The local board shall ensure that all school community council members receive annual training, including training for the chair and vice-chair about their specific responsibilities and school community council requirements.

E. Principal Responsibilities

1. Following the election, the principal shall enter and electronically sign on the School LAND Trust website a principal's assurance ~~Form~~ that assures the school community council was elected, that **unfilled positions vacancies** were filled as necessary (**consistent with Utah Code § 53G-7-1202(5)**), and that the school community council is properly constituted.
2. A principal may not serve as chair or vice-chair of the council.
3. Annually, the principal shall provide the following information on the school website, in the school office, and if needed, through a method that the council decides is best for parents at the school:
 - a. A list of the members of the school community council and each member's direct email or phone number, or both;
 - b. The school community council meeting schedule; and
 - c. A summary of the annual report about how the School LAND Trust Program funds were used to enhance or improve academic excellence at the school.

4. Principals shall ensure that school websites fully communicate opportunities provided to parents to serve on the school community council and how parents can directly influence the expenditure of the School LAND Trust Program funds. The website shall include each school's dollar amount received each year through the program, and a link to the current Teacher and Student Success Plan, and approved minutes of council meetings for the current school year.

[Utah Admin. Rules R277-491-3\(1\) \(August 19, 2019\)](#)

F. Community Council Chair and Vice Chair Responsibilities

1. The council elects the chair each year from the parent members.
2. The vice-chair is elected by the council from the parent or school employee members.
3. The school community council chair or designee shall;
 - a. Post the school community council meeting information time, place and date of meeting; meeting agenda and previous meeting draft minutes on the school website at least one week prior to each meeting;
 - b. Set the agenda for every meeting;
 - 1) Topics to be discussed should be listed under an agenda item on the meeting agenda
 - 2) Final action on a topic in a meeting cannot be finalized if the topic is not listed on the agenda including advanced public notification.
 - c. Conduct every meeting;
 - 1) Assure that written minutes shall be retained for three years and include:
 - 2) the date, time, and place of the meeting;
 - 3) the names of members present and absent;
 - 4) a brief statement of the matters proposed, discussed, or decided;
 - 5) a record, by individual member, of each vote taken;
 - 6) the name of each person who:

- a) is not a member of the school community council; and
 - b) after being recognized by the chair, provided testimony or comments to the school community council;
 - c) the substance, in brief, of the testimony or comments provided; and
 - d) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.
- d. Inform council members on resources available on the School LAND Trust website;
 - e. Assure that the council adopts a set of rules of order and procedures, including procedures for electing the chair and vice-chair; that the chair shall follow to conduct each meeting. The rules shall be posted on the school website and be available at each meeting; and
 - f. Welcome and encourage public participation.
- 4. School community council responsibilities do not allow for closed meetings.

[Utah Code § 52-4-103\(9\)\(c\)\(iii\) \(2018\)](#)

G. School Community Council Business

- 1. School community councils shall report on ~~a plans, programs, and expenditures~~ at least annually to local boards of education and cooperate with USBE monitoring and audits.
- 2. School community councils shall encourage participation on the school community council and may recruit potential applicants to apply for open positions on the council.
- 3. School community councils are encouraged to establish clear and written procedures governing the removal from office of a member who moves away or consistently does not attend meetings, and additional clarifications to assist in the efficient operation of the council.
- 4. School community councils are to advise and make recommendations to school and district administrators and the school board regarding the school and its programs, school district programs and safe technology use and digital citizenship.

5. Each School Community Council shall annually develop a child access routing.

[Utah Code § 53G-4-402\(17\)\(c\)\(ii\) \(2018\)](#)

6. School community councils shall provide for education and awareness on safe technology use and digital citizenship which empowers students to make smart media and online choices and parents to know how to discuss safe technology use with their children. Each school community council shall also partner with the school's principal or other administrators to ensure that adequate on- and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel.
7. School LAND Trust Program funds may not be used for
 - a. costs related to district or school administration, including accreditation,
 - b. expenses for construction, maintenance, facilities, overhead, furniture, security, or athletics, or
 - c. expenses for non-academic in-school, co-curricular, or extracurricular activities.
8. A school that demonstrates appropriate progress and achievement consistent with the academic priorities of the Board of Education may request Board approval of a plan to address other academic goals if the plan includes
 - a. how the goal is in accordance with the core standards established by the State Board of Education in [Utah Administrative Rules R277-700](#),
 - b. how the action plan for the goal is data driven, evidence based, and has a direct impact on the instruction of students consistent with the requirements above,
 - c. the data driving the decision to spend the School LAND Trust Program funds for these academic needs, and
 - d. the anticipated data source the school will use to measure progress.
9. A school community council may budget and spend up to \$7,000 for an academic goal or component of an academic goal incorporating any combination of
 - a. digital citizenship training under [Utah Code § 53G-7-1202\(3\)\(a\)\(iii\)](#) or
 - b. safety principles consistent with [Utah Code § 53G-7-1202\(1\)\(d\)](#).
10. Student incentives implemented as part of an academic goal in the School LAND

Trust Program may not exceed \$2 per awarded student in an academic school year.

[Utah Admin. Rules R277-477-4](#)

Policy 6060

Conduct on School Premises

A. Modified public forum

1. All school buildings have been designated as modified public forums after school hours. However, during school hours all school buildings are dedicated to the sole and exclusive purpose of providing education to school students then attending school. No visitor, whether a student's parents or other persons, shall have access to a school unless express permission is granted as provided below.

B. Campus visitors

1. All persons who are not students or district employees who visit or enter upon district property shall report immediately to the school administrative offices for authorization by the Principal or his or her designee to be present at the school.
2. Authorization shall not be given if the Principal or his or her designee determines in his or her discretion that one of the following is true:
 - a. The person's presence will likely cause fear for the safety of another.
 - b. The person intends to cause annoyance or injury to a person or damage to property on the district property.
 - c. The person intends to participate in or instigate conduct or activity which constitutes a crime.
3. Each school shall, through the use of signs and fences or other enclosures, exclude trespassers from district property.
4. In the absence of express permission, all visitors to the school shall be deemed to be trespassers on school property and subject to immediate removal by the school district.

C. Definitions

1. For purposes of this provision, "school property" means real property owned or occupied by the school district, including real property temporarily occupied for a school activity or program.

[Utah Code § 53G-8-603\(2\)\(c\) \(2018\)](#)

D. Trespassing

1. The Board, a school official, or an individual with apparent authority to act for a school official may refuse to allow persons having no legitimate business to enter on property under the Board's control and may eject any undesirable person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property.
2. An individual is guilty of criminal trespass upon district property if the individual does either of the following:
 - a. Enters or remains without authorization on district property if notice against such entry or remaining has been given by (a) personal communication by a school official or an individual with apparent authority to act for a school official, or (b) the posting of signs reasonably likely to come to the attention of a trespasser, or (c) fencing or other enclosure obviously designed to exclude trespassers, or (d) a current order of suspension or expulsion.
 - b. Enters or remains unlawfully upon district property and (a) intends to cause injury or annoyance to a person or damage to property, or (b) intends to commit a crime, or (c) is reckless as to whether the person's presence will cause fear for the safety of another.
 - 1) Criminal trespass on district property is a class B misdemeanor.

[Utah Code § 53G-8-603 \(2018\)](#)

E. Disruption of classes

1. No person shall be permitted, on district property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities.

[Utah Code § 53G-8-603 \(2018\)](#)

2. Conduct which disrupts the educational activities of a school includes:
 - a. Emissions by any means of noise of an intensity which prevents or hinders classroom instruction.
 - b. Enticement or attempted enticement of students away from classes or other school activities which students are required to attend.

- c. Prevention or attempted prevention of students from attending classes or other school activities which students are required to attend.
- d. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

F. Disruption of school operation

- 1. No person may disrupt the operation of a school. A person is guilty of disrupting the operation of a school if the person, after being asked to leave by a school official, remains on district property for the purpose of encouraging or creating an unreasonable and substantial disruption or risk of disruption of a class, activity, program, or other function of a school.

[Utah Code § 76-9-106 \(1992\)](#)

- 2. Examples of disrupting operation of a school include:
 - a. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building, or while on school property, without authorization from school administration.
 - b. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.

G. Disruption of meeting or gathering

- 1. No person may disrupt a lawful meeting or gathering on any district property. A person is guilty of disrupting a meeting if, intending to prevent or disrupt a lawful meeting or gathering, he or she obstructs or interferes with the meeting or gathering by physical action, verbal utterance, or any other means.

[Utah Code § 76-9-103 \(1973\)](#)

H. Disorderly Conduct at Official Meeting

- 1. "Official meeting" includes a meeting of the Board of Education or of a school community council. No person may, with intent to cause or recklessly creating a risk of causing public inconvenience, annoyance, or alarm, make unreasonable noises in a public meeting, or in a private place which can be heard in an official meeting. No person may, with intent to cause or recklessly creating a risk of causing public inconvenience, annoyance, or alarm, obstruct pedestrian traffic in an official meeting. No person may refuse to comply with the lawful order of a law enforcement

officer to move from an official meeting. Such actions constitute disorderly conduct and may be reported to law enforcement.

[Utah Code § 76-9-102\(1\), \(2\) \(2020\)](#)

I. Intoxicants

1. Except as approved by the Board as part of the curriculum, no person may possess any intoxicating beverage for consumption, sale, or distribution, or be under the influence of alcohol while on the grounds or in a building of any district property or while entering or inside any building, park or stadium which are being used for an activity sponsored by or through any part of the district.

[Utah Code § 53G-8-602 \(2018\)](#)

[Utah Code § 76-9-701 \(2021\)](#)

J. Weapons or dangerous materials

1. No person shall possess a dangerous weapon that in the manner of its use or intended use is capable of causing death or serious bodily injury or a firearm on or about district premises except:
 - a. Persons exempt from weapons laws by state statute (law enforcement officers and others). (Persons under age 21 **including those** with a concealed firearm permit **or provisional concealed firearm permit** are not permitted to carry a concealed firearm on or about school premises.)

[Utah Code § 76-10-523 \(2021\)](#)

- b. Persons authorized to possess a concealed firearm by state statute (concealed weapons permit holders).

[Utah Code § 53-5-704 \(2021\)](#)

[Utah Code § 53-5-705 \(2010\)](#)

[Utah Code § 53-5-710\(2\) \(2021\)](#)

- c. Persons whose possession has been previously approved by the responsible school administrator, or where the person responsible for the possession or use of the weapon is in possession or control of the weapon and it is present or to be used in connection with a lawful, approved activity.
2. "On or about school premises" means in or on the grounds of any district property. However, possession on or about school premises is permissible if the possession is at the person's place of residence, on the person's real property, or in a vehicle

lawfully under the person's control (other than a vehicle owned by the district or used for the transport of students).

3. Possession of a dangerous weapon on or about school premises is a class B misdemeanor. Possession of a firearm on or a about school premises is a class A misdemeanor.

[Utah Code § 76-10-505.5 \(2021\)](#)

4. No person shall possess an explosive, chemical, or incendiary device or parts, as defined in [Utah Code § 76-10-306](#), dangerous to persons or property on any district property or in those parts of a building, park, stadium or other structure which are being used for an activity sponsored by or through the district. Unlawful possession of the items or materials in the circumstances prohibited by this section is a criminal offense punishable under state law.

[Utah Code § 76-10-306 \(2010\)](#)

K. Restrictions on use of electronic devices

1. The following definitions apply for this section.

- a. "Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including:
 - 1) A smart phone;
 - 2) A smart or electronic watch;
 - 3) A tablet; or
 - 4) A virtual reality device.
- b. "Guest" means an individual who is not a student, employee, or designated volunteer of a District school who is on school property or at the site of a school-sponsored activity or event.
- c. "Inappropriate matter" means pornographic or indecent material as defined in [Utah Code § 76-10-1235\(1\)\(a\)](#).

[Utah Admin. Rules R277-495-2\(2\), \(3\), \(4\) \(April 8, 2019\)](#)

[Utah Admin. Rules R277-495-4\(1\)\(a\) \(April 8, 2019\)](#)

2. Guest use of an electronic device on school premises, at a school sponsored activity, or by use of school connectivity to access inappropriate matter is prohibited. It is also illegal, may have criminal consequences, and shall be reported to law enforcement.

[Utah Admin. Rules R277-495-4\(1\)\(c\), \(3\)\(a\) \(April 8, 2019\)](#)
[Utah Code § 76-10-1235 \(2007\)](#)

3. Guests are prohibited from using any electronic device on school premises or at a school-sponsored event in any way which would cause invasions of the reasonable privacy expectations of others. Guests are specifically prohibited from making any type of recording (still photo, video, or audio) in private areas such as locker rooms, washrooms, dressing areas. The prohibition against using an electronic device in a way that invades the reasonable privacy interests of others also includes using an electronic device carried by a student that allows a guest or parent to monitor the student and those around the student through audio or video means. Such monitoring is prohibited.

[Utah Admin. Rules R277-495-4\(4\)\(a\) \(April 8, 2019\)](#)
[Utah Code § 77-23a-4 \(2011\)](#)

4. While on school premises, at a school-sponsored activity, or when using school connectivity, guests are prohibited from using an electronic device to bully, humiliate, harass, or intimidate students, school employees, or other guests, and from using electronic devices in any way which violates local, state, or federal laws.

[Utah Admin. Rules R277-495-4\(1\)\(b\) \(April 8, 2019\)](#)

POLICY 1071

Electronic Meetings

A. Electronic meetings authorized

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

B. Definitions

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

C. Member request required for electronic meeting attendance

1. A Board meeting may be held as an electronic meeting only upon request of a member of the Board. This request must be made sufficiently in advance of the time that the Board meeting is scheduled so that the necessary arrangements can be made for the electronic meeting. The request must be made not less than 25 hours before the meeting.

[Utah Code § 52-4-207\(2\)\(b\)\(iii\) \(2021\)](#)

D. Notice to board members of an electronic meeting

1. After an electronic meeting has been scheduled, and at least 24 hours before the meeting, the members of the Board shall be notified of the electronic meeting and informed how members of the Board will be connected to the meeting.

[Utah Code § 52-4-207\(3\)\(b\) \(2021\)](#)

E. Anchor location

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

[Utah Code § 52-4-207\(4\) \(2021\)](#)

F. Electronic meetings without an anchor location

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

[Utah Code § 52-4-207\(5\)\(a\), \(6\) \(2021\)](#)

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

[Utah Code § 52-4-207\(5\)\(b\) \(2021\)](#)

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

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

H. Public notice of an electronic meeting

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

[Utah Code § 52-4-207\(3\) \(2021\)](#)

I. Public access to electronic meetings

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

[Utah Code § 52-4-207\(4\) \(2021\)](#)

POLICY 2001

Fiscal Management Goals

- A. The Board recognizes that its primary purpose is to provide the best education possible within the limits of the financial ability of the school district. The Board also recognizes its deep responsibility to the citizens of the district for the efficient use of public funds. To achieve these purposes, the Board establishes the following fiscal management goals:
1. To engage in thorough advance planning, with broad-based staff and community involvement, to develop budgets and guide expenditures to achieve the greatest educational benefit possible.
 2. To pursue all practical and legal sources of public and private funding.
 3. To use the best and most efficient techniques for budgeting, accounting, purchasing, and reporting. **This includes program accounting, cash handling, expenditures, fundraising, donation and gifts, and financial reporting and training. (These areas are covered in other policies and procedures.) R277-113-5**
 4. To work with state legislature, state board of education, and other appropriate agencies to establish and maintain levels of funding adequate to provide quality education.
- B. All budget and other fiscal processes will conform to all state laws, rules, and requirements set forth by constitution, statute, state rules, and Board policy.
- C. District Reporting
1. Definitions
 - a. “Generally Accepted Accounting Principles” (“GAAP”) means a common framework of accounting rules and standards for financial report promulgated by either FASB or GASB, as applicable to the district.
 - b. “Financial Accounting Standards Board” (“FASB”) means the board whose purpose is to establish GAAP for nongovernmental entities within in the United Sates.

- c. “Governmental Accounting Standards Board” (“GASB”) means the board whose purpose is to establish GAAP for state and local governments within the United States.
- d. “Generally Accepted Auditing Standards” (“GAAS”) a set of auditing standards and guidelines promulgated by the Auditing Standards Board of the American Institute of Certified Public Accountants.
- e. “Generally Accepted Government Auditing Standards” (“GAGAS”) means a set of auditing standards and guidelines promulgated by the Government Accountability Office.

Utah Admin. Rules R277-113-2(5) – (9) (November 10, 2020)

- 2. The District shall ~~conduct its financial reporting in accordance with GAAP and shall~~ arrange for external audits of District financial reporting, compliance, and performance in accordance with GAAS and GAGAS. The District’s financial reporting shall be done in a manner consistent with the basis of accounting as required by GAAP, as applicable to the District. ~~Beginning with state fiscal year 2021, the basis for accounting shall be GASB If the District follows FASB standards, the District shall provide reconciliation between the accrual basis of accounting and modified accrual basis of accounting.~~ The District shall provide data and information consistent with budgeting, accounting (including the uniform chart of accounts for local education agencies), and auditing standards for Utah local educational agencies provided online annually by the State Superintendent.

Utah Admin. Rules R277-113-5(9)(e) (November 10, 2020)

POLICY 2135

Capital Outlay Reporting: New School Plant Capital Outlay Report Building Project or Significant School Remodel

A. Definitions

The following definitions apply in this policy:

1. "New school building project" means:
 - a. the construction of a school or school facility that did not previously exist in the District; or
 - b. the lease or purchase of an existing building, by the District, to be used as a school or school facility
2. "School facility" means a facility, including a pool, theater, stadium, or maintenance building, that is built, leased, acquired, or remodeled by the District regardless of whether the facility is open to the public.
3. "Significant school remodel" means a construction project undertaken by the District with a project cost equal to or greater than \$2,000,000, including:
 - a. the upgrading, changing, alteration, refurbishment, modification, or complete substitution of an existing school or school facility in the District with a project cost equal to or in excess of \$2,000,000; or
 - b. the addition of a school facility.
4. The District participates in the Uniform School Fund, which the State Board of Education apportions annually among school districts according to the provisions of the Minimum School Program Act.

