



BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

**Wednesday, December 14, 2022**

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

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

**A. Work Session with local Legislators - 5:00 p.m.**

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

**1. Call to Order**

President Julie Taylor

**2. Reverence**

Gary Allen, Assistant Superintendent of Secondary Teaching & Learning

**3. Flag Salute/Pledge of Allegiance**

Karen Cronin, Board Member

**4. Recognitions**

Wade Hyde, Board Member

a. Steven Eddington - Park Valley Parent, Community Member, and Police Officer

b. Tiffany Eddington - Park Valley ESP

c. Jeremy Young - Testing & Assessment Director, District Office

d. Mary Beutler - Custodian, District Office

e. Teachers who earned STEM Endorsement:

Craig Day - BRHS

Ila White - Century

Michele Bowden - ACYI

Tracy Hansen - Sunrise High

Alan Warner - BEMS

Lian Wu - Golden Spike

Emily Sinex - BRMS

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

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

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

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

**1. Approval of New Courses**

Gary Allen, Assistant Superintendent of Secondary Teaching & Learning

**3**

**2. Approval of 2023-24 School District Calendar**

Keith Mecham, Asst. Superintendent of Personnel

**16**

**3. BEHS Turf Field**

David Roberts, Business Administrator

**19**

**F. Information Items - 7:20 p.m.**

**1. BESD Men's Volleyball for Spring of 2024**

Keith Mecham, Asst. Superintendent of Personnel

**2. Monthly Financial Report**

David Roberts, Business Administrator

**21**

**3. Audit Report**

David Roberts, Business Administrator

**4. Board Committee Reports**

a. <b>Student Board Member Report</b>	
<b>G. <u>Policy Review</u> - 7:40 p.m.</b>	
1. <b>Policies Reviewed with no Changes</b>	
a. Policy 2070 Cash Receipts, Expenditures, and Purchasing	29
b. Policy 2080 Risk Management	33
c. Policy 2223 Transportation - Advertising on Buses	34
2. <b>First Reading</b>	
a. Policy 2100 Gifts, Donations, and Bequests - Acceptance	36
b. Policy 2216 Transportation - Conduct on Buses	40
c. Policy 3050 Limitations on Extra Duty Assignments	43
d. Policy 3070 Alcohol and Drug Abuse - Employees	45
e. Policy 4140 School Volunteers/Resource Persons	51
f. Policy 4190 Driver Training	53
g. Policy 5005 Safe Schools - Student Discipline/Behavior	55
h. Policy 5052 Wellness - Physical Activity and Nutrition	70
i. Policy 5140 Education and Family Privacy Rights	76
j. Policy 5225 Student Activities	79
k. Policy 5227 Concussions and Head Injury	87
l. Policy 6045 Board of Education Hotline	101
m. Policy 6060 Conduct on School Premises	105
3. <b>Second Reading</b>	
a. Policy 4019 Evaluation and Selection of Classroom and Other Instructional Materials	111
b. Policy 4025 Special Programs: Special Education	122
c. Policy 4027 Special Programs: Dropout Prevention and Recovery	126
d. Policy 4036 Kindergarten Assessment	131
e. Policy 4060 High School Graduation Requirements	133
f. Policy 4062 Curriculum: College Course Work	137
g. Policy 4065 Alternative High School Graduation Requirements	139
h. Policy 4107 Testing Procedures and Standards	142
i. Policy 4210 Language Access Plan	147
j. Policy 5010 Admissions Eligibility Requirements	150
k. Policy 6015 School Community Councils	156
l. Policy 6018 Parental Participation	176
<b>H. <u>Consent Items</u> 7:55 p.m.</b>	
1. <b>Minutes</b>	<b>181</b>
2. <b>Claims</b>	<b>188</b>
3. <b>Personnel</b>	
<b>I. <u>Suggestions for Future Board Meetings</u> 8:00 p.m.</b>	<b>203</b>
<b>J. <u>Upcoming Events</u></b>	
1. USBA Conference - January 5-7, 2023 at Little America Hotel, Salt Lake City	
2. NSBA Conference - April 1-3, 2023	
<b>K. <u>Board Handbook</u></b>	<b>205</b>
<b>L. <u>Adjournment</u> 8:05 p.m.</b>	

The next meeting of the Board of Education will be held on Wednesday, January 11, 2023, 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 to approve**

Submitted by: Gary Allen

### **Recommendation:**

It is recommended that the BESD Board of Education approve the following as 2023 - 2024 district new courses.

### **Recommended Motion:**

I move that we approve the following new courses for Box Elder School District; WSU 1120 Medical Case Studies, 3-D Animation 2 and Yoga

### **Background:**

WSU 1120 Medical Case Studies is a capstone course for the Health Science Pathway. It is a Concurrent Enrollment course available to both 11 and 12 graders. This course consists of mostly on-line materials and case studies. There will be minimal expense to add the courses. Both instructors are already approved to teach WSU courses.

3D Animation 2 is an advanced 3D animation class that includes training on how to rig a character. This is an extension of our 3D Animation course that is already in place.

Yoga: This course would give students one more opportunity for PE Elective credit. It would focus on physical activity of students with a mind-body-heart approach. Students would need to provide their own YOGA mat.

### **Policy Implications:**

None

### **Financial Implications:**

#### **CS Principles (CE)**

WSU :

\$ 35.00 admissions fee (pay only once)

\$ 5.00 per credit hour - most classes are three credit classes - so \$15.00 per concurrent enrollment class.

### **Staff Implications:**

None - for any course. Teachers and staff are already in place for these courses.

# Box Elder School District New Course Application

Both BEHS & BRHS

Note: No subject or course shall be taught, no credit to given for the same, unless it has been recommended for approval by the Curriculum Department and authorized by the Board of Education. New course requests will not be considered without complete information and documentation.

Proposed Course Title

WSU 1120 Medical Case Studies

Approved State Core Course

Yes

No

Course Description

Case Studies in Health Science is a course that will take you through a medical journey as you study 12 case studies, each of which relates to a different body system. As you study each case you will review symptoms, diagnostic testing, treatments, and the health professionals who come together to diagnose and treat the patient.

Prerequisite

MAP and Medical Terminology strongly suggested

Submitting School and Department

BEHS Science

Type of Course (Drop Down Menu)

Concurrent Enrollment

How will this course impact the overall school curriculum and resources? (i.e. schedule, teaching loads, class-size, etc.)

Mr. Miller will absorb extra USU 1010 Biology (he is approved) allowing Peter Burt to incorporate this class.

Will there be an assessed fee for this course? (Fees must be approved by the Board)

To become a Weber student is a one time fee of \$35, and then simply \$5 a credit (\$15 for this class).

Is there an end-of-level State test for this course? If so, which one?

Yes, but it is project based submitted similar to an Industry Exam

Start-up Budget: Course Materials Required (texts, software, hardware)

The class is a mostly on line material and case studies. They explain the labs but will give you the lab reports. (So we do not run the labs). As far as funding, I think it will require very minimal things. Chrome books which I already have. Little to no funding is needed.

Submitted by: Pete Watkins

School: Bear River High

Date: 10-21-2022

Principal Signature: \_\_\_\_\_

Curriculum Director Signature: \_\_\_\_\_

Human Resources Director Signature: \_\_\_\_\_

**Course Description:**

3D Animation 2 - an advanced 3D animation class that includes training on how to rig a character.

**Course Standards and Objectives:**

(Attached)

**Course Materials:**

(texts, software, etc.)

Cinema 4D Software

**Course Assessment:**

CTE Skills Test

**New Course Approval:**

Course Title: \_\_\_\_\_

Course # assigned \_\_\_\_\_ CIP Course number \_\_\_\_\_

Amount of Credit \_\_\_\_\_

**Date School Board Approved:** \_\_\_\_\_

**Signature District Information Services Director:**

\_\_\_\_\_

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# STRANDS AND STANDARDS

## 3D ANIMATION 2



### Course Description

3D Animation 2 will expand on the foundations gained in 3D Animation 1 using 3D graphic software to produce 3D models and animations. This course will take students through the entire animation process including planning, storyboarding, development, testing and client project-based work. 3D Animation 2 will help students understand how to research and solve real world animation needs, refine their 2D and 3D animation skills, and develop a body of work for a professional portfolio. This is mainly a project-based course.

<b>Intended Grade Level</b>	10-12
Units of Credit	0.5 or 1.0
Core Code	35-02-00-00-076
Concurrent Enrollment Core Code	35-02-00-13-076
Prerequisite	3D Animation 1
Skill Certification Test Number	8192
Test Weight	0.5
<b>License Area of Concentration</b>	CTE and/or Secondary Education 6-12
<b>Required Endorsement(s)</b>	
Endorsement 1	Multimedia
Endorsement 2	N/A
Endorsement 3	N/A

## STRAND 1

Students will show greater understanding of the 12 Principles of Animation.

### Standard 1

Analyze and implement the 12 Principles of Animation.

- Squash and Stretch
- Anticipation
- Staging
- Straight Ahead and Pose to Pose
- Follow Through and Overlapping Action
- Slow In and Slow Out
- Arcs
- Secondary Action
- Timing
- Exaggeration
- Appeal
- Solid Drawing

### Performance Skills

In-depth knowledge of the 12 Principles of Animation and how it applies to work.

## STRAND 2

Students will understand and practice pre-production as it relates to the animation pipeline.

### Standard 1

Storyboarding (animatic)

### Standard 2

Concept Art

- Characters
- Set
- Props

### Standard 3

Record Initial Dialog

## STRAND 3

Students will understand production as it relates to the animation pipeline.

### Standard 1

Modeling

### Standard 2

Texture

Material

UV

**Standard 3**

Rigging

Animation

- Keyframe and Inbetweens
- Timeline
- Graph/animation editor

Blocking

**Standard 4**

Lighting

**Standard 5**

Camera Movements (Dolly, Truck, Pan, Tilt, Roll, Pedestal)

Camera Shots (Medium, Wide, Worm's Eye, etc.)

Aspect Ratio

**STRAND 4****Students will understand post-production as it relates to the animation pipeline.****Standard 1**

Rendering

Color Correction / Compositing

**Standard 2**

Editing

**Standard 3**

Marketing

- Budget – Major film studios spend 50 % on marketing and 50% on production on most film releases.

**Performance Skills**

Create a project that utilizes the entire animation pipeline (pre-production, production, and post-production).

**STRAND 5****Students will implement advanced animation techniques.****Standard 1**

Students will create and animate a simple rigged character.

- IK / FK
- Joints
- Controls
- Parent/Child relationships (Hierarchy)
- Vertex animation (Blend shapes / morph targets)

**Standard 2**

Students will continue to strengthen their skills in cycle animations.

**Standard 3**

Students will create path animations.

- Assign objects and/or cameras to follow curve/spline.

**Standard 4**

Students will Implement the use of particles and simulations.

**Performance Skills**

Create a project that includes a student created rigged character with cycle and path animations.

**STRAND 6**

**Students will create an interactive digital media/animation portfolio for digital delivery which showcases a student's projects, work, and skills. Projects included can be created individually or as a team member.**

**Standard 1**

Plan an interactive portfolio of interactive media projects completed in all digital media and animation courses.

- Use the process for planning and designing interactive projects
- Include examples of the whole planning, design, creation, and publishing process

**Standard 2**

Create a menu-driven digital portfolio including the following elements with strict adherence to copyright and fair use guidelines:

- Add: Project Designs (storyboards and concept drawings)
- Include: Animations, Audio, 2D Graphics, 3D Graphics, and Video
- Include finished projects (individual and/or group)
- Add other awards, contest projects, etc. (optional)
- Include your resume

**STRAND 7**

**Students will participate in a work-based learning experience and/or student competition.**

**Standard 1**

Participate in a work-based learning experience. (Optional)

- Take a field trip to an animation business
- Do a job shadow for someone in the animation career
- Listen to an industry or post-secondary guest speaker
- Work for an animation company

**Standard 2**

Participate in a digital media student competition. (Optional)

- Enter a school or school digital media contest
- Prepare and submit an entry for the **Digital Media Arts Festival**
- Enter and compete in a CTSO competition in an animation area

**Performance Skills**

Overall: Students will use the Strands & Standards in this course to create an interactive project and final portfolio.

**Workplace Skills**

Workplace Skills taught:

- Communication
- Teamwork
- Dependability
- Legal requirements / expectations

**Skill Certificate Test Points by Strand**

Test Name	Test #	Number of Test Points by Strand										Total Points	Total Questions
		1	2	3	4	5	6	7	8	9	10		
3D Animation 2	8192	9	4	12	5	7						37	32

Box Elder School District  
Curriculum, Instruction & Assessment Services  
New Course Application Form

Proposed course title:

\*YOGA

Prerequisite(s):

Fitness for Life

Type of Course: Core \_\_\_\_\_  
Credit: \_\_\_\_\_

Elective 1

Amount of

Department course will be offered: \_\_\_\_\_  
filled: \_\_\_\_\_

PE

Graduation requirement

Proposed teacher:

Anna Jorgensen

Grade

9-12

level: \_\_\_\_\_

Endorsement required: \_\_\_\_\_

Endorsement met? Yes \_\_\_\_\_

No \_\_\_\_\_

1. What is the determined need for this course, and how was the need assessed?

Physical Activity of students with  
a mind-Body-Heart Approach

2. How does this course correlate with the Utah State Core Curriculum?

PE curriculum as a PE elective

individualized life time Activities (402000040)

3. How will this course impact overall school curriculum and resources? (i.e. scheduling, FTEs,

teaching loads, class-size in other courses, etc.)

Mindfulness of students  
Relaxation techniques for students. overall  
Physical Health

4. Will there be an assessed fee for this course? (Fees must be approved by the Board of Education)

NO

5. Is there an end of level State CRT test for this course? If so, which one? \_\_\_\_\_

NO

Submitted by:

Anna Jorgensen

School: Bear River High  
Date: Nov. 5, 2021

Principal Signature: [Signature]

Curriculum Director Signature: \_\_\_\_\_

Human Resources Director Signature: \_\_\_\_\_

**Course Description:**

YOGA

**Course Standards and Objectives:**

PE elective

**Course Materials:**

(texts, software, etc.)

YOGA Mat

**Course Assessment:**

Daily Yoga Assessments

**New Course Approval:**

Course Title: \_\_\_\_\_

Course # assigned \_\_\_\_\_ CIP Course number \_\_\_\_\_

Amount of Credit \_\_\_\_\_

Date School Board Approved: \_\_\_\_\_

**Signature District Information Services Director:**

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## **Recommendation to approve**

Submitted by: Keith Mecham

### **Recommendation:**

It is recommended that the BESD Board of Education approves the 2023-2024 district calendar.

### **Recommended Motion:**

I move that we approve the BESD 2023-2024 district calendar as presented.

### **Background:**

This calendar will be very much like last year. The major change is moving our 3 days of PD/Data Dive to October 16, 2023, February 16, 2024 and March 15, 2024.

In addition, the Elementary Principals have determined to have 2 (½ days) of PTC in February instead of October.

Through meetings with BEEA & BEESPA and district administrators, there is a strong feeling that the district shouldn't start school until after the Box Elder County Fair and that we end within 4 days following Memorial Day.

The consensus from folks polled is to have a week-long spring break, if possible, that matches up with districts around us, specifically those that we compete with for UHSAA activities.

The feedback we received from teachers and administrators was that having the first week be a minimum day to adjust to the heat and a return from summer break was a positive experience.

### **Policy Implications:**

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

This calendar would create 175 instructional days plus 3 PD/Data Dive Days and 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 2023-2024

July 2023						
S	Mon	Tues	Wed	Thurs	Fri	S
2	3	4 <i>4th of July</i>	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24 <i>Pioneer Day</i>	25	26	27	28	29
30	31					0/19

August 2023						
S	Mon	Tues	Wed	Thurs	Fri	S
6	7	8	9	10	11	12
13	14	15	16 Welcome Back/ Health Fair	17	18	19
20	21 Teacher Prep Day	22 Teacher Prep Day	23 Teacher Prep Day	24 County Fair	25	26
27	28 First Day of School Min. Day	29 Minimum School Day	30 Minimum School Day	31 Minimum School Day		4/23

September 2023						
S	Mon	Tues	Wed	Thurs	Fri	S
3	4 <i>Labor Day</i>	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 HS P/T Conf	26 MS P/T Conf	27 Int P/T Conf	28	29	30 20/20

October 2023						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4	5	6	7
8	9	10	11	12 <i>Fall Break</i>	13 <i>Fall Break</i>	14
15	16 No School (PD Day)	17	18	19	20	21
22	23	24	25	26	27	26
29	30 Sunrise P/T Conf	31				20/20

November 2023						
S	Mon	Tues	Wed	Thurs	Fri	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21 End of Tri 1 (59 days) Minimum Day	22 PTC Comp Day	23 <i>Thanksgiving Break</i>	24 <i>Thanksgiving Break</i>	25
26	27	28	29	30		20/20

December 2023						
S	Mon	Tues	Wed	Thurs	Fri	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20 Minimum School Day (no late start)	21 <i>Winter Break</i>	22 <i>Winter Break</i>	23 14/17
24	25 <i>Winter Break</i>	26 <i>Winter Break</i>	27 Winter Break	28 <i>Winter Break</i>	29 <i>Winter Break</i>	30

January 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
31	1 <i>New Year's Day</i>	2 School Resumes	3	4	5	6
7	8	9 HS P/T Conf	10 MS P/T Conf	11 Int P/T Conf	12	13
14	15 <i>Martin-Luther King Jr Day</i>	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			21/21

February 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
4	5 Sunrise P/T Conf	6	7	8	9	10
11	12	13	14	15	16 No School (PD Day)	17
18	19 <i>President's Day</i>	20	21 K-5 P/T Conf	22 K-5 P/T Conf	23 Kind P/T Conf	24
25	26	27	28	29		20/20

March 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
3	4	5	6	7	8	9
10	11	12	13	14	15 No School (PD Day)	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30 21/21

April 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
31	1 ** PTC Comp Day	2 Spring Break	3 Spring Break	4 <i>Spring Break</i>	5 <i>Spring Break</i>	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				18/20

May 2024						
S	Mon	Tues	Wed	Thurs	Fri	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 <i>Memorial Day</i>	28	29	30	31 Last Day of School/ End of Tri 3 (60 days) Min.	22/22

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

No School for Students/Work day for all employees  
Beginning and End of School  
\*\* April 1, 2023 - Designated Snow Day

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

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



## Recommendation to Approve

Submitted by: David Roberts

**Recommendation:** Action Item E.4.

It is recommended that the Board evaluate the information presented and move forward on the proposal to build a turf field at Box Elder High School.

### **Recommended Motion:**

I move that the Box Elder School Board approve the installation of a turf field at Box Elder High School, based on:

- 1— A request in writing for matching funds by February 1, 2023 to the Superintendent;
- 2— A match of 50% from outside donors of the cost of the field to be established at a time in the near future;
- 3— Approval from the Business Administrator and Superintendent with regards to a commitment of funds from the District's annual budget.

I also move that the Box Elder School Board approve a change in the percentage for the turf field at Bear River High School from the original required match of 60% to a required match of 50% of the cost of the turf field.

**Background:** With the number of teams needing access to play fields, it has created a need for an area that can be used year-round and by multiple teams multiple times a day. Currently some of our sports fields are not up to the standards we would like to have in our District to support our student athletes. Our school is one of the few in northern Utah that does not have a turf field for games. The school has initiated the process to gather commitments from donors for donations to begin the process to finance a new turf field.

Policy 2100(J)(3)- requires Board approval for a capital project or activity for a match up to 50%.

### **Considerations:**

- With the community support there is a traction to install a turf field.
- This allows every team to play on a regulation size field creating equity among student athletes.
- Turf fields lasts about 10-12 years and the replacement cost today is about \$280,000.

**Policy Implications:** As stated earlier BESD Policy 2100 allows such requests with Board approval.

**Financial Implications:** The cost of the new turf field is approximately \$1,200,000. A delay in the decision would have cost implications.

**Implications:**

- District staff for supervision
- Community restrictions
- Adjustment of team sports schedules and possibly games

**MONTHLY FINANCIAL REPORT**  
November 30, 2022

	<b>ENDING OCT 2022</b>	<b>2022-23</b>	<b>2022-23</b>	<b>Curr Bud vs Actual</b>	<b>Prev Bud vs Actual</b>	<b>2021-22</b>	<b>2021-22</b>
	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
	<b>Percent of Year completed to date</b>			<b>41.67%</b>	<b>41.67%</b>		
	<b>Percent of 9 month contract complete</b>			<b>33.33%</b>	<b>33.33%</b>		
<b>1</b>	<b>GENERAL FUND (M&amp;O) FUND (10)</b>						
<b>2</b>							
<b>3</b>	<b>REVENUE:</b>						
<b>4</b>	<b>Local</b>						
<b>5</b>	<b>Property</b>	26,650,444	1,912,090	7.2%	4.5%	1,114,355	24,614,600
<b>6</b>	<b>Tuitions</b>	350,000	91,810	26.2%	26.5%	96,105	363,338
<b>7</b>	<b>Inv Earnings</b>	225,000	247,239	109.9%	55.1%	113,290	205,558
<b>8</b>	<b>Indlr. Costs-SL</b>	950,000		0.0%		0	0
<b>9</b>	<b>Rental Fees/Building/Fiel</b>	90,000	21,264	23.6%	18.3%	14,656	80,114
<b>10</b>	<b>Other</b>	1,450,000	40,335	2.8%	14.1%	161,963	1,146,588
<b>11</b>	<b>State</b>	93,550,472	39,431,528	42.2%	45.1%	30,579,872	67,799,745
<b>12</b>	<b>Federal</b>	8,500,000	259,656	3.1%	34.5%	1,729,953	5,018,337
<b>13</b>	<b>Misc./ Fund Bal</b>	2,000,000		0.0%	0.0%	0	0
<b>14</b>	<b>TOTAL M &amp; O</b>						
<b>15</b>	<b>REVENUE</b>	133,765,916	42,003,922	31.4%	34.1%	33,810,194	99,228,280
<b>16</b>	<b>Beg Balance</b>	173,339					173,432
<b>17</b>	<b>Less:</b>						
<b>18</b>	<b>Ending Balance</b>	323,761					173,339
<b>19</b>	<b>TOTAL M &amp; O FUNDS</b>						
<b>20</b>	<b>available</b>	133,615,494	42,003,922	31.4%	34.1%	33,810,194	99,228,373
<b>21</b>	<b>EXPENDITURES:</b>						
<b>22</b>	<b>Instruction (1000)</b>						
<b>23</b>	<b>Salaries</b>	60,275,549	16,673,092	27.7%	39.0%	15,564,978	39,931,916
<b>24</b>	<b>Benefits</b>	24,022,216	6,864,790	28.6%	41.4%	6,705,188	16,191,159
<b>25</b>	<b>Purchased Serv.</b>	3,749,122	1,018,890	27.2%	48.6%	1,217,400	2,505,616
<b>26</b>	<b>Supplies/Textbooks</b>	5,251,852	3,678,395	70.0%	54.0%	2,153,209	3,986,512
<b>27</b>	<b>Equipment</b>	1,500,000	45,869	3.1%	102.8%	293,267	285,313
<b>28</b>	<b>Other</b>	700,000	1,080	0.2%	1.0%	5,947	573,756
<b>29</b>	<b>Total</b>	95,498,739	28,282,115	29.6%	40.9%	25,939,989	63,474,273
<b>30</b>							
<b>31</b>	<b>Student Services (2100)</b>						
<b>32</b>	<b>Salaries</b>	3,893,853	1,406,130	36.1%	41.6%	1,229,007	2,956,961
<b>33</b>	<b>Benefits</b>	1,526,627	553,319	36.2%	41.5%	502,609	1,211,095
<b>34</b>	<b>Other</b>	350,000	182,033	52.0%	28.3%	96,330	339,797
<b>35</b>	<b>Total</b>	5,770,480	2,141,482	37.1%	40.6%	1,827,946	4,507,853
<b>36</b>							
<b>37</b>	<b>Instructional Staff (2200)</b>						
<b>38</b>	<b>Salaries</b>	1,820,307	639,632	35.1%	43.9%	618,001	1,408,331
<b>39</b>	<b>Benefits</b>	701,688	255,280	36.4%	45.8%	249,136	543,790
<b>40</b>	<b>Other</b>	475,000	175,203	36.9%	20.2%	98,074	486,246
<b>41</b>	<b>Total</b>	2,996,995	1,070,116	35.7%	39.6%	965,211	2,438,367

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	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
	<b>Percent of Year completed to date</b>			<b>41.67%</b>	<b>41.67%</b>		
	<b>Percent of 9 month contract complete</b>			<b>33.33%</b>	<b>33.33%</b>		
<b>42</b>	<b>District Administration (2300)</b>						
<b>43</b>	<b>Salaries</b>	<b>397,855</b>	<b>154,916</b>	<b>38.9%</b>	<b>46.7%</b>	<b>152,347</b>	<b>326,232</b>
<b>44</b>	<b>Benefits</b>	<b>173,820</b>	<b>70,096</b>	<b>40.3%</b>	<b>50.4%</b>	<b>74,145</b>	<b>147,062</b>
<b>45</b>	<b>Purch Services</b>	<b>370,000</b>	<b>110,866</b>	<b>30.0%</b>	<b>129.9%</b>	<b>473,747</b>	<b>364,724</b>
<b>46</b>	<b>Liability Insurance</b>	<b>165,840</b>	<b>0</b>	<b>0.0%</b>	<b>100.0%</b>	<b>160,336</b>	<b>160,336</b>
<b>47</b>	<b>Supplies</b>	<b>35,000</b>	<b>23,943</b>	<b>68.4%</b>	<b>49.6%</b>	<b>16,845</b>	<b>33,937</b>
<b>48</b>	<b>Other</b>	<b>25,000</b>	<b>26,769</b>	<b>107.1%</b>	<b>86.1%</b>	<b>21,537</b>	<b>25,011</b>
<b>49</b>	<b>Total</b>	<b>1,167,515</b>	<b>386,591</b>	<b>33.1%</b>	<b>85.0%</b>	<b>898,957</b>	<b>1,057,302</b>
<b>50</b>	<b>School Administration (2400)</b>						
<b>51</b>	<b>Salaries</b>	<b>5,149,482</b>	<b>1,830,325</b>	<b>35.5%</b>	<b>44.1%</b>	<b>1,675,971</b>	<b>3,799,550</b>
<b>52</b>	<b>Benefits</b>	<b>2,012,225</b>	<b>738,633</b>	<b>36.7%</b>	<b>44.4%</b>	<b>679,471</b>	<b>1,529,435</b>
<b>53</b>	<b>Prof Serv/Travel</b>	<b>130,000</b>	<b>4,678</b>	<b>3.6%</b>	<b>49.3%</b>	<b>26,195</b>	<b>53,087</b>
<b>54</b>	<b>Other</b>	<b>15,000</b>	<b>12,745</b>	<b>85.0%</b>	<b>100.0%</b>	<b>9,205</b>	<b>9,205</b>
<b>55</b>	<b>Total</b>	<b>7,306,707</b>	<b>2,586,381</b>	<b>35.4%</b>	<b>44.3%</b>	<b>2,390,842</b>	<b>5,391,278</b>
<b>56</b>							
<b>57</b>	<b>Business &amp; Support (2500)</b>						
<b>58</b>	<b>Salaries</b>	<b>829,887</b>	<b>333,924</b>	<b>40.2%</b>	<b>43.6%</b>	<b>303,824</b>	<b>697,365</b>
<b>59</b>	<b>Benefits</b>	<b>335,923</b>	<b>121,411</b>	<b>36.1%</b>	<b>43.7%</b>	<b>111,675</b>	<b>255,809</b>
<b>60</b>	<b>Purchased Services</b>	<b>165,000</b>	<b>50,011</b>	<b>30.3%</b>	<b>26.7%</b>	<b>57,590</b>	<b>215,458</b>
<b>61</b>	<b>Other</b>	<b>25,000</b>	<b>1,977</b>	<b>7.9%</b>	<b>9.2%</b>	<b>2,743</b>	<b>29,937</b>
<b>62</b>	<b>Total</b>	<b>1,355,810</b>	<b>507,323</b>	<b>37.4%</b>	<b>39.7%</b>	<b>475,832</b>	<b>1,198,568</b>
<b>63</b>							
<b>64</b>	<b>Operation &amp; Maintenance (2600)</b>						
<b>65</b>	<b>Salaries</b>	<b>5,841,840</b>	<b>2,361,608</b>	<b>40.4%</b>	<b>45.5%</b>	<b>2,192,220</b>	<b>4,817,115</b>
<b>66</b>	<b>Benefits</b>	<b>2,282,493</b>	<b>940,544</b>	<b>41.2%</b>	<b>47.2%</b>	<b>895,354</b>	<b>1,897,683</b>
<b>67</b>	<b>Electricity</b>	<b>1,096,780</b>	<b>333,187</b>	<b>30.4%</b>	<b>39.6%</b>	<b>328,857</b>	<b>829,693</b>
<b>68</b>	<b>Purchased Service</b>	<b>802,000</b>	<b>262,137</b>	<b>32.7%</b>	<b>53.7%</b>	<b>265,677</b>	<b>494,484</b>
<b>69</b>	<b>Telephone</b>	<b>280,000</b>	<b>81,895</b>	<b>29.2%</b>	<b>29.9%</b>	<b>84,736</b>	<b>283,444</b>
<b>70</b>	<b>Natural Gas</b>	<b>533,500</b>	<b>58,015</b>	<b>10.9%</b>	<b>10.7%</b>	<b>60,333</b>	<b>564,728</b>
<b>71</b>	<b>Prop Insurance</b>	<b>317,730</b>		<b>0.0%</b>	<b>100.0%</b>	<b>257,879</b>	<b>257,879</b>
<b>72</b>	<b>Repair</b>	<b>385,000</b>	<b>91,383</b>	<b>23.7%</b>	<b>22.5%</b>	<b>78,088</b>	<b>346,630</b>
<b>73</b>	<b>Supplies</b>	<b>690,000</b>	<b>310,011</b>	<b>44.9%</b>	<b>49.7%</b>	<b>358,471</b>	<b>721,433</b>
<b>74</b>	<b>Other</b>	<b>2,500</b>		<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>323</b>
<b>75</b>	<b>ESSER III A/C</b>	<b>4,000,000</b>	<b>257,699</b>	<b>6.4%</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>
<b>76</b>							
<b>77</b>	<b>Total</b>	<b>16,231,843</b>	<b>4,696,478</b>	<b>28.9%</b>	<b>44.3%</b>	<b>4,521,615</b>	<b>10,213,411</b>
<b>78</b>							