Utah Code § 63A-3-402(7)(a) (2019)

B. School Plant Capital Outlay Report

- ~~1. For each new school building project or significant school remodel, the District shall:
 - ~~a. prepare an annual school plant capital outlay report; and~~
 - ~~b. submit the report to the division for publication on the Utah Public Finance Website, Division and in a format, including any raw data or electronic formatting, prescribed by applicable division policy.~~~~

- ~~2. The District shall include in the capital outlay report described the following information as applicable to each new school building project or significant school remodel:
 - ~~a. the name and location of the new school building project or significant school remodel;~~
 - ~~b. construction and design costs, including:
 - ~~1) the purchase price or lease terms of any real property acquired or leased for the project or remodel;~~
 - ~~2) facility construction;~~
 - ~~3) facility and landscape design;~~
 - ~~4) applicable impact fees; and~~
 - ~~5) furnishings and equipment;~~~~
 - ~~c. the gross square footage of the project or remodel;~~
 - ~~d. the year construction was completed; and~~
 - ~~e. the final student capacity of the new school building project or, for a significant school remodel, the increase or decrease in student capacity created by the remodel.~~
 - ~~f. further itemized data required by the division.~~~~

1. The district shall prepare and submit an annual school plan capital outlay report to the state auditor on or before the date designated by the state auditor and according to requirements established by the state auditor.

Utah Code § 63A-3-402(7)(b) (2019)

Policy 2135
Reviewed
February 10, 2021
First Reading
October 12, 2021
Second Reading
November 10, 2021

[Utah Code § 53E-3-705 2021\)](#)

POLICY 3047

Reemployment of Retirees

- A. A retiree who is reemployed after July 1, 2010, by the District within one year of the date of the person's retirement will have his or her retiree's allowance cancelled by the Utah State Retirement Office and be reinstated as an active member of the State retirement plan, effective the first day of the month following the date of reemployment unless:
1. the retiree is not reemployed by the District for a period of at least sixty (60) days from the retiree's retirement date;
 2. upon reemployment after the break in service, the retiree does not receive any District provided benefit, including:
 - a. medical benefits;
 - b. dental benefits;
 - c. other insurance benefits except workers compensation and withholdings required by state and federal law for Social Security, Medicare, and unemployment insurance; or
 - d. paid time off, including sick, annual or other type of leave; and
 - e. the retiree does not earn in any calendar year of reemployment an amount in excess of the lesser of:
 - 1) \$15,000; or
 - 2) One-half of the retiree's final average salary upon which the retiree's retirement allowance is based.
 3. If the employee retires again within a two-year period from the date of cancellation of the original allowance, the original allowance will resume. Otherwise, if the employee retires after the two-year period, then his or her original allowance will resume, and the retiree will receive an additional allowance based on the formula in effect at the date of the subsequent retirement for the service credit accrued between the first and subsequent retirement dates.

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

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

[Utah Code § 49-11-504 et seq. \(2016\)](#)
[Utah State Retirement Board Resolution #2019-05](#)

POLICY 4027

Special Programs: Dropout Prevention and Recovery

A. At-Risk Coordinator

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

B. Identification of "Designated students"

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

[Utah Code § 53G-9-802 \(2020\)](#)

[Utah Code § 53G-9-801\(3\) \(2020\)](#)

C. Dropout Reduction Plan

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

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

[Utah Code § 53G-9-802\(1\)\(a\)-\(c\) \(2020\)](#)

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

[Utah Admin. Rules R277-606-3\(2\)\(a\) \(September 24, 2020\)](#)

D. Flexible Enrollment Option

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

[Utah Code § 53G-9-802\(2\)\(a\) \(2020\)](#)

E. Designated Student Enrollment Options

1. A designated student may enroll in:

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

F. Third-Party Dropout Prevention and Recovery Services

1. Beginning with the 2017-18 school year (except as stated below), a District shall enter into a contract with a third party to provide dropout prevention and recovery services for any school year in which the District meets the following criteria:
 - a. The District's graduation rate is lower than the statewide graduation rate; and
 - b. The District's graduation rate has not increased by at least 1% on average over the previous three school years, or during the previous calendar year, at least 10% of the District's designated students have not reached the students' attainment goals or made a year's worth of progress toward the students' attainment goals.
2. The contracting requirement does not apply if: (a) the District is in its first three years of operation; (b) the District's average graduation rate for the previous three years is higher than the statewide graduation rate for the same period; or (c) the quotient of the total number of the District's graduating students plus 10 divided by the total number of students in the graduating class, is equal to or greater than the statewide graduation rate.
3. If a District is required to enter into a third-party contract to provide dropout prevention and recovery services, the District shall ensure that:
 - a. The third party has a demonstrated record of effectiveness engaging with and recovering designated students;
 - b. The contract with the third party requires the third party provide the services described the Dropout Reduction Plan and regularly report progress to the District.

[Utah Code § 53G-9-802\(3\)-\(5\) \(2020\)](#)

G. Annual Reporting

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

[Utah Code § 53G-9-802\(6\) \(2020\)](#)

[Utah Admin. Rules R277-606-4\(1\)\(b\) \(September 24, 2020\)](#)

H. "Attainment Goals" Defined

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

[Utah Code § 53G-9-801\(1\) \(2020\)](#)

POLICY 4165

Requests for Charter Schools

A. Sponsorship of Charter Schools

1. The Utah State Legislature has authorized school districts to contract with individuals and entities to sponsor charter schools within the district's boundaries, whether the charter school is converted from an existing district school or is a new school.

[Utah Code § 53G-5-305\(1\) \(2019\)](#)

B. Application Process for Charter School Status

1. The Board hereby elects to receive applications from individuals and organizations to establish charter schools within the boundaries of the District. An application for a charter school sponsored by the District should address each of the issues which are required to be included in the charter. To be approved by the Board, a proposed charter school at a minimum must serve at least 350 students, must meet the curriculum standards established by the State Board of Education, and must meet the minimum financial standards established by the State Board of Education.

[Utah Code § 53G-5-305\(8\) \(2018\)](#)

C. Application to Convert an Existing Public School to a Charter School

1. With the necessary authorization, the principal, teachers, or parents of students at an existing District school may submit an application to the Board to convert all or part of the school to a charter school. Before an application to convert the entire school may be submitted, a petition approving that application must be signed by at least two-thirds of the licensed educators employed at the school and by at least two-thirds of the parents of students enrolled at the school. A petition approving an application to convert a portion of the school must be approved by a majority of the licensed educators employed at the school and a majority of the parents of students enrolled at the school.
2. Before the Board may approve a conversion application, it must determine that the students opting not to attend the proposed converted school would have access to a comparable public education alternative and that current teachers who choose not to teach at the converted school would receive a first preference for transfer to open

teaching positions for which they qualify within the District or that applicable policy or agreements regarding staff reduction would apply.

[Utah Code § 53G-5-305\(1\)\(b\) \(2018\)](#)

D. Contents of Proposed Charter

1. An approved charter is a contract between the charter school applicant and the Board of Education which describes the rights and responsibilities of the applicant and the Board of Education and when approved allows for the operation of the proposed charter school. To be approved by the Board, a proposed charter must include each of the following components and do so in a manner satisfactory to the Board:
 - a. The name of the proposed charter school and the name of the charter school applicant;
 - b. The mission statement and purpose of the proposed charter school;
 - c. The proposed opening date of the proposed charter school;
 - d. The grade levels and number of students to be served by the proposed charter school;
 - e. A description of the structure of the proposed charter school's governing board, including the number of board members, how members of the board are appointed, and the terms of office of board members;
 - f. Assurances that:
 - 1) The governing board shall comply with the charter school's bylaws and articles of incorporation and applicable federal and state law and State Board of Education rules;
 - 2) The governing board will meet all reporting requirements applicable to public schools; and
 - 3) That except as provided for under the [Charter School Credit Enhancement Program \(Title 53G, Chapter 5, Part 6\)](#), neither the Board of Education nor the State or any agency of the State is liable for the debts or financial obligations of the charter school or a person who operates the charter school;

- g. Which administrative rules the State Board of Education will waive for the charter school;
- h. The minimum financial standards for operating the charter school;
- i. The minimum standards for student achievement at the charter school;
- j. The mission and educational goals of the school, the curriculum offered, and the methods of assessing whether students are meeting educational goals;
- k. How the school will provide adequate liability and other appropriate insurance for the school, its governing body, and its employees, including its ability to participate in the state's risk management program;
- l. The proposed school calendar, including the length of the school day and school year;
- m. The physical facility in which the school will be housed, if known at the time the charter is signed;
- n. The qualifications to be required of the teachers, which shall include undergoing a criminal background check;
- o. The school's intentions regarding creation of or access to library facilities;
- p. A description of the school administrative and supervisory services;
- q. The school's policies and procedures regarding employee evaluation and employment of relatives; and
- r. The signatures of the charter school's governing board members and (upon approval by the Board) the signature of the president of the Board of Education.

[Utah Code § 53G-3-303 \(2018\)](#)

2. Upon approval of the charter agreement and execution by both the charter school's governing board and by the Board, the Board shall maintain the original and official signed copy of the charter agreement.

Utah Admin. Rules R277-552-3(7) (February 9, 2021)

E. Acceptance or Rejection of Application

1. The Board shall act to accept or reject the application for charter school status within forty-five (45) days after initial submission.
2. If the Board rejects the application, it shall state in writing the specific reasons for rejection.
3. A rejected applicant may modify its application and resubmit for reconsideration by the Board or may appeal the denial under the procedure set out below.

[Utah Code § 53G-5-305\(3\) \(2018\)](#)

F. Accountability and Review

1. As required by Utah State Office of Education regulations, an authorized representative or representatives of the Board shall visit and inspect the charter school at least once within the first year of its operation. An authorized representative or representatives of the Board shall visit and inspect the charter school thereafter as determined during the approval process. The Board shall provide the charter school with a written report regarding each visit and inspection which sets forth any identified strengths, deficiencies, required corrective actions, and timelines for corrective action, as applicable. Deficiencies are matters where the charter school is in violation of [Utah Code § 53G-5-404](#) or with other governing law, is not satisfying financial, academic, or operational obligations in its charter agreement, or is not providing required documentation after receiving a notice of noncompliance.
2. The Board may also issue a written notice of noncompliance to a charter school if the charter school does not meet standards described in its charter agreement or Board standards due to a significant structural or organizational problem, or if the school fails to follow its charter agreement, or if the school violates any law or regulation. This notice may be accompanied by suggestions or a plan for compliance. The Board shall send a copy of the notice of noncompliance to the State Charter School Board.
3. In addition, the Board shall annually review and evaluate the performance of the charter school and monitor the school for compliance with state and federal laws and regulations. In evaluating the school's performance, the Board may use data and information including, but not limited to, the school's annual financial audit report, statutorily required reports from the school, or reports required in the school's charter. However, the Board may not impose performance standards which are not permitted by statute and which limit, infringe, or prohibit the charter school's ability to successfully accomplish the statutory purposes of charter schools outlined in [Utah Code § 53G-5-104](#) or as otherwise provided for by law.

4. The Board shall notify the State Board of Education within 20 days of any charter school deficiencies that initiate direction from the Board to the charter school for corrective action.

[Utah Code § 53G-5-404 \(2018\)](#)
[Utah Admin. Rules R277-481-5](#)

G. Remediation of Deficiencies

1. The Board's notice to a charter school of deficiencies, required corrective action, and the time for completing corrective action shall also inform the charter school that it has a reasonable time to remedy the deficiency. (This does not apply in cases where immediate termination of the school's charter is appropriate.)
2. If the charter school fails to remedy the deficiency or deficiencies within the established time line, then the Board may:
 - a. Remove a charter school director or finance officer;
 - b. Remove a governing board member;
 - c. Appoint an interim director or mentor to work with the charter school, to be paid from charter school funds; or
 - d. Subject to the procedure set forth below, terminate the school's charter.

[Utah Code § 53G-5-501\(2\), \(3\) \(2018\)](#)

H. Termination of Charter School Status

1. The Board may terminate a charter school that it sponsors for the following reasons:
 - a. Failure to meet the requirements stated in its charter;
 - b. Failure to meet generally accepted standards of fiscal management;
 - c. Failure to provide adequate liability and other appropriate insurance;
 - d. Subject to space being available for students in other public schools, for failure to make adequate yearly progress under the [No Child Left Behind Act](#) under the circumstances that local districts are required to implement alternative educational arrangements under that law;

- e. Designation of the school as a low performing school under the [School Grading Act](#);
- f. Failure to improve the school's grade under the conditions described in the [School Turnaround and Leadership Development Act](#);
- g. Violation of law, including but not limited to violation of the requirements to
 - 1) Submit an annual progress report to the Board of Education stating:
 - a) The school's progress toward achieving its goals set forth in its charter; and
 - 2) Financial records of the school, including revenues, expenditures, and employee salary and benefit levels.
 - 3) Be non-sectarian in its programs, admission policies, employment practices and operations;
 - 4) Not charge tuition or fees except those normally charged by public schools;
 - 5) Not employ an educator whose license has been suspended or revoked by the State Board of Education;
 - 6) Meet all applicable health, safety, and civil rights requirements;
 - 7) Submit all annual reports required of public schools, including an annual audited financial report;
 - 8) Not advocate unlawful conduct; or,
- h. Other good cause shown.

[Utah Code § 53G-5-503\(1\) \(2018\)](#)

[Utah Code § 53G-5-404\(1\), \(4\), \(6\), \(8\), \(10\) \(2018\)](#)

I. Procedure for Termination of Charter

- 1. If the Board determines that the charter of a school it sponsors should be terminated, then the following procedure shall apply:

- a. The Board shall notify the charter's school governing board in writing of the proposed termination and the grounds for termination. This notice shall also inform the school governing board that it may in writing request an informal hearing before the Board regarding the proposed termination.
 - b. If the school governing board requests a hearing, the Board shall conduct that hearing within 30 days of receiving the request. The hearing shall be conducted under the informal hearing procedures of the [Utah Administrative Procedures Act](#).
 - c. If following the hearing the Board by majority vote determines to terminate the charter, the school governing body may appeal that decision to the State Board of Education.
2. Notwithstanding the above, the Board may terminate a charter immediately if good cause therefore is shown or if the health, safety, or welfare of the students at the charter school is threatened, except as provided below for schools with qualifying outstanding bonds.

[Utah Code § 53G-5-503\(2\), \(5\) \(2018\)](#)

J. Procedures Applicable to Charter Schools With Outstanding Bonds

1. The procedures for remedying deficiencies and for terminating a charter school's charter are modified where the school has outstanding bonds issued under the [Charter School Credit Enhancement Program](#), as follows.
2. The notice of deficiencies shall also be given to the [Utah Charter School Finance Authority](#).
3. The Board must also give notice to that agency before it may take one of the actions other than termination. Where the Board seeks to terminate the school's charter, the notice of proposed termination and grounds for termination is also provided to the [Utah Charter School Finance Authority](#). The hearing on termination is held at least 120 days after the notice is given to the Authority and the charter school governing board (rather than 30 days). Before the hearing is held, the Authority will meet with the Board to determine whether the deficiency may be remedied in lieu of termination of the charter. If after the hearing the Board votes to terminate the charter, termination nevertheless may not be effected without the agreement of the Authority. Similarly, where immediate termination of a charter might be appropriate, such termination cannot be effected without the agreement of the Authority.

[Utah Code § 53G-5-501\(1\)\(b\), \(4\) \(2018\)](#)

[Utah Code § 53G-5-503\(2\)\(a\)\(ii\), \(2\)\(e\), \(3\) \(2018\)](#)

K. Appeals from Board Actions

1. Subject to and pursuant to the rules and procedures established by the State Board of Education, the following actions may be appealed to the State Board:
 - a. Termination of a charter;
 - b. Denial of proposed amendments to a charter;
 - c. Denial or withholding of funds from the charter school governing board; and
 - d. Denial of a charter application.
2. In taking any of these actions, the Board shall provide written notice to the charter school governing board chair or authorized agent of the action and of appeal rights and timelines. (An appeal must be submitted to the State Superintendent within 14 calendar days of the challenged action.) The Board shall also post information about the appeals process on its website and shall provide training to charter school governing board members and authorized agents regarding the appeals process.

[Utah Admin. Rules R277-481-8](#)

L. School Operation Following Termination

1. If a charter is terminated, then the District may either assume management and operation of the charter school or may upon application permit the governing board of another charter school or a private management company to operate the school.

[Utah Code § 53G-5-503\(6\) \(2018\)](#)

POLICY 4190

Driver Training

- A. The District will provide driver education to help develop the knowledge, attitudes, habits and skills necessary for the safe operation of motor vehicles.

[Utah Code § 53G-10-502\(2\) \(2021\)](#)

- B. Educators who act as driver education instructors must have a driver education endorsement from the State Board of Education.

[Utah Admin. Rules R277-311-3 \(January 8, 2021\)](#)

- C. Driver education shall consist of both classroom and behind-the-wheel/observation instruction. This instruction will be provided outside of regular school hours. Both portions of this instruction will be provided in accordance with the rules established by the State Office of Education.

[Utah Code § 53G-10-501 \(2019\)](#)

- D. Driver education shall be solely funded through student fees and funds from the Automobile Driver Education Tax Account. The Board of Education will set the fee required for participation in driver education. This fee shall be determined by taking into consideration the costs associated with providing driver education that are not covered by reimbursements from the Automobile Driver Education and the costs associated with students obtaining a waiver of driver education fees.

[Utah Code § 53G-10-503\(1\)\(a\) \(2021\)](#)

[Utah Code § 53G-10-503\(7\) \(2021\)](#)

POLICY 5050

Immunization Requirements

A. The following definitions apply within this policy:

1. "Immunization record" means a record relating to a student that includes:
 - a. Information regarding each required vaccine that the student has received, including the date each vaccine was administered, and which is verified by one of the following: a licensed health care provider, a registered nurse, a pharmacist, an authorized representative of a local health department, or an authorized representative of the Utah Department of Health; and
 - b. Information regarding each disease against which the student has been immunized by previously contracting the disease; and
 - c. An exemption form identifying each required vaccination from which the student is exempt.
2. "Legally responsible individual" means:
 - a. The student's parent, legal guardian, or (if the student does not have a legal guardian) an adult brother or sister of the student; or
 - b. The student, if the student is an adult or is a minor who may give consent under [Utah Code § 26-10-9](#) (which identifies certain minors who may consent to vaccinations and examinations for school attendance).
3. "Licensed health care provider" means a health care provider licensed by the Division of Occupational and Professional Licensing of the Utah Department of Commerce as a medical doctor, an osteopathic doctor, a physician assistant, or an advance practice registered nurse.
4. "Local health department" means the same as that term is defined in [Utah Code § 26A-1-102](#).
5. "Required vaccine" means a vaccine required by the Utah Department of Health as a condition of attending school.

6. "Vaccination exemption form" means a form established by the Utah Department of Health and which documents and verifies that a student is exempt from the requirement to receive one or more vaccines.

[Utah Code § 53G-9-301 \(2019\)](#)

B. Immunization Required for School Admission

1. Except for the circumstances specified elsewhere in this policy, a student may not attend a school in the District unless the school has received an immunization record from a permitted source (which are the legally responsible individual of the student, the student's former school, or a statewide registry) that shows either that the student has received all required vaccinations or that the student has immunity from the disease for which the vaccination is required or that the student is exempt from receiving the vaccination.

[Utah Code § 53G-9-302\(1\) \(2018\)](#)

[Utah Admin. Rules R396-100-3 \(January 13, 2020\)](#)

C. Obtaining and Maintaining Immunization Records

1. Each school shall request an immunization record for each student at the time the student enrolls in the school and shall retain the immunization record as part of the student's permanent school record.

[Utah Code § 53G-9-306\(1\) \(2018\)](#)

2. Within five business days after a student enrolls in a school, a person designated by the principal or other administrator shall determine whether the school has received an immunization record for the student, shall review the student's immunization record for compliance with the requirements for that record, and shall identify any deficiencies in the immunization record.

[Utah Code § 53G-9-306\(2\)\(a\) \(2018\)](#)

3. Each school shall maintain a current list of all enrolled students which notes:
 - a. Each student for whom the school has received a valid and complete immunization record;
 - b. Each student who is exempt from receiving a required vaccine;

- c. Each student who is attending school under conditional enrollment; and
- d. For each student, each disease against which the student is not immunized.

[Utah Code § 53G-9-309\(1\), \(2\) \(2018\)](#)

- 4. The student names on this immunization list are confidential and private information and, notwithstanding the requirements of GRAMA, may only be released as provided for in [Utah Code Title 26](#) or [Utah Code § 53E-9-202](#).

[Utah Code § 53G-9-309\(4\) \(2018\)](#)

[Utah Code § 53E-9-202 \(2019\)](#)

[Utah Code § 26-1-17.5 \(2018\)](#)

- 5. The District and district schools may share a student immunization record or other records relating to vaccination or immunization with other schools or school districts and with local and state health departments and the Utah Department of Human Services as necessary to ensure compliance with student immunization requirements and to prevent, investigate, and control the causes of epidemic, infectious, communicable, and other diseases affecting the public health.

[Utah Code § 26-1-17.5 \(2018\)](#)

- 6. Upon request, a school shall provide a student's immunization record to a new school to which a student transfers (this does not require consent of the student's legally responsible individual).

D. Exemptions

- 1. Vaccination with required vaccines is not a prerequisite for admission to the District schools if the student qualifies for a medical or personal exemption to the vaccination requirement.
 - a. A student qualifies for the medical exemption if the student's legally responsible individual provides the school with:
 - 1) A completed vaccination exemption form and
 - 2) A written notice signed by a licensed health care provider stating that, due to the physical condition of the student, administration of the vaccine would endanger the student's life or health.

- b. A student qualifies for the personal exemption if the student's legally responsible individual provides the school with a completed vaccination form stating that the student is exempt from the vaccination because of a personal or religious belief.
2. A vaccination exemption form is valid for as long as the student remains at the school to which the form is first presented. If the student changes schools before the student is old enough to enroll in kindergarten, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in kindergarten or turns six years old. If the student changes schools after the student is old enough to enroll in kindergarten but before the student is eligible to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in grade 7 or turns twelve years old. (However, regardless of a school change before grade 7 or age twelve, an exemption form obtained through the online education module is valid for at least 2 years.) If the student changes schools after the student is old enough to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the student completes grade 12. **If the school offers both remote and in-person learning options, a student with a vaccination exemption may not be denied the opportunity to participate in in-person based on the student's vaccination status.**

[Utah Code § 53G-9-303 \(2021\)](#)

E. Conditional Enrollment

1. If upon review it is determined that the school has not received an immunization records for a newly enrolled student, or that there are deficiencies in the immunization record, the school shall place the student on conditional enrollment and within five days of doing so provide written notice (in person or by mail) to the student's legally responsible person. This notice shall state that the student has been placed on conditional enrollment for failing to meet the immunization record requirements, shall describe the deficiencies in the immunization record or state that no immunization record has been provided, shall give notice that the student will not be allowed to attend school unless a compliant record is provided or the deficiencies are cured within the conditional enrollment period, and shall describe the process for obtaining a required vaccination.

[Utah Code § 53G-9-306\(2\)\(b\) \(2018\)](#)

[Utah Code § 53G-9-308\(2\)\(a\) \(2018\)](#)

2. If the school receives a compliant immunization record within the conditional enrollment period, the student shall remove the conditional enrollment status. Unless an extension is granted as provided below, if the record is not provided within the

conditional enrollment period, the student shall be prohibited from attending the school.

[Utah Code § 53G-9-308\(2\)\(b\), \(c\) \(2018\)](#)

3. The conditional enrollment period is the time period during which the student's immunization record is under review by the school or 21 calendar days after the school provides notice of the lack of or a deficiency in an immunization record. The student must begin receiving required immunizations within 21 calendar days of school enrollment. Where the student is receiving multiple doses of a required vaccine, the principal or other administrator shall extend the conditional enrollment period by the amount of time medically recommended to complete all required vaccination dosages. The principal or other administrator may grant an extension of the conditional enrollment period if there is agreement between the administrator and a school nurse, health official, or health official designee that an extension will likely lead to compliance with the immunization record requirement.

[Utah Code § 53G-9-308\(1\), \(2\)\(d\) \(2018\)](#)

[Utah Admin. Rules R396-100-7 \(January 13, 2020\)](#)

F. Conditional Enrollment of Military Child

1. A military child who at the time of school enrollment has not been completely immunized against each specified disease may attend under a conditional enrollment, and shall be given 30 days from the day of enrollment to obtain:
 - a. each specified vaccine if the specified vaccine only requires one dose; and
 - b. at least the first dose of a specified vaccine, if the specified vaccine is a series of vaccines.
2. Except as provided above, a military child is subject to rules developed by the Utah Health Department in accordance with [Utah Code § 53G-9-305](#).

[Utah Code § 53E-3-905\(3\) \(2018\)](#)

G. Action Upon Disease Outbreak

1. In the case of a disease outbreak, the school principal or other administrator shall, upon the request of an official from a local health department, take the following steps:

- a. Identify each student who is not immune to the outbreak disease;
- b. Notify the legally responsible individual of any such student, providing information regarding steps the legally responsible individual may take to protect students;
and
- c. For a period determined by the local health official, but not to exceed the duration of the disease outbreak, do one of the following at the discretion of the principal or other administrator after obtaining approval from the local health department:
 - 1) Provide a separate educational environment for non-immune students that ensures the protection of those students and of the remainder of the student body; or
 - 2) Prevent non-immune students from attending school.

[Utah Code § 53G-9-309\(3\) \(2018\)](#)

POLICY 5053

School Breakfast Program

A. Definitions

1. "Alternative breakfast service model" means a method of serving breakfast to a student after the instructional day begins.
2. "National School Lunch Program" means the same as that term is defined in [7 CFR § 210.2](#).
3. "School Breakfast Program" means the same as that term is defined in [7 CFR § 220.2](#).
4. "Traditional breakfast service model" means a method of serving breakfast to a student before the instructional day begins.

[Utah Code § 53G-9-205.1 \(2021\)](#)

B. Participation in School Breakfast Program

1. Unless granted an undue hardship waiver by the State Board of Education, each school in the District that participates in the National School Lunch Program shall also participate in the School Breakfast Program.

[Utah Code § 53G-9-205.1\(2\), \(3\) \(2021\)](#)

[Utah Admin. Rules R277-723-3 \(September 24, 2020\)](#)

C. Alternative Breakfast Service Model

1. The following requirements apply to District schools who participate in the School Breakfast program but do not apply to a school in which 70% or more of the students who qualify for free or reduced lunch participate in the School Breakfast Program.
2. Beginning with the 2021-22 school year, a school in which **570%** or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.

3. Beginning with the 2022-23 school year, a school in which ~~35~~30% or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.
4. Beginning with the 2023-2024 school year, a school in which 30% or more of the students qualify for free or reduced lunch shall use a alternative breakfast service model.
5. A school which is required to use an alternative breakfast service model may also, in addition to that service model, use a traditional breakfast service model.

[Utah Code § 53G-9-205.1\(2\) \(2021\)](#)

POLICY 5061

Do Not Resuscitate Directives

- A. It is the policy of Box Elder School District that life-sustaining emergency care shall be provided to any and all students in need of such care while under the control and/or supervision of the Box Elder School District. In very isolated situations, a child who is terminally ill may be enrolled and actively participating in a public school. This policy sets forth what school personnel may and must do if a student subject to a “do not resuscitate” (DNR) directive faces a life-threatening medical emergency.
- B. The law provides that a ~~“life with dignity order”~~ **Physician’s Order for Life Sustaining Treatment (POLST)** executed pursuant to [Utah Code § 75-2a-106](#) may be directed to health care providers or emergency medical service providers licensed or certified under [Utah Code § 26-8a](#). **A POLST order gives direction to health care providers, health care facilities, and emergency medical services providers regarding the specific health care decisions of the person to whom the order relates.** The law further provides that those licensed or certified emergency medical providers may be directed to withhold or withdraw all life-sustaining procedures. Professionals licensed pursuant to [Utah Code § 26-8a-302](#) include paramedics, medical services instructors, **behavioral emergency services technicians**, and other emergency medical personnel. Such professionals are granted immunity from liability for complying in good faith with a **POLST life-with-dignity** order. Such professionals are also granted immunity for providing life-sustaining treatment notwithstanding a contrary directive in a **POLST life-with-dignity** order.

[Utah Code § 26-8a-302 \(2021\)](#)

[Utah Code § 75-2a-103\(20\) \(2021\)](#)

[Utah Code § 75-2a-106 \(2021\)](#)

- C. Medical service providers who are school employees may have responsibilities related to the treatment or withholding of treatment for persons for whom a **valid POLST life-with-dignity** order has been issued pursuant to [Utah Code § 75-2a](#). Such providers may act in good faith to exercise their judgment with regard to complying with a **POLST life-with-dignity** order to withhold or withdraw life-sustaining treatment or to provide life-sustaining treatment despite a contrary directive in the order.
- D. With the exception of situations governed by A. above, it is the policy of the District that first aid shall be provided to any and all students in need of such assistance while under the control and/or supervision of the School District. **POLST Life-with-dignity** orders will

Policy 5061
Reviewed
February 10, 2021
First Reading
October 12, 2021
Second Reading
November 10, 2021

not be followed by school district staff who are not licensed under [Utah Code § 26-8a-302](#).

- E. When a school employee or volunteer observes or becomes aware of a medical emergency involving a student, normal responsive actions should be taken, including the summoning of emergency medical personnel and administering first aid. This should be done by school staff irrespective of whether a **POLST life-with-dignity** order is in place and has been provided to the school with respect to the particular student.

POLICY 5070

Communicable Diseases

- A. The principal shall report to the local health authority or to the Utah Department of Health those students attending school who are suspected of having a reportable disease or condition, as defined by state law and the Utah Department of Health.

[Utah Code § 26-6-6 \(2008\)](#)

[Utah Admin Rules R386-702-4\(1\)\(i\) \(September 8, 2020\)](#)

- B. Exclusion

1. The principal, at the direction of local health officers, or an official of the State Department of Health shall exclude from attendance any student suffering from a reportable disease, as defined by the Utah Department of Health, until directed otherwise by the same officials.

[Utah Code § 26-6-4 \(2006\)](#)

[Utah Admin. Rules R386-702-11\(2\)\(c\), \(3\), \(4\) \(September 8, 2020\)](#)

- C. Re-Admittance

1. Students excluded for reason of communicable disease according to [Policy 5071 Communicable Disease Guidelines for Exclusion of Children from School](#) shall be readmitted as determined by the local or state health authority.

[Utah Code § 26-6-4 \(2006\)](#)

[Utah Admin. Rules R386-702-11\(2\)\(c\), \(3\), \(4\) \(September 8, 2020\)](#)

- D. Communicable Disease and Event Reports

1. School personnel shall report diseases and health events in writing to the Utah Department of Health or to the local health department as required by [Utah Admin. Rules R386-702-3](#) and [R386-702-6](#). Certain diseases and events must be reported by telephone immediately upon discover, as well as in writing. Each verified report should include the name of the student afflicted, age, sex, address, date of onset, and such other information as prescribed by the State Department of Health. If available, the report form supplied by the Department of Health should be used.

[Utah Admin. Rules R386-702-4\(1\)\(i\) \(September 8, 2020\)](#)

[Utah Admin. Rules R386-702-3 \(September 8, 2020\)](#)

[Utah Admin. Rules R386-702-6 \(September 8, 2020\)](#)

2. ~~All~~ Reports made by school personnel are confidential, but full assistance shall be given to attending physicians or public health workers.

[Utah Admin. Rules R386-702-8\(1\), \(2\) \(September 8, 2020\)](#)

Policy 5227

Student Concussion and Head Injuries – Return to Learn/Return to Play

- ~~A. The Board of Education recognizes the need to take appropriate steps to assure the safety of students participating in normal school activities including, but not limited to, athletic events. Examples of activities include games, field days, recess, athletic practices, sports camps, physical education classes, competitions, and tryouts. The Board also recognizes the serious consequences that can arise from head injuries that disrupt the normal function of the brain due to a bump, blow, jolt, or penetrating head injury. Any incident of head injury is a matter of great concern. Accordingly, the following will govern specific considerations for student safety regarding head injuries.~~
- ~~B. Any coach, teacher, employee, representative, or volunteer of Box Elder School District who suspects a student has received a concussion or other traumatic head injury, including loss of consciousness, shall immediately remove the student from participation and prohibit their return until written clearance has been given by a qualified health care provider who is trained in the evaluation and management of a concussion. BESD follows UHSAA Sports Concussion Management Policy.~~
- ~~C. All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.~~

A. Introduction

- ~~1. The District, in compliance with Utah State Board of Education Rule R277-614 and based on the model policy issued by the State Board of Education, has established this protocol to provide education about concussion for coaches, school personnel, parents, and students. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a traumatic head injury or concussion.~~

~~Utah Admin. Rules R277-614-4 (June 7, 2021)~~

- ~~2. The District seeks to provide a safe return to activity for all students following any injury, but particularly after a traumatic head injury or concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students are identified, treated and referred~~

appropriately, receive appropriate follow-up medical care during the school day, and are fully recovered prior to returning to activity.

3. District leadership shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.
4. All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related traumatic head injuries and concussions are discussed.

B. Definitions

1. "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:
 - a. Transient confusion, disorientation, or impaired consciousness;
 - b. Dysfunction of memory;
 - c. Loss of consciousness; or
 - d. Signs of other neurological or neuropsychological dysfunction, including:
 - 1) Seizures;
 - 2) Irritability;
 - 3) Lethargy;
 - 4) Vomiting;
 - 5) Headache;
 - 6) Dizziness; or
 - 7) Fatigue.

[Utah Code § 26-53-102\(6\) \(2013\)](#)

2. “Head injury” means any injury to the head that is NOT a “traumatic head injury” as defined above, including a mild bump.
3. “Sporting event” means any of the following athletic activities that is organized, managed, or sponsored by a District school: a game, a practice, a sports camp, a physical education class, a competition, or a tryout. It does NOT include:
 - a. Free play or recess taking place during school hours; or
 - b. The District or a District school merely making available a District-owned or controlled field, facility, or other location to a child or to an amateur sports organization, regardless of whether a fee is being charged by the District for the use; or

[Utah Code § 26-53-102\(5\) \(2013\)](#)

4. “Physical education class” means a structured school class that includes an adult supervisor.

[Utah Admin. Rules R277-614-2\(6\) \(June 7, 2021\)](#)

5. “Free play” means unstructured student play, games and field days during school hours.

[Utah Admin. Rules R277-614-2\(2\) \(June 7, 2021\)](#)

6. “Qualified health care provider” means a health care provider who:
 - a. is licensed under Utah Code Title 58, Occupations and Professions; and
 - b. may evaluate and manage a concussion within the health care provider’s scope of practice.

[Utah Code § 26-53-102\(4\) \(2013\)](#)

7. “Written statement of a qualified health care provider” means a written statement from a qualified health care provider which states that:

- a. The health care provider has, within three years before the date of the statement, successfully completed a continuing education course in the evaluation and management of a concussion; and
- b. That the student to whom the statement relates is cleared to resume participation in the District sporting event.

[Utah Code § 26-53-301\(1\)\(b\)\(ii\) \(2011\)](#)

8. "Agent of the District" means a coach, teacher, employee, representative, or volunteer of the District.

[Utah Code § 26-53-102\(1\) \(2013\)](#)

C. Requirements

1. As described in more detail below, any student who is suspected to have sustained a concussion or traumatic head injury shall be immediately removed from participation in a District sporting event and may not resume participation until the student has been evaluated by a qualified health care provider who is trained in the management and evaluation of a concussion and the student provides the District with a written statement from the qualified health care provider. Notice of the concussion or traumatic head injury shall be provided to the student's parent. Each agent of the District shall be familiar with this policy and shall be provided a copy of this policy. Before a student may participate in any District sporting event, the student's parent must be provided a written copy of this policy and the student's parent must sign an acknowledgment that the parent has read, understands, and agrees to abide by this policy.