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	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
	<b>Percent of Year completed to date</b>			<b>41.67%</b>	<b>41.67%</b>		
	<b>Percent of 9 month contract complete</b>			<b>33.33%</b>	<b>33.33%</b>		
<b>79</b>	<b>Transportation (2700)</b>						
<b>80</b>	<b>Salaries</b>	3,353,462	1,094,102	32.6%	34.3%	898,806	2,623,785
<b>81</b>	<b>Benefits</b>	978,898	349,408	35.7%	39.1%	292,335	747,377
<b>82</b>	<b>Purch Serv</b>	255,000	59,185	23.2%	46.0%	106,332	231,005
<b>83</b>	<b>Fuel</b>	950,000	137,649	14.5%	28.0%	190,366	680,918
<b>84</b>	<b>Supplies</b>	581,771	137,458	23.6%	43.8%	201,797	460,838
<b>85</b>	<b>Other/Property</b>	137,209	4,228	3.1%	69.4%	1,036,703	1,492,748
<b>86</b>	<b>Total</b>	<b>6,256,340</b>	<b>1,782,030</b>	<b>28.5%</b>	<b>43.7%</b>	<b>2,726,339</b>	<b>6,236,672</b>
<b>87</b>	<b>Community Services (3300)</b>						
<b>88</b>	<b>Salary</b>	657,395	269,486	41.0%	45.6%	236,286	518,082
<b>89</b>	<b>Benefits</b>	197,171	77,544	39.3%	46.5%	71,537	153,837
<b>90</b>	<b>Purchased Serv</b>	30,000	4,496	15.0%	44.8%	3,778	8,427
<b>91</b>	<b>Supplies/Util</b>	110,000	20,427	18.6%	71.7%	61,100	85,160
<b>92</b>	<b>Property</b>	10,000	400	4.0%	54.5%	1,269	2,327
<b>93</b>	<b>Other Objects</b>	26,500	1,505	5.7%	80.8%	16,711	20,695
<b>94</b>	<b>Desig. Fund Bal</b>						
<b>95</b>	<b>Total</b>	<b>1,031,066</b>	<b>373,857</b>	<b>36.3%</b>	<b>49.5%</b>	<b>390,681</b>	<b>788,527</b>
<b>96</b>	<b>Total Expenditures</b>	<b>137,615,495</b>	<b>41,826,374</b>	<b>30.4%</b>	<b>42.1%</b>	<b>40,137,412</b>	<b>95,306,250</b>
<b>97</b>	<b>Interfund Trans</b>					1	1
<b>98</b>	<b>Change Desig Fund Bal</b>					1	1
<b>99</b>	<b>Other/Budget Cuts</b>					0	0
<b>100</b>	<b>TOTAL EXPENDITURERS</b>						<b>0</b>
<b>101</b>	<b>M &amp; O</b>	<b>137,615,495</b>	<b>41,826,374</b>	<b>30.39%</b>	<b>42.1%</b>	<b>40,137,414</b>	<b>95,306,252</b>

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	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
	<b>Percent of Year completed to date</b>			<b>41.67%</b>	<b>41.67%</b>		
	<b>Percent of 9 month contract complete</b>			<b>33.33%</b>	<b>33.33%</b>		
<b>102</b>	<b>School Activity Fund (21)</b>						
<b>103</b>							
<b>104</b>	<b>REVENUE:</b>						
<b>105</b>	<b>School Deposits</b>	<b>4,400,000</b>	<b>1,965,083</b>	<b>44.7%</b>	<b>49.4%</b>	<b>1,957,473</b>	<b>3,962,870</b>
<b>106</b>							
<b>107</b>	<b>Other</b>					<b>0</b>	
<b>108</b>	<b>Total Revenue</b>	<b>4,400,000</b>	<b>1,965,083</b>	<b>44.7%</b>	<b>49.4%</b>	<b>1,957,473</b>	<b>3,962,870</b>
<b>109</b>	<b>EXPENDITURES:</b>						
<b>110</b>	<b>Purchased Services</b>	<b>902,150</b>	<b>154,189</b>	<b>17.1%</b>	<b>23.5%</b>	<b>188,090</b>	<b>801,116</b>
<b>111</b>	<b>Supplies</b>	<b>2,882,850</b>	<b>1,149,357</b>	<b>39.9%</b>	<b>38.8%</b>	<b>1,037,785</b>	<b>2,672,859</b>
<b>112</b>	<b>Equipment/Property</b>	<b>290,000</b>	<b>18,294</b>	<b>6.3%</b>	<b>78.2%</b>	<b>39,684</b>	<b>50,755</b>
<b>113</b>	<b>Desig/Other/Adm</b>	<b>325,000</b>	<b>68,965</b>	<b>21.2%</b>	<b>40.8%</b>	<b>65,366</b>	<b>160,226</b>
<b>114</b>	<b>Total Expenditures</b>						
<b>115</b>	<b>School Activity</b>	<b>4,400,000</b>	<b>1,390,805</b>	<b>31.6%</b>	<b>36.1%</b>	<b>1,330,925</b>	<b>3,684,956</b>
<b>116</b>	<b>DEBT SERVICE FUND (31)</b>						
<b>117</b>							
<b>118</b>	<b>REVENUE:</b>						
<b>119</b>	<b>Property Tax</b>	<b>3,351,027</b>	<b>235,299</b>	<b>7.0%</b>	<b>4.5%</b>	<b>134,581</b>	<b>2,972,725</b>
<b>120</b>	<b>Interest</b>	<b>105,750</b>	<b>26,597</b>	<b>25.2%</b>	<b>41.0%</b>	<b>7,809</b>	<b>19,034</b>
<b>121</b>	<b>Other</b>						
<b>122</b>	<b>Total</b>	<b>3,456,777</b>	<b>261,896</b>	<b>7.6%</b>	<b>4.8%</b>	<b>142,390</b>	<b>2,991,758</b>
<b>123</b>	<b>Beginning Bal</b>	<b>5,122,687</b>	<b>5,524,003</b>	<b>107.8%</b>	<b>79.8%</b>	<b>4,630,220</b>	<b>5,802,645</b>
<b>124</b>	<b>LESS:</b>						
<b>125</b>	<b>Ending Balance</b>	<b>5,524,003</b>	<b>2,899,149</b>	<b>52.5%</b>	<b>72.3%</b>	<b>3,704,440</b>	<b>5,122,687</b>
<b>126</b>	<b>Funds Available</b>	<b>4,652,302</b>	<b>2,899,149</b>	<b>62.3%</b>	<b>27.2%</b>	<b>1,505,210</b>	<b>5,524,003</b>
<b>127</b>	<b>EXPENDITURE:</b>						
<b>128</b>	<b>Bond Debt</b>	<b>3,927,162</b>	<b>2,886,750</b>	<b>62.0%</b>	<b>100.0%</b>	<b>3,267,400</b>	<b>3,267,400</b>
<b>129</b>	<b>Fees</b>	<b>50,000</b>		<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>3,000</b>
<b>130</b>	<b>Other Uses</b>					<b>0</b>	<b>0</b>
<b>131</b>	<b>Total</b>	<b>3,977,162</b>	<b>2,886,750</b>	<b>72.6%</b>	<b>99.9%</b>	<b>3,267,400</b>	<b>3,270,400</b>

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	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
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	<b>Percent of 9 month contract complete</b>			<b>33.33%</b>	<b>33.33%</b>		
<b>132</b>	<b>CAPITAL OUTLAY FUND (32)</b>						
<b>133</b>							
<b>134</b>	<b>REVENUE:</b>						
<b>135</b>	<b>Property Tax</b>	9,993,009	739,140	7.4%	4.5%	442,196	9,767,523
<b>136</b>	<b>Interest</b>	155,000	180,644	116.5%	37.7%	56,329	149,491
<b>137</b>	<b>Other</b>	80,338	53,206	66.2%	8.8%	26,059	295,772
<b>138</b>	<b>State</b>	1,836,195	1,627,962	88.7%	45.5%	15,813	34,788
<b>139</b>	<b>Federal /MBA</b>	4,063,288	0	0.0%	100.0%	25,117	25,117
<b>140</b>	<b>Ins./Prop.Recry</b>	1,025,000	0	0.0%	22.3%	102,665	460,329
<b>141</b>	<b>Total Revenue</b>	17,152,830	2,600,953	15.2%	6.2%	668,179	10,733,020
<b>142</b>	<b>Lease Revenue MBA</b>	0				0	
<b>143</b>	<b>Other Sources(F50)</b>	345,580				0	0
<b>144</b>	<b>Desig. Fund Bal</b>						
<b>145</b>	<b>TOTAL REVENUE CAPITAL</b>						
<b>146</b>	<b>OUTLAY</b>	17,498,410	2,600,953	14.9%	6.2%	668,179	10,733,020
<b>147</b>	<b>Beg. Balance</b>	14,924,496					31,036,384
<b>148</b>	<b>Less:</b>						
<b>149</b>	<b>Ending Balance</b>	8,091,376					16,496,145
<b>150</b>	<b>Capital Outlay Funds</b>						
<b>151</b>	<b>available</b>	24,331,530	2,600,953			668,179	25,273,259

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	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
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<b>152</b>	<b>EXPENDITURES:</b>						
<b>153</b>	<b>Oper/Maint</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>2,500</b>	<b>0</b>
<b>154</b>	<b>Other Equipment</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>
<b>155</b>	<b>Purchased Services</b>	<b>5,000</b>	<b>5,188</b>	<b>103.8%</b>	<b>0.0%</b>	<b>0</b>	<b>4,961</b>
<b>156</b>	<b>Technology/Software</b>	<b>2,500,000</b>	<b>747,305</b>	<b>29.9%</b>	<b>68.3%</b>	<b>876,429</b>	<b>1,282,577</b>
<b>157</b>	<b>Improvement</b>					<b>0</b>	<b>0</b>
<b>158</b>	<b>Buildings Maint</b>	<b>2,000,000</b>	<b>810,927</b>	<b>40.5%</b>	<b>102.5%</b>	<b>2,031,321</b>	<b>1,981,167</b>
<b>159</b>	<b>Vehicles/Buses</b>	<b>1,800,000</b>	<b>1,371,946</b>	<b>76.2%</b>	<b>2.7%</b>	<b>38,992</b>	<b>1,438,448</b>
<b>160</b>	<b>Furniture/Equip</b>	<b>1,121,227</b>	<b>360,522</b>	<b>32.2%</b>	<b>31.2%</b>	<b>598,269</b>	<b>1,916,360</b>
<b>161</b>	<b>Other Objects</b>				<b>0.0%</b>	<b>0</b>	
<b>162</b>	<b>Vehicle charges</b>					<b>0</b>	
<b>163</b>	<b>Total Capital</b>	<b>7,426,227</b>	<b>3,295,888</b>	<b>44.4%</b>	<b>53.6%</b>	<b>3,547,511</b>	<b>6,623,512</b>
<b>164</b>	<b>Other/Portables</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>	<b>100.0%</b>	<b>29,467</b>	<b>29,467</b>
<b>165</b>	<b>Grouse Creek</b>	<b>2,000,000</b>	<b>1,174,949</b>	<b>58.7%</b>	<b>0.0%</b>		<b>35,570</b>
<b>166</b>	<b>Golden Spike</b>	<b>7,900,000</b>	<b>1,178,627</b>	<b>14.9%</b>	<b>37.6%</b>	<b>5,970,912</b>	<b>15,859,011</b>
<b>167</b>	<b>HS Athletic Facilities</b>	<b>520,000</b>	<b>0</b>	<b>0.0%</b>	<b>99.7%</b>	<b>793,973</b>	<b>796,585</b>
<b>168</b>	<b>Property/Other</b>	<b>500,000</b>	<b>349,219</b>	<b>69.8%</b>			<b>0</b>
<b>169</b>	<b>Total Construction</b>	<b>10,920,000</b>	<b>2,702,794</b>	<b>24.8%</b>	<b>40.6%</b>	<b>6,794,352</b>	<b>16,720,633</b>
<b>170</b>	<b>Desig. F Bal</b>						
<b>171</b>	<b>MBA/Bond Fee/Fund 50</b>	<b>1,985,302</b>	<b>1,661,278</b>	<b>83.7%</b>	<b>87.4%</b>	<b>1,686,937</b>	<b>1,929,114</b>
<b>172</b>	<b>Other</b>						<b>0</b>
<b>173</b>	<b>TOTAL EXPENDITURES CAPITAL</b>						
<b>174</b>	<b>OUTLAY</b>	<b>20,331,529</b>	<b>7,659,961</b>	<b>37.7%</b>	<b>47.6%</b>	<b>12,028,800</b>	<b>25,273,259</b>

**MONTHLY FINANCIAL REPORT**  
November 30, 2022

	<b>ENDING OCT 2022</b>	<b>2022-23</b>	<b>2022-23</b>	<b>Currt Bud vs Actual</b>	<b>Prev Bud vs Actual</b>	<b>2021-22</b>	<b>2021-22</b>
	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
	<b>Percent of Year completed to date</b>			<b>41.67%</b>	<b>41.67%</b>		
	<b>Percent of 9 month contract complete</b>			<b>33.33%</b>	<b>33.33%</b>		
<b>175</b>	<b>SCHOOL FOOD SERVICE FUND (49)</b>						
<b>176</b>							
<b>177</b>	<b>REVENUE:</b>						
<b>178</b>	<b>Lunch Sales</b>	1,301,500	357,788	27.5%	23.2%	18,437	79,435
<b>179</b>	<b>State</b>	1,125,000	183,091	16.3%	223.5%	287,526	867,932
<b>180</b>	<b>Federal</b>	3,140,000	691,648	22.0%	31.9%	1,940,215	6,087,355
<b>181</b>	<b>Other/Inventory Adj</b>	3,500	0		0.0%		0
<b>182</b>	<b>TOTAL REVENUE SCHOOL</b>						
<b>183</b>	<b>FOODS</b>	5,570,000	1,232,527	22.1%	31.9%	2,246,178	7,034,723
<b>184</b>	<b>Beg. Balance</b>	2,709,624					0
<b>185</b>	<b>Less:</b>						
<b>186</b>	<b>Ending Balance</b>	946,297					0
<b>187</b>	<b>School Food Service Funds</b>						
<b>188</b>	<b>available</b>	7,333,327	1,232,527	16.8%	31.9%	2,246,178	7,034,723
<b>189</b>	<b>EXPENDITURES:</b>						
<b>190</b>	<b>Salaries</b>	2,319,903	630,798	27.2%	39.4%	649,578	1,648,917
<b>191</b>	<b>Benefits</b>	718,424	203,502	28.3%	43.9%	214,357	488,510
<b>192</b>	<b>Food/Supplies</b>	3,890,000	748,395	19.2%	45.7%	967,767	2,116,038
<b>193</b>	<b>Equipment</b>	55,000	24,800	45.1%	82.0%	122,026	148,900
<b>194</b>	<b>Other Costs</b>	25,000	21,598	86.4%	79.8%	19,711	24,712
<b>195</b>	<b>Dir/Indirect Costs</b>	325,000		0.0%	-0.6%	278	-45,727
<b>196</b>	<b>TOTAL EXPENDITURES SCHOOL</b>						
<b>197</b>	<b>FOODS</b>	7,333,327	1,629,093	22.2%	45.0%	1,973,717	4,381,351

**MONTHLY FINANCIAL REPORT**  
November 30, 2022

	<b>ENDING OCT 2022</b>	<b>2022-23</b>	<b>2022-23</b>	<b>Currnt Bud vs Actual</b>	<b>Prev Bud vs Actual</b>	<b>2021-22</b>	<b>2021-22</b>
	<b>Description</b>	<b>Revised</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
	<b>Percent of Year completed to date</b>			<b>41.67%</b>	<b>41.67%</b>		
	<b>Percent of 9 month contract complete</b>			<b>33.33%</b>	<b>33.33%</b>		
<b>198</b>	<b>Foundation Fund (75)</b>						
<b>199</b>							
<b>200</b>	<b>REVENUE:</b>						
<b>201</b>	<b>Total Revenue</b>	<b>300,000</b>	<b>131,001</b>	<b>43.7%</b>	<b>40.3%</b>	<b>87,942</b>	<b>218,061</b>
<b>202</b>	<b>Available Revenue</b>	<b>300,000</b>	<b>131,001</b>	<b>43.7%</b>	<b>40.3%</b>	<b>87,942</b>	<b>218,061</b>
<b>203</b>	<b>EXPENDITURE:</b>						
<b>204</b>	<b>Expenses</b>	<b>280,000</b>	<b>110,410</b>	<b>39.4%</b>	<b>32.4%</b>	<b>58,834</b>	<b>181,423</b>
<b>205</b>	<b>Changes/Desg Fund Bal</b>						<b>0</b>
<b>206</b>	<b>TOTAL EXPENDITURE</b>	<b>280,000</b>	<b>110,410</b>	<b>39.4%</b>	<b>32.4%</b>	<b>58,834</b>	<b>181,423</b>
<b>207</b>	<b>Agency Fund (76)</b>						
<b>208</b>							
<b>209</b>	<b>REVENUE:</b>						
<b>210</b>	<b>Agent Services</b>	<b>150,000</b>	<b>23,845</b>	<b>15.9%</b>	<b>71.2%</b>	<b>23,931</b>	<b>33,608</b>
<b>211</b>	<b>State</b>	<b>5,000</b>				<b>0</b>	<b>0</b>
<b>212</b>	<b>Federal</b>						
<b>213</b>	<b>Other</b>	<b>7,000</b>	<b>0</b>	<b>0.0%</b>		<b>14,720</b>	<b>0</b>
<b>214</b>	<b>TOTAL REVENUE/BB</b>						
<b>215</b>	<b>AGENCY FUND</b>	<b>162,000</b>	<b>23,845</b>	<b>14.7%</b>	<b>115.0%</b>	<b>38,651</b>	<b>33,608</b>
<b>216</b>	<b>EXPENDITURE:</b>						
<b>217</b>	<b>Instruction</b>		<b>70</b>	<b>0.0%</b>	<b>55.0%</b>	<b>5,978</b>	<b>10,865</b>
<b>218</b>	<b>NUCC</b>	<b>150,000</b>	<b>11,931</b>	<b>8.0%</b>	<b>43.7%</b>	<b>7,913</b>	<b>18,121</b>
<b>219</b>	<b>Other</b>	<b>7,000</b>	<b>1,063</b>	<b>15.2%</b>	<b>35.6%</b>	<b>830</b>	<b>2,330</b>
<b>220</b>	<b>Changes/Desg Fund Bal</b>	<b>5,000</b>	<b>0</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0</b>	<b>0</b>
<b>221</b>	<b>TOTAL EXPENDITURES</b>						
<b>222</b>	<b>AGENCY FUND</b>	<b>162,000</b>	<b>13,064</b>	<b>8.1%</b>	<b>47.0%</b>	<b>14,721</b>	<b>31,316</b>
<b>223</b>							
<b>224</b>							
<b>225</b>			<b>SUMMARY</b>			<b>SUMMARY</b>	
<b>226</b>							
<b>227</b>	<b>GRAND TOTAL FUNDS AVAILABLE</b>						
<b>228</b>	<b>ALL FUNDS</b>	<b>165,153,103</b>	<b>48,219,226</b>	<b>29.2%</b>	<b>31.4%</b>	<b>38,951,007</b>	<b>124,202,320</b>
<b>229</b>	<b>GRAND TOTAL EXPENDITURE</b>						
<b>230</b>	<b>ALL FUNDS</b>	<b>174,099,513</b>	<b>55,516,457</b>	<b>31.9%</b>	<b>44.5%</b>	<b>58,811,811</b>	<b>132,128,959</b>

## POLICY 2070

### Cash Receipts, Expenditures, and Purchasing

- A. This policy is applicable without exception to all funds owned or administered by the District. This policy applies to all District administration, licensed educators, staff, students, organizations, and individuals that handle cash receipts or accept payment in any form on behalf of the District or individual school or initiate, authorize, or process cash disbursements on behalf of the District or individual school. The scope includes all activities at the District and individual schools and in all locations where District activities and public funds are collected or expended. All expenditures of the District are to be consistent with applicable state and federal laws and regulations; any restrictions, rules, or regulations placed on the use of the funds by donors and granting agencies; and prudent management practices. It is expected that in all dealings, District employees will act in an ethical manner that is consistent with the District's code of ethics, the [Utah Educators' Standards](#), the [Public Officers' and Employees' Ethics Act](#), and [State Procurement Code](#).
- B. Wherever possible, duties such as custody of purchase cards and blank checks, initiating expenditures, approving expenditures, maintaining documentation, issuing checks, collecting funds, maintaining documentation, preparing deposits and reconciling records should be segregated among different individuals. When segregation of duties is not possible due to the small size and limited staffing of the District or individual school, compensating controls such as management supervision and review of cash receipting records by independent parties should be implemented.
- C. All individual schools are required to take every precaution to safeguard school monies and records.
- D. Receipting Funds, Bank Accounts, Cash

#### *Utah Admin. Rules R277-515-5 (B)(ii)*

1. Monies are to be banked daily where practicable but no less than every three days. Appropriate internal controls and segregation of duties should be implemented for all cash activity. Cash should always be verified (balanced with receipts). Where verification is difficult, cash should be counted by two individuals.

#### [Utah Code § 51-4-2\(2\)\(a\) \(2017\)](#)

2. No money is to be left in elementary schools, except as approved by the Business Administrator for change or petty cash as designated in District procedures.

3. All receipting of funds shall be done by the designated District or school finance secretary. Collections at school events shall be under the direction of the building administrator and follow the ticketing and collection procedures of the District.
  4. All bank accounts shall be approved by the Business Administrator who is included as an authorized signer on all accounts. Employees shall not open bank accounts or have checks written to them personally. Personal checks should not be cashed from receipts.
  5. Funds are to be controlled by the finance secretary and kept at a secure location until deposited. Employees shall never hold funds in any location for any reason. A specified safe location should be established when the finance secretary is not available.
  6. Receipts shall be issued for all funds on the approved accounting system and where possible duties should be segregated with different people receiving, receipting, reconciling, and depositing the money. All processes shall be documented with an approved paper trail.
  7. All disbursements are to be paid using the School District payable procedures and not from cash receipts, refunds, or by other methods.
  8. In addition to all items above, School District and school procedures are to be followed by all collection of funds by the schools or District.
  9. The School District tax exempt status shall only be used for school purchases. Schools must collect tax on taxable sales or rental of tangible personal property to students, employees, or to the public.
- E. Where applicable, each school's detailed activity budget vs. actual statements should be reviewed by program directors, coaches, teachers, etc. on a quarterly basis for accuracy and reasonableness.
- F. Expenditure transactions must be approved by an individual having sufficient knowledge and authority to evaluate the transaction for reasonableness and appropriateness. The school or District shall designate employees by title or job descriptions that are authorized to approve various dollar amount levels of disbursements and instructed never to sign blank checks.
- G. All expenditures made using cash, checks, credit/purchase cards, electronic fund transfers, etc.
1. Shall be recorded in the school or District's accounting records.

2. Passwords should be established on user access to the accounting system and changed periodically.
  3. Checks should be made payable to specified payees and never to “cash” or “bearer.”
- H. All disbursement activity should be substantiated by supporting documents. Documents should be available, and should demonstrate that proper disbursement controls are in place (signatures for approval, purchase orders, receipts, invoices, bids or quotes, reimbursement forms, travel forms, journal entries, reconciliations, etc.). Quotes shall contain the following information:
1. Date received or dates that the quoted price is valid, delivery date
  2. Company name, address, salesperson
  3. Each item, description or specifications, unit, total price, and quantity listed
  4. Shipping and freight charges
  5. Salesperson and contact information
  6. Vendor, District employee name and position
- I. Quotes may be obtained and documented by printing pages from a website; however, all of the quote elements must be documented. Better prices are usually obtained by contacting vendors directly. Telephone quotes must be documented and include all quote elements. Written quotes should be requested on the vendor’s letterhead.
- J. Bank and credit card statements should be reviewed and accounts reconciled in a timely manner. Activity accounts should be reviewed quarterly by the custodian of the activity.
- K. All checks or check stock, credit/purchase cards, access to bank accounts and statements, etc. shall be secured and controlled by the accounting/front office with limited access. All disbursing of funds at the school or District should be done through the accounting/front office.
- L. Bank reconciliation(s) should be performed on all District-approved accounts, including credit card transactions. If the bank reconciliation is completed by someone who has access to the accounting system and bank accounts, it should be reviewed and approved by another person, such as the principal or director, business administrator, or a member of the audit committee or board on a monthly basis.

- M. Administration should review bank statements and bank reconciliations, as well as credit card statements, and document the review and approval. The District's audit committee or District management should ensure that monthly bank reconciliations and credit/purchase card statement reconciliations are occurring on a monthly basis.
- N. A check register should be reviewed when signing checks to ensure all disbursements are reviewed and approved. Administration or designated members of management shall review cash disbursements to verify that all District and State policies and procedures are being followed on a periodic basis.
- O. The school or District must comply with applicable District and state purchasing laws.
  - 1. Contracts must follow the guidelines outlined in the District's procurement policies and [Utah Procurement Code](#), specifically regarding the length of multi-year contracts.
  - 2. Construction and improvements must comply with the provisions of the District's procurement policies and the State Procurement Code [Utah Code § 63G-6a-101 et seq.](#), the [Utah Procurement Code](#), and Title IX.
  - 3. Exclusive contracts must comply with the guidelines outlined in the State Procurement Code [Utah Code § 63G-6a-101 et seq.](#), the District's procurement policy, and the Utah Public Officers' and Employees' Ethics Act [Utah Code § 67-16-1 et seq.](#).
  - 4. Purchases of goods or services with District funds for personal use or personal gain are strictly prohibited; see the Utah Public Officers' and Employees' Ethics Act [Utah Code § 67-16-1 et seq.](#). Expenditures will follow the guidelines outlined in the District's procurement policies and the State Procurement Code [Utah Code § 63G-6a-101 et seq.](#) and federal purchasing laws.

## POLICY 2080

### Risk Management

- A. It is the responsibility of the Box Elder School District Board of Education to protect the District from losses through maintaining proper insurance and following industry recognized risk management practices.
- B. The District will achieve this by maintaining reasonable levels of insurance for property, casualty, and liability in all areas in which the district functions.
- C. As made available and when it is practical and cost effective the district will take advantage of state or other pools that spread the risk and keep costs at a minimum.
- D. The Business Administrator of the District is designated as the District's Risk Management Coordinator.
- E. All employees of the District and District property are covered by the Division of Risk Management in connection with claims arising from acts or omissions within the scope of their employment with the District. Educators need not purchase alternative insurance to cover liabilities arising from their employment with the District.
- F. All accidents that include physical injury or property damage should be reported immediately to the Business Administrator.
- G. All situations which may give rise to liability of the District with respect to personnel should be reported to the Assistant Superintendent of Personnel. These may include employment discrimination, wrongful termination, defamation, sexual harassment, sexual abuse, etc.
- H. Investigation of incidents will include witness statements and documentation of date and time of the incident, it may also include pictures when helpful.
- I. Employees of the school district should be helpful and sympathetic in the process, but should not admit to any liability. Liability will be determined by the insurance company after all facts are reviewed.

[Utah Code § 53G-4-402\(20\) \(2018\)](#)

## POLICY 2223

### Transportation – Advertising on Buses

#### A. Board Policy

1. The Board of Education authorizes advertising on school buses in order to increase revenue in accordance with [Utah Code § 41-6a-1304](#) and [§ 1309](#), and the Department of Transportation, Utah Admin. Rules R909 and R909-1-3, Standards for Utah School Buses, and delegates the responsibility for implementing the policy to District Administration according to established guidelines.

#### B. Administration Policy

1. Advertising on school buses in Box Elder School District shall be administered according to the following guidelines and in accordance with [Utah Code § 41-6a-1304](#) and [§ 1309](#), and the Department of Transportation, Utah Admin. Rules R909 and R909-1-3, Standards for Utah School Buses.

#### C. Guidelines

1. Box Elder School District reserves the right to review all advertising and may reject any advertising at its sole discretion.
2. Advertising on buses will be contracted through a third party provider following Box Elder School District procurement procedures.
3. Advertising contracts – Each contract for advertising on a school bus shall require the advertiser to pay the cost of placing the advertisement on the bus and the cost of removing the advertisement from the bus when the contract expires.
4. Advertising on school buses shall be administered with student safety as the primary focus.
5. Advertising Placement and Format:
  - a. Advertisements:
    - 1) Shall not, as stated in the Utah Admin. Rules R909 and R909-1-3, shall be placed on the front or the back of the bus.

- 2) Will not cover, obscure or interfere with the operation of any required lighting, reflective tape, emergency exits or any other safety equipment.
  - 3) Will be located no closer than 6" to any required markings, lighting or other required safety equipment.
  - 4) Shall not cover an area greater than 35% of the side area of the bus.
  - 5) Shall not resemble a traffic control device.
  - 6) Shall not be illuminated or be constructed of reflective material.
6. Advertising on school buses will support and reflect the values of Box Elder School District.
- a. Advertisements shall:
    - 1) Be age appropriate.
    - 2) Not promote any substance or activity that is illegal for minors, such as alcohol, tobacco, drugs, or gambling.
    - 3) Not promote any political party, candidate or issue.
    - 4) Not promote sexual material of any kind.
    - 5) Not promote any religious organization.
    - 6) Not promote any competing educational organizations to include, but not limited to, charter schools, private schools, or any other non-Box Elder School District K-12 school entity.

## POLICY 2100

### Gifts, Donations, and Bequests - Acceptance

- A. The District welcomes gifts and donations. The District has organized a foundation, the Box Elder School District Foundation, which has the purpose of receiving and administering financial or negotiable gifts to support excellence in education, pursuant to [Utah Code § 53G-3-402](#). Gifts or donations in kind must be accepted by the District pursuant to paragraphs C and D below. Donations and gifts should be accounted for at an individual contribution level.
1. Donations, gifts, and sponsorships shall be directed to the District, District program(s), school, or school program(s). Donations, gifts, and sponsorships shall not be directed at specific District employees, individual students, vendors, or brand name goods or services.
  2. Donated funds shall not compensate public employees, directly or indirectly.
  3. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the foundation or the business administrator.
  4. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students; or, in the opinion of the District, may cause a substantial disruption to the education environment.
  5. As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. District employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
- B. No school employee shall accept any trust fund, or bequest for, or on behalf of the school, class, club, or organization without first receiving permission from the District's Business Administrator. When a donation is accepted, it becomes the property of the Box Elder County School District. (See also [Policy 2130 Capitalization](#))

1. School employees shall only accept gifts of substantial value for, or in behalf of the school, class, club, or organization after gaining permission from their building administration.
  2. District employees may not direct operating expenditures to outside funding sources to avoid District procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.). District employees must comply with District procurement policies and procedures, including complying with obtaining competitive quotes and avoiding bid splitting.
  3. Those wanting to provide gifts that include trust funds or bequest for, or on behalf of the school, class, club, or organization are to be referred to either the District's Business Administrator or the Box Elder School District Education Foundation.
- C. When requested, the school/District shall provide a letter to the donor describing the donation. The District will not certify the value of property or an in-kind donation.
- D. Donors who desire to obtain a receipt for tax purposes should prepare and submit with the gift an [Internal Revenue Service Form No. 8283](#). Donors must obtain advice from their own advisers as to whether gifts to the District are tax deductible. The District will sign and return a properly prepared Form 8283 to give the donor a record that the gift was received by the District.
- E. Part of the process of making a gift is obtaining the approval of the District for conditions which may be attached to the gift. Gifts of property must be reviewed and approved by the Superintendent or designee prior to acceptance to make sure that the property will be useful to the District.
- F. All donations that would involve facility renovation or modification, construction, continued maintenance, or additional capital equipment must be referred to the Superintendent or designee before acceptance. All donations that would include voluntary labor must be referred to the Facilities Director before acceptance.
- G. All donations that are associated with entering into a contract for either product or services by a specific vendor must receive prior approval by the Board of Education.
- H. As a general rule the District will not commit to name classrooms in a building or a building itself with the name of a donor as a quid pro quo for a gift. The action to name buildings or parts of buildings is within the power of the Board of Education. The process of naming school facilities as a result of a gift or a donation is found in [Policy 1222 Naming Facilities](#).

I. Gifts to individual school employees are discouraged. Gifts to school employees of substantial value by individuals, groups of individuals, clubs or organizations who may be benefitted by that gift are prohibited. In no case should school employees exhibit gifts or show favoritism to those who brought them.

J. Cash Donations

1. Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations will be received in compliance with the District's cash receipting policies. Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc. Cash donations over \$10,000 are required to go through the District Foundation and must be preapproved by the Business Administrator.
2. Principals may approve donations up to \$10,000. Donations more than \$10,000 and up to \$50,000 must be approved in writing by the Superintendent and/or Business Administrator. Donations more than \$50,000 must be approved by the Board of Education.
3. A school or community group or person may request matching funds for a school related capital project or activity. The request shall be submitted in writing to the Superintendent and/or Business Administrator on or before February 1<sup>st</sup>. If the Superintendent and/or Business Administrator determine the project or activity to be of value, the request will be placed before the Board for approval. If approved, the District will match up to 50% of the project or activity.
4. Cash donations may not be used to hire regular classroom teachers, thereby altering the staffing ratios. However, classroom assistants, coaching assistants, or specialists of any kind, including individuals who may hold educator licenses, may be hired using the funds received. Donations to fund such positions shall be made to a program, school, division, or department—not directly to individuals—and employment will be processed through the District's Human Resources Department and Payroll Department. The District or school administration reserves the right to decline or restrict these types of donations if they create inequitable environments in the school or inequities that violate Federal Title IX or other laws, are not economically in the best interest of the District, interfere with educational goals, or for any other reason determined by the District or school.
5. Cash donations shall not be used to augment an employee's remuneration beyond the remuneration associated with the salary schedule of the employee's position.

K. Products

1. The District or individual schools may accept donated products which carry the donor company's name, trademark, logo, or limited advertising on the product (e.g., cups, T-shirts, hats, instructional materials, furniture, office equipment, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.

L. Equipment, Supplies, or Goods

1. The District or individual schools may accept donated equipment, supplies, or goods for use in the District or individual schools or school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.

M. Donor and Business Partner Recognition

1. Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on District buildings or structures with written approval from the superintendent. The board may grant approval for the naming of buildings, structures, rooms, or other District facilities; see "Capital Fundraising" above. Principals may authorize banners, flyers, posters, signs, or other notices recognizing a donor or school business partner. Such materials shall feature the school-business partnership and not promote or endorse the business named.

- N. This policy applies to all District administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or receive, authorize, accept, value, or record donations, gifts, or sponsorships for the District or individual schools. It is expected that in all dealings, District and school employees will act ethically, consistent with the District's ethics training, the Utah Educators' Standards ([Utah Admin. Rules R277-515](#)), the Public Officers' and Employees' Ethics Act ([Utah Code § 67-16-1 et seq.](#)), and State procurement law ([Utah Code § 63G-6a-101 et seq.](#)).

Also see [Policy 1036 Conflict of Interest](#)

Also see [Policy 5310 Fundraising](#)

## POLICY 2216

### Transportation - Conduct on Buses

- A. ~~The conduct of students~~ Student conduct while being transported on a school bus to-and-from activities sponsored by a school(s), shall be the same as required while in attendance at school(s); all district policies for student behavior are applicable. Drivers are school officials and may take such measures as seem advisable to assure proper conduct including temporary suspension and permanent expulsion (as approved by the principal up to the length of the school year) from bus privileges. It is understood that all conduct expected of students applies to adults on the bus.
- B. Students ~~must should~~ be on time both morning and afternoon. Students should be at their assigned bus stop 3-5 minutes before the scheduled bus arrives pick-up time. The bus ~~will~~ cannot wait for students who are tardy.
- C. Eligible students will load ~~the bus~~ or be unloaded-from the bus at the stop and school to which he/she is ~~regularly assigned attending unless a parent is present~~.
- D. ~~Written request by the parent to the bus driver and approval by the principal may allow students to enter or exit the bus at a different route stop. Prior approval by a school administrator and the bus driver is required before students are allowed to ride buses which they are not normally assigned or disembark at a point other than their normal stop. Students are not permitted to enter or exit the bus at a school to which they are not attending unless a parent is present.~~
- E. ~~For safety reasons s~~Students are never to stand in roadways while waiting for the bus. ~~w~~When loading or unloading from the bus, ~~and or when~~ having to cross the roadway, the student(s) must cross in front of the bus. ~~Students shall never cross behind the bus. While All students~~ crossing ~~the a~~ roadway to load or ~~after~~ unloading from a bus ~~the student~~ must do so with the aid of the flashing red signals ~~activated by the driver,~~ and ~~a~~ wait for the driver to signal them across.
- F. Any objects brought onto the bus must be safely secured or conveniently carried by the student without causing discomfort or unreasonable annoyance to other passengers. Objects are not to block aisles, doors, steps or emergency exits. Objects that may pose a hazard or risk to the passengers or driver may be barred from coming onto the bus.

Nothing should extend above the seat back. No object or item shall be thrown from the bus.

- G. There shall be no shouting, whistling, pushing, scuffling, inappropriate conduct, or unnecessary conversation with the driver. The use of alcohol, tobacco in any form, or any product containing nicotine, controlled substances (reference Board [Policy 5290 Student Discipline – Drugs/Alcohol/Tobacco](#)), obscene or profane language is also prohibited. Students may not take firearms, blowguns, knives, water pistols, flippers, lighters or any flammable material, or any other item that through its use may damage the bus, inflict injury on another person, or cause unnecessary disturbance. No student shall willfully attack or otherwise molest another student on the bus; harassment and/or bullying will not be tolerated.
- H. ~~All~~ Students must be seated at all times while the bus is in motion. Passengers may not arise from their seats to exit before the bus is stopped to load or unload ~~while the bus is in motion~~. Passengers must not extend their arms, heads, or other parts of the body out of the windows of the bus. No food or drink may be consumed on the bus without prior permission from the bus driver.
- I. Students ~~should~~ **must** not use the rear emergency door, ~~except for emergencies as directed by the driver~~.
- J. ~~By law~~, any willful or negligent damage to the bus by any student ~~will be the responsibility of~~ **must be paid for by** that student or the student's parents ~~to compensate for damages~~. Students ~~causing~~ shall **keep the bus clean and are responsible for cleaning up** any unnecessary litter ~~will be responsible to clean up such litter~~.
- ~~K. District transportation is available to children/students who are enrolled in the Box Elder School District and qualify for transportation as per the rules of the State of Utah and the Box Elder School District.~~
- K. The opportunity to utilize school/district provided transportation is a privilege extended to our students. ~~Students who refuse to promptly obey the directions of the driver or refuse to obey the bus rules and regulations may forfeit their privileges to ride the bus. Transportation is not a "right." The privilege of school/district provided transportation may be denied for cause.~~ A student who is denied transportation does have the right to basic due process.
- L. The radio and audible music on the bus are privileges controlled by the driver. When either is allowed it must not contain profane or vulgar language and/or lyrics or be played at volumes distracting to the driver or other students.

M. Bus drivers are under **the** obligation to follow all school board, **State, and Federal** policies, procedures, and regulations ~~of the Board and the State of Utah.~~

## Policy 3050

### Limitations on Extra Duty Assignments

#### A. Definitions

1. For purposes of this policy, “extra duty assignment” means an appointment which is in addition to the regular work duties of the employee, such as an assignment for coaching or directing athletics, choirs, bands, debate programs, drama and similar extracurricular activities.
2. For purposes of this policy, “volunteer” is a person who donates services without pay or other compensation except expenses actually and reasonably incurred, reasonable benefits and/or a nominal fee.

#### B. Extra Duty Employment Not Available to ESP Employees

1. ESP employees are prohibited from being employed in an extra duty position. Although an ESP employee is prohibited from being employed under an extra duty contract appointment, an ESP employee desiring to assist with extra duty activities may be approved as a volunteer if the conditions outlined in the ESP Employee Request to Volunteer in Extra Duty Assignment are met.

#### C. Career Status Not Available in Extra Duty Assignment

1. Certified employees do not acquire an expectation of continued employment or career status in the extra duty portion of any contract. The District retains the right to terminate extra duty appointments and the pay for such extra duty appointments within its sole discretion at the end of a contract term.

**ESP Employee Request to Volunteer in Extra Duty Assignment**

Name: \_\_\_\_\_.

- I work hourly for the \_\_\_\_\_ School District as \_\_\_\_\_.
- I would like to volunteer my services with the \_\_\_\_\_ team/club/activity.
- I would like to volunteer as \_\_\_\_\_.
- I affirm that the duties I perform in my job with the District are not related to the duties I would perform in my volunteer position.
- I understand that as a volunteer, I will not receive wages or a salary for the services I volunteer.
- I understand that the District may reimburse me for expenses actually and reasonably incurred, provide me with a per diem to cover expenses, and/or provide me with a nominal stipend for my volunteer services, but I acknowledge and agree that this stipend in no way is the equivalent of an hourly wage or a salary for the hours I volunteer. I further understand the amount of the stipend is not dependent upon the outcome of the team's season/club's events.
- I acknowledge and affirm that I have not been required to volunteer as a condition of my employment, that no pressure has been brought to bear against me by anyone at the District, that no threats have been made against my hourly job with the District if I failed to volunteer, that I am free to relinquish my role as a volunteer without fear that doing so will have any impact on my hourly job with the District and that no promises have been made to me that I would receive better treatment, promotions, or anything else to do with my hourly job at the District if I do volunteer.

These are my reasons for wanting to volunteer:

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Employee Signature  
(Signature of Employee Requesting to Volunteer)

Date

## POLICY 3070

### Alcohol and Drug Abuse – Employees

- A. The Board recognizes that the unlawful use, possession, distribution, or sale of alcohol, narcotics, or other dangerous drugs is illegal according to federal and Utah law and constitutes a hazard to students. The Board encourages the development and implementation of programs which will provide information on the harmful effects and aid in the prevention of drug and alcohol abuse. The Board supports programs that coordinate school and parent cooperation in attempting to prevent problems of drug abuse and support programs that assist parents in seeking outside professional help from public and private educational and rehabilitative programs.
1. The Board delegates to the Administration responsibility for providing educational prevention programs, procedures for violations, support for employees, students and their families in all efforts of drug and alcohol prevention.
  2. The Administration recognizes the need to reduce the risk of use and the abuse of illegal substances among employees. Therefore, the use or possession of alcohol or illegal drugs, counterfeit substances, and all associated paraphernalia is prohibited at any school district location (as defined in this policy). [Utah Code § 58-37-1 et seq.](#)
  3. This policy implements the federal Drug-Free Workplace Act of 1988 and [Utah Code § 34-41-101 thru 107](#) authorizing local governmental entity drug-free workplace policies and ~~Utah Code § 26-38 et. Seq., the Utah Indoor Clean Air Act, in order to:~~
    - ~~1. Provide a safe and productive work and educational environment that is free from the use, distribution, dispensing, manufacturing, and possession of a controlled substance without a valid prescription, alcohol, tobacco, or products containing nicotine (including e-cigarettes, pipes, vaporizers, and other non-medically prescribed nicotine products) during work hours or on school property;~~
    - ~~2. Identify, correct and remove the effects of drug and alcohol abuse in the school environment and on job performance;~~
    - ~~3. Assure the protection and safety of students and employees.~~
- B. “School district location” means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic

event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

- C. ~~District employees and volunteers shall be prohibited from manufacturing, dispensing, possessing, distributing or using any controlled substance without a valid prescription, alcohol, No employee shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, tobacco, or products containing nicotine (including but not limited to e-cigarettes, pipes, and vaporizers) any other controlled substance, as defined in the Utah Controlled Substances Act, schedules I through V of Section 202 of the Controlled Substances Act ([21 U.S.C. § 812](#)) and as further defined by regulation at [21 CFR § 1300.01 through 1300.05](#), before, during or after school hours at school or in any other school district location as defined below. ~~during working hours, on school property, at school sponsored events or activities, or while operating a District vehicle.~~~~

[Utah Code § 58-37-1 et seq.](#)

[41 U.S.C. § 8103\(a\)\(1\)](#)

[29 CFR § 94.205\(a\)](#)

[34 CFR § 84.205\(a\)](#)

1. ~~The use of tobacco in any form or any product containing nicotine is prohibited on District property, in District owned vehicles, or at school sponsored activities or events.~~ For purposes of this policy, nicotine products do not include tobacco-cessation products used as such, including nicotine patches, nicotine gum or other tobacco-cessation products that produce no smoke or vapor.
2. Marijuana and Cannabis
  - a. This policy applies to narcotics, drugs and controlled substances as defined in law. Although some actions involving medical marijuana are no longer prohibited under Utah law, federal law still prohibits the manufacture, sale, distribution, and use of marijuana and conditions receipt of federal education funding on maintaining a drug-free workplace. As a recipient of federal funds, the district has an obligation to maintain a drug-free workplace. Thus, marijuana possession, sale, distribution, and use in the workplace is prohibited under this policy. However, an employee who has a valid medical cannabis card is not subject to retaliatory action for failing a drug test due to marijuana or tetrahydrocannabinol unless there is evidence that the employee was impaired or otherwise adversely affected in the employee's job performance due to the use of medical cannabis. ("Retaliatory action" means dismissal, reduction of compensation, failing to

increase compensation by an amount the employee is otherwise entitled to or was promised, failure to promote the employee if the employee would otherwise have been promoted, or threatening any of these actions.) This limitation on adverse employment action does not apply in any circumstance when it would jeopardize federal funding.

[29 CFR § 94.205\(a\)](#)

[34 CFR § 84.205\(a\)](#)

[Utah Code § 26-61a-111\(2\) \(2022\)](#)

#### D. Drug or Alcohol Testing

1. An employee or volunteer may be required to submit to medically accepted testing without justification of reasonable suspicion or critical incident to determine whether he/she is using a controlled substance or alcohol in violation of federal or state law, or District policy under the following circumstances:
  - a. When, during work hours, there is reasonable suspicion that an employee or volunteer is using or is impaired through the use of a controlled substance or alcohol unlawfully;
  - b. As a part of a post-accident investigation;
  - c. Random testing;
  - d. As part of a rehabilitation program.
2. An employee or volunteer who refuses to submit to drug or alcohol testing may be subject to disciplinary action.
3. All drug or alcohol testing shall be conducted by an independent laboratory certified for employment drug testing by either the Substance Abuse and Mental Health Services Administration or the College of American Pathology and approved by the District.
4. ~~All drug or alcohol tests with positive results or a possible false positive result shall require a confirmation test.~~
5. Corrective or disciplinary action may be taken against an employee or volunteer if there is a positive **confirmation** test for controlled substances.
  - a. Employees in positions requiring a commercial driver license shall be subject to testing and prohibition requirements as directed by Federal and State law and as

outlined in the [State of Utah DHRM Drug and Alcohol Testing Manual](#). Training on these requirements is the responsibility of the District Transportation Department.

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

[41 U.S.C. § 8103\(a\)\(1\)\(D\)](#)

[29 CFR § 94.205\(c\)](#)

[34 CFR § 84.205\(c\)](#)

[Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements](#)

- a. Upon receipt of notice that an employee working under a federal grant has been convicted of a criminal drug offense in the workplace, the District shall:
  - 1) Within 10 calendar days of learning of the conviction, send written notice to each federal agency on whose award the employee was working. This notice shall include the identification number of each award and the employee's position title.
  - 2) Within 30 calendar days of learning of the conviction, either take appropriate personnel action against the employee (up to and including termination) or require the employee to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

[41 U.S.C. § 8104](#)

[29 CFR § 94.225](#)

[34 CFR § 84.225](#)

- ~~7. An employee who is convicted under a federal or state criminal statute which regulates manufacturing, distributing, dispensing, possessing or using a controlled substance or a violation occurring in the workplace shall notify his/her supervisor of the conviction no later than five calendar days after the conviction. The supervisor shall notify the Administrative Assistant for Personnel.~~
8. A separate, private record of drug or alcohol test results shall be kept by the employee's or volunteer's supervisor or building level administrator. The employee's

official personnel file shall only contain a document making reference to the existence of the drug or alcohol test record.

- E. Supervisors and administrators who receive notice of a workplace violation of this policy shall immediately notify the **Assistant Superintendent of Personnel Human Resources Director**, and the District will take appropriate action, which may include but is not limited to:
1. Probation;
  2. Suspension with or without pay;
  3. Referral to the **Utah Professional Practices Advisory** Commission;
  4. Termination of employment or voluntary services; or
  5. Participation in a rehabilitation, treatment or counseling and educational program.
- F. An employee who has a confirmed positive test for use of a controlled substance or alcohol in violation of this policy may be offered the option of participating in a rehabilitation program in lieu of disciplinary action. This option is at the District's discretion and at the employee's own expense. If the employee accepts the offer tendered by the District to participate in such a program in lieu of disciplinary action, the following shall apply:
1. An employee participating in a rehabilitation program shall be granted accrued leave or leave without pay for inpatient treatment.
  2. The employee must sign a release to allow the transmittal of verbal or written compliance reports between the District and the inpatient or outpatient rehabilitation program provider.
  3. All communication shall be classified as private in accordance with [Utah Code § 63G-2-302\(1\)\(b\)](#).
  4. An employee may be required to continue participation in an outpatient rehabilitation program prescribed by a licensed practitioner on the employee's own time and expense.
  5. An employee, upon successful completion of a rehabilitation program shall be reinstated to work in his previously held position, or a position with a comparable or lower salary range.

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

[Policy 3007 Employment – Staff Code of Conduct  
R277-217  
Notice to Employees](#)

## POLICY 4140

### School Volunteers/Resource Persons

- A. The Board of Education recognizes the benefit of utilizing community resources and developing volunteer programs to support instruction and extracurricular activities. The purpose of volunteer programs will be to:
  - 1. Assist District employees in providing more individualized intervention or enrichment activities.
  - 2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in the educational process.
  - 3. Strengthen school/community relations through participation.
- B. A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such adult volunteer workers will serve in that capacity without compensation or employee benefits of any type.
- C. A resource person is an individual from the community with specific talents, skills, or knowledge who is invited to make a presentation to students.
- D. Volunteers and resource persons will work with students under the immediate supervision and direction of a certificated District employee.
- E. Volunteers and resource persons are expected to comply with all rules and regulations set forth by the District.
- F. Building administrators may restrict, for reasonable cause, volunteers or resources persons from being on District campuses. Building administrators may also require a criminal background check (the same as an employee) be completed for any volunteer or resource person. Refusal to complete a criminal background check is cause to restrict a volunteer or resource person access to our campuses.
- G. Immunity from Liability
  - 1. Volunteers who are properly recognized by the school or by the District and who are performing an approved service as assigned by the school or District are considered an employee of the District for purposes of:

- a. receiving worker's compensation medical benefits, which shall be the exclusive remedy for all injuries and occupational diseases as provided under the Worker's Compensation Act;
- b. the operation of motor vehicles or equipment if the volunteer is properly licensed and authorized to do so;
- c. liability protection and indemnification normally afforded paid employees of the District.

~~H. Volunteers are covered under the District liability insurance program.~~

## 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. **District driver education shall follow the requirements set out in statute and in Driver Education for Utah High Schools – Organization, Administration and Standards.**

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

*Utah Admin. Rules R277-746-2 (December 9, 2021)*

[2021 Driver Education Law & Policy](#)

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

*Utah Admin. Rules R277-311-3 (January 8, 2021)*

[2021 Driver Education Law & Policy 13-14](#)

- 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\(7\) \(2021\)](#)

[2021 Driver Education Law & Policy 9](#)

- E. **The District shall submit the Student Reporting Form required by the State Board of Education for reimbursement of driver education costs from the Automobile Driver Education Tax Account to the State Board of Education driver education specialist. This form shall be submitted each year on January 15 and July 15.**

Policy 4190  
Amended  
November 10, 2021  
First Reading  
December 14, 2022

[Utah Code § 53G-10-505 \(2019\)](#)  
[2021 Driver Education Law & Policy](#)

## POLICY 5005

### Safe Schools – Student Discipline/Behavior

- A. A necessary part of the learning process is self-control. Our goal in education is the growth of the individual in learning to control and appropriately conduct him/herself. Students are expected to follow accepted rules of conduct, to show respect for other people, and to obey persons in authority at the school
- B. Alternatives to suspension for non-violent and less extreme disciplinary situations should be developed in each school.
- C. The primary purpose of a resource officer is to be proactive in the attempt to avoid crime within the school as well as the community. Our primary goal regarding student discipline is to change behavior. The school resource officer functions as a member of a team charged with accomplishing that goal.
- D. The following definitions shall apply under this policy:
1. “Assault” means placing another person in fear or apprehension of harmful or offensive touching ([Utah Code § 76-5-102](#));
  2. “Battery” means causing bodily harm to an individual or making physical contact of an insulting or provoking nature with an individual. To be criminal, the person must act intentionally or knowingly without legal justification;
  3. “Burglary” means breaking, entering, or remaining in a structure without authorization during the hours when the premises are closed to students ([Utah Code § 76-6-202](#));
  4. “Criminal mischief” means intentionally and unlawfully tampering with the property of another or intentionally damages, defaces, destroys another’s property, or damages or destroys property with the intention of defrauding an insurer ([Utah Code § 76-6-106](#));
  5. “Disruptive student behavior” means
    - a. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language;

- b. Willful destruction or defacing of school property;
  - c. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
  - d. Possession, control, or use of an alcoholic beverage as defined in [Utah Code § 32B-1-102](#);
  - e. Behavior prescribed in subsection (b) which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with that person, regardless of where it occurs;
  - f. Possession or use of pornographic material on school property
  - g. Any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including:
    - 1) The possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
    - 2) The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or
    - 3) The sale, control, or distribution of a drug or controlled substance as defined in [Utah Code § 58-37-2](#), an imitation controlled substance defined in [Utah Code § 58-37b-2](#), or drug paraphernalia as defined in [Utah Code § 58-37a-3](#); or
    - 4) The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor under Utah law.
6. "Expulsion" means a student's removal from the school setting, including all extra-curricular activities and events, for the current school year or a period designated in the disciplinary process.
7. "Firearm" is a pistol, revolver, shotgun, short barreled shotgun, rifle or short barreled rifle or any device that could be used as dangerous weapon from which a projectile is expelled by action of an explosive. For purposes of this policy, an object is not a "weapon" if it is undisputed that there was no intent on a student's part to use the object on school property.

8. "Gang and gang-related activity" means and includes the following:
  - a. Any ongoing organization, association or group of three or more persons, students and/or non-students, whether formally or informally organized, having as primary activity the commission of criminal act(s) having an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity.
  - b. Wearing, possessing, using or distributing, displaying or selling and clothing, jewelry, emblem, badge, symbol, sign or other items which evidence members in a gang.
  - c. Use of a name associates with or attributable to a gang.
  - d. Designating "turf" or an area for gang activity or occupation.
9. "Hazing" means a school employee or student intentionally, knowingly, or recklessly committing an act or causing another individual to commit and act toward a school employee or student that:
  - a. Endangers the mental or physical health or safety of an ~~school employee or student individual~~;
  - b. Involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
  - c. Involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and
  - d. Is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or
  - e. Is directed toward an ~~school employee or student individual~~ whom the ~~individual who commits~~ actor of the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the ~~individual who commits the act~~ actor also participates;

10. “Involuntary transfer” means the reassignment of a student from one school, campus, or academic program, to a different school, campus, or academic program within the District. Involuntary transfer may be for an indefinite period of time or for a fixed period of time;
11. “Larceny” means the taking of someone else’s property without the use of force with the intent to permanently deprive the owner of the property. The laws of several states, including Utah, place larceny and certain other property crimes under the general category of theft;
12. “Making a false alarm” means a student-initiated or circulated report or warning of any fire, impending bombing, or other crime or catastrophe, knowing that the report or warning is false or baseless and is likely to cause the evacuation of any building or public transport or improper activation of school alarms or safety systems; and
13. “Sexual harassment” means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate (such as an employee or student). See [Policy 3015 Title IX Sexual Harassment](#).
14. “Suspension” means the temporary denial of social interaction through school contact and the removal of the student from the classroom setting because of real and present disruptive effect of the student’s presence, a reasonable assumption that the student will be disruptive or a threat to the well-being or safety of the and/or other students or staff.
  - a. “In-school suspension” is a temporary reassignment, usually for a designated time period, to a specific suspension classroom or space within the student’s school.
  - b. Suspension may be “short-term” (less than 10 days) or “long-term” (10 days or more).
15. “Tobacco products” includes an electronic cigarette as that has been defined by state law ([Utah Code § 76-10-101](#)).
16. “Unlawful conduct” means any student conduct that violates any local, state, or federal law or regulation, or violates any District or school policy, or violates the legal rights of another person, and includes, but is not limited to, the following:
  - a. Harassment
  - b. Burglary

- c. Theft
- d. Criminal mischief
- e. Assault
- f. Gang activity
- g. Making a false alarm
- h. Willfully defaces or otherwise injures school property
- i. Disrupting the operation of a school
- j. ~~Terroristic Threats of Terrorism~~
- k. Sexual harassment
- l. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.
- m. Willful destruction or defacing of school property
- n. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel, or to the operation of the school.
- o. Possession or use of pornographic material on school property that would constitute a misdemeanor offense under [Utah Code § 76-10-1235](#). (This includes accessing such material through the District computer network or by using any District-owned device.)
- p. Bullying, harassment, cyberbullying, retaliation, and making false allegations of bullying, cyberbullying or retaliation as defined in [Utah Code § 53G-6](#).
- q. Any use of an electronic device or camera to record sound or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student was involved in prior violations of this policy.

- r. The use of any device or any electronic device or camera to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty.
- s. The use of any device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student.
- t. Selling, giving, delivering, transferring, possessing, controlling, or distributing an alcoholic beverage on or in proximity to school property or at or in proximity to any school sponsored event.
- u. Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products on or in proximity to school property or at or in proximity to any school sponsored event. Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity on or off school property.
- v. Possessing or using electronic cigarette products on school property.
  - 1) Teachers or authorized school employees shall confiscate electronic cigarette products from school-age students on school property consistent with the District or school policy for identifying illegal substances in the possession of students and confiscating those substances.
  - 2) Teachers who confiscate electronic cigarette products shall release the products to a school administrator in a timely manner.
  - 3) Administrators shall release confiscated electronic cigarette products to local law enforcement in a timely manner consistent with the law.
- w. Being under the influence of an alcoholic beverage or controlled substance on or in proximity to school property or at or in proximity to any school-sponsored event.
- x. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing.
- y. Engaging in conduct that contains the elements of the offense of arson or aggravated arson under the Utah Criminal Code.
- z. Engaging in conduct that contains the elements of any felony.
- aa. Sexual Harassment (See [Policy 3015 Title IX Sexual Harassment](#))

bb. Gang-related activity

17. "Weapon" means "dangerous weapon", which includes any firearm or any object that is used for, or is readily capable of, causing death or serious bodily injury.

E. Student Conduct Warranting Discipline

1. A student may be fined, suspended and/or recommended for expulsion from school for any of the prohibited conduct outlined in this policy when it occurs:
  - a. In a school building;
  - b. On or in proximity to school property;
  - c. In conjunction with any school sponsored activity;
  - d. In or on a school vehicle;
  - e. Is directed at or against another student or a District employee; or
  - f. When it threatens harm or does harm to the school, school property, a person associated with the school, or property of a person associated with the school.
2. Student conduct requiring suspension or expulsion: A student shall be suspended or expelled from school for any of the offenses described in [Utah Code 53G-8-205\(2\)](#).
3. Student conduct allowing for suspension or expulsion:
  - a. A student may be suspended or expelled from a school for any of the offenses described in [Utah Code 53G-8-205\(1\)](#) or
  - b. For other offenses provided in this policy.

F. Discipline Rules for Students with Disabilities

1. Discipline of students with disabilities shall be in compliance with [Policy 5006 Safe Schools – Discipline of Student with Disabilities](#) and [Utah Special Education Rules](#).

G. Possible remedial measures for disciplined students

1. Continued school attendance subject to the terms of a remedial discipline plan prepared to correct the violation. This remedial measure is available only where the violation is for willful disobedience, defiance of authority, or disruptive behavior when such conduct is not of such a violent or extreme nature that immediate removal from school would be required.
2. Continued school and class attendance accompanied by the student's parent for a designated period of time. This remedial measure is available only with the consent of the student's teacher or teachers and the agreement of the student's parent. The parent must agree to attend all of the student's classes for each day of the suspension. If the parent fails to attend class with the student, the student shall then be subject to suspension or other discipline in accordance with this policy.
3. In-school suspension. Attendance in a designated in-school suspension program. Students shall be instructed in the essential elements of the courses in which they are enrolled at the time of removal.
4. Voluntary or involuntary transfer to another school, campus, community based alternative school or other special program within the District, subject to the admission criteria of such alternative programs.
5. Withholding grade reports, diplomas and transcripts. If the district determines that school or district property has been lost or willfully cut, defaced or otherwise injured by a student, the District may withhold the issuance of official written grade reports, diplomas and transcripts of the student responsible for the damage or loss until the student or student's parent has paid for the damages. If the student and the student's parent are unable to pay for the damages or if it is determined by the school in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the District shall provide a program of voluntary work for the student in lieu of the payment.
6. Detaining students. See District [Policy 5285 Detention of Students After School Hours](#).
7. Suspension
8. Expulsion
9. Students subject to remedial or disciplinary measures will continue to receive educational services from the District according to the remedial or disciplinary measure. A student transferred to another school or program within in the District will receive educational services through that school or program.

H. Authority to impose discipline and due process

1. A school principal or assistant principal may suspend a student for a maximum of ten days.
2. The Superintendent may suspend a student for up to one school year.
3. The Board of Education may suspend a student for up to one school year or expel a student for a fixed or indefinite period of time.