[Utah Code § 26-53-201\(2\), \(3\) \(2011\)](#)

[Utah Code § 26-53-301\(1\) \(2011\)](#)

D. Evaluation by School Nurse

1. A school nurse may assess a child who is suspected of having sustained a concussion or traumatic head injury during school hours on school property regardless of whether the nurse has received specialized training in the evaluation and management of concussion or traumatic head injury. If the nurse evaluating the student has not been trained in the evaluation and management of concussion and has not completed a continuing education course in that area in the prior three years, the nurse shall refer the student to a qualified health care provider who is

trained in the evaluation and management of a concussion and the nurse may not provide the written statement of a qualified health care provider for the student. School nurses shall be trained in the evaluation and management of a concussion as funding allows.

[Utah Code § 26-53-401 \(2014\)](#)

E. Notice to Parent of Head Injury

1. The District shall notify a parent if a student is reported to have experienced a head injury during school hours or during a school-sanctioned activity.

[Utah Admin. Rules R277-614-4\(5\) \(June 7, 2021\)](#)

F. Annual Notice to Students and Parents

1. Notice of this policy shall be provided at least annually to parents of students who participate in District sporting events and students may not participate in such events until the District receives a signed written acknowledgement that the parent has read, understands, and agrees to abide by this policy.

[Utah Code § 26-53-201 \(3\) \(2011\)](#)

G. Posting of Policy on Website

1. This policy shall be posted on the District's website in a location readily accessible to parents and members of the public.

[Utah Admin. Rules R277-614-4\(4\) \(June 7, 2021\)](#)

H. Recognition of a Concussion

1. A concussion is a type of traumatic brain injury that interferes with normal function of the brain and is clinically referred to as mild Traumatic Brain Injury (mild TBI). It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a ~~player or~~ student ~~in an activity is~~ does not ~~knocked out or~~ loses consciousness from the head injury. (NFHS "Suggested Guidelines for Management of Concussion in Sports.")
2. Common signs and symptoms of concussions (observed by others)

- a. Student appears dazed or stunned
 - b. Confusion
 - c. Forgets ~~plays information~~
 - d. Unsure about ~~game, score, opponent date, location, time~~
 - e. Moves clumsily (altered coordination)
 - f. Balance problems
 - g. Personality change
 - h. Responds slowly to questions
 - i. Forgets events prior to hit
 - j. Forgets events after the hit
 - k. Loss of consciousness (any duration)
 - l. ~~vomiting~~
3. Symptoms (reported by student)
- a. Headache
 - b. Fatigue
 - c. Nausea or vomiting
 - d. Double vision, blurry vision
 - e. Sensitive to light or noise
 - f. Feels sluggish

- g. Feels “foggy”
 - h. Problems concentrating
 - i. Problems remembering
4. These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. A student who has suffered a concussion (mild TBI) may have one or many of these signs/symptoms. Any student is suspected of having sustained a concussion or traumatic brain injury shall be immediately removed from the District sporting event and shall not return to participation until cleared by an appropriate health care professional (provides the District with a written statement of a qualified health care provider as defined in this policy).
- I. Management and Referral Guidelines for All Staff
1. The following situations indicate a medical emergency and require activation of the Emergency Medical System:
- a. Any student with a witnessed loss of consciousness (~~LOC~~) of any duration ~~should~~ shall be ~~spine-boarded and~~ transported immediately to the nearest emergency department via emergency vehicle. ~~Staff shall remain in contact with 911 and stabilize the student while waiting for EMS to arrive.~~
 - b. Any student who has symptoms of a concussion and who is not stable (i.e., ~~whose~~ condition is worsening) is to be transported immediately to the nearest emergency department via emergency vehicle.
 - c. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:
 - 1) Deterioration of neurological function
 - 2) Decreasing level of consciousness
 - 3) Decrease or irregularity in respirations
 - 4) Any signs of symptoms of associated injuries, spine or skull fracture, or bleeding

- 5) Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
 - 6) Seizure activity
 - 7) ~~Being disoriented~~
- d. A student who is symptomatic but stable, may be transported by his or her parent. The parents should be advised to contact the student's **primary health** care provider or seek at the nearest emergency department on the day of the injury.
- J. Guidelines and Procedures for Coaches and Teachers Supervising Physical Education Classes, Athletic Contests and Games
- a. ~~Recognize—Remove—Refer~~
1. Recognize concussion
 - a. All educators and agents of Box Elder School District should be familiar with the signs and symptoms of concussion that are described above.
 - b. Educators and agents of Box Elder School District ~~should~~ **shall** have appropriate training about recognizing and responding to traumatic head injuries consistent with the employees' responsibilities for supervising students and athletes.
 2. Remove from activity
 - a. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion ~~or traumatic head injury (such as a loss of consciousness, headache, dizziness, confusion, or balance problems)~~ shall be immediately removed from the activity and shall not return to play until cleared by an appropriate health care ~~professional~~ **provider**.
 3. Refer the athlete/student for medical evaluation
 - a. The District ~~employee or~~ agent is responsible for notifying the student's parent of the injury. Contact the parent to inform a parent of the injury. **Depending on the**

- injury, transport can be provided by either an emergency vehicle ~~will transport~~ or parent ~~will pick the student up at the event for transport~~.
- b. A medical evaluation ~~by an appropriate health care provider~~ is required before returning to play ~~athletics~~. ~~See UHSAA Sports Concussion Management Policy for protocol~~.
 - c. In the event that a student's parent cannot be reached, and the student is able to be sent home (rather than directly to ~~MD~~ ~~a health care provider~~):
 - 1) The District's ~~employee-or~~ agent should ensure that the student will be with a responsible individual ~~who is~~ capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
 - 2) The District's ~~employee-or~~ agent should continue efforts to reach a parent.
 - d. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. A District ~~employee-or~~ agent should accompany the student and remain with the student until a parent arrives.
 - e. ~~A The~~ District's ~~employee-or~~ agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.
 - f. Students with ~~a~~ suspected ~~concussion head injuries~~ should not be permitted to drive home.
4. District ~~employees-or~~ agents should seek assistance from the host site's certified athletic trainer (ATC) or team physician, if available, ~~if the injury occurs at an away contest~~.
- K. ~~Return to Learn (RTL) &~~ Return to Play (RTP) Procedures ~~and Stages~~ After Concussion
1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
 - a. ~~Asymptomatic at rest and with exertion (including mental exertion in school) AND~~
 - b. ~~Have written clearance from an appropriate health care provider.~~

2. Once the above criteria are met, the student will be progressed to full activity while following the stepwise process detailed below. (This progression must be closely supervised by a District agent. If your school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the appropriate health-care provider).
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.
4. ~~District employees should be familiar with the different stages that students with concussions will go through. A copy of this RTL & RTP stages should be given to parents as a resource by the school counselor or administrator upon receiving information about the concussion. The duration of each stage should be specific to each individual student and is based on the symptoms experienced by the student as prescribed by the student's primary care provider or specialist. Please reference RTL and RTP procedures below.~~

~~L. Annual Notice to Students and Parents~~

- a. ~~Notice of this concussion and head injury policy shall be provided at least annually to parents of student who participate in sporting events as defined in Utah Code.~~

~~M. Return to Learn (RTL) Procedures and Stages After Concussion~~

- a. ~~1st Stage: Cognitive Rest (typically same day of injury)~~
 - i. ~~Due to the energy crisis after a concussion, cognitive rest allows the brain to heal more quickly. While the student is still experiencing symptoms without stressors or activity, they should remain at the cognitive rest stage. When the student has no symptoms while resting, they will progress to the next stage.~~

~~1) The student should avoid:~~

- a) ~~Classroom attendance~~
- b) ~~Homework~~

- c) Reading
 - d) Loud noise and bright lights
 - e) "Screen time" (i.e. phone, computer, video games use)
2. ~~2nd Stage: Trial of Cognitive Activity (return to homework)~~
- a. ~~Attempt cognitive activity such as homework or reading for 30 minutes, gradually increase time increments.~~
 - b. ~~Allow for approximately 15 minutes of rest in between each activity. If the student develops symptoms after participating in activities, they should rest until symptoms subside.~~
 - c. ~~Once the student can complete approximately an hour of cognitive activity without the onset of concussion symptoms, they will progress to the next stage.~~
3. ~~3rd Stage: Return to Class (with maximum modifications)~~
- a. ~~Return for a partial day of classes.~~
 - b. ~~Avoid specific classes or activities that lead to the onset of symptoms (e.g., challenging classes, labs, excessive computer use).~~
 - c. ~~The student should **not** participate in physical education classes.~~
 - d. ~~The student should communicate to their academic teachers/counselors, when they are experiencing symptoms and ask to leave class or modify classes in order to minimize the experience of concussion symptoms.~~
 - e. ~~The student should **not** take quizzes or tests. Tests taken while concussed will not accurately represent their ability and knowledge.~~
 - f. ~~The student can begin to make up missed school work.~~
4. ~~4th Stage: Return to Class (with minimum modifications)~~
- b. ~~Increase class activities and duration.~~

- ~~c. Begin to add back challenging classes and activities.~~
 - ~~d. Still may become occasionally symptomatic and may need breaks or modifications from classes as necessary.~~
 - ~~e. Once the student can complete one full day of classes without the onset of concussion symptoms, they will progress to the next stage.~~
5. ~~5th Stage: Full Class Attendance (no modifications)~~
- ~~g. The student returns to classes as usual, fully participating and taking all quizzes and tests in the original format.~~
 - ~~h. The student will continue to work with teachers in order to ensure that any work missed work is made up and they are caught up.~~
6. ~~In extreme cases, the school administrator along with the district nurse should work with parent(s) to consider other necessary accommodations up to and including a 504.~~
- N. ~~Return to Play (RTP) Procedures After Concussion~~
- ~~1. Return to activity and play is a medical decision. Athletic Trainers will follow the UHSAA Return to Play policy.~~
 - ~~a. The student must meet all of the following criteria in order to progress to activity.~~
 - ~~3) Asymptomatic at rest and with exertion (including mental exertion in school)
AND~~
 - ~~4) Have written clearance from an appropriate health care provider.~~
 - ~~b. Once the above criteria are met, the student will be progressed to full activity while following the step-wise process detailed below. This progression must be closely supervised by the school's athletic trainer.~~
 - ~~c. Progression is individualized and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of~~

~~concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.~~

4. Stepwise progression as described below.
 - a. Step 1. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
 - b. Step 2. Return to school. **LEA The District** will follow health care provider's protocol on return to learn.
 - c. Step 3. Light exercise. At this point, the athlete may begin brisk walking, riding an exercise bike or other light exertional activities with supervision. No weight lifting.
 - d. Step 4. Running in the gym or on the field. No helmet or other equipment.
 - e. Step 5. Non-contact training drills in full equipment or weight training can begin.
 - f. Step 6. Full contact practice or training.
 - g. Step 7. Play in game. Must be cleared by an appropriate health care provider before returning to play.
5. The student should spend 1 to 2 days at each step before advancing to the next. If post-concussion symptoms occur at any step, the student must stop the activity and the treating health care provider must be contacted. **Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.**
- O. **While current Utah law designates that a student may be returned to play by "an appropriate health care provider," it is the prerogative of the District to designate the credentials of the providers from whom it will accept clearance. This is a very important decision and should be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent. The District's liability carrier may also be consulted.**

1. For students injured during formal competitions, serious consideration must also be given as to what the school will do in the case where an athlete is clearly still having concussion symptoms, but has been given return to play clearance by a health care provider. The District shall designate a specific individual (preferably an expert in the field of concussion management – typically a licensed athletic trainer, physician or neuropsychologist) who shall evaluate the athlete and make the final decision regarding return to play.

Policy 5272

Transgender Students

A. Definitions

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

[Utah Code § 34A-5-102 \(1\)\(o\) \(2016\)](#)

B. Records and References

1. The official records of the student shall reflect the student’s legal name and gender, which is the name and gender listed on the student’s birth certificate or as changed by court order. Access to this portion of official student records shall be restricted to maintain the confidentiality of a student’s transgender status.

[Utah Code § 26-2-11 \(1995\)](#)

[Utah Code § 42-1-1 \(1933\)](#)

2. The unofficial records of the student shall reflect the preferred name and gender identity of the student. Students shall be addressed or referred to by the pronouns associated with the identified gender: transgender boys shall be referred to using “he” “his” and “him” and transgender girls shall be referred to using “she” and “her.”
3. A student’s transgender status shall not be disclosed without the student’s consent except as expressly authorized by the superintendent following such legal consultation as the superintendent determines is appropriate.

C. Facilities

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

D. Classes and Activities

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

E. UHSAA Extracurricular Activities

4. Participation by students in activities under the oversight of the Utah High School Activities Association is subject to UHSAA rules and policies. **Therefore, participation**

~~of transgender students in such activities shall be governed by those rules and policies. Where a transgender student wishes to participate in a gender-segregated UHSAA sport or activity according to gender identity rather than assigned gender, the school shall allow the student to participate according to the student's gender identity as determined by the District, which is to determine that the gender identity is bona fide and not for the purpose of gaining an unfair advantage in competitive athletics. The District shall make this determination at the time that sports eligibility is determined based on the student's gender identification in school records and in daily life activities at the school and in the community. This determination shall be based on the following types of evidence:~~

- ~~a. Documentation from individuals which affirms that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression;~~
 - ~~b. A complete list of the student's prescribed, non-prescribed or over the counter, treatments or medications;~~
 - ~~c. Written verification from an appropriate health-care professional (doctor, psychiatrist, or psychologist) of the student's consistent gender identification and expression; and~~
 - ~~d. Any other pertinent documentation or information which the student, parent or legally appointed guardian(s) believe relevant and appropriate.~~
2. ~~A student may not transfer from a gender-specific team to a gender-specific team of another gender during a sports season. Once a student's gender identity has been addressed by the student and the District, the determination shall remain consistent for the remainder of the student's high school sports eligibility. The school shall not disclose the transgender student's identity to UHSAA without the consent of the student and the student's parents.~~

[Utah High Schools Activities Association Handbook 2020-21, Interps. & Guidelines 1.1.4 \(P. 26-27\)](#)

F. Bullying and Harassment

1. [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#), which prohibits bullying, cyberbullying and harassment regardless of the motivation for such misconduct, applies to prohibit bullying, cyberbullying or harassment of students because of their transgender status or gender expression. When the parent of a transgender student is given the required notification of a

bullying or harassment incident against a transgender student which is motivated by transgender status or gender expression, care should be taken to avoid disclosing the student's transgender status to the student's parents if the student has not consented to such disclosure.

2. When a student has been bullied, cyberbullied, or harassed because of the student's transgender status or gender expression, consideration should be given to what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.

POLICY 5380

Notification Received from Juvenile Courts

A. Superintendent to Notify Principal

1. 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 or **admitted to a detention facility for a violent felony adjudicated for a crime of violence, a violent felony** as defined by [Utah Code § 76-3-203.5](#), or **an offense in** violation of Title 76, Chapter 10, Part 5, Weapons, the superintendent shall notify the principal of the school that the juvenile attends or last attended. The superintendent shall inform the principal:
 - a. The name of the student;
 - b. The offense for which the student was taken into custody or **adjudicated admitted to detention; and**
 - c. If available, the name of the victim, if the victim is a student of the School District and:
 - 1) Resides in the **same school** district **as the student**; or
 - 2) Attends the same school as the **student in custody minor**.
2. **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 violent felony as defined by [Utah Code § 76-3-203.5](#) or a violation of [Utah Code Title 76, Chapter 10, Part 5, Weapons](#), the Superintendent shall inform the principal of the court's disposition and orders.**
3. Upon receipt of the information from the superintendent, the principal shall make a notation in a secure file other than the student's permanent file 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.

[Utah Code § 53G-8-402 \(2021\)](#)
[Utah Code § 53G-8-403 \(2018\)](#)
[Utah Code § 80-6-102\(19\) \(2021\)](#)
[Utah Code § 80-6-103 \(2021\)](#)

Utah Admin. Rules R277-736-3(1) to (3) (June 22, 2020)

B. Dissemination of Information to School Staff

1. 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.

Utah Admin. Rules R277-736-3(1), (4), (5) (June 22, 2020)

2. The superintendent, principal, and any other staff member notified by the principal shall not intentionally cause the information to become public knowledge.

C. Action Against Student Based on Information

1. Any action taken against a student based on the information received must be consistent with restorative justice practices.

Utah Admin. Rules R277-736-3(6) (June 22, 2020)

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT

The School Board met at 5:30 p.m. in a work session to discuss different schedules for the secondary schools.

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Tuesday evening October 12, 2021 at 6:30 p.m. at Century Elementary School.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Nancy Kennedy and Wade Hyde. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keri Greener, and Gary Allen. Keith Mecham arrived later in the meeting. Business Administrator Rod Cook was excused. Members of the press, employees and patrons.

President Taylor welcomed those in attendance and conducted the business of the meeting.

After the Reverence which was offered by Nancy Kennedy, Board Member, Wade Hyde, Board Member, led the pledge of allegiance.

Recognitions

Tiffani Summers Presented the following recognitions:

Members First Credit Union – Donation of backpacks with school supplies for students

Shaffer Farms – Donation of food items for school food pantries

Brett Cragun – Box Elder Middle School Teacher of the Year Award 2020-21 – given by Veterans of Foreign Wars Department of Utah

Academic All State Teams

United Way of Northern Utah and Catholic Community Services – Donation of backpacks, school supplies and food for school food pantries

Presentation by United Way of Northern Utah

Tim Jackson, CEO of United Way thanked Box Elder School District for the working relationship we have created.