I. Procedures

1. Remedial measures or disciplinary sanctions may be imposed on a student only after it has been determined, following appropriate due process, that the student has committed a violation.
2. The nature of the due process required depends in part on the magnitude of the penalty to be imposed.
  - a. Prior to imposing a suspension, the school principal or assistant principal shall meet with the student to discuss the incident(s) and to provide the student an opportunity to respond.
  - b. The principal or assistant principal shall then determine whether a violation has occurred and whether suspension or other discipline is appropriate.
  - c. If the school principal or assistant principal makes an initial determination that the violation warrants long-term suspension or expulsion, the school principal may recommend those sanctions and may impose a short-term suspension pending a meeting with the Superintendent.
  - d. A suspended student shall immediately leave the school building and grounds following a determination by the school of the best way to transfer custody of the student to the parent or other person authorized by the parent or applicable law to accept custody of the student.
  - e. A suspended student and parent shall be notified:
    - 1) Of the suspension,
    - 2) The reason for the suspension,
    - 3) The period of time for which the student is suspended, and

- 4) The time and place the parent is to meet with a designated school official to review the suspension.
- f. This meeting shall be scheduled to occur as soon as is practicable, but in all cases prior to the end of the tenth day of the suspension.
- g. At this meeting, the principal or assistant principal shall review with the parent and student the charges and evidence against the student, and shall provide the student and parent with an opportunity to respond.
- h. During this meeting, the principal or assistant principal may determine whether the suspension previously imposed should be maintained, whether to adopt an alternative remedial measure, or whether the suspension should be terminated. The principal or assistant principal should also discuss with the parent a plan to avoid recurrence of the problem.

#### J. Long-term Suspension or Expulsion

1. If the principal or assistant principal recommends long-term suspension or expulsion, the administrator shall notify the Superintendent of that recommendation.
  - a. If the parent objects to the discipline, the Superintendent shall schedule a hearing to be held with the student's parent, the student, and the Superintendent or the Superintendent's designee.
  - b. The hearing shall be scheduled to take place prior to the tenth day of the student's suspension where possible.
  - c. The Superintendent shall provide written notice of the date, time, and place of the hearing to the student and student's parent so as to afford a reasonable opportunity for preparation.
    - 1) The notice shall include a statement of the charges against the student, that a recommendation has been made for suspension for more than 10 days or for expulsion and the period of time for which suspension or expulsion has been recommended.
    - 2) The statement of the allegations against the student shall include the nature of the evidence and the names of any witnesses whose testimony may be used against the student unless confidentiality is required due to the necessity to protect student witnesses.

2. Hearing Procedures

- a. The Superintendent or the designee shall preside at and conduct the hearing.
  - b. The District and the student may each be represented by a person of their choice.
  - c. Each party may present testimony of witnesses or other evidence, may cross-examine witnesses and may make legal arguments relevant to the issues.
  - d. Hearsay testimony is permitted. It shall not be the sole basis for a determination of long-term suspension or expulsion.
  - e. At the conclusion of the hearing, the Superintendent or designee shall make a final determination of the matter.
  - f. The determination shall be in writing and mailed to the parent within 10 days of completion of the hearing.
  - g. Upon a finding that the student has engaged in conduct warranting discipline, the Superintendent may determine what discipline or remedial measures are appropriate for the conduct.
3. If the Superintendent determines that the appropriate sanction is expulsion, that sanction must be authorized by the Board of Education.
4. Other than expulsion, the Superintendent may impose any of the available remedial measures or sanctions determined to be appropriate and consistent with the evidence.
5. Discipline: In determining the appropriate sanction, the Superintendent shall consider whether alternatives to suspension are appropriate or available, including:
- a. Good faith efforts to implement a remedial discipline plan that would allow the student to remain in school;
    - 1) Efforts may include a contract with the student, rewarding the student with increased benefits and/or participation in school activities consistent with improved behavior, review of the student's schedule and courses, assigning a mentor teacher or student to regularly monitor the student, or other activities specific to the student.

- 2) Remediation efforts may include evaluating the student for services under [IDEA](#) or Section 504.
  - b. Policies that allow a student to remain in school under an in-school suspension program or under a program allowing the parent, with the consent of the student's teacher or teachers, to attend class with the student for a period of time specified by a designated school official; and
  - c. Enlisting the cooperation of the Division of Child and Family Services, the juvenile court, or other appropriate state agencies, if necessary, in dealing with a student's suspension.
6. Appeals: A student or parent on behalf of a student may appeal the determination of the Superintendent to the Board of Education by filing a written notice of appeal with the Superintendent within 10 days of the date the decision of the Superintendent is mailed to the student. No further hearing will be held.
  - a. The Board shall review the evidence submitted to the Superintendent and the written determination of the Superintendent.
  - b. The Board may affirm the Superintendent's decision or modify the Superintendent's decision.
  - c. The Board's written decision shall be issued within 30 days of receipt of the student's written notice of appeal.
- K. Expulsion: If the Superintendent recommends expulsion for an indefinite or definite period of time, then the Superintendent will transmit that recommendation to the Board of Education along with the record of evidence submitted to the Superintendent.
  1. The Board may review the recommendation based on this record or may, at its sole discretion, accept further evidence.
  2. Following its review, the Board may accept, modify, or reject the recommendation, or impose other disciplinary sanctions. The Board's decision is the final administrative decision.
  3. If the Board expels a student for one year because of a violation involving a weapon, explosive, or flammable material, the student shall meet with the Superintendent, accompanied by the parent, within 45 days of the imposition of the expulsion to determine:

- a. What conditions must be met by the student and the student's parent for the student's return to school;
  - b. Whether the student should be placed on probation in a regular or alternative school setting, and if so, what conditions must be met by the student to assure the safety of students and staff at the school where the student is placed; and
  - c. If it would be in the best interest of both the School District and the student to modify the expulsion term to less than a year, giving highest priority to providing a safe school environment for all students.
  - d. If the Superintendent or designee determines that the student should return to school prior to the expiration of the one-year expulsion term conditioned on compliance with the conditions established by the Superintendent, then the Superintendent shall submit that recommendation to the Board of Education. If the Board of Education approves the return, the student may return to school pursuant to the conditions established.
4. Denial of admission and reporting
- a. A student may be denied admission to a public school on the basis of having been expelled from that or any other school during the preceding 12 months.
  - b. Whenever a student is found on school property during school hours or a school sponsored activity in possession of a dangerous weapon and that information is reported to or known by the principal, the principal shall notify appropriate law enforcement personnel as well as school and district personnel who, in the opinion of the principal, should be informed.
5. Parent and district responsibilities: If a student is expelled or suspended for more than 10 days, it is the responsibility of the student's parent to undertake an alternative education plan which will ensure that the student's education continues during the period of the suspension or expulsion.
- a. The parent shall work with designated school officials to determine how that responsibility might best be met through private education, alternative programs offered by the District, other alternatives which will reasonably meet the student's educational needs.
  - b. Costs for educational services not provided by the District are the responsibility of the student's parent.

- c. The District shall contact the parent of each suspended or expelled student under the age of 16 at least once per month to determine the student's progress.
- d. The District shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the student's transcript.

L. Responsibility for student discipline and corporal punishment

- 1. The primary responsibility for classroom discipline rests with individual students and teachers. Teachers may remove students from class after a persistent effort to resolve the problem at the classroom level. The removal of a student shall conform with the District's and school's adopted disciplinary plan.
- 2. Communication between the teacher and administrator regarding a specific incident and administrative response shall occur as soon as possible, but no later than two work days after the student is removed from class or receives minor discipline.
- 3. A school employee may not inflict, allow or cause the infliction of corporal punishment upon a student.
- 4. "Corporal punishment" means the intentional infliction of physical pain upon the body of a student as a disciplinary measure.
- 5. The policy does not prohibit the use of reasonable and necessary physical restraint or force in self-defense as appropriate to the circumstances to:
  - a. Obtain possession of a weapon or other dangerous object in the possession or under the control of a child;
  - b. Protect the child or another person from physical injury;
  - c. Remove from a situation a student who is violent; or
  - d. Protect property from being damaged when physical safety is at risk.

M. Collection and Reporting of Incident Data

- a. School personnel shall collect data with regard to incidents which occur on school grounds while school is in session or during a school-sponsored activity and which involve
  - i. suspension or expulsion of a student, or

- ii. arrest of a minor or
  - iii. “other law enforcement activities” (defined below).
- b. For this reporting requirement, “other law enforcement activities” means a significant law enforcement interaction with a minor that does not result in an arrest, including
- i. a search and seizure by an SRO,
  - ii. issuance of a criminal citation,
  - iii. issuance of a ticket or summons,
  - iv. filing a delinquency petition, or
  - v. referral to a probation officer.
- c. The report of the incident shall also include information on the student or minor’s age, grade level, race, sex, and disability status. If applicable, the report shall also include the demographics of a person who is subject to bullying, hazing, cyber-bullying, or retaliation. To collect the data, school personnel shall use the form established by the State Superintendent in consultation with law enforcement agencies.
- d. The District shall report the data to the State Superintendent in a timely manner as required by the State Superintendent. The District shall report the data compiled for each school year to the State Superintendent on or before September 1 of the year in which the school year ended.

[Utah Code § 53E-3-516 \(2022\)](#)

*Utah Admin. Rules R277-912-2 (September 24, 2020)*

## POLICY 5052

### Wellness – Physical Activity and Nutrition

- A. Box Elder School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity.
- B. The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- C. Wellness – Nutrition – School Lunch Program
  - 1. Foods and beverages served as part of the school lunch/breakfast program will meet federal and State nutrition and guidelines.
    - a. To the maximum extent practicable, all schools in our district will participate in available federal school meal programs.
    - b. Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings with adequate time for students to eat.
    - c. At least two fruit and vegetable options will be offered daily.
    - d. School lunch periods will be scheduled to support healthy participation in the school lunch program.
    - e. A reimbursable grab-and-go meal will be offered daily at high schools to ensure that students leaving campus have access to the school meals program.
    - f. Food items grown or produced by local vendors will be given priority in purchasing, when feasible. Items purchased from local sources will be used in nutrition promotion and nutrition education associated with the school meals programs.
- D. Wellness – Nutrition – Competitive Foods

1. Definitions

- a. Competitive foods means all food and beverages other than meals reimbursed under programs authorized by the [Richard B. Russell National School Lunch Act](#) and the [Child Nutrition Act of 1966](#) available for sale to students on the school campus during the school day.
  - b. School campus means all areas of the property under the jurisdiction of the school that are accessible to students during the school day.
  - c. School day means the period from the midnight before, to 30 minutes after the end of school's calendared class time.
  - d. All competitive foods sold on a school campus during the school day must meet the general nutritional standards which include:
    - 1) Be a grain product that contains **580** percent or more whole grains by weight or have as the first ingredient a whole grain; or
    - 2) Have as the first ingredient one of the non-grain major food groups: fruits, vegetables, dairy or protein foods (meat, beans, poultry, seafood, eggs, nuts, etc.); or
    - 3) Be a combination food that contains ¼ cup of fruit and/or vegetable; or
    - 4) If water is the first ingredient, the second ingredient must be one of the food items in sections a, b or c.
  - e. There are several exemptions to the general nutrition standards. Contact the School Lunch Supervisor before approving an exemption.
- E. All competitive food and beverage items sold shall meet the nutritional standards for competitive foods ([7 CFR 210.11](#)) with the exception of those exempt from the nutritional standards listed in [7 CFR 210.11\(b\)\(4\) \(c\)\(3\)](#) and up to a maximum of three fundraisers per year per school site.
1. Competitive foods are limited to the following (general requirements with exceptions):
    - a. The total fat must be no more than 35 percent of the total calories per item as packaged or served.
    - b. The saturated fat content must be less than 10 percent of total calories per items as packaged or served.

- c. The trans-fat content must be zero grams per portion as packaged or served.
  - d. The total sugar content must be not more than 35 percent of weight per items as packaged or served.
  - e. Snack items or those sold a la carte or as side items must have not more than 200 calories and 230 mg of sodium per items as packaged or served including the calories and sodium contained in any added accompaniments.
  - f. Entrée items sold a la carte must have not more than 350 calories and 480 mg of sodium per items as packaged or served.
  - g. Foods and beverages available to elementary and middle school aged students must be caffeine-free with the exception of trace amounts naturally occurring. Foods and beverages available to high school aged students may contain caffeine.
  - h. There are also restrictions on size and content of beverages based on the age of students.
2. Fundraisers that are selling food that is exempt from this policy are limited to a maximum of three a year and may not last longer than five consecutive school days. CTE programs may make written requests for fundraisers in addition to the three allowed in [Utah Admin. Rules R277-719-5\(2\), \(3\) \(April 9, 2018\)](#).
- F. All vending machines to which students have access during the school day located on a school campus must comply with the nutritional standards and portion size for competitive foods and beverages.
1. Vending machines are only permitted in secondary schools.
  2. All state and federal guidelines restricting access to vending machines during the school day must be followed.
  3. Vending machines will only be allowed in schools under the following conditions:
    - a. Agreements to place vending machines in schools must be in writing and in contract form.
    - b. Contracts must be approved by the Board of Education each time they are renewed or the Board's designee.

- c. Schools seeking Board approval for vending machine contracts must also provide to the Board:
  - 1) A list of how the vending machine income will be used; and
  - 2) A full disclosure of how the vending machine funds will be accounted for.
- d. The Board may at any time require a report from any school of vending machine receipts and expenditures.

G. Wellness – Nutrition – Education

- 1. Schools will provide nutrition education and physical education to foster life-long habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.
  - a. In accordance with the Utah State Core Curriculums associated with health and nutrition, the following shall be taught at all appropriate grade levels:
    - 1) Nutrient groups, functions of the various nutrients, foods rich in these nutrients, and deficiency symptoms.
    - 2) The dangers of dysfunctional eating and fad diets.
    - 3) The influence of media on food choices.
    - 4) The relationship between food intake and activity.
    - 5) Comparison of personal eating habits and balanced diet.
    - 6) Impact of food processing on nutritional content of food.
    - 7) Nutritional labeling.
  - b. Students, particularly in the intermediate and middle schools, will be empowered with knowledge to make healthy eating choices.
  - c. Students shall be taught the health risks associated with carbonated beverages – specifically, the detrimental effects of high dissolved sugar content, carbonation, artificial sweeteners, and caffeine.
  - d. It is recognized that food experiences are an integral part of the school curriculum. However, food experiences must support proper health and nutrition guidelines.

- 1) Food will not be used on an ongoing or regular basis as a reward for academics or behavior. In special situations where food rewards are appropriate, the food used will meet the general nutritional standards.
- 2) Food should not be used for fund raising activities within the school day unless approved as one of the school's fundraising activities (see E-2 of this policy).
- 3) Parents and/or others who provide "treats" to students on special occasions will be asked to consider the general nutrition standards.

#### H. Wellness – Physical Activity

1. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
  - a. School personnel will not use physical activity (e.g. running laps, pushups) or withhold on a regular basis opportunities for physical activity (e.g. recess) as a punishment.
  - b. As scheduling and weather permit, all students in grades 1-5 will be provided a minimum of 30 minutes of structured physical education per week outside of recess or free time.
  - c. All students in grades 6-12 will be provided physical education and health education according to the State Core Curriculum and USBE rules.
  - d. Schools are encouraged to participate in local, state, and national fitness programs.
- I. The Superintendent or designee, in conjunction with the District Wellness Committee, will oversee compliance with this Policy and conduct a triennial assessment of this Policy and evaluate its impact on student health and activity.
  - a. Committee will conduct, at a minimum, triennial assessments of schools' compliance with this Policy.
    - 1) If school has a wellness policy representative, they will be allowed to conduct the school's assessment.
  - b. An assessment tool approved through the committee will be used for each triennial review. The assessment tool will describe the extent to which the

- schools comply with the Policy, the extent to which the Policy aligns with model polices, and a description of progress towards attaining Policy goals.
- c. Assessments and any efforts made to update and change Policy will be made available to the public through district website or other appropriate methods. Scheduled committee meetings as well as stakeholder's ability to participate in the Wellness Committee meetings will also be posted publicly.
  - d. Current Wellness Policy will always be made available for public on the Box Elder School District website.
- J. The principal in each school will ensure compliance with this Policy. It is recognized that there may be rare special occasions when the school principal may allow school groups to deviate from this policy. These occasions must be reported to the Superintendent.

Reference:

*Utah Admin. Rules R277-719 (April 9, 2018)*

## POLICY 5140

### Education and Family Privacy Rights

- A. Except as permitted below for crisis intervention, the School District prohibits the administration of any psychological or psychiatric examination, test, treatment, survey, analysis or evaluation, or the obtaining or disclosing of defined information in curriculum or other school activities unless the student's parent has been given prior written notice and the School District has obtained consent as defined in this policy if such disclosure would tend to reveal information concerning the student's or a family member's:
1. political affiliations or philosophies;
  2. mental or psychological problems;
  3. sexual behavior, orientation, or attitudes;
  4. illegal, anti-social, self-incriminating, or demeaning behavior;
  5. critical appraisals of individuals with whom the student or family member has close family relationships;
  6. religious affiliation or beliefs;
  7. legally recognized privileged and analogous relationships, such as those with attorneys, medical professionals, religious clerics, or ministers;
  8. Income, except as otherwise required by law.

[Utah Code § 53E-9-203\(1\) \(2022\)](#)

- B. At least two weeks before the identified information is obtained or disclosed, the parent of the affected student shall be given written notice of intent to obtain or disclose requested information. **However, this requirement does not apply if there is a contrary court order, or the school employee is acting in response to a situation that the employee reasonable believes is an emergency, or where unless** the matter has been reported to the Division of Family Services.

[Utah Code § 53E-9-203 \(2022\)](#)

- C. The notice to the parent shall state the availability of written information concerning:

1. the nature of records or information about relationships that have been requested for examination;
  2. the means by which the information shall be examined;
  3. a copy of any questions to be asked of the student in obtaining the desired survey information to be made available to the school;
  4. the means by which the information is to be obtained;
  5. the identity of the person(s) or entity requesting release of the information;
  6. the purposes for which the records are needed;
  7. a method by which the parent of a student can grant permission to access or examine the personally identifiable information.
- D. If express written consent from the parent has not been obtained authorizing the collection or release of information and documents defined above, such documents and information shall not be obtained or disclosed.

[Utah Code § 53E-9-203\(2\), \(4\) \(2022\)](#)

E. Term of Consent

1. Unless specifically stated otherwise in the authorization, the authorization is valid only for the activity for which it was granted. However, the school district is authorized to request parental authorization that shall be valid until the commencement of the subsequent school year or until the student withdraws from the program in which such testing, evaluation, or survey is conducted.

[Utah Code § 53E-9-203\(5\)\(c\) \(2022\)](#)

F. Permitted Crisis Intervention

1. Notwithstanding the prohibitions stated above, if a school employee, agent, or resource officer believes a student is at risk of (a) attempting suicide, (b) physical self-harm, or (c) harming others, then the employee, agent, or officer may question the student about the suicidal thoughts, self-harming behavior, or thoughts of harming others in order to refer the student to appropriate prevention services and to inform the student's parent. However, the questioning shall be limited to that which is necessary for referral to prevention services or to make the parent aware of the perceived risk.

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

G. Private Information

1. The data collected through an authorized test or survey is a private record which may not be shared except in accordance with the Family Educational Rights and Privacy Act (“FERPA”). Such data also may not be included in a student’s Student Achievement Backpack, as that term is defined in [Utah Code § 53E-3-511](#).

[Utah Code § 53E-9-203\(10\) \(2022\)](#)

## POLICY 5225

### Student Activities

- A. Student activities are those programs, events, etc., sponsored by the school which, although they are not a part of the formal curriculum, develop life-long skills, demonstrate positive attitudes, teach the value of fair and honest competition, reinforce and are consistent with concepts and principles taught in the classroom, and instill self-esteem in students. This definition includes all school activities, kindergarten through grade twelve.
- B. Activities of a purely entertainment nature or which are not planned with the above goals in mind, will not be funded with District or school funds and should be avoided.
- C. All student activities must be conducted under the direction and supervision of Box Elder School District employees.
- D. Student activities shall be planned and conducted in such a way as to contribute to learning, rather than detracting from it. The following guidelines are to be considered in planning and conducting all student activities.
  - 1. Student activities should be scheduled to not interfere with ongoing academic activities.
    - a. Activities should be scheduled outside the regular school day to the greatest extent possible.
    - b. Activities should be scheduled to allow for homework time and other family activities and responsibilities on a daily basis.
    - c. Activities should end at a reasonable time to allow student to return home, take care of other responsibilities, and get a good night's sleep. Only in extreme cases should activities be scheduled that will result in returning home late at night when school is held the next day. Over-night activities should be avoided as much as possible.
    - d. Excessive travel for activities should be avoided.
  - 2. Activities should be designed and scheduled to allow students to develop multiple skills and participate in various activities both in school and out of school.

- a. Activities should be scheduled to allow for active student participation in community, religious, and family-based activities. Students should be encouraged, not penalized, for participation in these activities.
  - b. Activities should be seasonal in nature. Long-term and year-round activities should be avoided.
3. Activities should be designed and implemented to involve the maximum number of students possible.
- a. Teams, clubs, organizations, etc. should have rules of membership that allow participation by the maximum number of students possible.
  - b. Participation in school related activities should not be contingent upon participation in non-school related activities or organizations.
4. All activities that are governed by the Utah High School Activities Association must conform fully to the rules and guidelines of the UHSAA.

#### E. Definitions

1. Definitions of curricular, co-curricular, and extracurricular activities shall be as follows:
  - a. Curricular activities occur within the regular school day and constitute the delivery of instruction to students in the District.
  - b. Co-curricular activities are an extension of classroom instruction in which participation is by the entire class or a significant portion thereof. They relate directly to, and enhance student learning of, essential elements through participation, demonstration, illustration, and observation. Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other educational professional such as a librarian, school nurse, counselor, or administrator. Students suspended from extracurricular activities because of a grade(s) below 2.0 or more than one failed courses shall not be prevented from participating in after-school co-curricular activities.
  - c. Extracurricular activities are school-sponsored activities that are not directly related to instruction of the essential elements, but that may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right, and

students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

#### F. Extracurricular Activities

1. There is no constitutional right to participate in extracurricular activities and student government, and this policy does not create such a right.
2. Students who participate in student government and extracurricular activities become role models for others in the school and community. These individuals often play major roles in establishing standards of acceptable behavior in the school and community, and establishing and maintaining the reputation of the school and the level of community confidence and support afforded the school. It is of the utmost importance that those involved in student government, whether as officers or advisors, and those involved in competitive athletics and related activities, whether students or staff, comply with all applicable laws and standards of behavior and conduct themselves at all times in a manner befitting their positions and responsibilities.

[Utah Code § 53G-8-209 \(2020\)](#)

#### G. Participation Eligibility

1. A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year.
2. In order to be eligible to participate in an extracurricular activity event for a grade report period following the initial grade report period of a school year, a student shall not have a recorded grade average lower than 2.0 on a scale of 0 to 4 in what is considered as a full schedule for the preceding grade report period or have more than one failed or incomplete courses for the preceding grade report period.

#### H. Prohibited Conduct

2. The following prohibited conduct may render a student ineligible for and/or unable to continue participation in student government and/or extracurricular activities, if occurring while the student is in the classroom, on school property, or during school-sponsored activities, regardless of location or circumstances:
  - a. Repetitive or flagrant use of foul, abusive, profane, or threatening language while engaged in school-related activities;

- b. Illicit use, possession, or distribution of a controlled substance drug paraphernalia, a tobacco product, an electronic cigarette product, or an alcoholic beverage; or
- c. Hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under state law.

[Utah Code § 53G-8-209 \(2020\)](#)

I. Reporting of Student Prohibited Acts

1. School employees shall immediately report to the school principal or District superintendent any reasonable belief that a violation of [Policy 5225 Student Activities](#) has occurred, wherein any student participating in student government and/or extracurricular activities, if occurring while the student is in the classroom, on school property, or during school-sponsored activities, regardless of location or circumstances:
  - a. Repetitively uses foul, abusive, profane, or threatening language while engaged in school-related activities;
  - b. Illicitly uses, possesses, or distributes a controlled substance, drug paraphernalia, a tobacco product, an electronic cigarette product, or an alcoholic beverage or
  - c. Hazes, demeans, or engages in assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under state law.
2. Principals who receive a report of a violation of [Policy 5225 Student Activities](#) shall submit a report of the alleged incident, and actions taken in response, to the District behavior management system within ten working days after receipt of the report.
3. Failure of a person holding a professional certificate to report these prohibited acts as required under this policy constitutes an unprofessional practice.

[Utah Code § 53G-8-209 \(2020\)](#)

J. Suspension from Extracurricular Activities

1. A student whose recorded report period grade average in any course is lower than 2.0 at the end of a grade report period shall be suspended from participation in any extracurricular activity event during succeeding grade report periods until the end of a grade report period during which the student achieves a course grade average for that grade report period of at least 2.0 in each course. This suspension shall become effective seven days after the last day of the grade report period during which the grade lower than 2.0 was earned. A student who has at least one F in any class for the grading period is placed on probation for a period of two weeks. If after two weeks the F is not improved, that student is suspended from practice and play until such time as the grade is improved.

K. Students with Disabilities

1. Suspension of a student with disabilities whose disability significantly interferes with the student's ability to meet regular academic standards shall be based on the student's failure to meet the requirements of the student's Individual Education ~~Program Plan~~, as determined by the Special Education Committee.

L. Out-of-School Practice

2. A student who has been suspended from extracurricular activity events shall also be suspended from out-of-school practice in extracurricular activities until suspension from participation has been lifted.

M. Reinstatement to Extracurricular Activities

1. At the end of any grade report period in which a student attains a course grade average for that period of 2.0 or more in each course taken, any suspension from participation in extracurricular activities and/or suspension from out-of-school practice for extracurricular activities shall be removed.

N. Practice and Performance

1. Schools shall comply with the rules and regulations of the Utah High School Activities Association in scheduling and conducting practices and performances of competitive play.

[Utah High Schools Activities Association Handbook 2019-20, Bylaws Art. 2](#)

O. Classes

1. Schools shall not schedule full-year physical education or athletic fitness and movement classes for specific school teams. In schools where in-season fitness and movement classes are scheduled, the classes shall not be used to violate the starting and stopping dates for practice and competitive play as prescribed by the UHSAA. High school competitive **sports extracurricular** programs shall be supplementary to the high school curriculum.

*Utah Admin. Rules R277-605-3 (July 22, 2022)*

#### P. Off-Season Clinics

1. Required or voluntary participation in summer or other off-season **sports** clinics, workshops, and leagues may not be used as criteria for team membership or for the opportunity to try out for team membership. School personnel, activity leaders, coaches, advisory and other personnel shall not require students to attend out-of-school camps, clinics or workshops for which the personnel, activity leaders, coaches or advisory personnel receive remuneration from a source other than the school or district in which they are employed.
2. A summer workshop or clinic conducted by a school for any sport or activity shall be scheduled and held consistent with UHSAA bylaws and policies.

*Utah Admin. Rules R277-605-5 (July 22, 2022)*

[Utah High Schools Activities Association Handbook 2019-20, Bylaws Art. 2, Sec. 3](#)

#### Q. Supervision

1. Coaches and other designated school leaders shall diligently supervise **players students** at all times while on school-sponsored activities, including during the activity itself, in locker rooms, seating areas, eating establishments, lodging facilities and during travel. **Coaches and designated school leaders are responsible for a student as long as the student remains on school grounds following a school-sponsored activity unless the student has been turned over to the personal custody and supervision of the student's parent.** Coaches and school leaders accompanying school players and teams shall at no time leave them unsupervised. Coaches, assistants, and advisers shall not permit hazing, demeaning, or assaultive behavior (whether consensual or not), including behavior involving physical violence, restraint, improper touching, inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law. There may be times when a coach is unable to supervise the locker room due to gender differences. When this occurs the coach should make every reasonable attempt to have another adult of the same gender as the team supervise the locker room.

*Utah Admin. Rules R277-605-4(1), (2), (4) (July 22, 2022)*

## R. Training

1. Coaches shall complete required training relating to child sexual abuse prevention as provided for in [Policy 5090 Child Abuse-Sexual Abuse and Human Trafficking Prevention Training and Reporting](#) and bullying, cyber-bullying, hazing and retaliation as provided for in [Policy 3010 Employee Bullying and Hazing](#) and [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#). Athletic coaches shall also complete required training relating to concussions as provided for in [Policy 5227 School-Related Head Injuries and management of Sports-Related Concussions](#). In addition, athletic coaches shall maintain high-quality hands-on cardiopulmonary resuscitation and first aid certification through an approved provider. (Approved providers are the American Heart Association, the American Red Cross, the American Safety and Health Institute, the National Safety Provider, or another provider approved by the State Superintendent.)

*Utah Admin. Rules R277-605-2(1) (July 22, 2022)*

*Utah Admin. Rule R277-605-6 (July 22, 2022)*

## S. Example

1. A coach or other designated school leader shall not participate in the use of alcoholic beverages, tobacco products, (electronic cigarette products), controlled substances, or promiscuous sexual relationships while on school-sponsored activities. Coaches are expected to refrain from use of foul, abusive, or profane language while engaged in school related activities. Violations may warrant disciplinary action.

*Utah Admin. Rules R277-605-3(2) (July 22, 2022)*

[Utah Code § 53G-8-209\(2\) \(2020\)](#)

## T. School District Location Defined

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

#### U. Notice to Parent

1. Upon receiving a report from a school employee of student use or possession of illegal drugs or alcohol, counterfeit substances, or any associated paraphernalia at a school District location, the designated Administrator shall immediately report the information to the student's parent, and may report the information to law enforcement agencies or officials. The identity of the school Administrator who reported the prohibited act shall not be disclosed to the student or the parent.

[Utah Code § 53G-8-502 \(2018\)](#)

#### V. Immunity for Good Faith Reporting

1. A school employee who in good faith reports student use or possession of illegal drugs or alcohol, counterfeit substances, or any associated paraphernalia at a school District location in accordance with these provisions is immune from any civil or criminal liability resulting from that action.

[Utah Code § 53G-8-503 \(2018\)](#)

## Policy 5227

### School-Related Head Injuries and Management of Sports-Related Concussions and Head Injury

- A. 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 24, 2021)*

#### ~~B. Purpose and Philosophy~~

- ~~1. Medical management of head injuries and sports-related concussions continues to evolve. Recently, there has been a significant amount of new research regarding concussions in students and athletes, the treatment, protocol, and long-term effects. Because of this, the Box Elder School District (hereafter "the District") has established this protocol to provide education about concussions for coaches, teachers, and any other school personnel, volunteers, or representatives (hereafter referred to as "District staff and agents"), as well as parents and students. This protocol outlines procedures for District staff and agents to follow in managing concussions as well as school policy pertaining to "Return to Play" and "Return to Learn" following a concussion.~~
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, ~~To provide consistent and effective management, head injury response~~ procedures have been developed to aid in ensuring ~~ensure~~ that concussed students are identified, treated, referred ~~to~~ appropriately ~~medical care~~, receive appropriate follow-up medical care during the school day, and are fully recovered prior to returning to activity.