Walmart Grant Recognitions

Jeremy Hunsaker, Perishable Operations Manager, Dawn Devoe, Human Resource Manager, and Brian Boyer, Perishable Area Manager, with Walmart Distribution Center presented a check for \$10,000.00 for grants that will support student learning.

Approval of Agenda

Karen Cronin made the motion to approve the agenda. Wade Hyde seconded the motion, which passed unanimously.

Public Comment

Michelle Bowden shared her concern about teacher burnout.

Robin Smith shared her concerns that teachers are struggling because of all that is on their plates.

Action Items

Approval of Box Elder School District Special Education Procedures and Policies Manual

Catherine Allen, Special Education Director presented the Special Education Procedures and Policies Manual to the School Board for their approval.

Connie Archibald made the motion to approve the Special Education Manual as presented. Nancy Kennedy seconded the motion which passed unanimously.

Information Items

RISE Accountability, DLI Achievement Data, And AP Results

Jeremy Young, Director of Assessment, presented data on the results of measurement of student achievement

Monthly Financial Report

Rod Cook, Business Administrator, was not present but the Financial Report for September was included for Board review. Any questions can be directed to Rod Cook by email or phone.

Covid-19 Report

Steve Carlsen, Superintendent, presented the latest information of Covid-19 in the schools.

October 1 Enrollment Report

Keith Mecham, Assistant Superintendent of Human Resources was not present so Steve Carlsen started the report of the results of the October 1 count. Keith finished with analysis school by school. The total count reported to the State was 12,300 students, an increase of 450 students over last year's count.

Policy Review

First Reading

Policy 1071 Electronic Meetings
Policy 2001 Fiscal Management Goals
Policy 2135 Capital Outlay Reporting: School Plant Capital Outlay Report
Policy 3047 Reemployment of Retirees
Policy 4027 Special Programs: Dropout Prevention and Recovery
Policy 4165 Requests for Charter Schools
Policy 4190 Driver Training
Policy 5050 Immunization Requirements
Policy 5053 School Breakfast Program
Policy 5061 Do Not Resuscitate Directives
Policy 5070 Communicable Diseases
Policy 5227 Concussion and Head Injury
Policy 5272 Transgender Students
Policy 5380 Notification Received from Juvenile Courts

Karen Cronin made the motion to approve the above policies for first reading. Connie Archibald seconded the motion which passed unanimously.

Second Reading

Policy 1032 Vacancies on the Board
Policy 1040 Board Member Elections – Board Officers
Policy 1072 Board Meetings Notice Requirements
Policy 1074 Board Meetings Closed Meetings
Policy 1100 Minutes
Policy 2010 Budget Planning/Development/Adoption
Policy 2040 Audits
Policy 2175 Buildings and Grounds – Energy Conservation
Policy 3023 Educator Induction, Mentoring, and Professional Learning
Policy 3098 Employee Surveys
Policy 3120 Orderly School Termination of Employees
Policy 4062 Curriculum: College Course Work
Policy 4200 Term of Instruction School Year and School Day
Policy 5010 Admission Eligibility Requirements /Procedures
Policy 5035 Attendance Requirements/Procedures

Policy 5037 Attendance Enforcement

Nancy Kennedy made the motion to approve the above policies for second reading. Wade Hyde seconded the motion which passed unanimously.

Board Discussion Items

School Land Trust Board Training

Nancy Kennedy, Board Member, presented the required training to the School Board on School Land Trust oversight.

NSBA Conference April 2-4, 2022

Steve Carlsen, Superintendent and the Board discussed the intentions for the Board to attend the National School Boards Conference.

Consent Calendar

Karen Cronin moved to accept the consent items. The motion was seconded by Tiffani Summers. The motion passed unanimously.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meeting September 8, 2021.

Approval of claims numbered 38070-38354, 05091021, 07090321, 07090721, 0709821, 07093021, 08093021, 09092021, 09093021 and the District Foundation and ACH payments as well as School Activity checks for the month of August.

Personnel Action

As detailed in the agenda.

Exemption from Compulsory Attendance (Home School)

150 Mile Trips

As detailed in the agenda.

Adjournment

Karen Cronin made the motion to adjourn the meeting. Wade Hyde seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on November 10 ,2021 at ILSC, with a work session at 5:30 p.m. and regular session beginning at 6:30 p.m. President Julie Taylor adjourned the meeting at 9:24 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00038142	-9,841.44	10/18/21	901150 IMT COMPANIES LLC	CV
01	00038311	-22,107.23	10/01/21	999018 THE HARTFORD	CV
01	00038355	21,405.23	10/04/21	999018 THE HARTFORD	C
01	00038356	22.60	10/07/21	1 CATHY POLLOCK	C
01	00038357	10.00	10/07/21	1 RACHEL COOK	C
01	00038358	436.16	10/07/21	33855 JENNIFER ADAMS	C
01	00038359	1,488.24	10/07/21	10260 ADELE C YOUNG INTERM SCH	C
01	00038360	1,957.00	10/07/21	14010 AED EVERYWHERE	C
01	00038361	758.01	10/07/21	812477 ALSCO/AMERICAN LINEN	C
01	00038362	46.16	10/07/21	110066 NANCY ANDERSON	C
01	00038363	43.92	10/07/21	57878 KRISTIN BALLS	C
01	00038364	255.50	10/07/21	85768 BEAR RIVER SEWER DEPT	C
01	00038365	256.40	10/07/21	87120 BEEHIVE TELEPHONE CO	C
01	00038366	437.75	10/07/21	104242 BIZWEAR INC	C
01	00038367	209.00	10/07/21	104338 BOX ELDER HIGH SCHOOL	C
01	00038368	90.64	10/07/21	40410 KAREN BRAITHWAITE	C
01	00038369	533.04	10/07/21	108217 BRIGHAM CITY CORPORATION	C
01	00038370	47.38	10/07/21	57991 EMILEE BURNHAM	C
01	00038371	5,141.54	10/07/21	3271 CANON SOLUTIONS AMERICA	C
01	00038372	2,000.00	10/07/21	55093 DAN CARSTENS	C
01	00038373	9.86	10/07/21	57894 ELKE CARTER	C
01	00038374	1,092.30	10/07/21	57606 D'ELAINE CHALOUPKA-LADD	C
01	00038375	82.00	10/07/21	156817 CORINNE CITY CORP	C
01	00038376	4,856.00	10/07/21	102017 DAVIS SCHOOL DISTRICT	C
01	00038377	250.00	10/07/21	48968 DR. DAVE SPEAKS, LLC	C
01	00038378	4,701.94	10/07/21	729332 ECONO WASTE INC	C
01	00038379	280.00	10/07/21	58009 ESI MANAGEMENT GROUP	C
01	00038380	567.25	10/07/21	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00038381	156.60	10/07/21	57886 EMILY HARDY	C
01	00038382	75.00	10/07/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00038383	1,329.72	10/07/21	111125 IML SECURITY SUPPLY	C
01	00038384	2,554.39	10/07/21	49026 IVY LANE PEDATRICS	C
01	00038385	11,312.58	10/07/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00038386	673.27	10/07/21	109818 VALYNN KUNZLER	C
01	00038387	673.27	10/07/21	94170 KELLY J KUNZLER	C
01	00038388	661.67	10/07/21	107207 RACHEALE KUNZLER	C
01	00038389	166.40	10/07/21	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00038390	838.10	10/07/21	109840 JENNY LOGSDON	C
01	00038391	305.29	10/07/21	543168 MADDOX RANCH HOUSE	C
01	00038392	612.48	10/07/21	43982 MIKE MOORE	C
01	00038393	633.83	10/07/21	57622 DAVID MORRIS	C
01	00038393	-633.83	10/26/21	57622 DAVID MORRIS	CV
01	00038394	4,399.28	10/07/21	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00038395	10.44	10/07/21	57908 MANDY MUNNS	C
01	00038396	452.36	10/07/21	57860 BAILEY NESSEN	C
01	00038397	4,739.98	10/07/21	111273 NUCO2 LLC	C
01	00038398	84.95	10/07/21	100987 PEARSON EDUCATION CENTER	C
01	00038399	233.50	10/07/21	700077 PERRY CITY	C
01	00038400	182.54	10/07/21	9750 CLAUDIA PETERSEN	C
01	00038401	750.00	10/07/21	12190 PETERSEN, STERLING	C
01	00038402	5,493.23	10/07/21	892645 ROCKY MOUNTAIN POWER	C
01	00038403	8,309.62	10/07/21	103604 SCHOLASTIC MAGAZINES	C
01	00038404	39.95	10/07/21	110789 SECURE INSTANT PAYMENTS LLC	C
01	00038405	62,641.86	10/07/21	110873 SOLUTION TREE	C
01	00038406	652.39	10/07/21	12793 SONYA SPACKMAN	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00038407	462,437.00	10/07/21	109177 STATE OF UTAH DEPARTMENT ADM	C
01	00038408	35.95	10/07/21	110914 SUPERIOR WATER AND AIR INC	C
01	00038409	41.76	10/07/21	53791 ELIZABETH TAYLOR	C
01	00038410	4,190.00	10/07/21	863370 UASSP/UTAH ASSOCIATION OF	C
01	00038411	390.00	10/07/21	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00038412	1,546.66	10/07/21	55034 UTAH PARENT CENTER, INC	C
01	00038413	1,196.95	10/07/21	892964 UTAH STATE TAX COMMISSION	C
01	00038414	6,402.61	10/07/21	924155 WASTE MGMT OF UTAH INC	C
01	00038415	661.67	10/07/21	12939 EMILIE WESTMORELAND	C
01	00038416	54.81	10/07/21	57630 KERI YEATES	C
01	00038417	1,391.92	10/07/21	102931 ZIONS BANK NATIONAL BANK	C
01	00038418	51.00	10/07/21	109320 ABECEDARIAN	C
01	00038419	5,809.28	10/07/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00038420	2,058.00	10/07/21	106497 APPLE STORE	C
01	00038421	2,248.20	10/07/21	46540 BOB BOOKS PUBLICATIONS LLC	C
01	00038422	205.00	10/07/21	3271 CANON SOLUTIONS AMERICA	C
01	00038423	145.80	10/07/21	56332 CENTER FOR THE COLLABORATIVE CLASSROOM	C
01	00038424	576.27	10/07/21	173340 DAR'S JJ WHITE BLACKSMITH	C
01	00038425	9,715.35	10/07/21	100293 DELL COMPUTER	C
01	00038426	1,348.75	10/07/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00038427	6,618.59	10/07/21	386370 HYKO SUPPLY CO	C
01	00038428	41.25	10/07/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00038429	2,767.38	10/07/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00038430	9,841.44	10/07/21	901150 IMT COMPANIES LLC	C
01	00038431	247.90	10/07/21	1791 INTERSTATE ALL BATTERIES CENTER	C
01	00038432	309.90	10/07/21	33430 LEADING EDGE LAMINATING	C
01	00038433	356.31	10/07/21	52035 LITERACY RESOURCES, LLC	C
01	00038434	4,362.60	10/07/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00038435	328.68	10/07/21	32948 N2Y LLC	C
01	00038436	1,450.34	10/07/21	633340 OFFICE DEPOT	C
01	00038437	476.52	10/07/21	664141 ORIENTAL TRADING COMPANY INC	C
01	00038438	340.00	10/07/21	52400 PARADISE FIRE PROTECTION	C
01	00038439	53.64	10/07/21	699420 PERMA BOUND BOOKS	C
01	00038440	2,527.00	10/07/21	105361 READ NATURALLY INC	C
01	00038441	4,092.90	10/07/21	111379 REALITYWORKS	C
01	00038442	288.75	10/07/21	2780 RIFTON EQUIPMENT	C
01	00038443	678.54	10/07/21	103604 SCHOLASTIC MAGAZINES	C
01	00038444	413.37	10/07/21	54313 SCHOOL SPECIALTY, LLC	C
01	00038445	150.00	10/07/21	57673 SP CONTROLS INC	C
01	00038446	1,649.70	10/07/21	157371 STAPLES	C
01	00038447	5,505.60	10/07/21	57711 TYPING AGENT	C
01	00038448	87.39	10/07/21	36501 WILKINSON SUPPLY INC	C
01	00038449	219.00	10/11/21	191 TAMI BINGHAM	C
01	00038450	219.00	10/11/21	58041 KIMBERLY BOTT	C
01	00038451	2,069.70	10/11/21	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00038452	728.00	10/11/21	101804 FRANKLIN COVEY	C
01	00038453	4,221.34	10/11/21	143160 FRONTIER COMMUNICATION	C
01	00038454	769.31	10/11/21	304217 GARLAND CITY	C
01	00038455	219.00	10/11/21	43214 SHERRI HARPER	C
01	00038456	219.00	10/11/21	434 MAEGAN HEINER	C
01	00038457	2,763.50	10/11/21	106477 JUNIOR LIBRARY GUILD	C
01	00038458	325.48	10/11/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
01	00038459	475.91	10/11/21	802087 SNOWVILLE WATERWORKS INC	C
01	00038460	637.45	10/11/21	111109 TOM RANDALL DIST	C
01	00038461	1,000.00	10/11/21	54585 TOP NOTCH COLLISION	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00038465	581.32	10/11/21	22764 WT COX INFORMATION SYSTEMS	C
01	00038466	70.00	10/13/21	1 JENNY HAMSON	C
01	00038467	111.00	10/13/21	107994 CERTIFIED SHRED	C
01	00038468	56.75	10/13/21	14958 CULLIGAN	C
01	00038469	48.40	10/13/21	55557 ELIZABETH FERTIG	C
01	00038470	18,984.83	10/13/21	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00038471	28.18	10/13/21	489240 KENTS MARKET PL/TREMONTON	C
01	00038472	1,593.71	10/13/21	891181 LB 410027	C
01	00038473	9,059.23	10/13/21	42846 VERACITY NETWORKS, LLC	C
01	00038474	219.99	10/13/21	1724 ACE HARDWARE TREMONTON	C
01	00038475	7,084.85	10/13/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00038476	347.75	10/13/21	110672 ANCORA PUBLISHING	C
01	00038477	1,604.19	10/13/21	107488 ARCHIBALD & SONS INC	C
01	00038478	304.00	10/13/21	106055 BLICK ART MATERIALS	C
01	00038479	2,060.00	10/13/21	33316 NCS PEARSON INC	C
01	00038480	622.75	10/13/21	57983 DOCHUB LLC	C
01	00038481	1,183.00	10/13/21	587760 MSR WEST INC / E3 DIAGNOSTICS	C
01	00038482	728.28	10/13/21	57207 FILTERBUY INC.	C
01	00038483	302.66	10/13/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00038484	126.25	10/13/21	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00038485	912.20	10/13/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00038486	19,600.00	10/13/21	3026 INTERMOUNTAIN HYDRONIC SPECIALTIES	C
01	00038487	160.55	10/13/21	45560 LAKESHORE LEARNING MATERIALS	C
01	00038488	123.96	10/13/21	33430 LEADING EDGE LAMINATING	C
01	00038489	3,959.01	10/13/21	52035 LITERACY RESOURCES, LLC	C
01	00038490	301.03	10/13/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00038491	996.00	10/13/21	56855 MYSTERY SCIENCE INC.	C
01	00038492	560.80	10/13/21	633340 OFFICE DEPOT	C
01	00038493	710.60	10/13/21	13560 PERIPOLE, INC	C
01	00038494	1,997.72	10/13/21	699420 PERMA BOUND BOOKS	C
01	00038495	428.56	10/13/21	103604 SCHOLASTIC MAGAZINES	C
01	00038496	31.95	10/13/21	110873 SOLUTION TREE	C
01	00038497	754.95	10/13/21	157371 STAPLES	C
01	00038498	8,298.00	10/13/21	109355 VOYAGER SOPRIS LEARNING	C
01	00038499	19.80	10/21/21	1 EMILY DUNN	C
01	00038500	50.00	10/21/21	1 HOLLIE RICHARDS	C
01	00038501	9.99	10/21/21	1724 ACE HARDWARE TREMONTON	C
01	00038502	225.34	10/21/21	6617 ACME WATER CO	C
01	00038503	1,224.00	10/21/21	10260 ADELE C YOUNG INTERM SCH	C
01	00038504	1,000.00	10/21/21	347560 ALICE C HARRIS INTERM SCH	C
01	00038505	1,639.25	10/21/21	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00038506	1,360.64	10/21/21	85738 BEAR RIVER HIGH SCHOOL	C
01	00038507	958.86	10/21/21	102956 BEAR RIVER MENTAL HEALTH	C
01	00038508	1,404.97	10/21/21	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00038509	2,627.28	10/21/21	55220 BETTER QUESTIONS, LLC	C
01	00038510	29.00	10/21/21	104327 BOX ELDER COUNTY LANDFILL	C
01	00038511	1,000.00	10/21/21	104338 BOX ELDER HIGH SCHOOL	C
01	00038512	1,000.00	10/21/21	104348 BOX ELDER MIDDLE SCHOOL	C
01	00038513	59,686.74	10/21/21	108217 BRIGHAM CITY CORPORATION	C
01	00038514	1,000.00	10/21/21	85559 CENTURY ELEMENTARY	C
01	00038515	621.45	10/21/21	890740 CENTURYLINK LONG DISTANCE	C
01	00038516	770.00	10/21/21	40363 CIO MEDICAL SERVICES	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00038518	1,000.00	10/21/21	186330 DISCOVERY SCHOOL	C
01	00038519	360.00	10/21/21	203737 EAST GROUSE CREEK WATER	C
01	00038520	1,000.00	10/21/21	281678 FIELDING SCHOOL	C
01	00038521	1,000.00	10/21/21	288478 FOOTHILL SCHOOL	C
01	00038522	1,000.00	10/21/21	304218 GARLAND SCHOOL	C
01	00038523	1,000.00	10/21/21	329728 GROUSE CREEK SCHOOL	C
01	00038524	9,841.44	10/21/21	901150 IMT COMPANIES LLC	C
01	00038525	29.16	10/21/21	489250 KENTS MARKET PL/BRIGHAM	C
01	00038526	20.25	10/21/21	489250 KENTS MARKET PL/BRIGHAM	C
01	00038527	6,290.00	10/21/21	48879 KREMEDY LLC / KANNACT	C
01	00038528	1,000.00	10/21/21	512588 LAKE VIEW SCHOOL	C
01	00038529	842.00	10/21/21	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00038530	1,000.00	10/21/21	561078 MCKINLEY SCHOOL	C
01	00038531	1,000.00	10/21/21	586188 MOUNTAIN VIEW SCHOOL	C
01	00038532	2,250.00	10/21/21	57800 JAMES NELSON	C
01	00038533	1,000.00	10/21/21	612068 NORTH PARK SCHOOL	C
01	00038534	40.48	10/21/21	40525 PATRICIA NOVOA	C
01	00038535	1,000.00	10/21/21	690789 PARK VALLEY SCHOOL	C
01	00038536	1,691.52	10/21/21	937851 PRAXAIR DISTRIBUTION INC	C
01	00038537	1,039.50	10/21/21	732367 RAFT RIVER RURAL	C
01	00038538	938.00	10/21/21	32735 RILEY'S FARM FRESH LLC	C
01	00038539	34,997.88	10/21/21	892645 ROCKY MOUNTAIN POWER	C
01	00038540	149.42	10/21/21	103604 SCHOLASTIC MAGAZINES	C
01	00038541	126.25	10/21/21	25976 SHERWIN-WILLIAMS	C
01	00038542	1,240.30	10/21/21	10731 SMITH'S CUSTOMER CHARGES	C
01	00038543	1,000.00	10/21/21	802078 SNOWVILLE SCHOOL	C
01	00038544	1,000.00	10/21/21	804825 SUNRISE HIGH SCHOOL	C
01	00038545	254,891.99	10/21/21	12688 SYSCO	C
01	00038546	1,000.00	10/21/21	700008 THREE MILE CREEK ELEMENTARY	C
01	00038547	3,270.06	10/21/21	852617 TREMONTON CITY CORP	C
01	00038548	2,040.00	10/21/21	102864 WALKER CINEMAS	C
01	00038549	1,000.00	10/21/21	941226 WILLARD SCHOOL	C
01	00038550	111.31	10/21/21	102532 5TH WEST RENTAL & REPAIR	C
01	00038551	2,035.00	10/21/21	31364 95 PERCENT GROUP	C
01	00038552	6,099.69	10/21/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00038553	2,980.00	10/21/21	106497 APPLE STORE	C
01	00038554	9,961.00	10/21/21	5568 CANNON SALES INC	C
01	00038555	482.61	10/21/21	180241 DEMCO INC	C
01	00038556	3,289.50	10/21/21	212299 EDUTEK CORPORATION	C
01	00038557	7,572.02	10/21/21	111247 ESTRELLITA	C
01	00038558	2,353.90	10/21/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00038559	495.15	10/21/21	386370 HYKO SUPPLY CO	C
01	00038560	474.05	10/21/21	45560 LAKESHORE LEARNING MATERIALS	C
01	00038561	431.27	10/21/21	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00038562	747.00	10/21/21	56855 MYSTERY SCIENCE INC.	C
01	00038563	42,575.00	10/21/21	44172 NORCO INC	C
01	00038564	3,443.11	10/21/21	633340 OFFICE DEPOT	C
01	00038565	1,812.81	10/21/21	699420 PERMA BOUND BOOKS	C
01	00038566	682.30	10/21/21	709060 PITSCO EDUCATION, LLC	C
01	00038567	279.58	10/21/21	13625 PLANK ROAD PUBLISHING INC	C
01	00038568	12,000.00	10/21/21	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00038569	736.00	10/21/21	105361 READ NATURALLY INC	C
01	00038570	119.27	10/21/21	54313 SCHOOL SPECIALTY, LLC	C
01	00038571	5,012.97	10/21/21	157371 STAPLES	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00038572	328.32	10/21/21	824825 SWANSON BUILDING MATERIALS INC	C
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01	00038574	5,358.98	10/21/21	109355 VOYAGER SOPRIS LEARNING	C
01	00038575	1,247.07	10/27/21	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00038576	4,585.51	10/27/21	999014 AMERICAN FAMILY LIFE COMP	C
01	00038577	70.00	10/27/21	999027 B E SCHOOL BOARD FUND	C
01	00038578	208.80	10/27/21	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00038579	373.02	10/27/21	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00038580	764.32	10/27/21	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00038581	8,196.83	10/27/21	999021 BOX ELDER CREDIT UNION	C
01	00038582	261.00	10/27/21	999055 BOX ELDER FOUNDATION	C
01	00038583	1,666.81	10/27/21	999033 BUREAU CHILD SUPPORT SERV	C
01	00038584	29,869.90	10/27/21	999077 DENTAL SELECT	C
01	00038585	569.73	10/27/21	999019 EDUCATORS MUTUAL	C
01	00038586	542.71	10/27/21	999131 EDWIN B PARRY ATTORNEY	C
01	00038587	69.12	10/27/21	999017 GLOBE LIFE INSURANCE CO	C
01	00038588	19,073.23	10/27/21	999035 HORACE MANN INSURANCE COMPANY	C
01	00038589	451.00	10/27/21	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00038590	1,027.30	10/27/21	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00038591	252.55	10/27/21	999111 MEADE RECOVERY SERVICES LLC	C
01	00038592	134.88	10/27/21	34177 MOUNTAIN LAND COLLECTIONS, INC	C
01	00038593	8,225.00	10/27/21	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00038594	9,577.82	10/27/21	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00038595	3,435.66	10/27/21	999008 OPTICARE	C
01	00038596	754,677.74	10/27/21	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00038597	1,697.52	10/27/21	999032 PRE-PAID LEGAL SERVICES	C
01	00038598	21,615.80	10/27/21	999018 THE HARTFORD	C
01	00038599	545.54	10/27/21	48119 TITANIUM FUNDS	C
01	00038600	640.00	10/27/21	999012 UESP	C
01	00038601	15,184.34	10/27/21	999007 UTAH EDUCATION ASSOCIATION	C
01	00038602	12,583.31	10/27/21	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00038603	213,711.59	10/27/21	999003 UTAH STATE TAX COMMISSION	C
01	00038604	93.50	10/28/21	1 ROBYN RAWLINS	C
01	00038605	291.32	10/28/21	10260 ADELE C YOUNG INTERM SCH	C
01	00038606	1,193.58	10/28/21	347560 ALICE C HARRIS INTERM SCH	C
01	00038607	111.96	10/28/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00038608	40.00	10/28/21	36784 AMERICAN RED CROSS	C
01	00038609	2,059.78	10/28/21	85738 BEAR RIVER HIGH SCHOOL	C
01	00038610	22,292.64	10/28/21	104338 BOX ELDER HIGH SCHOOL	C
01	00038611	255.30	10/28/21	158220 COVER UP	C
01	00038612	460.00	10/28/21	107929 ENVIRONMENTAL HEALTH SERVICES	C
01	00038613	77.44	10/28/21	58130 MARIA BEGONA GIGANTO-DIEZ	C
01	00038614	12,003.08	10/28/21	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00038615	1,092.50	10/28/21	106477 JUNIOR LIBRARY GUILD	C
01	00038616	633.83	10/28/21	57622 DAVID MORRIS	C
01	00038617	774.17	10/28/21	109484 PUBLIC CONSULTING GROUPS INC	C
01	00038618	1,045.68	10/28/21	110772 PLASTIC FABRICATING	C
01	00038619	299.00	10/28/21	26611 S/P2	C
01	00038620	5,000.00	10/28/21	112080 SQUIRE & COMPANY	C
01	00038621	66.71	10/28/21	810361 STANDARD PLUMBING SUPPLY	C
01	00038622	415.45	10/28/21	108299 STEVE WEISS MUSIC	C
01	00038623	41,058.22	10/28/21	102558 UTAH DEPARTMENT OF HEALTH	C
01	00038624	677.08	10/28/21	891181 LB 410027	C
01	00038625	9,197.94	10/28/21	24580 VERIZON WIRELESS	C
01	00038626	68.00	10/28/21	102864 WALKER CINEMAS	C

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01	00038627	1,513.60	10/28/21	31364 95 PERCENT GROUP	C
01	00038628	4,658.69	10/28/21	38032 AMAZON CAPITAL SERVICES INC	C
01	00038629	875.00	10/28/21	106497 APPLE STORE	C
01	00038630	2,042.00	10/28/21	5568 CANNON SALES INC	C
01	00038631	203.22	10/28/21	180241 DEMCO INC	C
01	00038632	88.73	10/28/21	107387 DESERET BOOK	C
01	00038633	2,487.96	10/28/21	111247 ESTRELLITA	C
01	00038634	1,750.00	10/28/21	53449 EXPLORELEARNING, LLC	C
01	00038635	372.25	10/28/21	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00038636	748.85	10/28/21	106378 GOLDEN SPIKE POWERSPORTS	C
01	00038637	987.46	10/28/21	386370 HYKO SUPPLY CO	C
01	00038638	239.82	10/28/21	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00038639	3,153.43	10/28/21	53082 LEXIA LEARNING SYSTEMS LLC	C
01	00038640	87.99	10/28/21	52035 LITERACY RESOURCES, LLC	C
01	00038641	900.00	10/28/21	111013 MARKERBOARD PEOPLE	C
01	00038642	1,494.00	10/28/21	56855 MYSTERY SCIENCE INC.	C
01	00038643	6,355.00	10/28/21	44172 NORCO INC	C
01	00038644	490.83	10/28/21	633340 OFFICE DEPOT	C
01	00038645	15.29	10/28/21	699420 PERMA BOUND BOOKS	C
01	00038646	1,035.00	10/28/21	105361 READ NATURALLY INC	C
01	00038647	371.85	10/28/21	762360 RUPP WASTE CONTAINERS INC	C
01	00038648	4,492.54	10/28/21	101706 SCHOLASTIC STORE ONLINE	C
01	00038649	1,887.20	10/28/21	54313 SCHOOL SPECIALTY, LLC	C
01	00038650	8,300.00	10/28/21	110873 SOLUTION TREE	C
01	00038651	1,205.95	10/28/21	157371 STAPLES	C
01	00038652	354.33	10/28/21	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00038653	6,645.00	10/28/21	477 WEIDENHAMMER	C
01	02101921	1,717.24	10/18/21	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05101121	87,949.60	10/10/21	888540 US BANK	M
01	07103121	134,579.01	10/27/21	999070 HEALTH EQUITY INC	M
01	08103121	1,235,204.12	10/27/21	999005 UTAH STATE RETIREMENT FUND	M
01	09102021	152,646.57	10/27/21	999140 BANK OF UTAH	M
01	09102221	235.99	10/27/21	999140 BANK OF UTAH	M
01	09103121	1,033,547.93	10/27/21	999140 BANK OF UTAH	M
01	9102021A	21,649.50	10/27/21	999140 BANK OF UTAH	M
Total Bank No 01		5,296,049.47			
02	00100933	2,528.69	10/01/21	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100934	1,012.85	10/07/21	38032 AMAZON CAPITAL SERVICES INC	C
02	00100935	508.00	10/07/21	85738 BEAR RIVER HIGH SCHOOL	C
02	00100936	762.30	10/07/21	543168 MADDOX RANCH HOUSE	C
02	00100937	1,066.53	10/21/21	38032 AMAZON CAPITAL SERVICES INC	C
02	00100938	288.05	10/21/21	106668 DISCOUNT SCHOOL SUPPLY	C
02	00100939	117.76	10/28/21	38032 AMAZON CAPITAL SERVICES INC	C
02	00100940	555.60	10/28/21	230 CAROLINA BIOLOGICAL	C
Total Bank No 02		6,839.78			
07	77100721	1,634,297.10	10/04/21	102931 ZIONS BANK NATIONAL BANK	M
07	77102121	1,640,333.80	10/18/21	102931 ZIONS BANK NATIONAL BANK	M
Total Bank No 07		3,274,630.90			
11	01103325	30.00	10/07/21	54828 MCKENZIE ANDERSON	A
11	01103326	4,769.35	10/07/21	101520 BELL JANITORIAL	A
11	01103327	30.00	10/07/21	48011 GAILE BINGHAM	A
11	01103328	139.20	10/07/21	44342 MICHELLE BREIDER	A
11	01103329	40.00	10/07/21	57975 MYRIAM BUSBY	A
11	01103330	313.16	10/07/21	106437 CARSON ELEVATOR CO INC	A

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11	01103331	229.60	10/07/21	108940 CERTIFIED INSPECTION SERVICES/ C MAEDGEN	A
11	01103332	3,209.27	10/07/21	53473 CHARLIE'S PRODUCE	A
11	01103333	228.05	10/07/21	110571 REBECCA COOK	A
11	01103334	2,532.14	10/07/21	728870 DOMINION ENERGY UTAH	A
11	01103335	50.00	10/07/21	106815 MAILEE FORREST	A
11	01103336	39.33	10/07/21	322776 GRAINGERS INC	A
11	01103337	661.67	10/07/21	109781 MICHELE GREEN	A
11	01103338	110.00	10/07/21	36706 MONICA GROVER	A
11	01103339	595.08	10/07/21	19780 COLLETTE HAWKES	A
11	01103340	40.00	10/07/21	37664 ASHLEY JENSEN	A
11	01103341	40.00	10/07/21	52493 ROBERT KENNER	A
11	01103342	40.00	10/07/21	21610 STEVE LEGGETT	A
11	01103343	50.00	10/07/21	49999 BILLY MCFARLAND	A
11	01103344	50.00	10/07/21	10936 JONI MITCHELL	A
11	01103345	40.00	10/07/21	25640 RAMONA MORA	A
11	01103346	60.00	10/07/21	56103 KARA MORRIS	A
11	01103347	40.00	10/07/21	54356 MARISSA NELSON	A
11	01103348	110.00	10/07/21	21962 MARK NELSON	A
11	01103349	150.75	10/07/21	16934 SANNA NELSON	A
11	01103350	1,024.34	10/07/21	35718 O C TANNER RECOGNITION COMPANY	A
11	01103351	50.00	10/07/21	112077 BOB PROFZAIZER	A
11	01103352	40.00	10/07/21	45349 LADAWN RICHINS	A
11	01103353	30.00	10/07/21	44644 BRET ROHDE	A
11	01103354	40.00	10/07/21	57967 SHERYL ROHDE	A
11	01103355	661.67	10/07/21	21130 AMBER ROSE	A
11	01103356	30.00	10/07/21	102033 SCOTT STAHELI	A
11	01103357	30.00	10/07/21	852290 SANDIE TRAPP	A
11	01103358	38.65	10/07/21	100590 WAXIE SANITARY SUPPLY	A
11	01103359	30.00	10/07/21	28150 KARIE WEAVER	A
11	01103360	30.00	10/07/21	50580 STEVEN WILLIAMS	A
11	01103361	600.00	10/13/21	109023 ARBITERPAY TRUST ACCOUNT	A
11	01103362	471.20	10/13/21	101520 BELL JANITORIAL	A
11	01103363	37.88	10/13/21	322776 GRAINGERS INC	A
11	01103364	30.00	10/13/21	111750 MARCI HATCH	A
11	01103365	30.00	10/13/21	56669 SHEA L JENSEN	A
11	01103366	22,797.00	10/13/21	27243 KELLY SERVICES INC	A
11	01103367	5,500.00	10/13/21	48470 SCHOOLS CUBED	A
11	01103368	347.43	10/13/21	100590 WAXIE SANITARY SUPPLY	A
11	01103369	18.03	10/21/21	23841 DONNIEL ANDERSEN	A
11	01103370	136.17	10/21/21	101520 BELL JANITORIAL	A
11	01103371	3,030.70	10/21/21	100325 CDW GOVERNMENT INC	A
11	01103372	1,425.67	10/21/21	53473 CHARLIE'S PRODUCE	A
11	01103373	329.00	10/21/21	154950 RODNEY L COOK	A
11	01103374	5,223.00	10/21/21	728870 DOMINION ENERGY UTAH	A
11	01103375	1,422,440.70	10/21/21	107656 DWA CONSTRUCTION INC	A
11	01103376	1,303.13	10/21/21	322776 GRAINGERS INC	A
11	01103377	35,750.00	10/21/21	48470 SCHOOLS CUBED	A
11	01103378	365.35	10/21/21	100590 WAXIE SANITARY SUPPLY	A
11	01103379	893.05	10/28/21	101520 BELL JANITORIAL	A
11	01103380	679.88	10/28/21	105301 CACHE VALLEY ELECTRIC INC	A
11	01103381	197.80	10/28/21	134250 CEM SALES & SERVICE	A
11	01103382	3,028.30	10/28/21	53473 CHARLIE'S PRODUCE	A
11	01103383	106.82	10/28/21	322776 GRAINGERS INC	A
11	01103384	66,232.00	10/28/21	27243 KELLY SERVICES INC	A
11	01103385	11,109.00	10/28/21	39438 TURNITIN LLC	A