#### ~~C. Policy Implementation~~

1. District leadership shall review this protocol annually. Any changes or modifications will be reviewed and given to ~~District athletic department staff and agents including coaches and other appropriate school personnel in writing.~~

2. All appropriate ~~District~~ staff ~~and agents~~ shall attend a yearly ~~in-service meeting training~~ in which procedures for managing ~~school-related head injuries and~~ sporting event-related ~~traumatic head injuries and~~ concussions are discussed.
3. All athletic coaches shall annually receive training on responding to concussions and head injuries as provided in this policy.

*Utah Admin. Rules R277-605-6(2) (July 22, 2022)*

#### ~~D. Applicable Laws and Rules~~

1. ~~The Utah State Board of Education (hereafter "USBE") passed an updated R277-614 in 2021. The Rule directs Districts to develop a policy using the USBE/Utah State Risk Management's model policy to provide training for appropriate District staff and agents, to provide notice to parents of the District's policy, to post a copy of the District's policy, and to use model parent acknowledgement and permission forms.~~

#### E. 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.

2. "Head injury" means any injury to the head NOT a "traumatic head injury" as defined above, ~~described in Utah Code 26-53-102(6) (2013)~~ including a mild bump.

*Utah Admin. Rules R277-614-2(3) (June 24, 2021)*

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.

*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 24, 2021)*

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

*Utah Admin. Rules R277-614-2(2) (June 24, 2021)*

6. ~~"Parent" means a parent or legal guardian of a student for whom a District is responsible.~~

7. ~~"District staff and agent" means a coach, teacher, employee, representative, or volunteer of the District.~~

8. "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.

9. "Written statement of a qualified health care provider" means a written statement from a qualified health care provider which state 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\(1\)\(b\)\(ii\) \(2011\)](#)

10. "Agent of the District" mean a coach, teacher, employee, representative, or volunteer of the District.

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

#### F. 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.

#### G. Evaluation by a 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 \(2014\)](#)

#### H. Notice to Parent of Head Injury

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

*Utah Admin. Rules R277-614-4(5) (June 24, 2021)*

#### I. Documentation of Head Injury

1. Any head injuries reported to District staff or agents should be documented in the student health record and entered on the [Student Injury Report](#) website. Documentation of injury is important for determining treatment, initiating possible academic accommodations, and mitigating potential legal liability.

#### J. Annual Notice to Student and Parents

1. Notice and a written copy 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 \(3\) \(2011\)](#)

#### K. 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 24, 2021)*

#### L. Recognition of a Concussion

1. A concussion is a type of traumatic brain injury that interferes with normal **brain** 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 student does not lose consciousness from the head injury. (~~see the NFHS “Suggested Guidelines for Management of Concussion in Sports” from the National Federation of State high School Associations for more information~~)

2. Common signs and symptoms of a concussion (observed by others):

- a. ~~Student~~ appears dazed or stunned
- b. Confusion
- c. Forgets plays
- d. Unsure about game, score, opponent
- 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

~~m. Repeats questions~~

~~n. Forgets class schedule or assignments~~

3. Symptoms (reported by student):

- a. Headache or pressure in the head
- b. Balance problems or dizziness
- c. Fatigue or feeling tired
- d. Does not “feel right”

- e. More emotional than usual
  - f. Irritable or sad
  - g. Nausea or vomiting
  - h. Double vision, blurry vision
  - i. Sensitive to light or noise
  - j. Feels sluggish
  - k. Feels “foggy”
  - l. Problems concentrating
  - m. Problems remembering
4. These signs and symptoms following a witnessed or suspected blow to the head or body should be considered a probable concussion. A student ~~who has suffered with~~ a concussion (mild TBI) may have one or many of these signs and symptoms. ~~Symptoms may progress or change in the days and weeks following an injury, including trouble sleeping, emotional distress, and academic difficulty.~~ Any student suspected of having sustained ~~who exhibits signs, symptoms, or behaviors~~ ~~consistent with~~ a concussion or traumatic brain injury shall be immediately removed from the ~~District sporting event contest, game, practice, or activity,~~ and shall not return to ~~participation play~~ 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). (as defined in Utah Code 26-53-301).~~
- ~~a. Parent notification must be made for any and all suspected or witnessed head injuries.~~
- ~~5. Many symptoms may progress or change in the days and weeks following an injury, including:~~
- ~~a. Trouble sleeping~~
  - ~~b. Emotional distress~~
  - ~~c. Academic difficulty~~

~~6. If symptoms persist seek care from a qualified healthcare provider specializing in the evaluation and management of head injuries and concussions.~~

#### M. Management and Referral Guidelines for All Staff

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System (EMS):
  - a. Any student with a witnessed loss of consciousness (~~LOG~~) of any duration shall be transported immediately to the nearest emergency department via emergency vehicle. ~~District~~ Staff ~~and agents~~ 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 (i.e., pupil changes or responses, muscle weakness, increased difficulty with response to questions)
    - 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 including:
      - a) lethargy
      - b) difficulty staying awake/alert
      - c) confusion
      - d) agitation
    - 6) Seizure activity
  - d. A student who is symptomatic but stable, may be transported by his or her parent. The parent should be advised to contact the student's health care

provider or seek care at the nearest emergency department on the day of the injury.

~~e. Any head injuries reported to District staff and agents should be documented in the student health record and entered on the Student Injury Report website.~~

~~1) Documentation of injury is critical in determining treatment, initiating possible academic accommodations, and mitigating potential legal liability.~~

N. Guidelines and Procedures for ~~the Coaches and Teachers Supervising Physical Education Classes, Athletic Supervision of~~ Contests and Games

1. Recognizing concussions

- a. ~~District staff~~ All educators and agents of the District should become familiar with the signs and symptoms of concussion that are described above.
- b. ~~District staff~~ Educators and agents of the District shall have appropriate training about recognizing and responding to traumatic head injuries consistent with the ~~District staff and agents' employees'~~ responsibilities for supervising students and athletes.
- c. Training can be found through the [CDC website](#).

2. Removing from activity

- a. Any student ~~or athlete~~ who exhibits signs, symptoms, or behaviors consistent with a concussion (~~as described above~~) shall be immediately removed from the activity and shall not return to play until cleared by an appropriate health care provider.

3. Referring the Athlete/Student for Medical Evaluation

- a. The District ~~staff and~~ agents ~~are~~ 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 or parent.

1) A medical evaluation by an appropriate health care provider is required before returning to play.

- 2. ~~If a~~ In the event that a student's parent cannot be reached, and the student ~~can~~ is able to be sent home (rather than directly to a health care provider):

- a. The District's ~~staff and~~ agents should ensure that the student will be with a responsible individual capable of monitoring the student and understanding the home care instructions before allowing the student to go home.
- b. The District's ~~staff and~~ agents should continue efforts to reach a parent.
3. 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. ~~The A District staff and~~ agents should accompany the student and remain with the student until a parent arrives.
4. A District ~~staff and~~ agents shall provide for supervision of the other students for whom they ~~agent is~~ are responsible when accompanying the injured student.
5. Students with a suspected concussion should not be permitted to drive home.
6. A District ~~staff and~~ agents should seek assistance from the host site's certified athletic trainer (ATC) or team physician, if available, if the injury occurred during an athletic event.

O. Free-Play concussion and Head Injury Management

1. While many head injuries that happen at school are minor, ~~the school staff shall following these steps are necessary~~ when a student has a bump, blow, or jolt to the head or body:
  - a. Observe the student for signs and symptoms of concussion for ~~a minimum of at least~~ 30 minutes.
  - b. Ask people who saw the injury occur about how the injury happened and any concussion signs they observed.
  - c. Complete the [Concussion: Signs and Symptoms Checklist](#).
  - d. Notify the student's parent that their child had a head injury and give the parent the [Parent Notification of Head Injury During School Hours](#) document.
2. If the student has concussion signs or symptoms:
  - a. Tell the parent that the student needs to see a health care provider experienced in concussion management.
  - b. Give the parent a copy of the completed [Concussion: Signs and Symptoms Checklist](#) for the health care provider to review.

- c. Ask for written guidance from the student's health care provider about when the student can return to school and physical activity.
3. If the student does not have concussion signs or symptoms:
    - a. Have the student return to class but do not allow the student to return to sports or recreational activities on the same day of the injury.
    - b. Send a copy of the completed [Concussion: Signs and Symptoms Checklist](#) and the [Parent Notification of Head Injury During School Hours](#) document home with the student for the parent to review.
    - c. Ask the parent to continue to observe the student for any changes.
    - d. Tell the parent that if concussion signs or symptoms appear, the student should be seen right away by a health care provider with experience in concussion management.

P. Return to Learn (RTL) Procedures After a Concussion

1. Medical and school-based teams should counsel the student and family about the process of gradually increasing the duration and intensity of academic activities as tolerated, with the goal of increasing participation without significantly exacerbating symptoms.
2. The student, family, health care provider, and school teams should monitor symptoms and academic progress to decide together the modifications that are needed to maintain an academic workload without making symptoms worse.
3. School teams should monitor and adjust educational supports until the student's academic performance has returned to pre-injury levels.

Q. Return to Play (RTP) Procedures 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)
  - b. Have successfully returned to regular academic activities, and
  - c. 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 staff and agents. If ~~your~~ the 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:
  - a. previous history of concussion
  - b. duration and type of symptoms
  - c. age of the student, and
  - d. sport/activity in which the student participates.
4. 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.
5. ~~An example of a S~~stepwise progression is described below.
  - a. Step 1. Cognitive rest ~~which~~ may include staying home from school or limiting school hours (and studying) for a few days. Any period longer than this should be under the supervision of a qualified health care provider. Activities requiring ~~extensive~~ concentration and attention immediately after the injury may worsen symptoms and delay recovery. Light activity including walks may be encouraged at this level, provided that the activity is tolerated by the student without a significant exacerbation of symptoms.
  - a. Step 2. Return to school, during which the District ~~staff and agents~~ will follow health care provider's protocol on return to learn.
  - b. Step 3. Light exercise. ~~may begin a~~At this point the athlete may engage in brisk walking, riding an exercise bike, or other light exertional activities with supervision. ~~The athlete may~~ NOT engage in weightlifting.
  - a. Step 4. Running in the gym or on the field may be engaged in, but with no helmet or other equipment.
  - b. Step 5. Non-contact training drills in full equipment or weight training can begin.
  - c. Step 6. Full contact practice or training may be engaged in.

- d. Step 7. ~~The student athlete may return to play~~ Play in game. ~~To do so, they~~ ~~Must first~~ be cleared by an appropriate health care provider ~~before returning to~~ play.
6. The student should spend ~~a minimum of at least~~ one to two days at each step before advancing to the next unless prescribed differently by the health care provider. 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.~~
- R. ~~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 will be made after careful consideration by the athletic director, principal, Superintendent, teacher (elementary), school nurse, and parent. The District’s liability carrier may also be consulted. The District will designate specific individuals (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.~~
1. ~~Additional Considerations~~
    - a. ~~While current Utah law designates that a student may return 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.~~
    - b. ~~This is a very important decision and should be made after careful consideration by the District’s staff and agents and parent.~~
    - c. ~~The District’s liability carrier may also be consulted.~~
  2. ~~For students injured during formal competitions, serious consideration must also be given as to what the District staff and agents 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.~~
    - a. ~~The District shall designate a specific individual (preferably an expert in the field of concussion management, this is typically a physician or neuropsychologist)~~

~~who shall evaluate the athlete and make the final decision regarding return to play.~~

~~S. Final Considerations~~

- ~~1. A student with a concussion should NEVER return to sports or recreation activities on the same day the student was injured.~~
- ~~2. Remind District staff and agents that the student should not return to class, playground time, or school-based sports activities until the health care provider who is managing their concussion gives permission to do so.~~

## Policy 6045

### Board of Education Hotline

#### A. Establishment of Hotline

1. The Board of Education has established a hotline to provide an avenue for citizens, including District employees and contractors, to report improper governmental activities including:
  - a. Waste or misuse of public funds, property, or manpower
  - b. Violations of a law, rule, or regulation applicable to the government
  - c. Gross mismanagement
  - d. Abuse of authority
  - e. Unethical conduct

*Utah Admin. Rules R277-113-6(2) (November 10, 2020)*

#### B. Filing a Complaint

1. Complaints should be submitted in writing using the attached form. Complainants should also submit any evidence that supports the complaint. Essential information includes specifics on “who, what, where, when” as well as any other details that may be important such as information on other witnesses, documents, and pertinent evidence. Due to limited resources the Board of Education is unable to accept complaints that are not supported by evidence or provide a means for us to investigate the problem further. At a minimum, please use the form as a guide to ensure the necessary information is provided. Submit complaints via the following methods:

Email: [audit@besd.net](mailto:audit@besd.net)

US Mail:

Box Elder School District  
Board of Education Hotline  
960 S Main St  
Brigham City, UT 84302

Complainants may call the hotline at (435) 734-4850 for more information.

### C. Processing of Hotline Complaints

1. After receipt of the complaint, the allegation and any evidence provided by the complainant will be reviewed. The list below represents some of the factors that are considered during the screening and prioritization process.
  - a. Does the complaint involve actions by a person subject to the Board of Education's authority?
  - b. Does the complaint pertain to improper governmental activities? Disagreements with administration decisions or actions taken by Board members that are within the law will not be investigated.
  - c. Has the complainant taken appropriate steps to resolve the issue with the District? If the District is not responsive, the concern relates to District administration, or the complainant desires anonymity, consideration will be increased.
  - d. What is the timing and frequency of alleged improper activity? Allegations of improper activities that are recent and/or on-going may receive a higher priority.
  - e. Should the allegation be investigated by another entity? Are there other agencies that have oversight of the complaint? Is a member of the Board of Education or the audit committee being accused?
  - f. Can the complaint be efficiently and effectively investigated? Overly broad or vague complaints or complaints where evidence is unavailable may be declined or receive a low priority.
2. The Audit Committee will review:
  - a. The allegation of the complaint
  - b. Any facts supporting or refuting the complaint
  - c. A recommendation based upon preliminary inquiry
3. The Audit Committee decides the appropriate next action (if a member of the Audit Committee is the subject of the complaint they may not be included in this process):

- a. Discontinue the investigation
  - b. Any facts supporting or refuting the complaint
  - c. A recommendation based upon preliminary inquiry
4. If the investigation proceeds, the Audit Committee sets the following:
    - a. Time and resource budget
    - b. Scope of the audit
  5. Audit is completed
  6. A report is created outlining the work performed and conclusions
  7. The report is provided to the Audit Committee
  8. The Audit Committee reports investigation results to the Board of Education.
  9. The Board of Education addresses any findings noted in the report.

#### D. Whistleblower Protection

1. [Utah Code § 67-21-3](#) prohibits public employers (such as the District) from taking **adverse retaliatory** action against their employees for reporting government waste or violations of law in good faith, to the appropriate authorities. A District employee is presumed to have communicated in good faith if the employee has given written notice or otherwise formally communicated the conduct to the Board of Education, a member of the Board of Education, the Superintendent, or to a government official with authority to audit the District.

[Utah Code § 67-21-3\(1\)\(a\), \(b\)\(vi\) \(2022\)](#)

## Report a Concern Form

1. Complaint to remain anonymous?      Yes    No
2. Complainant would like a response?      Yes    No
3. Contact Type:                      Parent  
   Student  
   Public Education Employee  
   Other
4. Date:
5. Name:
6. Phone:
7. Email:
8. School Name:
9. Who is the person(s) the complaint is against?
10. Who is the person's supervisor? (Please provide name, position, district or school, and phone number. Also, supervisor's name, position, and phone number.)
11. Please describe your complaint or the activity you are reporting in detail. Include places, dates, times and frequency of the event.
12. How do you know about the improper action? Did you see it occur?
13. Are there any other persons who might provide information or who witnessed the event? If so, what are their names, positions, and their contact information? Has this activity been reported to anyone else? (If reported, please include who it was reported to, the date it was reported and attach any relevant documentation below.)
14. Is there evidence that can be examined or documentation that can be reviewed? (Please provide documentation you have.) Did you see documentation indicating the event occurred?
15. Do you know the source of funding involved or what specific law or state regulation has been violated?

## 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~~ Alcoholic Beverages

1. Except as approved by the Board as part of the curriculum, no person may possess any ~~intoxicating~~ alcoholic 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 \(2022\)](#)

[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 4019

### Evaluation and Selection of Classroom and Other Instructional Materials

#### A. Definitions

1. the following definitions apply in this policy:

- a. "Material" means anything which is or may be used as a means of communication, including for example something printed or written or any picture, drawing, photograph, motion picture, or pictorial representation, or any statue or other figure, or any recording or transcription, or any mechanical, chemical, or electrical reproduction.

[Utah Code § 76-10-1201\(7\) \(2013\)](#)

- b. "Classroom material" means instructional material made available to students in a particular class to support student learning and either has not been specifically approved for use by the District under Policy EEE or is not material designated as "recommended limited" or "recommended student resource" by the Utah State Board of Education.

[Utah Code § 53G-10-103\(1\)\(a\), \(f\)\(i\)\(A\) \(2022\)](#)

*Utah Admin. Rules R277-469-2(17), (19) (January 9, 2018)*

- c. "Other instructional material" means instructional material made available to students in a school setting but not in a particular classroom or as part of the school library collection.

[Utah Code § 53G-10-103\(1\)\(a\), \(f\) \(2022\)](#)

- d. "Classroom material review committee" means a committee formed at the school level, appointed as needed and consisting of a school administrator or administrators, two educators from the school, and at least two parents with students enrolled in and attending the school. For a committee at a middle school or junior high or high school, at least one of the educators shall be licensed in the same area as the educator teaching in the classroom in question. An administrator member of the committee shall serve as the committee chair. Parents appointed to a classroom material review committee

shall be reflective of the members of the relevant school community. The classroom material review committee considering a particular request may not include either the educator whose classroom material is in question or an individual who has made the request or a family member of the individual making the request.

[Utah Code § 53G-10-103\(3\) \(2022\)](#)

- e. “School other instructional material review committee” means a committee formed at the school level, appointed as needed and consisting of a school administrator or administrators, two educators from the school, and at least two parents with students enrolled in and attending the school. An administrator member of the committee shall serve as the committee chair. Parents appointed to another instructional material review committee shall be reflective of the members of the relevant school community. The school other instructional material review committee considering a particular request may not include either an individual who originally selected the material or the individual who has made the request or a family member of the individual making the request.

[Utah Code § 53G-10-103\(3\) \(2022\)](#)

- f. “District other instructional material review committee” means a committee formed at the District level, appointed as needed and consisting of a District administrator or administrators, educators from at least two other schools of the same level (high school, middle or junior high, or elementary) as the school where the request arises, and at least three parents with students enrolled in and attending other District schools of the same level. An administrator member of the committee shall serve as the committee chair. Parents appointed to a District other instructional material review committee shall be reflective of the members of the District community. The District other instructional material review committee considering a particular request may not include a member of the school other instructional material review committee who considered the original request, nor may it include either an individual who originally selected the material or the individual who has made the request or a family member of the individual making the request.

[Utah Code § 53G-10-103\(3\) \(2022\)](#)

**B. Parental Exemption from Objectionable Classroom and Other Instructional Materials**

- 1. A parent may by timely request exempt the child of the parent from a requirement to read or review an item of classroom material if the parent finds the material

objectionable. In that case, the child shall be provided with an alternate selection without penalty.

### C. Review of Classroom and Other Instructional Material in Response to Request

#### 1. Requests for review of other instructional materials are limited as follows:

##### a. Personal interest requirement

- 1) A student may request review of classroom or other instructional materials presented in a school where the student is currently enrolled and attending.
- 2) A parent may request review of classroom or other instructional materials presented in a school where a child of the parent is currently enrolled and attending.
- 3) A District employee may request review of classroom or other instructional materials presented in a school where the employee has professional responsibilities.
- 4) A member of the Board of Education may request review of classroom or other instructional materials presented in a school within the local school board district the Board member represents.

##### b. Limits on review

- 1) Any item which has been reviewed under this policy and retained may not be subject to another review for at least three years.

##### c. Preconditions to review

- 1) Any adult who wishes to file a request for review of an item under this policy must first read or review the material as a whole before filing the request (students are not to be required, requested, or encouraged to complete reading or reviewing material in which they have discovered content they believe is pornographic or indecent material).
- 2) Before filing a request for review of an item of classroom or other instructional material, the individual shall first meet with the educator using the material, who shall if able explain the intended purpose and use of the material in question.

- 3) If the educator is unable to provide this information or the individual is not satisfied with the information provided, the individual shall then meet with the principal or designee regarding the concern.
- d. If after meeting with the administrator the individual wishes to request review of the item, the individual shall complete the Request for Review of Classroom Materials form or Request for Review of Other Instructional Materials form and provide it to the principal of the school where the material is presented. The principal or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the principal or designee shall establish a classroom or other instructional materials review committee to conduct the review.
- e. In conducting a requested review, the primary purpose of the classroom or other instructional materials review committee shall be to determine whether the item contains pornographic or indecent material. However, the committee may also evaluate whether the materials are age-appropriate and whether the use of the materials should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
- f. After the chair of the classroom or other instructional materials review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.
- g. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in Policy 4018 Library.
- h. If the committee determines that the item contains pornographic or indecent material, then the item shall be designated as no longer approved for use and removed from use. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not required to, proceed to other considerations as set out in the following paragraphs.

[Utah Code § 53G-10-103\(2\) \(2022\)](#)

- i. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age appropriate use. In this evaluation, the committee shall use the definition of “age appropriate” set forth in Policy 4018 in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.
- j. The committee may also elect to consider whether the use of the materials should be discontinued in light of all appropriate factors.
- k. After the committee has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
- l. If the committee determines that the item contains pornographic or indecent material, then the item shall be removed from use permanently or pending the outcome of an appeal from the school classroom or other instructional materials review committee to a District other instructional materials review committee. If the committee determines that the item does not contain pornographic or indecent material, then the item shall be retained.

[Utah Code § 53G-10-103\(2\) \(2022\)](#)

- m. If no District review is requested as described below, the chair of the school other instructional material review committee shall report the results of the review to the Utah State Board of Education using the reporting tool provided by the State Board.

[Utah Code § 53G-10-103\(4\)\(b\)\(iii\) \(2022\)](#)

D. Review by District Other Instructional Materials Review Committee

- 1. An individual who obtained review of an item by a school other instructional materials review committee and who is dissatisfied with the school committee’s determination or wishes to have a determination that the item contains pornographic or indecent material applied to all schools in the District may

request review by a District other instructional materials review committee. The chair of a school other instructional materials review committee may also, upon a determination that it would be beneficial to have a District-wide determination about whether the item contains pornographic or indecent material, request review by a District other instructional materials review committee.

2. The individual seeking review by a District other instructional materials review committee shall complete the Request for District Review of Other Instructional Materials form and provide it to the superintendent or designee. The form must be submitted within 30 days of the report from the school other instructional materials review committee. The superintendent or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the superintendent or designee shall establish a District other instructional materials review committee to conduct the review.
3. The status of the item as determined by the school other instructional materials review committee (retained or removed) shall remain in place during review by the District other instructional materials review committee.
4. In conducting a requested review, the primary purpose of the District other instructional materials review committee shall be to determine whether the item contains pornographic or indecent material. However, where the item being reviewed is located in a school serving younger students (an elementary school or a middle school or junior high school) and the concern relates to nudity, the District other instructional materials review committee may consider whether the item constitutes pornographic or indecent material for older students (students in middle school or junior high or high school as applicable). The committee may also evaluate whether the materials are age-appropriate and whether the use of the materials should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
5. After the chair of the District other instructional materials review committee has confirmed that all members of the committee have reviewed the item in question,

the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.

6. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in Policy 4018 (including as appropriate standards relating to nudity with respect to older students). The committee may consider the report of the school other instructional materials review committee but is not bound by that report and is to conduct an independent review and assessment of the item.
7. If the committee determines that the item contains pornographic or indecent material, then the committee shall either direct that the item be removed from all schools within the District or, if the committee determines that an item with nudity is not pornographic or indecent material with regard to older students, may limit the removal to elementary and/or middle or junior high schools, according to the committee's determination. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not required to, proceed to other considerations as set out in the following paragraphs.

[Utah Code § 53G-10-103\(2\) \(2022\)](#)

8. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age appropriate use. In this evaluation, the committee shall use the definition of "age appropriate" set forth above in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.
9. The committee may also elect to consider whether the use of the materials should be discontinued in light of all appropriate factors.
10. After the committee has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.

11. After the District other instructional materials review committee issues its report, the chair of the committee shall report the results of the review to the Utah State Board of Education using the reporting tool provided by the State Board.

[Utah Code § 53G-10-103\(4\)\(b\)\(iii\) \(2022\)](#)

12. The determination of the District other instructional materials review committee is final and may not be further appealed.

## Request for Review of Classroom Materials

1. Requester: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Qualifying personal interest category or categories: \_\_\_\_\_
3. Classroom using materials: \_\_\_\_\_
4. Brief statement explaining the request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Type of material:  Book (Print)  E-Book (Digital)  Audio Book  Movie  Magazine  
 Other Audio Recording  Digital Resource  Game  Newspaper  Other
6. Title: \_\_\_\_\_
7. Author or Producer: \_\_\_\_\_
8. Are you a student?  Yes  No (If yes, do not finish reviewing the material)
9. Have you read or reviewed the entire material?  Yes  No (Not required of students)
10. The pornographic or indecent material can be found at the following location or locations  
(page, chapter, link, timestamp, etc.)  
\_\_\_\_\_
11. Other reasons (age appropriateness, other) that the item should be removed from use:  
\_\_\_\_\_  
\_\_\_\_\_
12. I understand that I must meet the personal interest requirement set out in Policy 4019 in  
order to obtain review. Initial: \_\_\_\_\_
13. I have met with the educator using the material as required by Policy 4019. Initial: \_\_\_\_\_

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_  
(Day) (Month) (Year) (City or other location and

state/country)

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

## Request for Review of Other Instructional Materials

1. Requester: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Qualifying personal interest category or categories:  
\_\_\_\_\_
3. Educator using materials:  
\_\_\_\_\_
4. Brief statement explaining the request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Type of material:  Book (Print)  E-Book (Digital)  Audio Book  Movie  Magazine  
 Other Audio Recording  Digital Resource  Game  Newspaper  Other
6. Title: \_\_\_\_\_
7. Author or Producer: \_\_\_\_\_
8. Are you a student?  Yes  No (If yes, do not finish reviewing the material)
9. Have you read or reviewed the entire material?  Yes  No (Not required of students)
10. The pornographic or indecent material can be found at the following location or locations  
(page, chapter, link, timestamp, etc.)  
\_\_\_\_\_
11. Other reasons (age appropriateness, other) that the item should be removed from use:  
\_\_\_\_\_  
\_\_\_\_\_
12. I understand that I must meet the personal interest requirement set out in Policy 4018 in  
order to obtain review. Initial: \_\_\_\_\_
13. I have met with the educator using the material as required by Policy 4018. Initial: \_\_\_\_\_

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_  
(Day) (Month) (Year) (City or other location and state/country)

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

**Request for District Review of Other Instructional Materials**

1. Requester: \_\_\_\_\_ School: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_
2. Qualifying personal interest category or categories:  
\_\_\_\_\_
3. Purpose of review:  Challenge school review result  Extend school review result to all schools
4. Date of school other instructional materials review committee report:  
\_\_\_\_\_
5. Type of material:  Book (Print)  E-Book (Digital)  Audio Book  Movie  Magazine  
 Other Audio Recording  Digital Resource  Game  Newspaper  Other
6. Title: \_\_\_\_\_
7. Author or Producer: \_\_\_\_\_
8. Are you a student?  Yes  No (If yes, do not finish reviewing the material)
9. Have you read or reviewed the entire material?  Yes  No (Not required of students)
10. The pornographic or indecent material can be found at the following location or locations (page, chapter, link, timestamp, etc.)  
\_\_\_\_\_
11. Other reasons (age appropriateness, other) that the item should be removed from use:  
\_\_\_\_\_  
\_\_\_\_\_
12. I understand that I must meet the personal interest requirement set out in Policy 4018 in order to obtain review. Initial: \_\_\_\_\_

I declare under criminal penalty under the law of Utah that the foregoing is true and correct.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_  
(Day) (Month) (Year) (City or other location and state/country)

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

## POLICY 4025

### Special Programs: Special Education

#### A. Provisions of Special Education

1. Eligible students with disabilities shall enjoy the right to a free appropriate public education, which may include instruction in the regular classroom, instruction through special teaching, or instruction through approved contracts. The District shall be responsible for providing educational and related services to eligible students in the least restrictive environment. **As determined by the student's IEP team, the District may provide services in the least restrictive environment regardless of whether the other students in the class or setting are eligible for special education services.** Students with disabilities shall have the opportunity to participate in educational programs and activities with students without disabilities. To be eligible for special education services a student must have been determined to have one or more of the disabilities listed in federal regulations or in state law.

[Utah Code § 53E-7-202 \(2019\)](#)

[Utah Code § 53E-7-207\(1\), \(2\) \(2022\)](#)

[State Board of Education Special Education Rules](#)

#### B. Special Education Program

1. The District's special education program is the systems established to:
  - a. Implement IEPs for eligible students;
  - b. Appropriately and timely identify eligible students;
  - c. Evaluate and classify eligible students by qualified personnel;
  - d. Implement standards for special education classes and services;
  - e. Deliver special education service responsibilities;
  - f. Ensure special education instructional staff are appropriately credentialed; and
  - g. Provide services for dual enrollment students that are eligible students and attending public school on a part-time basis.

[Utah Code § 53E-7-201\(4\) \(2022\)](#)

C. Definition of Students With Disabilities

1. “Students with disabilities” means students between the ages of 3 and 22, inclusive, with educational disabilities as established by federal and state regulations (~~intellectual disability, hearing impairment (including deafness), speech or language impairment, visual impairment (including blindness), a serious emotional disturbance, an autism, deaf/blindness, developmentally delayed, emotional disturbance, hearing impairment/deafness, intellectually disabled, multiple disabilities,~~ orthopedic impairment, autism, other health impairment, specific learning disability, speech/language impairment, traumatic brain injury, another health impairment, ~~or visual impairment including blindness~~ a specific learning disability, deaf-blindness, or multiple disabilities).

[Utah Code § 53E-7-201\(8\)\(b\) \(2022\)](#)  
[34 CFR § 300.8\(a\)\(1\)](#)

D. Students Turning 22 During School Session

1. When a student with a disability turns 22 years old after July 2<sup>nd</sup> during the school year, and the student has not graduated from high school with a regular diploma, the student’s entitlement to services is extended to the end of the school year.