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11	01103386	997.29	10/28/21	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		1,598,681.66			
20	10400474	500.00	10/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 20		500.00			
21	12500693	942.00	10/13/21	38032 AMAZON CAPITAL SERVICES INC	C
21	12500694	355.25	10/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500695	40.00	10/13/21	109652 DREWES FLORAL & GIFTS	C
21	12500696	551.22	10/13/21	13579 INTER-STATE STUDIO & PUBLISHING	C
21	12500697	289.69	10/13/21	489250 KENTS MARKET PL/BRIGHAM	C
21	12500698	136.28	10/13/21	56006 BRITNI ROBERTS	C
21	12500699	38.56	10/13/21	9466 SHARI SMITH	C
21	12500700	69.90	10/13/21	110914 SUPERIOR WATER AND AIR INC	C
Total Bank No 21		2,422.90			
22	13200630	103.46	10/19/21	38032 AMAZON CAPITAL SERVICES	C
22	13200631	581.36	10/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200632	19.98	10/19/21	489240 KENTS MARKET PL/TREMONTON	C
22	13200633	35.95	10/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 22		740.75			
23	13400642	195.71	10/22/21	45500 BOX ELDER SCHOOL DISTRICT	C
23	13400643	49.90	10/22/21	164108 CULLIGAN WATER CONDITIONING	C
23	13400644	25.00	10/28/21	702688 PETTY CASH	C
Total Bank No 23		270.61			
24	13600976	161.02	10/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600977	2,035.00	10/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
24	13600978	143.62	10/21/21	489240 KENTS MARKET PL/TREMONTON	C
24	13600979	152.00	10/21/21	43567 PENCIL WHOLESALE LLC	C
24	13600980	855.92	10/21/21	13560 PERIPOLE, INC	C
Total Bank No 24		3,347.56			
25	15000692	42.75	10/07/21	19178 CHEAPERTHANSHIRT	C
25	15000693	8.55	10/28/21	19178 CHEAPERTHANSHIRT	C
Total Bank No 25		51.30			
26	16400970	1,010.22	10/27/21	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400971	258.34	10/27/21	31658 BSN SPORTS, LLC	C
26	16400972	950.00	10/27/21	12386 CHOURNOS PRINT SERVICES	C
26	16400973	28.36	10/27/21	489240 KENTS MARKET PL/TREMONTON	C
26	16400974	628.00	10/27/21	46965 LITTLE REDS LLC	C
26	16400975	156.24	10/27/21	43567 PENCIL WHOLESALE LLC	C
26	16400976	336.00	10/27/21	698980 PEPSI-COLA OF OGDEN	C
26	16400977	30.00	10/27/21	110914 SUPERIOR WATER AND AIR INC	C
26	16400978	211.32	10/30/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 26		3,608.48			
27	16600450	1,868.19	10/22/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 27		1,868.19			
28	16701082	36.83	10/19/21	41998 BEAR RIVER FLORAL & GIFTS	C
28	16701083	570.81	10/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701084	106.15	10/19/21	14958 CULLIGAN	C
28	16701085	125.00	10/19/21	489240 KENTS MARKET PL/TREMONTON	C
28	16701086	65.00	10/19/21	55905 MD SECURE STORAGE	C
Total Bank No 28		903.79			
29	16800459	385.60	10/21/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C

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Total Bank No 29		385.60			
30	17200568	163.34	10/01/21	633340 OFFICE DEPOT	C
30	17200569	211.75	10/01/21	12777 PETTINGILL'S FRUIT FARM	C
30	17200570	12.00	10/25/21	1 BRANDI WELLS	C
30	17200571	26.73	10/25/21	1 LEONARDO BOHORQUEZ	C
30	17200572	314.34	10/25/21	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200573	72.27	10/25/21	110337 MOUNT OLYMPUS WATERS	C
Total Bank No 30		800.43			
31	18800337	38.63	10/27/21	109395 JOYLENE RITCHIE	C
31	18800338	10.00	10/28/21	108439 VAUNA WILCOCK	C
Total Bank No 31		48.63			
32	20000259	12,210.68	10/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 32		12,210.68			
33	30402585	-166.70	10/25/21	157371 STAPLES	CV
33	30402587	2,156.56	10/05/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402588	64.00	10/05/21	110548 BIODOT OF INDIANA INC	C
33	30402589	500.00	10/05/21	1627 DOMINO'S PIZZA / TREMONTON	C
33	30402590	109.99	10/05/21	109248 J W PEPPER MUSIC	C
33	30402591	750.00	10/05/21	25674 STUDIO R MEDIA	C
33	30402592	50.00	10/11/21	1 NEFI RAMIREZ	C
33	30402593	397.59	10/11/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402594	252.40	10/11/21	4669 DELVIES PLASTICS INC	C
33	30402595	1,130.19	10/11/21	489240 KENTS MARKET PL/TREMONTON	C
33	30402596	569.72	10/11/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402597	995.50	10/11/21	58050 TWO WAY RADIO GEAR, INC	C
33	30402598	457.71	10/13/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402599	61.00	10/13/21	45500 BOX ELDER SCHOOL DISTRICT	C
33	30402600	1,547.00	10/13/21	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402601	33.04	10/13/21	489240 KENTS MARKET PL/TREMONTON	C
33	30402602	97.20	10/13/21	714550 POSITIVE PROMOTIONS	C
33	30402603	941.18	10/13/21	10901 WROUGHT IRON HANDICRAFTS INC	C
33	30402604	843.01	10/21/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402605	35.00	10/21/21	58106 GRACENOTES LLC	C
33	30402606	160.99	10/21/21	109248 J W PEPPER MUSIC	C
33	30402607	59.80	10/21/21	109463 WOODWIND AND BRASSWIND	C
33	30402608	369.87	10/27/21	38032 AMAZON CAPITAL SERVICES INC	C
33	30402609	300.00	10/27/21	54429 BOYS AND GIRLS CLUB OF UTAH COUNTY	C
33	30402610	221.74	10/27/21	109248 J W PEPPER MUSIC	C
33	30402611	166.70	10/27/21	157371 STAPLES	C
Total Bank No 33		12,103.49			
34	30803006	80.81	10/06/21	1 TIFFANY DENNIS	C
34	30803007	107.02	10/06/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30803008	1,044.00	10/06/21	106895 BADGER SCREEN PRINTING CO	C
34	30803009	91.50	10/06/21	15466 BECK LEATHER & CRAFTS	C
34	30803010	105.00	10/13/21	102532 5TH WEST RENTAL & REPAIR	C
34	30803011	953.61	10/13/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30803012	169.02	10/13/21	106895 BADGER SCREEN PRINTING CO	C
34	30803013	648.00	10/13/21	19178 CHEAPER THAN SHIRT	C
34	30803014	528.91	10/13/21	633340 OFFICE DEPOT	C
34	30803015	40.60	10/13/21	633340 OFFICE DEPOT	C
34	30803016	301.90	10/20/21	23698 BIO CORPORATION	C
34	30803017	296.93	10/20/21	109248 J W PEPPER MUSIC	C
34	30803018	164.29	10/20/21	489250 KENTS MARKET PL/BRIGHAM	C

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34	30803019	3,552.50	10/20/21	12912 LIFETOUGH NSS	C
34	30803020	621.85	10/20/21	543168 MADDOX RANCH HOUSE	C
34	30803021	95.65	10/20/21	633340 OFFICE DEPOT	C
34	30803022	81.90	10/20/21	4960 OLD GRIST MILL BREAD	C
34	30803023	51.48	10/28/21	1 SARAH OLIVER	C
34	30803024	403.06	10/28/21	112046 ACE HARDWARE - BRIGHAM	C
34	30803025	114.78	10/28/21	38032 AMAZON CAPITAL SERVICES INC	C
34	30803026	398.80	10/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803027	6.00	10/28/21	186330 DISCOVERY SCHOOL	C
34	30803028	1,367.40	10/28/21	18546 QUALITY LOGO PRODUCTS	C
34	30803029	165.30	10/28/21	111790 SUNSTONE POTTERY	C
34	30803030	50.00	10/29/21	1 MYERS MORTUARY	C
34	30803031	68.99	10/29/21	109248 J W PEPPER MUSIC	C
Total Bank No 34		11,509.30			
35	40402678	63.89	10/05/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402679	612.82	10/05/21	327480 GREER'S HARDWARE	C
35	40402680	145.99	10/05/21	45616 GRIZZLY INDUSTRIAL, INC.	C
35	40402681	1,649.92	10/05/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402682	58.30	10/05/21	633340 OFFICE DEPOT	C
35	40402683	375.00	10/05/21	57223 NAVIGATE 360	C
35	40402684	39.95	10/05/21	110914 SUPERIOR WATER AND AIR INC	C
35	40402685	49.91	10/05/21	830460 TACO TIME/TREMONTON	C
35	40402686	15.00	10/12/21	1 KAYLEEN ERICKSON	C
35	40402687	90.85	10/12/21	1 TIFFINY HATCH	C
35	40402688	604.70	10/12/21	1724 ACE HARDWARE TREMONTON	C
35	40402689	212.93	10/12/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402690	122.00	10/12/21	45500 BOX ELDER SCHOOL DISTRICT	C
35	40402691	435.52	10/12/21	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402692	5,450.00	10/12/21	31658 BSN SPORTS	C
35	40402693	107.30	10/12/21	778870 GOPHER SPORT	C
35	40402694	411.90	10/12/21	489240 KENTS MARKET PL/TREMONTON	C
35	40402695	94.55	10/25/21	1 DIANE STACEY	C
35	40402696	48.00	10/25/21	27308 ADVANCED HARDWARE SUPPLY INC	C
35	40402697	170.46	10/25/21	38032 AMAZON CAPITAL SERVICES INC	C
35	40402698	454.08	10/25/21	157371 STAPLES	C
35	40402699	160.00	10/25/21	85748 BEAR RIVER MIDDLE SCHOOL	C
Total Bank No 35		11,373.07			
36	40803594	-164.25	10/05/21	52833 MANUVERING THE MIDDLE, LLC	CV
36	40803624	30.00	10/07/21	1 MELISSA LOW	C
36	40803625	602.93	10/07/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803626	1,000.00	10/07/21	104338 BOX ELDER HIGH SCHOOL	C
36	40803627	164.25	10/07/21	52833 MANUVERING THE MIDDLE, LLC	C
36	40803628	7.61	10/07/21	633340 OFFICE DEPOT	C
36	40803629	66.88	10/07/21	157371 STAPLES	C
36	40803630	76.99	10/12/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803631	188.48	10/12/21	101520 BELL JANITORIAL	C
36	40803632	570.00	10/12/21	35335 TECHNOLOGY STUDENT ASSOCIATION	C
36	40803633	40.00	10/20/21	1 MELISSA HICKMAN	C
36	40803634	1,127.83	10/20/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803635	1,555.77	10/20/21	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803636	841.67	10/20/21	2267 EPIC SPORTS INC	C
36	40803637	981.80	10/20/21	103961 INTERMOUNTAIN WOOD PRODUCTS	C
36	40803638	301.72	10/20/21	489250 KENTS MARKET PL/BRIGHAM	C
36	40803639	524.72	10/20/21	10731 SMITH'S CUSTOMER CHARGES	C

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Bank	Check No	Amount	Date	Vendor	Type
36	40803640	35.12	10/20/21	157371 STAPLES	C
36	40803641	32.03	10/29/21	1 MADISEN CLARK	C
36	40803642	922.45	10/29/21	38032 AMAZON CAPITAL SERVICES INC	C
36	40803643	341.00	10/29/21	19178 CHEAPERTHANSHIRT	C
36	40803644	1,500.00	10/29/21	26344 FAMILY FUN CENTER	C
36	40803645	260.98	10/29/21	109248 J W PEPPER MUSIC	C
36	40803646	253.01	10/29/21	16535 VEX ROBOTICS	C
36	40803647	185.50	10/29/21	5908 WALMART COMMUNITY	C
Total Bank No 36		11,446.49			
37	70411358	-243.70	10/26/21	22144 COUNTRY INN & SUITES BOUNTIFUL	CV
37	70411391	1,838.00	10/01/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411392	500.36	10/07/21	6092 A W MARSHALL CO	C
37	70411393	1,351.84	10/07/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411394	40.00	10/07/21	85748 BEAR RIVER MIDDLE SCHOOL	C
37	70411395	8,791.25	10/07/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411396	602.51	10/07/21	31658 BSN SPORTS, LLC	C
37	70411397	193.00	10/07/21	3271 CANON SOLUTIONS AMERICA	C
37	70411398	300.00	10/07/21	19178 CHEAPERTHANSHIRT	C
37	70411399	2,137.00	10/07/21	4618 COLEMAN KNITTING MILL	C
37	70411400	242.79	10/07/21	173340 DAR'S JJ WHITE BLACKSMITH	C
37	70411401	600.00	10/07/21	29637 DESERT HILLS HIGH SCHOOL/BOYS SOCCER	C
37	70411402	311.00	10/07/21	37672 EWELL EDUCATIONAL SERVICES INC	C
37	70411403	308.26	10/07/21	327480 GREER'S HARDWARE	C
37	70411404	400.00	10/07/21	58017 ADAM HALES	C
37	70411405	980.00	10/07/21	56340 IMAGINE IT VINYL	C
37	70411406	11,744.50	10/07/21	57398 LET'S DO IT / LET'S PRINT IT	C
37	70411407	2,291.50	10/07/21	4910 NATIONAL FFA ORGANIZATION	C
37	70411408	1,820.00	10/07/21	7242 PINNEAE GREENHOUSES	C
37	70411409	146.34	10/07/21	5916 PITNEY BOWES	C
37	70411410	5,940.37	10/07/21	110975 RIDDELL ALL AMERICAN SPORTS	C
37	70411411	60.00	10/07/21	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70411412	3,750.18	10/07/21	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70411413	34.00	10/07/21	40010 SOUTHEASTERN PERFORMANCE APPAREL	C
37	70411414	35.00	10/07/21	110914 SUPERIOR WATER AND AIR INC	C
37	70411415	339.39	10/07/21	16535 VEX ROBOTICS	C
37	70411416	1,172.00	10/07/21	27812 WEISSMAN'S THEATRICAL SUPPLY	C
37	70411417	120.55	10/12/21	1 AMBER CLARK	C
37	70411418	755.16	10/12/21	1724 ACE HARDWARE TREMONTON	C
37	70411419	1,227.00	10/12/21	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70411420	110.00	10/12/21	85738 BEAR RIVER HIGH CAFETERIA	C
37	70411421	450.00	10/12/21	6858 DIXIE HIGH SCHOOL	C
37	70411422	100.00	10/12/21	7013 FELDMAN'S	C
37	70411423	500.00	10/12/21	57576 GORDON WRIGHT AND COMPANY INC	C
37	70411424	200.00	10/12/21	57959 TRISTON HARTFIEL	C
37	70411425	3,607.24	10/12/21	489240 KENTS MARKET PL/TREMONTON	C
37	70411426	1,236.00	10/12/21	53910 LETS PRINT IT	C
37	70411427	237.54	10/12/21	40010 SOUTHEASTERN PERFORMANCE APPAREL	C
37	70411428	140.00	10/12/21	7609 UTAH FBLA-PBL	C
37	70411429	501.39	10/12/21	55670 WATKINS CUSTOM MEAT	C
37	70411430	500.00	10/13/21	58084 SAUNDERS TOURS	C
37	70411431	876.64	10/19/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411432	850.00	10/19/21	41173 ARGUS ENTERTAINMENT	C
37	70411433	2,455.60	10/19/21	106895 BADGER SCREEN PRINTING CO	C
37	70411434	170.65	10/19/21	6076 BAND SHOPPE	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70411435	112.00	10/19/21	107994 CERTIFIED SHRED	C
37	70411436	804.00	10/19/21	29637 DESERT HILLS HIGH SCHOOL/BOYS SOCCER	C
37	70411437	2,568.98	10/19/21	1627 DOMINO'S PIZZA / TREMONTON	C
37	70411438	605.70	10/19/21	28290 KENNEDY INDUSTRIES	C
37	70411439	300.00	10/19/21	41424 LUV-UR-SELFY	C
37	70411440	1,201.00	10/19/21	4910 NATIONAL FFA ORGANIZATION	C
37	70411441	1,000.00	10/19/21	58068 NEW HOPE CRISIS CENTER OF BE COUNTY	C
37	70411442	559.90	10/19/21	105626 POCO LOCO	C
37	70411443	70.00	10/19/21	39667 SIGN GYPSIES BOX ELDER	C
37	70411444	3,791.45	10/19/21	103945 SKYWAY GOLF COURSE	C
37	70411445	458.00	10/19/21	7323 SQUARE ONE PRINTING	C
37	70411446	573.80	10/19/21	25674 STUDIO R MEDIA	C
37	70411447	1,000.00	10/19/21	58076 TREMONTON FOOD PANTRY	C
37	70411448	220.00	10/19/21	26425 VARSITY ATHLETIC APPAREL	C
37	70411449	69.21	10/20/21	1 REBECCA BIGGS	C
37	70411450	3,229.43	10/21/21	54208 COMFORT INN AT CONVENTION CENTER	C
37	70411450	-3,229.43	10/26/21	54208 COMFORT INN AT CONVENTION CENTER	CV
37	70411451	3,089.02	10/21/21	54208 COMFORT INN AT CONVENTION CENTER	C
37	70411452	76.53	10/21/21	1 KAYLEEN WINTLE	C
37	70411453	7,371.88	10/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411454	500.00	10/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
37	70411455	75.00	10/21/21	30163 LOCALLY TWISTED LLC	C
37	70411456	30.49	10/21/21	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70411457	1,023.08	10/21/21	7170 THE PIE DUMP	C
37	70411458	1,565.00	10/26/21	16209 CAST IRON CATERING COMPANY	C
37	70411459	470.00	10/26/21	40363 CIO MEDICAL SERVICES	C
37	70411460	1,336.09	10/26/21	6742 CLARION SUITES	C
37	70411461	1,427.25	10/26/21	58033 HOLIDAY INN EXPRESS OF OREM	C
37	70411462	120.00	10/26/21	50326 DYLAN PETERSON	C
37	70411463	275.00	10/26/21	36510 RIDGELINE HIGH SCHOOL	C
37	70411464	500.00	10/26/21	58084 SAUNDERS TOURS	C
37	70411465	112.00	10/26/21	5070 SAVON	C
37	70411466	490.21	10/26/21	157371 STAPLES	C
37	70411467	52.14	10/26/21	5193 STEVE REGAN CO	C
37	70411468	384.10	10/26/21	830460 TACO TIME/TREMONTON	C
37	70411469	105.00	10/26/21	34185 UTAH DANCE & DRILL ASSOCIATION	C
37	70411470	2,325.00	10/26/21	7552 UTAH FFA ASSOCIATION	C
37	70411471	3,229.80	10/26/21	27812 WEISSMAN'S THEATRICAL SUPPLY	C
37	70411472	2,570.00	10/26/21	17680 WORLD'S FINEST CHOCOLATE	C
37	70411473	625.38	10/27/21	38032 AMAZON CAPITAL SERVICES INC	C
37	70411474	175.00	10/27/21	36510 RIDGELINE HIGH SCHOOL	C
37	70411475	1,188.00	10/27/21	48194 SARANONI	C
37	70411476	214.00	10/29/21	28991 FAMILY CAREER & COMMUNITY LEADERS	C
Total Bank No 37		102,387.37			
38	70811191	12.00	10/05/21	45500 BOX ELDER SCHOOL DISTRICT	C
38	70811192	6,691.72	10/05/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811193	40.00	10/05/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811194	21.80	10/05/21	230 CAROLINA BIOLOGICAL	C
38	70811195	1,995.00	10/05/21	19178 CHEAPERTHANSHIRT	C
38	70811196	127.89	10/05/21	158220 COVER UP	C
38	70811197	1,613.60	10/05/21	39209 FAIRFIELD INN DRAPER	C
38	70811198	1,375.88	10/05/21	543168 MADDOX RANCH HOUSE	C
38	70811199	264.22	10/05/21	4979 O'REILLY AUTOMOTOVE	C
38	70811200	405.15	10/05/21	5215 SUPREME AUTOMOTIVE	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70811201	50.00	10/05/21	7625 UHSTCA	C
38	70811202	137.53	10/08/21	1 SEAN GLOVER	C
38	70811203	1,187.95	10/08/21	112046 ACE HARDWARE - BRIGHAM	C
38	70811204	681.94	10/08/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70811205	103.80	10/08/21	106055 BLICK ART MATERIALS	C
38	70811206	50.00	10/08/21	104370 BOX ELDER NEWS JOURNAL	C
38	70811207	2,867.41	10/08/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811208	250.68	10/08/21	19178 CHEAPERTHANSHIRT	C
38	70811209	450.00	10/08/21	6858 DIXIE HIGH SCHOOL	C
38	70811210	64.00	10/08/21	109652 DREWES FLORAL & GIFTS	C
38	70811211	148.00	10/08/21	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70811212	5,117.58	10/08/21	58025 FAIRFIELD INN AND SUITES INDIANAPOLIS	C
38	70811213	62.05	10/08/21	111637 OASIS STAGE WERKS	C
38	70811214	1,119.53	10/08/21	5045 RSM FOOD SERVICE	C
38	70811215	121.00	10/08/21	5070 SAVON	C
38	70811216	128.64	10/19/21	1 SHANNA MCFALL	C
38	70811217	160.00	10/19/21	36784 AMERICAN RED CROSS	C
38	70811218	77.75	10/19/21	108543 B & H PHOTO VIDEO	C
38	70811219	158.00	10/19/21	45500 BOX ELDER SCHOOL DISTRICT	C
38	70811220	51.90	10/19/21	106055 BLICK ART MATERIALS	C
38	70811221	197.01	10/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811222	23.24	10/19/21	230 CAROLINA BIOLOGICAL	C
38	70811223	1,957.94	10/19/21	158220 COVER UP	C
38	70811224	657.95	10/19/21	23736 WEISSMAN	C
38	70811225	766.60	10/19/21	4839 INTSEL STEEL WEST LLC	C
38	70811226	994.06	10/19/21	106568 IRON GATE CATERING	C
38	70811227	166.24	10/19/21	109248 J W PEPPER MUSIC	C
38	70811228	293.90	10/19/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70811229	1,610.00	10/19/21	4910 NATIONAL FFA ORGANIZATION	C
38	70811230	140.00	10/19/21	23337 PREMIUM MEAT COMPANY	C
38	70811231	77.45	10/19/21	5045 RSM FOOD SERVICE	C
38	70811232	647.85	10/19/21	10731 SMITH'S CUSTOMER CHARGES	C
38	70811233	937.92	10/19/21	5223 SWIRE COCA-COLA	C
38	70811234	100.00	10/19/21	21814 UHSBCA	C
38	70811235	80.00	10/19/21	7609 UTAH FBLa-PBL	C
38	70811236	5,522.02	10/19/21	5908 WALMART COMMUNITY	C
38	70811237	150.00	10/19/21	110475 AUSTIN WEYAND	C
38	70811238	10,319.11	10/19/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811239	50.00	10/21/21	1 CADEN BURRELL	C
38	70811240	100.00	10/21/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811241	162.79	10/21/21	106297 CROWN TROPHY	C
38	70811242	472.20	10/21/21	4790 HOME DEPOT CREDIT SERVICE	C
38	70811243	1,071.10	10/21/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70811244	4.31	10/21/21	633340 OFFICE DEPOT	C
38	70811245	797.46	10/21/21	7242 PINNEAE GREENHOUSES	C
38	70811246	100.00	10/21/21	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70811247	4,369.15	10/22/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70811248	114.88	10/26/21	1 ALYSSA BRAEGGER	C
38	70811249	77.75	10/26/21	108543 B & H PHOTO VIDEO	C
38	70811250	2,124.44	10/26/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811251	580.00	10/26/21	40363 CIO MEDICAL SERVICES	C
38	70811252	1,300.00	10/26/21	4618 COLEMAN KNITTING MILL	C
38	70811253	1,093.92	10/26/21	158220 COVER UP	C
38	70811254	1,500.00	10/26/21	13935 GEORGE S ECCLES ICE CENTER	C
38	70811255	1,000.00	10/26/21	58157 GIMKIT, INC	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70811256	100.00	10/26/21	49786 GARY LEE HOOPER	C
38	70811257	4,700.00	10/26/21	489250 KENTS MARKET PL/BRIGHAM	C
38	70811258	274.79	10/26/21	111637 OASIS STAGE WERKS	C
38	70811259	166.36	10/26/21	4960 OLD GRIST MILL BREAD	C
38	70811260	440.00	10/26/21	58149 SHAUNTAY OLSON	C
38	70811261	429.00	10/26/21	4995 PRECISION PARTS CO	C
38	70811262	255.00	10/26/21	36510 RIDGELINE HIGH SCHOOL	C
38	70811263	1,700.00	10/26/21	36510 RIDGELINE HIGH SCHOOL	C
38	70811264	183.75	10/26/21	47686 TNT ENGRAVING	C
38	70811265	50.00	10/26/21	7641 UGBCA	C
38	70811266	267.77	10/28/21	1 DARCY HIDALGO	C
38	70811267	2,193.86	10/28/21	38032 AMAZON CAPITAL SERVICES INC	C
38	70811268	460.51	10/28/21	106055 BLICK ART MATERIALS	C
38	70811269	587.24	10/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811270	146.01	10/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
38	70811271	547.50	10/28/21	111598 MARIANNE BREITENBEKER	C
38	70811272	3,965.72	10/28/21	31658 BSN SPORTS	C
38	70811273	119.37	10/28/21	158220 COVER UP	C
38	70811274	469.80	10/28/21	19810 INTEGRATED TECHNOLOGIES	C
38	70811275	600.00	10/28/21	106568 IRON GATE CATERING	C
38	70811276	134.18	10/28/21	111637 OASIS STAGE WERKS	C
38	70811277	732.00	10/28/21	20010 SWIM CAPZ	C

Total Bank No 38 83,617.17

39	77800523	2,000.00	10/28/21	104321 BOX ELDER SCHOOL DISTRICT	C
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Total Bank No 39 2,000.00

Total Manual Checks	5,942,160.86
Total Computer Checks	2,933,341.68
Total ACH Checks	1,598,681.66
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-36,386.58
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 10,437,797.62

Number of Checks 705

Batch Yr	Batch No	Amount
22	000333	2,231.40
22	000440	-164.25
22	000462	2,739.66
22	000517	4,338.79
22	000590	11,159.84
22	000647	21,945.78
22	000655	-166.70
22	000665	-22,107.23
22	000690	-243.70
22	000701	1,838.00
22	000702	508,438.28
22	000703	17,981.45
22	000704	95,606.09
22	000705	44,619.39

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				22	000706	1,634,297.10
				22	000707	2,283.15
				22	000708	2,528.69
				22	000709	375.09
				22	000719	21,405.23
				22	000740	2,995.78
				22	000747	12,597.26
				22	000750	3,580.55
				22	000762	1,323.33
				22	000764	44,091.29
				22	000771	500.00
				22	000774	42.75
				22	000779	1,871.67
				22	000781	57,315.39
				22	000783	1,593.71
				22	000784	68,586.04
				22	000786	1,354.58
				22	000791	12,361.47
				22	000795	87,966.88
				22	000798	3,395.40
				22	000806	835.47
				22	000811	9,184.88
				22	000812	7,450.20
				22	000816	2,445.14
				22	000817	2,422.90
				22	000818	3,137.13
				22	000823	357,380.00
				22	000824	104,875.84
				22	000825	1,817.77
				22	000826	100,350.91
				22	000827	3,062,293.65
				22	000829	500.00
				22	000833	14,898.47
				22	000834	10,319.11
				22	000835	17,617.72
				22	000836	704.80
				22	000837	903.79
				22	000838	35.95
				22	000841	5,115.02
				22	000848	69.21
				22	000850	5,408.63
				22	000853	1,098.80
				22	000856	.00
				22	000857	3,347.56
				22	000858	9,076.98
				22	000859	3,089.02
				22	000860	2,757.86
				22	000861	385.60
				22	000865	4,369.15
				22	000868	1,868.19
				22	000869	245.61
				22	000875	159,202.83
				22	000876	9,197.94
				22	000877	66.71
				22	000878	38,987.76
				22	000880	673.36
				22	000881	767.09
				22	000884	160.00
				22	000885	87,949.60
				22	000890	425.34
				22	000897	14,961.59
				22	000898	16,089.89
				22	000901	3,689,121.22

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
					Batch Yr
					Batch No
					Amount
					22 000916 1,988.38
					22 000921 1,058.31
					22 000922 3,397.16
					22 000925 38.63
					22 000927 10.00
					22 000929 10,223.96
					22 000931 8.55
					22 000932 2,000.00
					22 000934 25.00
					22 000936 2,506.82
					22 000942 12,210.68
					22 000949 3,494.97
					22 000950 118.99
					22 000951 214.00
					22 000952 211.32

For November 10, 2021 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
BEMS	Tina Mace	Lunch Clerk	Retiring
BRMS	Daniel Line	Teacher	Resigned
North Park	Melissa Blandon	ED Para	Resigned
ILSC	Belynda Howard	Functional Skills Para	Resigned
BEHS	Jennifer Madsen	Credit Recovery	
Park Valley	Sonya Spackman	Custodian	Resigned

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Replacing</i>
Lake View	Shay Bair	Resource Para	
McKinley	Ryan Ball	Asst. Custodian	
ACYI	Myrtyl Bloxham	Functional Skills Para	
BEHS	Kevin Harris	ED Para	
BEHS	Ben Larsen	ED Para	
Park Valley	Calvin Larsen	Custodian	
North Park	Kassie Manley	ED Para	
ILSC	Josie Puglsey	Functional Skills Para	
Grouse Creek	Rosemary Tingey	Resource Para	
BEHS	Veronica Vargas	Custodian	
ILSC	Penny Young	Functional Skills Para	

**Box Elder School District
Out of State Travel Request**

School Bear River High

Organization/Team/Club/Etc. Cheerleaders and Spirit Squad Pom members

Purpose of Trip (Educational Value) Ability to compete at a national competition and showcase Bear River High's competitive edge in cheerleading and dance.

Destination Anaheim, California Miles to be traveled (one way) 760

Number of Students Traveling		Number of Students	
		Cheer	Drill/cross-in
<u>29</u>	Freshmen		
	Sophomore	<u>7</u>	<u>1</u>
	Junior	<u>8</u>	<u>4</u>
	Senior	<u>5</u>	<u>4</u>
	Number of Adults (Chaperones) Traveling	<u>6 (+ many parents attending)</u>	

Departure Date Feb. 24, 2022 Time Morning

Return Date Feb. 28th or March 1 2022 Time Midday

Means of Travel Bus Van Other (please list) airplane

Anticipated Actual Cost of the Trip per Individual Student \$600-900

Anticipated Direct Cost to Each Student No cost to cheerleaders, \$600-900 Drill/Cross-ins

THIS SECTION MUST BE COMPLETED AND SUBMITTED TO THE SUPERINTENDENT PRIOR TO ADVERTISING FOR THE TRIP OR CONDUCTING THE REQUIRED PARENT SURVEY.

List all methods of transportation that will be used and when they are being used
Vehicle to and from airport (both personal and school vehicles), Airplane from SLC to LAX, Chartered bus/van to hotel

A copy of the parent survey must be submitted for approval prior to sending the survey to parents.

How will the survey be distributed? Google Form

How will surveys be collected? Google Form

Who will tabulate survey results? Tory or Principal

Does the trip involve some type of performance or competition? Yes

Did the students have to qualify for this performance/competition? Yes

How? Regional Competition Dec. 4th Murray, Utah.

Signatures:

Organization/Team Leader/Coach Tory Birkinshaw Date 10/18/2021

Principal [Signature] Date 10/18/21

Superintendent Approval to Proceed with Parent Survey and Final Trip Plans
[Signature] Date 10/19/21

Suggestions for Future Board Meetings

December 8, 2021 – (tentative)

- New Courses – Gary Allen
- Approval of 2022-23 School District Calendar – Keith Mecham
- Approval of Expansion of Steel and Rocket Solar Projects
- Policy Review

January 12, 2022 – (tentative)

- School Fees – Rod Cook
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- AAPPL Data – Jeremy Young
- ACT Data – Jeremy Young
- School/District Report Cards – Jeremy Young
- Policy Review
- Board Committee Assignments

February 9, 2022 – (tentative)

- Approval 2 Year Contract for Superintendent – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review
- USBA Conference Report

March 9, 2022 – (tentative)

- Negotiations Team Approval – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review

April 13, 2022 – (tentative)

- ESP Recognitions
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2023 Capital Improvement Plan – Corey Thompson
- School Lunch Report – Candace Parr
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

May 11, 2022 – (tentative)

- Retirement Recognitions
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Keri Greener
- Policy Review

June 8, 2022 – (tentative)

- Budget Hearing – Rod Cook
- Approval of Budget – Rod Cook
- Approval of 2022-23 Tax Rates – Rod Cook
- Approval of Internal and Independent Auditors – Rod Cook
- MBA Meeting – Rod Cook
- Pick-up Contributions for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BESPA – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Approval of TSSA Plans – Gary Allen and Keri Greener
- Construction Report – Corey Thompson
- Policy Review

July 13, 2022 – (tentative)

- Internal and Independent Audit 2020-2021 – Rod Cook
- Approval of Sex Education Committee – Gary Allen
- Construction Report – Corey Thompson
- 2021-22 TSSA Plan Results – Gary Allen and Keri Greener
- Policy Review

August 10, 2022 – (tentative)

- Approval of Early Literacy Plan – Keri Greener
- Construction Report – Corey Thompson
- Policy Review

September 14, 2022 – (tentative)

- Walmart Grants Presentation
- Swearing in of Student Board Member
- Construction Report – Corey Thompson
- Policy Review

October 12, 2022 – (tentative)

- October 1 Enrollment Report – Keith Mecham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- DLI Achievement Data – Jeremy Young
- School/District Report Cards – Jeremy Young
- Construction Report – Corey Thompson
- Policy Review

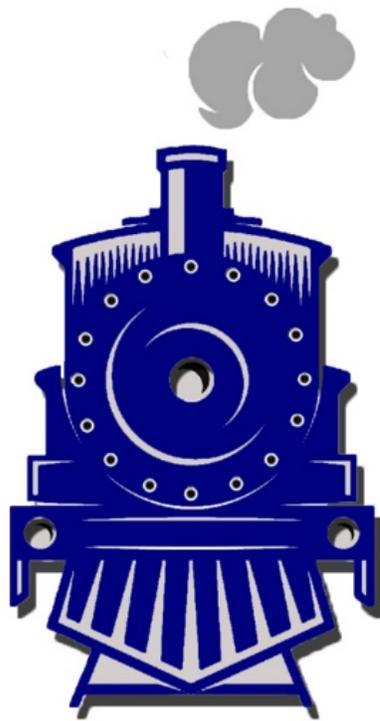
November 9, 2022 – (tentative)

- Audit Report – Rod Cook
- VCBO Report on energy savings in new building – Vern Latham and David Cox
- Policy Review

December 14, 2022 – (tentative)

- Approval of New Courses – Gary Allen
- Approval of 2023-24 School District Calendar – Keith Mecham
- Policy Review

BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

Box Elder School District Board of Education Handbook Table of Contents

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BOARD OF EDUCATION HANDBOOK INTRODUCTION

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

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

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

Authority and Responsibilities of the Board

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

Principles of Board Leadership

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

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

[Utah Code § 53G-4](#)

Making School Board Decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Holding Closed Meetings

A closed meeting may be held if:

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

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

Minutes of the closed meeting shall contain:

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

Purpose of a closed meeting:

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

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

Record of closed meetings:

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

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

Collaborative Relationships: Shared Governance

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

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

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

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

Essentials of A Professional Learning Community

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

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

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

Authority of Individual Board Members

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

Nominations and Elections for Board Leadership

Nominations

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

Elections

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

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

Board Leadership Responsibilities

The board president will:

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

The board vice president will:

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

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

New Board Member Orientation

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

Board of Education Code of Conduct

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

Board members shall:

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

Board Member Commitments and Ethics

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

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

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

A. Board of Education Code of Ethics

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

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

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

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

Disciplining Board Members

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

Policies Governing the Board

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

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

Guidelines and Parliamentary Motions

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

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

The subsidiary motions must be disposed of prior to action on the main motion.

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

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

Simplified Chart of Parliamentary Motions

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

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

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

Policy 1010 School Board’s Legal Status

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

Policy 1020 Board Power and Duties

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

Policy 1025 Administration Relations

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

Policy 1034 Board of Education Code of Conduct

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

Policy 1035 Board Member Commitments and Ethics

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

Policy 1036 Conflict of Interest: Board Member and Employee

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

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

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

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

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

Policy 1072 Board Meetings: Notice Requirements

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

Policy 1074 Board Meetings: Closed Meetings

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

Policy 1080 Board Committees

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

Policy 1090 Rules of Order

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

Policy 1100 Minutes

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

Policy 1110 Public Participation in Board Meeting

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