[Utah Code § 53E-7-201\(8\)\(b\) \(2022\)](#)  
[State Board of Education Special Education Rules II.I.](#)

E. Child Identification

1. The District shall maintain a system for identifying children with disabilities who are in need of special education that includes a system of public awareness to inform the public annually of educational opportunities available to those with disabilities.

[State Board of Education Special Education Rules II.A.](#)

F. Parental Participation in Special Education Committee

1. The District shall maintain documentation to indicate the extent of parent participation in the student’s Individual Education ~~Plan~~ Program (“IEP”) development and parent agreement or disagreement with the IEP.

[State Board of Education Special Education Rules III.G.](#)

2. If the parent is unavailable or refuses to cooperate in an IEP meeting, the District may proceed in its responsibilities for the student's education after the avenues in federal regulations have been exhausted. Efforts to contact or include the parent shall be documented. If the parent refuses to consent to initiation of formal evaluation procedures or initial special education placement, the District may pursue the courses of action available in state and federal statutes and regulations.

~~G. Surrogate Parents~~

- ~~1. The District shall determine when surrogate parents are to be assigned and provide for their assignment in accordance with the criteria in federal regulations.~~

~~H. Parental Notice~~

- ~~1. Whenever, under federal rules, written notice to parents within a reasonable time is required, "reasonable time" shall be defined as at least five school days unless otherwise established by federal or state law. The parent may agree to waive the five-school-day notice period.~~

I. Individual Education ~~Plan Program~~ ("IEP")

1. The IEP developed for each student shall include all the elements required by state and federal regulations and shall be completed and in place in the time required by federal and state law and regulations. Signatures of the participants present and an indication of agreement or disagreement with the decisions of the committee shall be a part of the IEP. ~~In establishing the IEP, the District shall consider the student's needs and the services provided so as to prevent valid excused absences for mental health or behavioral health resulting in a failure to provide a free appropriate public education to the student as required by law.~~

~~*Utah Admin. Rules R277-607-3(1)(a)(ii) (August 25, 2021)*~~  
[State Board of Education Special Education Rules I.E.24](#)  
[State Board of Education Special Education Rules III](#)

J. Least Restrictive Environment

1. To the greatest extent appropriate for the individual student, students with disabilities shall:

- a. Remain in the regular education program with special education support services, supplementary aides, or other special arrangements, if needed.
- b. Be educated to the maximum extent appropriate with students who do not have disabilities.
- c. Be provided opportunities to participate in school activities on the same basis as students without disabilities.
- d. Be offered an opportunity for interaction with students without disabilities on a regular basis.

[Utah Code § 53E-7-204\(3\)\(e\) \(2022\)](#)  
[State Board of Education Special Education Rules I.E.27](#)  
[State Board of Education Special Education Rules III.O.](#)

#### K. Instructional Day

1. An instructional day commensurate with that of students without disabilities shall be available to students with disabilities.

#### L. Utah School for the Blind and School for the Deaf

1. Prior to consideration of the student's educational placement for special education services, the District shall inform each parent of a visually or hearing impaired student that a representative from the Utah School for the Deaf and Blind can assist in developing the student's IEP and make recommendations for placement.

#### M. Students in Utah State Department of Social Service Facilities

1. If a Utah Department of Social Services approved residential care and treatment facility that does not have an education program is located within the District's boundaries, the District may contract to provide special education to eligible students with disabilities residing in the facility.

#### N. Planning and Evaluation

1. The District's efforts to continuously improve its programs and services in accordance with accreditation requirements shall include elements of special education. The District shall evaluate the effectiveness of its special education program as part of the evaluation information maintained by the District and reported to the public.

## 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 \(2022\)](#)

[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\(1\)\(a\)-\(c\) \(2022\)](#)

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

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

D. Flexible Enrollment Option

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

[Utah Code § 53G-9-802\(2\)\(a\) \(2022\)](#)

E. Designated Student Enrollment Options

1. A designated student may enroll in:

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

[Utah Code § 53G-9-802\(2\)\(b\) \(2022\)](#)

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. ~~Theis 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. ~~The District may either create its own dropout prevention and recovery services plan or may contract with a third party to provide the dropout prevention and recovery services.~~
4. If a District ~~is required to~~ enters into a third-party contract to provide ~~the~~ dropout prevention and recovery services, the District shall ensure that:
  - a. The third party has a demonstrated record of effectiveness engaging with and recovering designated students;

- b. The contract with the third party requires the third party provide the services described the Dropout Reduction Plan and regularly report progress to the District.

[Utah Code § 53G-9-802\(3\)-\(6\) \(2022\)](#)  
*Utah Admin. Rules R277-606-3(2) (July 22, 2022)*

#### G. Annual Reporting

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

[Utah Code § 53G-9-802\(7\) \(2022\)](#)  
*Utah Admin. Rules R277-606-4(1)(b) (July 22, 2022)*

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

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

#### H. "Attainment Goals" Defined

1. Attainment Goal means:

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

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

## POLICY 4036

### Kindergarten Assessment

#### A. Administration of Kindergarten Entry and Exit Assessments

1. The District shall administer a kindergarten entry assessment approved by the State Superintendent to each kindergarten student sometime during the three weeks before through the three weeks after the first day of kindergarten. The District shall administer a kindergarten exit assessment approved by the State Superintendent sometime during the four weeks before the last day of school. The District shall submit to the Data Gateway the entry assessment data by September 30 and the exit assessment data by June 15.

*Utah Admin. Rules R277-489-3 (May 11, 2022)*

#### B. Use of Entry and Exit Assessment Data

1. The District may use kindergarten entry and exit assessment data to:
  - a. provide insights into current levels of academic performance upon entry and exit of kindergarten;
  - b. identify students in need of early intervention instruction and promote differentiated instruction for all students;
  - c. understand the effectiveness of programs such as extended-day kindergarten and preschool;
  - d. provide opportunities for data-informed decision making and cost-benefit analysis of early learning initiatives;
  - e. identify effective instructional practices or strategies for improving student achievement outcomes in a targeted manner; and
  - f. understand the influence and impact of full-day kindergarten on at-risk students in both the short and long term.
2. The District may not use kindergarten entry and exit assessment data to:

- a. justify early enrollment of a student who is not currently eligible to enroll in kindergarten, such as a student with a birthday falling after September 1;
- b. evaluate an educator's teaching performance; or
- c. determine whether a student should be retained or promoted between grades.

*Utah Admin. Rules R277-489-4 (May 11, 2022)*

## 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. **World** Geography ~~for~~**Life** (0.5 units of credit);
  - b. World **Civilizations** **History** (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. **Health Education 0.5 units**
6. 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)
- e. **Team sport/athletic participation (may earn 0.5 units per sport up to a maximum of ~~5~~ 1.0 units of credit can be earned for team sport/athletic participation with school approval to replace Participation Skills and Individualized Lifetime Activities.)**

7. Arts 1.5

8. Career & Technical Education 1.0

9. Computer Technology or qualifying Digital Studies course 0.5

10. 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 (USBE) requirements with the exception of Language Arts and Math, which have been adjusted due to the 3 trimester schedule for core classes in the 9th grade.
3. Students will be offered a full schedule to be taken as elective classes or released from school for approved activities.

**C. A student may be awarded a certificate of completion if they meet 1 (one) of the following criteria:**

1. the student has a disability and has completed their senior year and is exiting the school system; however, has not met the State and District requirements for graduation, but has met the goals set forth by the student's IEP, or
2. the student was enrolled throughout and has completed their senior year, is exiting the school system, has not met the State and District requirements for graduation, and made a sincere effort to complete high school as determined by school administration.

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 Box Elder School District diploma.

## POLICY 4062

### Curriculum: College Course Work

#### A. Definitions

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

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

[Utah Code § 53E-10-302\(6\) \(2020\)](#)

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

[Utah Code § 53E-10-303\(1\) \(2020\)](#)

#### B. Establishing Concurrent Enrollment Courses

1. The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses. The District and the institution of higher education must (a) ensure that the course instructor is an eligible instructor, (b) establish qualifying academic criteria for enrollment in the course, (c) ensure that students enrolling are eligible students, and (d) coordinate advising of the eligible students.

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

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

3. In establishing a particular concurrent enrollment course, the District must first offer to contract with the designated institution of higher education for the course. If the designated institution of higher education either chooses not to offer the course or does not respond to the District's proposal within 30 days, the District may then contract with another institution of higher education to provide the course.

[Utah Code § 53E-10-303 \(2018\)](#)

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

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

5. The student is responsible for expenses and arrangements associated with college enrollment as provided for in [Utah Code § 53E-11-305](#).

[Utah Code § 53E-11-305 \(2018\)](#)

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

#### C. Participation Form and Parental Permission

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

[Utah Code § 53E-10-304 \(2020\)](#)

## POLICY 4065

### Alternative High School Graduation Requirements

- A. All students awarded a High School Diploma from the alternative high school in Box Elder School District shall complete the minimum 24 credits required as required by the Utah State Board of Education and Box Elder School District and the following minimum requirements during grades 9-12:

#### Number of Credits Required

1. Language Arts      4.0
  - a. Ninth grade level (1.0 unit 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 **courses** 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.

4. Mathematics 3.0

- a. Secondary Math I (1.0 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.
  - 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 18.5

REQUIRED ELECTIVE CREDITS – MINIMUM 5.5

TOTAL CREDITS REQUIRED FOR GRADUATION 24.0

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.

C. A student may be awarded a certificate of completion if they meet 1 (one) of the following criteria:

- 1. the student has a disability and has completed their senior year and is exiting the school system; however, has not met the State and District requirements for graduation, but has met the goals set forth by the student's IEP, or
- 2. the student was enrolled throughout and has completed their senior year, is exiting the school system, has not met the State and District requirements for graduation, and made a sincere effort to complete high school as determined by school administration.

## 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 22, 2022)*

#### 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 22, 2022)*

#### 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~~ before 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 22, 2022)*

*Utah Admin. Rules R277-404-5(8), (9), (10) (July 22, 2022)*

#### 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 22, 2022)*

*Utah Admin. Rules R277-404-3 (July 22, 2022)*

#### 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 22, 2022)*

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 22, 2022)*

#### 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 22, 2022)*

#### 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 4210

### Language Access Plan

- A. The District shall designate a Language Access Coordinator that is responsible for implementing and updating the Language Access Plan annually, including relevant training for school faculty and staff.
- B. The District shall notify school personnel of the Language Access Plan, the rights of parents and students to language assistance services, and the proper procedures to access language assistance services.
- C. Within 30 days of a student's enrollment (or, re-enrollment), a school must determine the primary language spoken by the student and the parent or guardian of each student, and if such language is not English, whether the student and parent require language assistance to communicate effectively with the school.
  - 1. Each school will maintain an appropriate and current record of the primary language of each parent.
- D. The District shall, consistent with HB302, provide translation and interpretation services to students and parents who require language assistance in order to communicate effectively with their school.
  - 1. Each school shall provide interpretation services during regular business hours regarding critical information about their child's education.
  - 2. Depending on availability, interpretation services may be provided in person or virtually.
  - 3. Interpretation services shall be provided for, but not limited to, the following activities:
    - a. classroom activities,
    - b. impromptu and scheduled office visits or phone calls,
    - c. enrollment or registration processes,
    - d. the Individual Education Program (IEP) process,
    - e. student educational and occupational planning processes,

- f. fee waiver processes,
  - g. parent engagement activities,
  - h. student disciplinary meetings,
  - i. school community councils,
  - j. school board meetings, and
  - k. parent teacher conference meetings.
4. Translation shall be provided for, but not limited to:
- a. registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications,
  - b. assignments and accompanying materials,
  - c. report cards or other progress reports,
  - d. student discipline policies and procedures,
  - e. grievance procedures and notices of rights and nondiscrimination,
  - f. parent or family handbooks,
  - g. requests for parent permission,
  - h. requests for immunizations, and
  - i. any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents and family.
5. The District shall identify documents which are centrally produced and distributed or electronically communicated to parents/guardians containing critical information regarding their child's education, including, but not limited to: registration, application, and selection; standards and performance (e.g., standard text on report cards); conduct, safety, and discipline; special education and related services; and transfers and discharges.

- a. The District shall procure translations of critical communication in a timely manner, in each of the covered languages and work with the office responsible for the critical communication to make such translations available to schools.
6. Schools shall provide parents with a translation of any document that contains individual, student-specific information regarding, but not limited to, a student's
- a. health,
  - b. safety,
  - c. legal or disciplinary matters, and
  - d. entitlement to public education or placement in any special education, English language learner, or non-standard academic program.
- E. The District shall receive concerns submitted by citizens, educators, employees, parents/guardians, students, and other stakeholders regarding the violation of the rights of parents and students to receive language assistance services.
1. Complaints shall be received by the Language Access Coordinator.
  2. A response to the complaints shall be submitted no later than three school days after the complaint is received.
  3. Each complaint shall be documented with:
    - a. the basic information included in the complaint: when, what, who (including any school personnel involved), and contact information with preferences for language,
    - b. information regarding the resolution, including: specific actions that were taken to resolve the complaint, who took those actions, translation and/or interpretation services that were provided, and any community-based or resettlement agency mediation,
  4. Complaints shall be reviewed annually to assess the District's responsiveness to stakeholder's concerns, including evaluating the effectiveness of each response to a complaint and the use of language services to support meaningful communication.

## POLICY 5010

### Admissions Eligibility Requirements

- A. The Board shall admit into the free public schools of the District all minor children who are between the ages of 5 and 18 years old before September 2 of the school year in which admission is sought if the child's parent resides or is domiciled in the state, and if any of the following conditions exist:
1. The child's parent resides in the District at the time of application for admission regardless of whether the child lives with the parent.
  2. The child resides in the District while in the custody or under the supervision of a Utah State agency, local mental health authority, or substance abuse authority.
  3. The child resides in the District while under the supervision of a private or public agency authorized to provide child placement services by the state of Utah.
  4. The child has been enrolled under [Policy 5025 Student Transfers: Enrollment Option Program](#).
  5. The child resides in the District and is an emancipated minor, such as by marriage.
    - a. The emancipated minor may attend the regular high school program but will be subject to the same school policies as other minors.
  6. The District, in its sole discretion may accept a non-emancipated student as a resident of the District if each of the following are demonstrated to the Board's satisfaction:
    - a. The child lives with a responsible adult who resides in the District and is the student's non-custodial parent, grandparent, brother, sister, uncle or aunt; and
    - b. The child's presence in the District is not for the primary purpose of attending the public schools; and
    - c. The child's physical, mental, moral, or emotional health would best be served by considering the child to be a resident for school purposes; and
    - d. The child is prepared to abide by the rules and policies of the District; and

- e. The person with whom the child resides in the District has been designated as the child's custodian in a durable power of attorney which the District agreed in its sole discretion to accept. (Durable Power of Attorney Form available at schools and the District Office.)

[Utah Code § 53G-6-302\(3\) \(2020\)](#)

[Utah Code § 53G-6-302 \(2020\)](#)

[Utah Code § 53G-6-303 \(2020\)](#)

- B. The District may require evidence that a child is eligible to attend the public free schools of the District at the time it considers an application for admission of the child. The District may withdraw any student who ceases to be a resident subject to Board [Policy 5025 Student Transfers: Enrollment Options Program](#).
- C. Upon enrollment of a student for the first time in a particular school in the District, that school shall notify in writing the person enrolling the student that within 30 days he or she must provide the school with either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate. If the affidavit appears inaccurate or suspicious, the school shall immediately report such to the Bureau of Criminal Identification within the Department of Public Safety. If a person enrolling a student fails to comply with this requirement, the school shall notify that person in writing that unless he or she complies within ten days the case shall be referred to the local law enforcement authority for investigation. If the person fails to comply within the ten-day period, the school shall refer the case to the Bureau of Criminal Identification with the Department of Public Safety.
  - 1. If a school within the District receives notification from the bureau of Criminal Identification that a child, which is currently or was previously enrolled is missing, the school shall flag that child's records sufficiently to alert school officers that the record is that of a missing child. If the school receives notification from the Bureau of Criminal Investigation that the child is no longer missing, it shall remove the flag from the record.
  - 2. Within 14 days after enrolling a transfer student, a school shall request, directly from the student's previous school, a certified copy of his record, and shall exercise due diligence in obtaining the record.
    - a. If a school within the District is requested to forward a copy of a transferring student's record to the student's new school, it shall comply unless the record has been flagged as being that of a missing child, in which case the copy shall

- not be forwarded and the school shall notify the Bureau of Criminal Identification of the request.
- b. Any knowledge as to the whereabouts of a missing child shall be reported immediately to the Bureau of Criminal Identification.
3. The supporting documentation considered “reliable proof” may include:
- a. a religious, hospital, or physician certificate showing the student’s date of birth;
  - b. an entry in a family religious text;
  - c. an adoption record;
  - d. previously verified school records;
  - e. documentation from a social service provider; or
  - f. other legal documentation, including from a consulate, that reflects the student’s biological age.
4. If the supporting documentation is not available, the school shall assign a review team to work with the enroller to determine the student’s biological age to use for enrollment and appropriate grade placement. The review team shall include at least three members of any of the following (at least one of which must have completed the required child sexual abuse and human trafficking training within the previous 2 years):
- a. an appropriate district administrator;
  - b. the student’s teacher or teachers;
  - c. the school principal or assistant principal;
  - d. a school counselor;
  - e. a school psychologist;
  - f. a school social worker;
  - g. a culturally competent and trauma-informed community representative;

- h. a school nurse or school health specialist;
  - i. an interpreter, if necessary; or
  - j. a relevant educational equity administrator.
- D. A child may be enrolled in the first grade if the child is at least six years of age before September 2 of the current school year or has been enrolled in the first grade, or completed kindergarten in the public schools of another state prior to transferring to the District.
- E. Records and transcripts of students from Utah non-public schools or from out-of-state shall be evaluated, and students shall be placed promptly in appropriate classes. A child may be assigned to a grade other than that which would normally be assigned on the basis of age at the discretion of the District and with the consent of the child's parent.
- F. Any student enrolling in the District for the first time must provide satisfactory evidence of required immunizations.
- G. The principal of each District school shall ensure that each student admitted to that school has complied with Department of Health requirements for vision, dental and hearing examinations.
- H. The District shall accept all credits earned toward state graduation requirements by students in accredited Utah Districts and in accredited non-public schools, including credits earned in accredited summer school programs. Accreditation shall be effective for purposes of this part if done by the Utah State Board of Education for non-public schools, or if done by the Utah State Board of Education or AdvancedEd for public schools.
- I. A student who has been expelled from another District who is otherwise eligible to enroll may enroll in District schools; however, upon receipt of the expulsion order from the other District, the District may continue the expulsion under the terms of the order or may allow the student to attend classes without completing the period of expulsion.
- J. Any individual enrolling a student, or enrolling as a student, in Box Elder District, will be asked, consistent with the law, to provide any information about the enrolling student(s) that the school should or needs to know to protect the safety of this student(s) or other District students. If a student or parent intentionally withholds information about the student's background that could be important for school safety, the student may be excluded from school under [Utah Code § 53G-8-205\(3\)](#) and/or provided alternative educational services.

K. Any individual enrolling a student who claims to be homeless and meets the federal definition of “homeless” shall be admitted immediately and notified that they have 90 days to complete all necessary paperwork including but not limited to birth certificate, immunizations, and guardianship as applicable.

L. Transfer from a Persistently Dangerous School

1. The State Superintendent may designate a school as “persistently dangerous” when at least 3% of students for three consecutive school years have been suspended or expelled for either a gun free school violation or for a reported violent criminal offense that took place either on school property or at a school-sponsored activity.

[20 U.S.C. § 7912](#)

[20 U.S.C. § 7961](#)

[Utah Code § 53G-8-205\(2\) \(2019\)](#)

*Utah Admin. Rules R277-714-2 (April 9, 2020)*

*Utah Admin. Rules R277-714-3(1) (April 9, 2020)*

2. If a District school is designated by the State Superintendent as persistently dangerous, then the District shall, within 15 days of receiving notice of the designation, notify the parents of the school’s students:
  - a. That the school has been designated as persistently dangerous and the criteria that caused the designation;
  - b. That a parent may transfer the parent’s student to a safer school within the District if the parent chooses; and
  - c. That the parent may request the transfer within 30 days after the parent received notice of the designation.

*Utah Admin. Rules R277-714-3(3) (April 9, 2020)*

3. Upon receipt of a timely transfer request, the student shall be promptly transferred to a safe school within the District notwithstanding other limitations on transfers or enrollment changes contained in this policy.
4. In the event of a persistently unsafe school designation, the District shall also provide the State Superintendent with the information and materials required under Utah Administrative Rules R277-714-3 and R277-714-4.

Policy 5010  
Amended  
October 12, 2021  
First Reading  
November 9, 2022  
Second Reading  
December 14, 2022

*Utah Admin. Rules R277-714-3 (April 9, 2020)*  
*Utah Admin. Rules R277-714-4 (April 9, 2020)*

## 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~~
- B. ~~A school or District administrator may not prohibit or discourage a community council from discussing issues, or offering advice or recommendations, regarding the school and its programs, school district programs, the curriculum, or the community environment for students.~~
- C. ~~The Board may ask school community councils for information to inform Board decisions and may also ask school community councils to address local issues at the school community council level before bringing those issues to the Board.~~
- D. ~~The Board shall report approval dates of required plans (listed below) to the State Board of Education.~~

[Utah Code § 53G-7-1202 \(2020\)](#)

#### E. Purposes of Community Councils:

- 1. ~~The purposes of school community councils are to involve parents of students in decision making at the school level, improve the quality of education of students, prudently expend School LAND Trust Program money, and increase public awareness of school trust lands and related land policies, management of the State School Fund, and educational excellence.~~

[Utah Code § 53G-7-1202\(2\) \(2020\)](#)

#### F. Composition of Councils

- 1. ~~Each school community council shall consist of school employees (including the school's principal) and parents of students who are attending the school.~~
- 2. ~~The recommended composition of school community councils for high schools is six parent members and four school employee members (including the principal). The recommended composition of school community councils for other schools is four parent members and two employee members (including the principal). The school~~

community council is not required to have the recommended composition and can by majority vote of a quorum of the council determine how many members the council will have, provided that there are at least two school employee members and at least two more parent members than school employee members.

3. The number of parent members of a school community council who are not educators employed by the school district shall exceed the number of parent members who are educators employed by the school district. If, after an election, the number of parent members who are not educators employed by the school district does not exceed the number of parent members who are educators employed by the school district, the parent members of the school community council shall appoint one or more parent members to the school community council so that the number of parent members who are not educators employed by the school district exceeds the number of parent members who are educators employed by the school district.
4. Each community council shall elect a chair from its parent members and a vice chair from its parent members or school employee members other than the principal.

[Utah Code § 53G-7-1202\(4\), \(5\)\(j\) \(2020\)](#)

#### G. Notice of Available Community Council Positions

1. At least 10 days before the date of a community council election, the principal of the school or designee shall provide notice to each school employee or parent of the opportunity to vote in, and run as a candidate in, the election. The notice shall include:
  - a. The dates, times, and location of the election;
  - b. A list of council positions that are up for election;
  - c. Instructions for becoming a candidate for a community council position;
  - d. The location where a ballot may be cast; and
  - e. The means by which a ballot may be cast, whether in person, by mail, or by electronic transfer.
2. At least once per year, on or before October 20, the principal shall post on the school website

- a. an invitation to parents to serve on the school community council;
- b. the dollar amount the school receives each year from that program;
- c. a copy or link to the school's current Teacher and Student Success Plan;
- d. approved minutes of the school's council meetings for at least a year;
- e. a proposed council meeting schedule for the year;
- f. a means to directly contact the members of the school community council;
- g. a copy or a link to the school's plan or final report for the most recent two years, consistent with [Utah Code § 53G-7-1206](#);
- h. and a copy of or link to the school's current year plan.

[Utah Code § 53G-7-1202\(5\)\(c\) \(2020\)](#)

*Utah Admin. Rules R277-491-3(1) (July 22, 2022)*

*Utah Admin. Rules R277-491-4(2) (July 22, 2022)*

#### H. Selection of School Employee Members

1. The principal shall serve as an ex officio member with full voting privileges. A school administrator may not serve as chair or vice chair of the school community council.
2. Employee members shall be elected by secret ballot by a majority vote of the school employees. The employee member election shall be held in the same season as the election for parent or guardian members. The principal, or the principal's designee, shall oversee the elections. Results of the election shall be made available to the public upon request.
3. If the number of employee candidates is less than or equal to the number of open employee positions, no election is required.
4. If an employee position on the council remains unfilled following an election or after appointment when no election is required, the other employee members of the council shall appoint an employee to fill the position.

[Utah Code § 53G-7-1202\(5\)\(a\), \(d\), \(e\)\(ii\) \(2020\)](#)

#### I. Selection of Parent Members

1. Parent members shall be elected by secret ballot by a majority vote of those voting in an election held at the school. Only parents of students attending the school are eligible to vote in this election. However, when elections are held in the spring, parents of students who will be attending the school in the fall are eligible to vote and to be candidates. Ballots cast in this election shall be deposited in a secure ballot box.
2. If the number of parent candidates is less than or equal to the number of open parent positions, no election is required.
3. School community councils may establish procedures that allow for ballots to be clearly marked and mailed to the school in the case of geography or school distances that would otherwise discourage parent participation. Hand-delivered or mailed ballots shall meet the same timelines for voters voting in person. Schools may allow parents to vote by electronic ballot through a District-approved election process consistent with this policy. If a school allows voting by electronic means, the opportunity shall be clearly explained on the school's website including:
  - a. directions for electronic voting;
  - b. security provisions for electronic voting;
  - c. a statement to parents and community members that violations of a school's voting procedures may disqualify a parent's vote or invalidate an election, or both.
4. The principal, or the principal's designee, shall oversee the elections. Results of the election shall be made available to the public upon request. Following the election, the principal shall enter and electronically sign a principal's assurance on the School LAND Trust website, affirming the school community council's election, that unfilled positions were filled by appointment as necessary (consistent with [Utah Code § 53G-7-1202\(5\)](#)), and that the council's bylaws or procedures comply with law.

*Utah Admin. Rules R277-491-4(1) (July 22, 2022)*

*Utah Admin. Rules R277-491-3(3)(a) (July 22, 2022)*

5. Any parent who qualifies to be a candidate may file or declare himself or herself as a candidate for election to the council. An individual qualifies to be a candidate if she or he is the parent of a student who will be enrolled at the school during the parent's term of office; however, if the parent is also an educator employed at the school, the parent is not eligible to be a "parent" candidate or member of the council.

6. The election for the parent members shall be held in the spring or in the fall, as determined by each school's principal. However, once the election season has been determined, it must remain the same for at least four years before it can be changed.
7. Spring elections for parent members shall be scheduled by the principal on a date or dates such that the election is completed before the last week of school. For spring elections, the school community council shall attempt to notify the parents of incoming students of the opportunity to run for the council and shall provide those parents with the opportunity to vote in the election.
8. Fall elections for parent members shall be scheduled by the principal on a date or dates near the beginning of the school year.
9. 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 \(2020\)](#)

#### J. Term of Office

1. Elected or appointed members of the council shall serve a two year term beginning either the first day of the school year (for spring elections) or on November 1 (for fall elections). However, terms shall be staggered so that no more than approximately half of council members stand for election in any one year. A member's term shall be extended as needed until his or her replacement's term begins (for example, to avoid a gap that would result from a shift from one election season to the other). 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. If a change to a statute or regulation affects the composition of the council, a council member who was elected or appointed before the change may complete the term to which she or he was elected.

[Utah Code § 53G-7-1202 \(2020\)](#)

Utah Admin. Rules R277-491-3(4) (July 22, 2022)

#### K. Updating Council Membership

1. By or before October 20 of each year, the principal shall enter the names of the council members on the state School LAND Trust Program website.

[Utah Code § 53G-7-1202\(5\)\(g\) \(2020\)](#)

## L. Duties of Councils

1. Each school community council shall advise and make recommendations to the school, school district administrators, and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students. School community councils shall report on a plan at least annually to the Board and shall cooperate with State Board of Education monitoring and audits. Councils may also advise and inform the Board and other members of the school community regarding the uses of School LAND Trust Program funds. They shall also encourage participation on the council and may recruit potential applicants to apply for open council positions. Councils shall establish clear written procedures which govern removal from office of members who move away or who consistently do not attend meetings, as well as additional clarifications to assist in the efficient operation of the council consistent with the law and with Board rule.

[Utah Code § 53G-7-1202\(2\) \(2020\)](#)

*Utah Admin. Rules R277-491-6(1)(b)(iii), (2) (July 22, 2022)*

2. Each school community council shall also:
  - a. Create a School LAND Trust Program and LAND Trust plan for the school in accordance with [§ 53G-7-1206](#); and
  - b. Advise and make recommendations to school and district administrators and the school board regarding the school and its programs, school district programs, a child access routing plan in accordance with [§ 53G-4-402](#), safe technology use and digital citizenship, the school's positive behaviors plan, and other issues relating to the community environment for students.

[Utah Code §53G-7-1202\(3\) \(2020\)](#)

3. Each school community shall also provide for education and awareness on safe technology use and digital citizenship that empowers students to make smart media and online choices and students' parents or guardians to know how to discuss safe technology use with their students. ("Digital citizenship" means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.) 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.

Each school community council shall also work with students, families, and educators to incorporate safety principles at the school and hold at least an annual discussion with the school's principal and District administrators regarding safety principles at the school and District level in order to coordinate the school community council's effort to develop and incorporate safety principles at the school. ("Safety principles" means safety principles that, when incorporated into programs and resources, impact academic achievement by strengthening a safe and wholesome learning environment, including continual efforts for safe technology utilization and digital citizenship.) To fulfill these duties, a school community council may create a subcommittee and may also partner with one or more non-profit organizations.

[Utah Code § 53G-7-1202\(1\)\(a\), \(e\) \(3\)\(a\)\(iii\), \(iv\), \(v\), \(b\) \(2020\)](#)

4. To assist the community council in fulfilling these responsibilities, the principal shall annually provide the council with a report which summarizes the current safety principles and practices used by the District and school regarding technology and digital citizenship, including
  - a. information on internet filtering protocols for school and District devices which access the internet,
  - b. instructional practices, monitoring, and reporting procedures, and
  - c. required internet safety training provided to a student and parent by the school or the District.

*Utah Admin. Rules R277-491-6(3) (July 22, 2022)*

#### M. Duties of Council Chair

1. With respect to meetings, the school community council chair (or designee) shall:
  - a. Set each meeting's agenda;
  - b. Conduct each meeting according to the council's rules;
  - c. Keep written minutes which meet the requirements of this policy and law; and
  - d. Welcome and encourage public participation.
2. The chair shall also inform council members about resources available on the School LAND Trust website.

*Utah Admin. Rules R277-491-5(2) (July 22, 2022)*

#### N. Community Council Meeting Procedures

1. Each community council shall adopt rules of order and procedure to govern its meetings which prescribe parliamentary procedure, ethical behavior, and civil discourse. The council's meetings shall be conducted in accordance with these rules. These rules shall also outline the process for
  - a. electing the school community council (including the number of parent members and school employee members and member positions beginning in odd years or even years to ensure half of the council member positions are open for election each year),
  - b. selecting a chair and vice chair
  - c. removing from office a member who moves away or fails to attend meetings regularly, and
  - d. for a member to declare a conflict of interest.
2. Copies of these rules shall be made available at each meeting of the council and shall be posted on the school's website.

[Utah Code § 53G-7-1203\(9\) \(2021\)](#)

*Utah Admin. Rules R277-491-6(1) (July 22, 2022)*

#### O. Community Council Training

1. The superintendent or designee shall provide annual training to the community councils of the District. This training shall include education of the chair and vice chair regarding their responsibilities, informing council members about the resources available on the state School LAND Trust website, and educating the members about the following statutes which govern school community councils: [Utah Code § 53G-7-1202](#) (relating to the establishment, composition, and duties of community councils); [Utah Code § 53G-7-1203](#) (regarding open meeting requirements applicable to community councils); and [Utah Code § 53G-7-1206](#) (regarding the School LAND Trust program).

[Utah Code § 53G-7-1202\(8\) \(2020\)](#)

## P. Community Councils Open Meetings Requirements

1. School community councils are not a “public body” subject to the requirements of and are exempt from the [Utah Open and Public Meetings Act](#). However, a school community council shall conduct its business in an open and transparent manner according to the following requirements:
  - a. A meeting of a school community council is open to the public.
  - b. A school community council shall, at least one week prior to a meeting, post the following information on the school's website:
    - 1) a notice of the meeting, time, and place;
    - 2) an agenda for the meeting; and
    - 3) the minutes of the previous meeting.
  - c. An agenda required under [Utah Code 52-4-202](#) shall provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic shall be listed under an agenda item on the meeting agenda.
  - d. The notice requirement of [Utah Code 52-4-202](#) may be disregarded and an emergency meeting held if:
    - 1) because of unforeseen circumstances it is necessary for a school community council to hold an emergency meeting to consider matters of an emergency or urgent nature; and
    - 2) the school community council gives the best notice practicable of:
      - a) the time and place of the emergency meeting; and
      - b) the topics to be considered at the emergency meeting.
  - e. An emergency meeting of a school community council may not be held unless:
    - 1) an attempt has been made to notify all the members of the school community council; and
    - 2) a majority of the members of the school community council approve the meeting.

- f. A school community council may not take final action on a topic in a meeting unless the topic is:
- 1) listed under an agenda item as required by [Utah Code 52-4-202](#); and
  - 2) included with the advance public notice required by [Utah Code 52-4-202](#).
- g. Written minutes shall be kept of a school community council meeting.
- h. Written minutes of a school community council meeting shall include:
- 1) the date, time, and place of the meeting;
  - 2) the names of members present and absent;
  - 3) a brief statement of the matters proposed, discussed, or decided;
  - 4) a record, by individual member, of each vote taken;
  - 5) 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.
- i. The written minutes of a school community council meeting are a public record under [Title 63G, Chapter 2](#), Government Records Access and Management Act and shall be retained for three years.

[Utah Code § 52-4-103\(9\)\(c\)\(iii\) \(2022\)](#)  
[Utah Code § 53G-7-1203 \(2021\)](#)

#### Q. School LAND Trust Program

1. The LAND trust plan is a school's plan to use School LAND Trust Program money to implement a component of the school's teacher and student success plan, including a description of programs, practices, materials or equipment needed to implement the component of the plan.
2. The program developed by the council to use the School LAND Trust funds is subject to the approval of the Board of Education. The program, as approved by the Board of Education, shall be implemented by the school. The school shall provide ongoing support for the council's plan. The school shall also publicize to its patrons and the general public how the School LAND Trust funds were used to implement a component of the teacher and student success plan and the results of those efforts. The principal shall ensure that the school website fully communicates how parents can directly influence expenditure of School LAND Trust Program funds and includes the dollar amount of funds received by the school each year. Also, the school shall prepare and post on the state School LAND Trust Program website an annual report before the council submits a plan for the following year which details the use of School LAND Trust funds and which assesses the results obtained from the use of those funds. (To assist with this annual report, the District shall record expenditures of School LAND Trust Program funds through a financial reporting system identified by the State Board of Education.) A summary of this report shall be provided to parents or guardians of students attending the school.
3. The council shall create and vote to adopt a LAND trust plan in a meeting of the school community council at which a quorum is present.
4. If a majority of the quorum votes to adopt a LAND trust plan, the LAND trust plan is adopted.
  - a. A school community council shall:
    - 1) post a LAND trust plan that is adopted on the state School LAND Trust Program website; and
    - 2) include with the LAND trust plan a report noting the number of community council members who voted for or against the approval of the LAND trust plan and number of members who were absent for the vote.
5. The Board of Education shall approve or disapprove the LAND trust plan. If the Board of Education disapproves a LAND trust plan, the Board will provide a written explanation of the reasons for disapproval and request the council to revise the plan and the council shall submit a revised plan to the Board of Education for approval.

6. Once the Board of Education has approved a LAND trust plan, the school community council may amend the plan by majority vote of the council subject to Board of Education approval.
7. The school shall implement the program as approved, provide ongoing support for the program, and meet State Board of Education reporting requirements regarding financial and performance accountability of the program.

[Utah Code § 53G-7-1206 \(2021\)](#)

[Utah Code § 53G-7-1305\(4\) \(2019\)](#)

8. 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.

#### R. Permissible uses of School LAND Trust Program funds

1. School LAND Trust Program expenditures shall have a direct impact on the instruction of students in the particular school's areas of most crucial academic need and consistent with the academic priorities of the Board of Education to increase achievement in English, language arts, mathematics, and science, and for high schools to increase graduation rates and promote college and career readiness. The school community council shall review school wide assessment data annually and use School LAND Trust Program funds in data-driven and evidence-based ways to improve educational outcomes, consistent with the academic goals of the school's teacher and student success plan framework and the priorities of the Board of Education. This includes strategies that are measurable and show academic outcomes with multi-tiered systems of support and counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured.
2. 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.

3. 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.
4. 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\(1\)\(d\)](#).
5. 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 (July 22, 2022)*

#### S. Child Access Routing Plan

1. Each school community council shall annually develop a child access routing plan for its school and submit it to the school traffic safety committee.

[Utah Code § 53G-4-402\(17\)\(c\)\(i\) \(2021\)](#)

[Utah Code § 53G-7-1202\(3\)\(a\)\(ii\)\(C\) \(2020\)](#)

#### T. Subcommittees and Task Forces

1. A school community council may create subcommittees or task forces to advise the council or make recommendations to the council, or to develop all or part of the plans that the council's duties require it to prepare. However, any plan or portion thereof developed by a subcommittee or task force shall be subject to the approval of the council.

2. A school community council may appoint individuals who are not members of the council to serve on a subcommittee or task force (including parents, school employees, or other community members).

[Utah Code § 53G-7-1202\(6\) \(2020\)](#)

- ~~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.~~
- ~~A. 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.~~

#### ~~B. 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.~~

#### ~~C. Principal Responsibilities~~

- ~~1. Following the election, the principal shall enter and electronically sign on the School LAND Trust website a principal's assurance that assures the school community council was elected, that unfilled positions 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) (July 22, 2022)~~

#### ~~D. 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) (2022)~~

#### ~~E. School Community Council Business~~

~~1. School community councils shall report on a plan 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~~

Policy 6015  
Amended  
December 8, 2021  
First Reading  
November 9, 2022  
Second Reading  
December 14, 2022

~~b. safety principles consistent with Utah Code § 53G-7-1202(1)(d).~~

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~~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 (July 22, 2022)*~~

## POLICY 6018

### Parental Participation Engagement

#### A. Parental involvement in the school

~~B. Parental engagement in the operation of schools is valued and encouraged. Parents are important in helping their children achieve high academic standards. School administrators are responsible to build effective communication between parents, teachers and students and to provide parents with opportunities to be actively involved in their children's' education.~~

1. The involvement of parents in the education of children directly affects the success of their children's educational efforts. It is District policy that teachers and administrators should facilitate the active involvement of parents in the education of their children. Teachers and administrators shall communicate with the parents of children with regard to whom the teachers and administrators have responsibility by
  - a. maintaining a means of answering telephone calls and emails or receiving visits from parents during the school day at times mutually agreed upon by parents and school personnel;
  - b. conducting parent-teacher-student conferences at regular intervals and conducting additional conferences when requested to the extent permitted by available time within the school day and by other responsibilities;
  - c. informing parents of resources in the community, including groups and organizations that may provide instruction and training to parents to help improve their children's academic success and support their academic efforts; and
  - d. encouraging attendance by parents at school events in which parent participation is appropriate.

1) [Utah Code § 53E-2-303 \(2022\)](#)

#### C. Communication and Assistance to Students Learning English

1. In communicating with and assisting students learning English, their parents, and their families, the District's schools shall use interpreters as is appropriate for:

- a. Classroom activities
- b. Impromptu and scheduled office visits or phone calls;
- c. Enrollment or registration processes,
- d. The IEP process,
- e. Plan for College and Career Readiness,
- f. Fee waiver processes,
- g. Parent engagement activities,
- h. Student disciplinary meetings,
- i. School community councils,
- j. School board meetings,
- k. Other school or District activities, and
- l. Other interactions between the parents of a student learning English and educational staff.

[Utah Code § 53G-7-223\(2\)\(a\) \(2022\)](#)

2. The District's schools shall also use a translator or interpreter when appropriate for the translation or interpretation of:
  - a. registration or enrollment materials, including home language surveys and English,
  - b. learning program entrance and exit notifications,
  - c. assignments and accompanying materials,
  - d. report cards or other progress reports,

- e. student discipline policies and procedures,
- f. grievance procedures and notices of rights and nondiscrimination,
- g. parent or family handbooks, and
- h. requests for parent permission.

[Utah Code § 53G-7-223\(2\)\(b\) \(2022\)](#)

- 3. When preferable, the District's schools shall also use oral interpretation rather than written translation to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents and family.

[Utah Code § 53G-7-223\(2\)\(c\) \(2022\)](#)

- 4. In making use of interpretation and translation services, the District's schools shall consider the preferred method of communication of the student and the student's family, may make use of assistance from community organizations to assist, and shall consider guidance and technical assistance provided by the Utah State Board of Education.

[Utah Code § 53E-2-303\(3\)\(b\)\(ii\)\(B\) \(2022\)](#)

[Utah Code § 53G-7-223\(3\) \(2022\)](#)

~~A. Parent engagement at the District Level~~

- ~~1. Parents shall be represented on District committees and advisory groups, as appropriate.~~
- ~~2. Parents of students in Title I schools will be invited to participate in the process of creating and evaluating the District Consolidated Student Achievement Plan.~~
- ~~3. Parents are invited to make recommendations for revision to the District Parent Engagement Policy.~~

~~B. Parent engagement at the School Level~~

- ~~1. Parents shall be encouraged to participate in schools at all levels in ways that will enhance the academic achievement of their children including: \_\_\_\_\_~~

~~C. Serve on School Community Council~~

~~D. Parent Conferences~~

~~E. Parent Literacy and Math Nights~~

~~F. Parent Training and Information Events~~

- ~~1. Parents can engage in open and honest communication about their children without fear of retaliation toward any of the parties involved.~~
- ~~2. Parents shall receive regular information about their children's academic performance.~~
- ~~3. Parents will be invited to participate in the election process for open seats on the School Community Councils at each school every year.
  - ~~1) Through the Community Council, parents will be invited to review the school achievement data and school improvement plans each year.~~
  - ~~2) Through the Community Council, parents will be invited to give input on school academic goals, instructional practices and curriculum materials.~~~~
- ~~4. Parents will be invited to participate in stakeholder feedback surveys for the Teacher Effectiveness process at all school levels as well as the School Accreditation process at middle and high school levels.~~

~~G. Parent engagement at Title I schools~~

- ~~1. Parents will be invited to an annual meeting at the school to provide information about the school's participation in the Title I program.~~
- ~~2. Parent meetings, including conferences will be scheduled to provide access by as many parents as possible.~~
- ~~3. Title I funds may be used to pay for reasonable and necessary expenses associated with parent engagement such as child care and transportation to allow parent participation in school meetings.~~

- ~~4. A school/parent compact will be developed jointly with parents at each Title I school for the purpose of describing how parents share responsibility with the school for improving student academic achievement.~~
- ~~5. Policies will be developed and implemented at each Title I school to explicitly identify the ways parents are invited to participate in their children's education.~~

TENTATIVE MINUTES OF A REGULAR MEETING  
OF THE BOARD OF EDUCATION  
BOX ELDER SCHOOL DISTRICT  
November 9, 2022

A work session was held at 5:30 p.m. where the following principals presented:

Jeff Morris, Lake View Elementary  
Megan Bushnell, Discovery Elementary  
Teryl Jeffs, Century Elementary

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening November 9, 2022 at 6:30 p.m. at Independent Life Skills Center.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Wade Hyde, Nancy Kennedy, Clyde Wohlgenuth, Bryan Smith and McKayla Morris, student board member. Also, present were Superintendent Steve Carlsen, Assistant Superintendents Heidi Jo West, Gary Allen, Keith Mecham, Robert Gordon from IT and Business Administrator David Roberts; members of the press, employees and patrons.

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

After the reverence which was offered by Nancy Kennedy, the pledge of allegiance was led by Bryan Smith.

**Recognitions:**

Wade Hyde recognized the following:

Duane Runyan - BRMS Teacher; STEM Teacher who stepped up when other teachers were out of the building.

Joylene Ritchie, Kristine Windward, Valynn Kunzler, Samantha Sproul, Bradly Kelley - K-3 Western School Team - Produced 3 years of Upticks, great team environment, teaching multiple grades, positive work in our Western Schools.

Cindy Romney - District Office, Benefits Secretary; tracking of 1500 individuals for trauma informed training, singled handly registered parents and process paperwork, calm demeanor.

Launa Julander - McKinley Elementary Counselor; proactive with struggling students, knows how support and makes a difference.

**Approval of Agenda:**

Karen Cronin made the motion to move item I, BEHS Turf Discussion and approve the agenda with the change, second by Bryan Smith. The motion passed unanimously with the votes as follows:

Clyde Wohlgemuth – yes  
Connie Archibald – yes  
Bryan Smith – yes  
Julie Taylor – yes

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

**Public Comment:**

Julie Thurgood Johnson – Jubilee of Trees partnering with BESD Foundation, raising money for a turf field at Box Elder High School. She has students that play at lacrosse and soccer.

Thomas Peterson – House of Representatives, budget concerning sports fields, teams should be able to play at the stadium.

Stacy Zilles Nelson – ACYI teacher, concerns with the administrator changes.

Stephanie DeFilippis – move parent teacher conferences to the spring.

Janene Beal – would like a copy of the *Everyday Strong* and new program for positive reinforcement.

Michael Shay – solar power net metering changes with Brigham City Corp, trying to recoup costs with the new array on Golden Spike Elementary.

**Board Discussion Items:**

Jamie Kent, BEHS Principal and Jesse Roberts, BEHS Asst. Principal/AD and Jed Easterbrook from Tarkett Sports

Mentioned the two needs of a turf field and a field house because there are 11 teams scheduled, 5 in season, with 2 gyms. There were comments with regards to injuries and the difference in response to surface. The field house is still a high priority. There is a need for a turf field that comes with scheduling, maintenance, upkeep and usage by all sports. Jed spoke to the Bear River turf field, advantages and cost of turf field. Conversations concerning donors and how long to obtain the school's responsibility. Discussion concerning policy with regards to donation percentages.

**Action Items:**

**Project Gemini Tax Increment Approval**

David Roberts, Business Administrator

Approve a CRA with an existing employer through Project Gemini. Tax increment would be for a \$400-\$900 million investment of real property. Sliding increment based on the total investment. Current CRA would fall off in year 2028. Taxes would go from \$290,000 to \$1.1 million.

The motion was made by Connie Archibald to participate in Project Gemini for 5 years at 90% and 10 years on 70-80% based on a total investment amount for a total of 15 years; additional 5% increments for each additional \$250 million. Karen Cronin seconded the motion. The motion passed unanimously with the votes as follows:

- |                        |                       |
|------------------------|-----------------------|
| Clyde Wohlgemuth – yes | Tiffani Summers – yes |
| Connie Archibald – yes | Wade Hyde – yes       |
| Bryan Smith – yes      | Nancy Kennedy – yes   |
| Julie Taylor – yes     | Karen Cronin – yes    |

**Approval of Exemption of a Community Council at Sunrise High School**

Gary Allen, Assistant Superintendent of Secondary Teaching and Learning

Karen Cronin made the motion to approve the exemption of the Community Council at Sunrise High School. Nancy Kennedy seconded the motion. The motion passed unanimously with the votes as follows:

- |                        |                       |
|------------------------|-----------------------|
| Clyde Wohlgemuth – yes | Tiffani Summers – yes |
| Connie Archibald – yes | Wade Hyde – yes       |
| Bryan Smith – yes      | Nancy Kennedy – yes   |
| Julie Taylor – yes     | Karen Cronin – yes    |

**Approval of Golden Spike Elementary LAND Trust Plan**

Heidi Jo West, Assistant Superintendent of Secondary Teaching & Learning

New school with no previous data and brand new school year 2022-2023.

Bryan Smith made the motion to approve the Golden Spike Elementary LAND Trust Plan. Clyde Wohlgemuth seconded the motion. The motion passed unanimously with the votes as follows:

- |                        |                    |
|------------------------|--------------------|
| Clyde Wohlgemuth – yes | Bryan Smith – yes  |
| Connie Archibald – yes | Julie Taylor – yes |

Tiffani Summers – yes  
Wade Hyde – yes

Nancy Kennedy – yes  
Karen Cronin – yes

Sale of Mountain View Elementary School

David Roberts, Business Administrator

The motion was made by Karen Cronin to allow designees Superintendent, Business Administrator, Connie Archibald, Nancy Kennedy, & Wade Hyde to negotiate with Brigham City. The second was made by Bryan Smith. The motion passed unanimously with the votes as follows:

Clyde Wohlgemuth – yes  
Connie Archibald – yes  
Bryan Smith – yes  
Julie Taylor – yes

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

**Closed Session to Discuss Real Property:**

The motion was made by Nancy Kennedy to move into closed session to discuss real property. The second was made by Wade Hyde. The motion passed unanimously with the votes as follows:

Clyde Wohlgemuth – yes  
Connie Archibald – yes  
Bryan Smith – yes  
Julie Taylor – yes

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

The motion was made by Connie Archibald to move out of closed session. The second by Karen Cronin. The vote was unanimous as follows:

Clyde Wohlgemuth – yes  
Connie Archibald – yes  
Bryan Smith – yes  
Julie Taylor – yes

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

**Information Items:**

Report on BESD Foundation

Presentation by Preston Checketts and Colleen Schaffer

The Box Elder School District Foundation is working great, has a great active board and has increased donations through fundraising activities. A total of 37 scholarships will be available this school year. They reviewed the five goals of the BESD Foundation. The

Foundation has increased the number of scholarships for Sunrise High School for a total of 5 total scholarships funded by the Foundation given to the three high schools.

### DLI Achievement Data

Ashlee Nelson, Principal

Reviewed class sizes per grade for the DLI spanish and chinese programs, AP test pass ratios and current enrollment numbers at Willard, Lakeview, Golden Spike, North Park and Garland Elementary. Continued analysis of efficacy of the programs.

### Cyber Security Training

Josh Hochstettler, IT Tech

Explained the differences between phishing, smishing and whaling scams. Ongoing testing continues in the District.

### Construction Report

Corey Thompson, Facilities Director

Reported on progress of Grouse Creek Elementary and the finishing touches at Golden Spike elementary.

### Monthly Financial Report

David Roberts, Business Administrator

Reviewed the financial report with the Board. Request for highlighting on those areas that might need more attention.

### Board Committee Reports

Student Board Member, McKayla Morris reported on visits to Bear River High and Box Elder High with their academic and club successes.

Nancy Kennedy reported on the possible change of trimester schedule. Students gave feedback.

### **Policy Review:**

The motion was made by Nancy Kennedy to approve the policies on first reading. The second by Bryan Smith. A motion was made by Connie Archibald to approve the policies on second reading. The second by Tiffani Summers. Both motions passed unanimously with the votes as follows:

Clyde Wohlgemuth – yes  
Connie Archibald – yes  
Bryan Smith – yes  
Julie Taylor – yes

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

First Reading

Policy 4019 Evaluation and Selection of Classroom and Other Instructional Materials  
Policy 4025 Special Programs: Special Education  
Policy 4027 Special Programs: Dropout Prevention and Recovery  
Policy 4036 Kindergarten Assessment  
Policy 4060 High School Graduation Requirements  
Policy 4062 Curriculum: College Course Work  
Policy 4065 Alternative High School Graduation Requirements  
Policy 4107 Testing Procedures and Standards  
Policy 4210 Language Access Plan  
Policy 5010 Admissions Eligibility Requirements  
Policy 6015 School Community Councils  
Policy 6018 Parental Participation

Second Reading

Policy 1130 Superintendent - Appointment and Duties  
Policy 1180 Business Administrator  
Policy 1225 School Size - Elementary School  
Policy 3007 Employment - Staff Code of Conduct  
Policy 3010 Employee Bullying and Hazing  
Policy 3023 Educator Induction, Mentoring, and Professional Learning  
Policy 4063 Curriculum: Cardiopulmonary Resuscitation  
Policy 4108 Testing Procedures and Standards - Exclusion from Testing  
Policy 4200 Term of Instruction: School Year & School Day  
Policy 5050 Immunization Requirements  
Policy 5060 Medical Treatment for Students  
Policy 5061 Do Not Resuscitate Directives  
Policy 5065 Administration of Medication

**Consent Items:**

The motion was made by Wade Hyde to approve the consent items. It was second by Nancy Kennedy. The motion passed unanimously with the votes as follows:

Clyde Wohlgemuth – yes  
Connie Archibald – yes  
Bryan Smith – yes  
Julie Taylor – yes

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

Approval of the minutes of working and regular meeting for October 12, 2022.

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

Personnel Actions: see attachment to agenda.

**Suggestions for Future Board Meetings:**

- Superintendent mentioned Master Board Award process. President Julie Taylor mentioned the USBE online training for school board members, four units to do, please try to get done by the end of the month. Remove Lynn Capener and Carrie Johnson off of list of board members.
- BEHS mens volleyball for spring of 2024. Keith Mecham will present in December Board meeting.
- Policy for donations for projects/needs for fundraising.
- Add turf field at BEHS on December agenda.

**Upcoming Events:**

USBA – January 5-7, 2023  
NSBA Conference April 1-3 2023

**Adjournment:**

The motion was made by Nancy Kennedy to adjourn the meeting. The second by Bryan Smith. The motion passed unanimously with the votes as follows:

Clyde Wohlgemuth – yes  
Connie Archibald – yes  
Bryan Smith – yes  
Julie Taylor – yes

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

With the announcement that the next meeting will be held on Wednesday, December 14, 2022, a Work Session with legislators beginning at 5:00 pm, the Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah., President Julie Taylor adjourned the meeting at 9:48 p.m.

APPROVED: \_\_\_\_\_

ATTESTED: \_\_\_\_\_  
Business Administrator  
Box Elder School District

\_\_\_\_\_  
President, Board of Education

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00042272	156.00	11/03/22	1 JEA'NOTT WILSON	C
01	00042273	80.00	11/03/22	1 NICHOLE WHITTINGTON	C
01	00042274	39.95	11/03/22	1 SARAH BOTT	C
01	00042275	662.59	11/03/22	14010 AED EVERYWHERE	C
01	00042276	63.48	11/03/22	62359 NATHAN ANDERSEN	C
01	00042277	145.00	11/03/22	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00042278	190.00	11/03/22	85738 BEAR RIVER HIGH SCHOOL	C
01	00042279	255.50	11/03/22	85768 BEAR RIVER SEWER DEPT	C
01	00042280	256.35	11/03/22	87120 BEEHIVE TELEPHONE CO	C
01	00042281	944.40	11/03/22	12033 BOB'S BODY SHOP	C
01	00042282	998.99	11/03/22	104348 BOX ELDER MIDDLE SCHOOL	C
01	00042283	67.00	11/03/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00042284	103.20	11/03/22	57991 EMILEE BURNHAM	C
01	00042285	800.00	11/03/22	62774 CEDAR RIDGE AUTO WASH INC	C
01	00042286	135.00	11/03/22	107994 CERTIFIED SHRED	C
01	00042287	165.40	11/03/22	61190 MADISEN CLARK	C
01	00042288	26,293.75	11/03/22	38091 DATAIO LLC	C
01	00042289	12,294.85	11/03/22	56197 DENTONS DURHAM JONES PINEGAR PC	C
01	00042290	239.40	11/03/22	58955 BECKY EZOLA	C
01	00042291	782.91	11/03/22	104881 FERGUSON ENTERPRISES INC	C
01	00042292	179.00	11/03/22	60950 ROBERT FRANCKOWIAK	C
01	00042293	274.33	11/03/22	30368 LESLIE FRIDAL	C
01	00042294	1,351.10	11/03/22	44431 GOLDEN SPIKE AUTOMATION	C
01	00042295	9,899.70	11/03/22	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00042296	285.60	11/03/22	111125 IML SECURITY SUPPLY	C
01	00042297	179.00	11/03/22	7757 GERALD JACKMAN	C
01	00042298	15,748.77	11/03/22	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00042299	443.50	11/03/22	6360 JEREMY JOHNSON	C
01	00042300	690.27	11/03/22	109818 VALYNN KUNZLER	C
01	00042301	102.06	11/03/22	42064 JENNIE MONSEN-HANSEN	C
01	00042302	652.47	11/03/22	57622 DAVID MORRIS	C
01	00042303	718.92	11/03/22	44237 MOUNTAIN STAINLESS, INC.	C
01	00042304	290.28	11/03/22	57860 BAILEY NESSEN	C
01	00042305	242.09	11/03/22	700077 PERRY CITY	C
01	00042306	1,798.90	11/03/22	104436 POWER ENGINEERING INC	C
01	00042307	4,186.25	11/03/22	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00042308	5,286.28	11/03/22	892645 ROCKY MOUNTAIN POWER	C
01	00042309	1,811.83	11/03/22	32913 ROYAL WHOLESALE ELECTRIC	C
01	00042310	191.92	11/03/22	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00042311	349.00	11/03/22	26611 S/P2	C
01	00042312	39.95	11/03/22	110789 CORE BUSINESS TECHNOLOGIES (SIP)	C
01	00042313	518.00	11/03/22	45756 KELLY SORENSEN	C
01	00042314	169.20	11/03/22	810361 STANDARD PLUMBING SUPPLY	C
01	00042315	35.95	11/03/22	110914 SUPERIOR WATER AND AIR INC	C
01	00042316	50.40	11/03/22	53791 ELIZABETH TAYLOR	C
01	00042317	2,995.00	11/03/22	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00042318	6,591.21	11/03/22	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00042319	45,508.71	11/03/22	891181 LB 410027	C
01	00042320	174.24	11/03/22	24580 VERIZON WIRELESS	C
01	00042321	7,556.08	11/03/22	924155 WASTE MGMT OF UTAH INC	C
01	00042322	297.84	11/03/22	48178 HEIDI JO WEST	C
01	00042323	665.07	11/03/22	12939 EMILIE WESTMORELAND	C
01	00042324	311.28	11/03/22	11479 EMILY WIGHT	C
01	00042325	1,660,301.64	11/03/22	102931 ZIONS BANK PUBLIC FINANCE	C
01	00042326	12,379.08	11/03/22	38032 AMAZON CAPITAL SERVICES INC	C

## A/P Summary Check Register

FPREG01A

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01	00042329	491.18	11/03/22	23698 BIO CORPORATION	C
01	00042330	1,000.23	11/03/22	230 CAROLINA BIOLOGICAL	C
01	00042331	63,491.88	11/03/22	11517 COMPUNET, INC	C
01	00042332	1,395.00	11/03/22	100293 DELL INC	C
01	00042333	53.70	11/03/22	103155 EAI EDUCATION	C
01	00042334	727.78	11/03/22	111247 ESTRELLITA	C
01	00042335	420.76	11/03/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042336	4,573.75	11/03/22	4456 GOLDEN SPIKE ELECTRIC	C
01	00042337	2,725.91	11/03/22	778870 GOPHER SPORT	C
01	00042338	2,414.84	11/03/22	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00042339	1,772.18	11/03/22	386370 HYKO SUPPLY CO	C
01	00042340	10,080.97	11/03/22	901150 IMT COMPANIES LLC	C
01	00042341	19,984.35	11/03/22	102697 INTERCONNECT SERVICES INC	C
01	00042342	275.51	11/03/22	21296 LINCOLN ELECTRIC CO	C
01	00042343	578.48	11/03/22	52035 LITERACY RESOURCES, LLC	C
01	00042344	710.50	11/03/22	44172 NORCO INC	C
01	00042345	275.02	11/03/22	633340 OFFICE DEPOT	C
01	00042346	114.35	11/03/22	13560 PERIPOLE, INC	C
01	00042347	731.70	11/03/22	699420 PERMA BOUND BOOKS	C
01	00042348	276.22	11/03/22	4995 PRECISION PARTS CO	C
01	00042349	934.08	11/03/22	62480 REALLY GREAT READING COMPANY, LLC	C
01	00042350	406.40	11/03/22	102477 SCHOOL NURSE SUPPLY	C
01	00042351	256.94	11/03/22	108663 SCHOOL OUTFITTERS	C
01	00042352	3,250.02	11/03/22	38563 SPHERO INC	C
01	00042353	6,900.00	11/03/22	38717 STORMWIND LLC	C
01	00042354	2,390.00	11/03/22	861085 TV SPECIALISTS INC	C
01	00042355	4,853.83	11/03/22	866716 UCI ACCOUNTS RECEIVABLE	C
01	00042356	1,284.97	11/03/22	140 VALLEY BUSINESS MACHINES	C
01	00042357	353.64	11/03/22	53252 WORKSPACE ELEMENTS	C
01	00042358	114.00	11/10/22	1 MELINDA OWENS	C
01	00042359	453.30	11/10/22	62820 STACY ACOR	C
01	00042360	703.85	11/10/22	812477 ALSCO/AMERICAN LINEN	C
01	00042361	1,431.89	11/10/22	25909 AMERIGAS PROPANE	C
01	00042362	1,429.75	11/10/22	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00042363	6,558.54	11/10/22	85738 BEAR RIVER HIGH SCHOOL	C
01	00042364	3,000.00	11/10/22	102956 BEAR RIVER MENTAL HEALTH	C
01	00042365	521.18	11/10/22	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00042366	140.00	11/10/22	111566 KENT BLACK	C
01	00042367	111.00	11/10/22	54020 TAWNIE BOWCUTT	C
01	00042368	69,637.64	11/10/22	108217 BRIGHAM CITY CORPORATION	C
01	00042369	10,693.76	11/10/22	113116 BRYSON SALES & SERVICE	C
01	00042370	335.00	11/10/22	103056 WESTLEY BURRELL	C
01	00042371	180.00	11/10/22	3271 CANON SOLUTIONS AMERICA	C
01	00042372	25.00	11/10/22	61190 MADISEN CLARK	C
01	00042373	732.54	11/10/22	162470 CRUS OIL INC	C
01	00042374	76.15	11/10/22	14958 CULLIGAN	C
01	00042375	7,980.00	11/10/22	56197 DENTONS DURHAM JONES PINEGAR PC	C
01	00042376	2,700.00	11/10/22	62804 DH GROUP, LLC	C
01	00042377	360.00	11/10/22	203737 EAST GROUSE CREEK WATER	C
01	00042378	5,315.91	11/10/22	729332 ECONO WASTE INC	C
01	00042379	4,766.97	11/10/22	143160 FRONTIER COMMUNICATION	C
01	00042380	21.00	11/10/22	61956 JACOB FUHRIMAN	C
01	00042381	390.86	11/10/22	304217 GARLAND CITY	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00042385	5,500.00	11/10/22	19976 HOPE4UTAH	C
01	00042386	536.25	11/10/22	901150 IMT COMPANIES LLC	C
01	00042387	335.00	11/10/22	39314 MELISSA INGRAM	C
01	00042388	25,336.07	11/10/22	49026 IVY LANE PEDATRICS	C
01	00042389	33,032.85	11/10/22	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00042390	240.50	11/10/22	62030 MARCUS LEONARD	C
01	00042391	5,360.41	11/10/22	58246 LINDE GAS & EQUIPMENT INC	C
01	00042392	206.47	11/10/22	543168 MADDOX RANCH HOUSE	C
01	00042393	818.19	11/10/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00042394	276.15	11/10/22	62405 GABLE MUNN	C
01	00042395	365.00	11/10/22	22195 BRANDON NELSON	C
01	00042396	25.00	11/10/22	61182 WHITNEY NELSON	C
01	00042397	12,578.02	11/10/22	3050 OBSERVERTAB, LLC	C
01	00042398	597.49	11/10/22	49859 JACKSON GROUP LOCKBOX	C
01	00042399	140.00	11/10/22	2216 RYAN OLSEN	C
01	00042400	6,251.25	11/10/22	100987 PEARSON EDUCATION CENTER	C
01	00042401	3,000.00	11/10/22	35270 CMRS-POC	C
01	00042402	1,108.18	11/10/22	732367 RAFT RIVER RURAL	C
01	00042403	335.00	11/10/22	107960 TYLER J RHODES	C
01	00042404	126.50	11/10/22	58360 ALEXIS RUZICH	C
01	00042405	473.00	11/10/22	62138 DAX SEDERHOLM	C
01	00042406	367.67	11/10/22	799841 SMITH DETROIT DIESEL INC	C
01	00042407	94.00	11/10/22	25674 STUDIO R MEDIA	C
01	00042408	111.00	11/10/22	4448 MARK TAYLOR	C
01	00042409	811.28	11/10/22	25836 KRIS THOMPSON	C
01	00042410	2,366.75	11/10/22	111109 TOM RANDALL DIST	C
01	00042411	849.06	11/10/22	109356 TRANSPORT DIESEL	C
01	00042412	240.50	11/10/22	108936 KACEE UDY	C
01	00042413	5,397.11	11/10/22	55034 UTAH PARENT CENTER, INC	C
01	00042414	102,857.83	11/10/22	892916 DGO FUEL NETWORK TEAM	C
01	00042415	173.50	11/10/22	62510 JESSICA WAITE	C
01	00042416	10,580.60	11/10/22	38210 OGDEN ECCLES CONFERENCE CENTER	C
01	00042417	164.50	11/10/22	110931 WEESE GLASS LLC	C
01	00042418	229.40	11/10/22	941217 WILLARD CITY CORP	C
01	00042419	228.00	11/10/22	61972 JANET WOOD	C
01	00042419	-228.00	11/16/22	61972 JANET WOOD	CV
01	00042420	1,499.00	11/10/22	112046 ACE HARDWARE - BRIGHAM	C
01	00042421	4,724.64	11/10/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042422	3,396.00	11/10/22	106497 APPLE STORE	C
01	00042423	1,434.00	11/10/22	47937 BOYLE APPLIANCE LLC	C
01	00042424	150.50	11/10/22	31658 BSN SPORTS	C
01	00042425	464.40	11/10/22	56332 CENTER FOR THE COLLABORATIVE CLASSROOM	C
01	00042426	5,060.00	11/10/22	33316 NCS PEARSON INC	C
01	00042427	1,511.28	11/10/22	59048 CHROMEBOOKPARTS.COM	C
01	00042428	3,225.00	11/10/22	15660 DAKTRONICS	C
01	00042429	551.90	11/10/22	21148 DARRELL'S TIRE FACTORY	C
01	00042430	171.30	11/10/22	180241 DEMCO INC	C
01	00042431	127.36	11/10/22	62235 DEX IMAGING LLC	C
01	00042432	3,350.15	11/10/22	212299 EDUTEK CORPORATION	C
01	00042433	1,077.89	11/10/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042434	319.80	11/10/22	386370 HYKO SUPPLY CO	C
01	00042435	138.63	11/10/22	45560 LAKESHORE LEARNING MATERIALS	C

## A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00042437	285.60	11/10/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042438	8,139.46	11/10/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00042439	17,905.00	11/10/22	111637 OASIS STAGE WERKS	C
01	00042440	2,793.39	11/10/22	633340 OFFICE DEPOT	C
01	00042441	36.98	11/10/22	664141 OTC BRANDS	C
01	00042442	675.11	11/10/22	699420 PERMA BOUND BOOKS	C
01	00042443	231.13	11/10/22	13625 PLANK ROAD PUBLISHING INC	C
01	00042444	101.85	11/10/22	714550 POSITIVE PROMOTIONS	C
01	00042445	2,194.56	11/10/22	108663 SCHOOL OUTFITTERS	C
01	00042446	242.53	11/10/22	54313 SCHOOL SPECIALTY, LLC	C
01	00042447	1,075.83	11/10/22	157371 STAPLES	C
01	00042448	348.13	11/10/22	866716 UCI ACCOUNTS RECEIVABLE	C
01	00042449	3,957.39	11/10/22	310 VIRCO INC	C
01	00042450	621.50	11/10/22	109355 VOYAGER SOPRIS LEARNING	C
01	00042451	71.88	11/10/22	53376 WING AERO PRODUCTS, INC	C
01	00042452	976.65	11/16/22	102931 ZIONS BANK NATIONAL BANK	C
01	00042453	19.10	11/17/22	1 KARLA JENSEN	C
01	00042454	80.00	11/17/22	6617 ACME WATER CO	C
01	00042455	2,422.00	11/17/22	347560 ALICE C HARRIS INTERM SCH	C
01	00042456	1,000.00	11/17/22	12033 BOB'S BODY SHOP	C
01	00042457	209.50	11/17/22	54020 TAWNIE BOWCUTT	C
01	00042458	2,166.51	11/17/22	104320 BOX ELDER COUNTY TREASURER	C
01	00042459	589.57	11/17/22	104338 BOX ELDER HIGH SCHOOL	C
01	00042460	94.43	11/17/22	40410 KAREN BRAITHWAITE	C
01	00042461	978.91	11/17/22	43907 BRIGHAM GLASS	C
01	00042462	12,811.88	11/17/22	3271 CANON SOLUTIONS AMERICA	C
01	00042463	1,133.00	11/17/22	40363 CIO MEDICAL SERVICES	C
01	00042464	40.00	11/17/22	158220 COVER UP	C
01	00042465	13,512.98	11/17/22	56197 DENTONS DURHAM JONES PINEGAR PC	C
01	00042466	190.00	11/17/22	62235 DEX IMAGING LLC	C
01	00042467	207.00	11/17/22	61956 JACOB FUHRIMAN	C
01	00042468	8,902.50	11/17/22	110559 HARMONY HOME HEALTH LLC	C
01	00042469	5,898.00	11/17/22	61530 INTELEPEER CLOUD COMMUNICATIONS, LLC	C
01	00042470	209.50	11/17/22	102892 LISSA M JENSEN	C
01	00042471	55.00	11/17/22	467700 JOHNSON ELECTRIC MOTORS	C
01	00042472	281.60	11/17/22	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00042473	111.00	11/17/22	62898 JACOB LOTT	C
01	00042474	150.00	11/17/22	591380 MURRAY SCHOOL DISTRICT	C
01	00042475	209.50	11/17/22	62910 SHAUNIE OWENS	C
01	00042476	127.00	11/17/22	62979 PERRY DENTAL	C
01	00042477	29,291.08	11/17/22	892645 ROCKY MOUNTAIN POWER	C
01	00042478	111.00	11/17/22	105663 LANEA NOELLE SADLER	C
01	00042479	150.00	11/17/22	48976 DIANNA SERFUSTINI	C
01	00042480	415.11	11/17/22	25976 SHERWIN-WILLIAMS	C
01	00042481	244.17	11/17/22	10731 SMITH'S CUSTOMER CHARGES	C
01	00042482	61.46	11/17/22	802087 SNOWVILLE WATERWORKS INC	C
01	00042483	895.02	11/17/22	852617 TREMONTON CITY CORP	C
01	00042484	101,696.14	11/17/22	102558 UTAH DEPARTMENT OF HEALTH	C
01	00042485	209.50	11/17/22	22128 HEIDI WATSON	C
01	00042486	209.50	11/17/22	48178 HEIDI JO WEST	C
01	00042487	21.00	11/17/22	61972 JANET WOOD	C
01	00042488	95.98	11/17/22	8990 JEREMY YOUNG	C
01	00042489	660.00	11/17/22	36021 ABLENET	C
01	00042490	6,075.36	11/17/22	38032 AMAZON CAPITAL SERVICES INC	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00042491	623.57	11/17/22	3271 CANON SOLUTIONS AMERICA	C
01	00042492	74.97	11/17/22	59048 CHROMEBOOKPARTS.COM	C
01	00042493	561.34	11/17/22	61930 CONTINENTAL	C
01	00042494	4,170.00	11/17/22	15660 DAKTRONICS	C
01	00042495	1,500.00	11/17/22	100293 DELL INC	C
01	00042496	992.56	11/17/22	62235 DEX IMAGING LLC	C
01	00042497	1,395.42	11/17/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042498	212.43	11/17/22	778870 GOPHER SPORT	C
01	00042499	704.75	11/17/22	386370 HYKO SUPPLY CO	C
01	00042500	1,374.00	11/17/22	53082 LEXIA LEARNING SYSTEMS LLC	C
01	00042501	1,166.00	11/17/22	37010 MANDARIN MATRIX INC	C
01	00042502	3,457.85	11/17/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042503	2,000.75	11/17/22	633340 OFFICE DEPOT	C
01	00042504	1,123.84	11/17/22	699420 PERMA BOUND BOOKS	C
01	00042505	129,995.00	11/17/22	53953 SANITY SOLUTIONS, INC	C
01	00042506	15,289.77	11/17/22	108663 SCHOOL OUTFITTERS	C
01	00042507	750.81	11/17/22	54313 SCHOOL SPECIALTY, LLC	C
01	00042508	585.79	11/17/22	157371 STAPLES	C
01	00042509	348.00	11/17/22	50695 TEACHER SYNERGY LLC	C
01	00042510	184.80	11/17/22	6149 THE LOGO SHOP	C
01	00042511	1,490.76	11/17/22	109804 WARD'S NATURAL SCIENCE	C
01	00042512	842.64	11/17/22	10901 WROUGHT IRON HANDICRAFTS INC	C
01	00042513	28,076.00	11/17/22	102737 YOUNG CHEVROLET CO	C
01	00042514	501.18	11/21/22	52345 R CASEY ANDERSEN	C
01	00042515	4,178.57	11/21/22	108217 BRIGHAM CITY CORPORATION	C
01	00042516	7,120.00	11/21/22	892918 USBA / UTAH SCHOOL BOARDS ASSN	C
01	00042517	6,614.13	11/21/22	24580 VERIZON WIRELESS	C
01	00042518	1,175.40	11/29/22	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00042519	4,504.68	11/29/22	999014 AMERICAN FAMILY LIFE COMP	C
01	00042520	80.00	11/29/22	999027 B E SCHOOL BOARD FUND	C
01	00042521	30.00	11/29/22	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00042522	560.73	11/29/22	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00042523	342.00	11/29/22	999055 BOX ELDER FOUNDATION	C
01	00042524	1,564.15	11/29/22	999033 BUREAU CHILD SUPPORT SERV	C
01	00042525	33,167.44	11/29/22	999077 DENTAL SELECT	C
01	00042526	5,850.00	11/29/22	999021 ELEVATE CREDIT UNION	C
01	00042527	569.97	11/29/22	999019 EMI HEALTH	C
01	00042528	69.12	11/29/22	999017 GLOBE LIFE INSURANCE CO	C
01	00042529	21,959.35	11/29/22	999035 HORACE MANN INSURANCE COMPANY	C
01	00042530	686.00	11/29/22	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00042531	711.90	11/29/22	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00042532	353.53	11/29/22	999111 MEADE RECOVERY SERVICES LLC	C
01	00042533	8,455.00	11/29/22	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00042534	11,394.12	11/29/22	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00042535	63.73	11/29/22	999156 OLSON SHANER	C
01	00042536	3,683.30	11/29/22	999008 OPTICARE	C
01	00042537	431.94	11/29/22	999038 OUTSOURCE RECEIVABLES	C
01	00042538	768,140.12	11/29/22	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00042539	1,466.40	11/29/22	999032 PRE-PAID LEGAL SERVICES	C
01	00042540	22,163.02	11/29/22	999018 THE HARTFORD	C
01	00042541	416.73	11/29/22	48119 TITANIUM FUNDS	C
01	00042542	490.00	11/29/22	999012 UESP	C
01	00042543	15,362.82	11/29/22	999007 UTAH EDUCATION ASSOCIATION	C
01	00042544	6,455.02	11/29/22	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00042545	226,569.77	11/29/22	999003 UTAH STATE TAX COMMISSION	C

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Bank	Check No	Amount	Date	Vendor	Type
01	02110922	6.60	11/07/22	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05111022	165,824.84	11/10/22	888540 US BANK	M
01	07113022	138,057.75	11/29/22	999070 HEALTH EQUITY INC	M
01	08113022	1,353,853.99	11/29/22	999005 UTAH STATE RETIREMENT FUND	M
01	09111822	167,124.50	11/29/22	999140 BANK OF UTAH	M
01	09112322	379.60	11/29/22	999140 BANK OF UTAH	M
01	09113022	1,127,807.25	11/29/22	999140 BANK OF UTAH	M
<b>Total Bank No 01</b>		<b>6,865,858.97</b>			
02	00101086	39.99	11/03/22	38032 AMAZON CAPITAL SERVICES INC	C
02	00101087	897.00	11/03/22	106497 APPLE STORE	C
02	00101088	656.23	11/03/22	45560 LAKESHORE LEARNING MATERIALS	C
02	00101089	270.91	11/03/22	664141 OTC BRANDS	C
02	00101090	120.00	11/03/22	891181 UTAH STATE UNIVERSITY	C
02	00101091	100.00	11/10/22	347560 ALICE C HARRIS INTERM SCH	C
02	00101092	2,659.39	11/10/22	59811 FLYLEAF PUBLISHING, LLC	C
02	00101093	15.58	11/10/22	664141 OTC BRANDS	C
02	00101094	29.90	11/10/22	109804 WARD'S NATURAL SCIENCE	C
02	00101095	506.79	11/17/22	38032 AMAZON CAPITAL SERVICES INC	C
02	00101096	100.00	11/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101097	299.95	11/17/22	62472 BRACKITZ	C
02	00101098	740.00	11/17/22	10804 MUSIC THEATRE INTERNATIONAL	C
02	00101099	1,092.43	11/17/22	38563 SPHERO INC	C
<b>Total Bank No 02</b>		<b>7,528.17</b>			
11	01104218	179.00	11/03/22	3379 LINN BECK	A
11	01104219	1,395.60	11/03/22	101520 BELL JANITORIAL	A
11	01104220	188.72	11/03/22	102177 BRADY INDUSTRIES LLC	A
11	01104221	340.20	11/03/22	44342 MICHELLE BREIDER	A
11	01104222	1,985.97	11/03/22	106437 CARSON ELEVATOR CO INC	A
11	01104223	60.00	11/03/22	107034 CHARIOT GROUP INC	A
11	01104224	6,194.63	11/03/22	53473 CHARLIE'S PRODUCE	A
11	01104225	7,750.00	11/03/22	60500 DOABLE WELLNESS	A
11	01104226	9,089.01	11/03/22	728870 DOMINION ENERGY UTAH	A
11	01104227	14.04	11/03/22	322776 GRAINGERS INC	A
11	01104228	723.03	11/03/22	62014 LEVI JENSEN	A
11	01104229	259.86	11/03/22	62758 ELIZABETH KELLEY	A
11	01104230	59,126.45	11/03/22	27243 KELLY SERVICES INC	A
11	01104231	260.82	11/03/22	59129 DESI LARSEN	A
11	01104232	2,930.78	11/03/22	18996 MAKERBOT INDUSTRIES LLC	A
11	01104233	852.72	11/03/22	43982 MIKE MOORE	A
11	01104234	1,371.61	11/03/22	35718 O C TANNER RECOGNITION COMPANY	A
11	01104235	677.67	11/03/22	21130 AMBER ROSE	A
11	01104236	667.59	11/03/22	12793 SONYA SPACKMAN	A
11	01104237	135.42	11/03/22	62731 MADISON TANNER	A
11	01104238	129.25	11/03/22	47686 TNT ENGRAVING	A
11	01104239	131.76	11/03/22	62740 SARAH WARR	A
11	01104240	311.80	11/03/22	100590 WAXIE SANITARY SUPPLY	A
11	01104241	408.24	11/03/22	44075 LEANNE WRIGHT	A
11	01104242	53.00	11/10/22	29785 HENRY BAKER	A
11	01104243	131.00	11/10/22	104132 BEAZER LOCK & KEY	A
11	01104244	56.00	11/10/22	60933 MICHAEL BIRD	A
11	01104245	40.00	11/10/22	49476 MICHAEL BOWEN	A
11	01104246	28.00	11/10/22	18384 CRISTINA BRADSHAW	A
11	01104247	100.00	11/10/22	110766 TRICIA BURBIDGE	A
11	01104248	184,091.65	11/10/22	105301 CACHE VALLEY ELECTRIC INC	A

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Bank	Check No	Amount	Date	Vendor	Type
11	01104249	322.55	11/10/22	106437 CARSON ELEVATOR CO INC	A
11	01104250	2,400.00	11/10/22	100325 CDW GOVERNMENT INC	A
11	01104251	63.00	11/10/22	31380 JOSE M CEDILLO	A
11	01104252	1,816.25	11/10/22	134250 CEM SALES & SERVICE	A
11	01104253	2,972.12	11/10/22	53473 CHARLIE'S PRODUCE	A
11	01104254	32.00	11/10/22	4090 MARY CLARK	A
11	01104255	77.00	11/10/22	58335 KARLENE FARLEY	A
11	01104256	142.00	11/10/22	106815 MAILEE FORREST	A
11	01104257	40.00	11/10/22	12165 AMANDA FRANCIS	A
11	01104258	37.00	11/10/22	60917 KRISTEN FRANKER	A
11	01104259	93.00	11/10/22	108590 CINDY GIBBS	A
11	01104260	90.00	11/10/22	434 MAEGAN HEINER	A
11	01104261	44.00	11/10/22	110864 JEFF HUNT	A
11	01104262	32.00	11/10/22	56669 SHEA L JENSEN	A
11	01104263	31,677.90	11/10/22	27243 KELLY SERVICES INC	A
11	01104264	56.00	11/10/22	52493 ROBERT KENNER	A
11	01104265	56.00	11/10/22	49999 BILLY MCFARLAND	A
11	01104266	69.00	11/10/22	56103 KARA MORRISS	A
11	01104267	128.82	11/10/22	16934 SANNA NELSON	A
11	01104268	102.00	11/10/22	45349 LADAWN RICHINS	A
11	01104269	37.00	11/10/22	58858 ANNA SHERMAN	A
11	01104270	16.00	11/10/22	105471 COLLEEN M WILLIAMS	A
11	01104271	44.00	11/10/22	50580 STEVEN WILLIAMS	A
11	01104272	11,380.00	11/17/22	100325 CDW GOVERNMENT INC	A
11	01104273	3,268.15	11/17/22	53473 CHARLIE'S PRODUCE	A
11	01104274	21,965.77	11/17/22	728870 DOMINION ENERGY UTAH	A
11	01104275	35.00	11/17/22	18996 MAKERBOT INDUSTRIES LLC	A
11	01104276	395.71	11/17/22	54283 SLACK TECHNOLOGIES, INC	A
11	01104277	173,524.38	11/17/22	12688 SYSCO	A
11	01104278	1,192.70	11/17/22	27570 UTAH TESTING & ENGINEERING	A
11	01104279	660.56	11/17/22	100590 WAXIE SANITARY SUPPLY	A
<b>Total Bank No 11</b>		<b>532,453.73</b>			
20	10400497	627.99	11/14/22	104321 BOX ELDER SCHOOL DISTRICT	C
20	10400498	100.00	11/14/22	57312 HANSEN, LAVAR	C
<b>Total Bank No 20</b>		<b>727.99</b>			
21	12500758	1,000.00	11/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500759	43.50	11/17/22	11111 P-CARD VENDOR	C
21	12500760	1,393.33	11/17/22	111656 SCHOLASTIC BOOK FAIRS	C
21	12500761	34.95	11/17/22	110914 SUPERIOR WATER AND AIR INC	C
<b>Total Bank No 21</b>		<b>2,471.78</b>			
22	13200679	76.59	11/07/22	489240 KENTS MARKET PL/TREMONTON	C
22	13200680	730.78	11/07/22	25453 PRIDE EMBROIDERY & SCREEN PRINTING	C
22	13200681	140.00	11/07/22	1457 U S POSTMASTER	C
22	13200682	905.21	11/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200683	80.78	11/11/22	105981 KRISTI N CAPENER	C
<b>Total Bank No 22</b>		<b>1,933.36</b>			
24	13601037	140.76	11/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601038	621.52	11/16/22	489240 KENTS MARKET PL/TREMONTON	C
24	13601039	1,794.00	11/29/22	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 24</b>		<b>2,556.28</b>			
25	15000719	335.70	11/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
25	15000720	2,095.04	11/16/22	111656 SCHOLASTIC BOOK FAIRS	C

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Bank	Check No	Amount	Date	Vendor	Type
<b>Total Bank No 25</b>		<b>2,430.74</b>			
26	16401031	2,860.69	11/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401032	30.00	11/15/22	110914 SUPERIOR WATER AND AIR INC	C
<b>Total Bank No 26</b>		<b>2,890.69</b>			
28	16701151	894.59	11/08/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701152	111.60	11/08/22	14958 CULLIGAN	C
28	16701153	443.51	11/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701154	39.00	11/16/22	62839 ALLISON CHRISTENSEN	C
28	16701155	487.43	11/16/22	489240 KENTS MARKET PL/TREMONTON	C
28	16701156	12.48	11/16/22	62944 JENNIFER MANNING	C
28	16701157	115.33	11/21/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701158	75.00	11/21/22	55905 MD SECURE STORAGE	C
<b>Total Bank No 28</b>		<b>2,178.94</b>			
29	16800497	219.00	11/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800498	299.93	11/22/22	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800499	91.18	11/28/22	489240 KENTS MARKET PL/TREMONTON	C
29	16800500	88.00	11/29/22	45934 KUNZLER CATERING	C
29	16800501	515.00	11/29/22	45934 KUNZLER CATERING	C
<b>Total Bank No 29</b>		<b>1,213.11</b>			
30	17200614	252.73	11/22/22	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200615	393.80	11/22/22	633340 OFFICE DEPOT	C
30	17200616	60.29	11/22/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
<b>Total Bank No 30</b>		<b>706.82</b>			
31	18800366	150.16	11/07/22	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 31</b>		<b>150.16</b>			
32	20000280	111.98	11/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000281	442.20	11/11/22	180241 DEMCO INC	C
32	20000282	150.00	11/21/22	19178 CHEAPER THAN SHIRT	C
32	20000283	180.00	11/30/22	62987 ASHLEE MORRIS	C
<b>Total Bank No 32</b>		<b>884.18</b>			
33	30402796	21.15	11/02/22	1 KRIS NORR	C
33	30402797	100.00	11/02/22	1 NAOMI WHITMORE	C
33	30402798	261.04	11/02/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402799	288.67	11/02/22	327480 GREER'S HARDWARE	C
33	30402800	146.93	11/02/22	5908 WALMART COMMUNITY	C
33	30402801	346.38	11/09/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402802	1,062.69	11/09/22	489240 KENTS MARKET PL/TREMONTON	C
33	30402803	53.50	11/09/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402804	1,621.44	11/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402805	67.00	11/16/22	1 SARAH BROCKSMITH	C
33	30402806	165.33	11/16/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402807	73.05	11/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402808	933.24	11/16/22	105243 DECKER INC	C
33	30402809	590.00	11/16/22	10804 MUSIC THEATRE INTERNATIONAL	C
33	30402810	42.79	11/22/22	10260 ADELE C YOUNG INTERM SCH	C
33	30402811	750.83	11/22/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402812	229.74	11/22/22	100359 NASCO MODESTO	C
33	30402813	961.73	11/30/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402814	218.75	11/30/22	158220 COVER UP	C
33	30402815	580.65	11/30/22	5908 WALMART COMMUNITY	C
<b>Total Bank No 33</b>		<b>8,514.91</b>			
34	30803250	27.33	11/02/22	347560 ALICE C HARRIS INTERM SCH	C

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Bank	Check No	Amount	Date	Vendor	Type
34	30803251	316.93	11/02/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803252	18.00	11/02/22	57789 DO GOOD DESIGNS UTAH	C
34	30803253	415.36	11/02/22	633340 OFFICE DEPOT	C
34	30803254	1,213.34	11/09/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803255	274.50	11/09/22	4960 OLD GRIST MILL BREAD	C
34	30803256	46.38	11/21/22	1 LACEY GARIBAY	C
34	30803257	207.40	11/21/22	112046 ACE HARDWARE - BRIGHAM	C
34	30803258	310.60	11/21/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803259	568.60	11/21/22	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803260	895.94	11/21/22	489250 KENTS MARKET PL/BRIGHAM	C
<b>Total Bank No 34</b>		<b>4,294.38</b>			
35	40402981	62.02	11/03/22	1 CANDICE FAIR	C
35	40402982	59.78	11/03/22	1 TRISHA JUDKINS	C
35	40402983	656.66	11/03/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402984	1,284.97	11/03/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402985	39.95	11/03/22	110914 SUPERIOR WATER AND AIR INC	C
35	40402986	126.93	11/09/22	1724 ACE HARDWARE TREMONTON	C
35	40402987	30.85	11/09/22	108969 ACP DIRECT	C
35	40402988	316.00	11/09/22	27308 ADVANCED HARDWARE SUPPLY INC	C
35	40402989	91.59	11/09/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402990	31.88	11/09/22	999140 BANK OF UTAH	C
35	40402991	1,768.45	11/09/22	45500 BOX ELDER SCHOOL DISTRICT	C
35	40402992	126.00	11/09/22	31437 LIBBY CHRISTENSEN	C
35	40402993	162.41	11/09/22	327480 GREER'S HARDWARE	C
35	40402994	245.76	11/09/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C
35	40402995	826.59	11/09/22	489240 KENTS MARKET PL/TREMONTON	C
35	40402996	369.01	11/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402997	486.34	11/11/22	62880 HOLIDAY INN GOLDEN GATEWAY	C
35	40402997	-486.34	11/21/22	62880 HOLIDAY INN GOLDEN GATEWAY	CV
35	40402998	486.34	11/11/22	62880 HOLIDAY INN GOLDEN GATEWAY	C
35	40402998	-486.34	11/21/22	62880 HOLIDAY INN GOLDEN GATEWAY	CV
35	40402999	54.39	11/21/22	1 JAMIE GLASS	C
35	40403000	294.49	11/21/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40403001	118.00	11/21/22	23132 CORY BALLARD	C
35	40403002	65.22	11/21/22	63070 KIMBERLY MERRELL	C
35	40403003	7.84	11/21/22	157371 STAPLES	C
35	40403004	39.95	11/21/22	110914 SUPERIOR WATER AND AIR INC	C
35	40403005	102.00	11/21/22	1457 U S POSTMASTER	C
<b>Total Bank No 35</b>		<b>6,880.74</b>			
36	40804001	-27.60	11/16/22	1 SHASTA PETERSON	CV
36	40804004	-162.00	11/16/22	57703 MIKAROSE LLC	CV
36	40804006	27.60	11/15/22	1 SHASTA PETERSON	C
36	40804007	339.13	11/15/22	112046 ACE HARDWARE - BRIGHAM	C
36	40804008	877.74	11/15/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40804009	2,419.55	11/15/22	45500 BOX ELDER SCHOOL DISTRICT	C
36	40804010	3,899.00	11/15/22	104338 BOX ELDER HIGH SCHOOL	C
36	40804011	405.31	11/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804012	155.84	11/15/22	158220 COVER UP	C
36	40804013	359.02	11/15/22	286060 WHITEBOX LEARNING	C
36	40804014	553.34	11/15/22	109248 J W PEPPER MUSIC	C
36	40804015	230.00	11/15/22	49948 JAKIMELIS BAKERY	C
36	40804016	257.00	11/15/22	57703 MIKAROSE LLC	C
36	40804017	199.20	11/15/22	51063 SHRED IT STERICYCLE, INC	C
36	40804018	178.48	11/15/22	10731 SMITH'S CUSTOMER CHARGES	C

## A/P Summary Check Register

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Bank	Check No	Amount	Date	Vendor	Type
36	40804019	55.73	11/21/22	1 ASPER REYNOLDS	C
36	40804020	4.97	11/21/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40804021	14.00	11/21/22	45500 BOX ELDER SCHOOL DISTRICT	C
36	40804022	1,784.55	11/21/22	489250 KENTS MARKET PL/BRIGHAM	C
36	40804023	80.44	11/21/22	4960 OLD GRIST MILL BREAD	C
36	40804024	26.97	11/29/22	1 KATHRYN WILLIS	C
36	40804025	165.02	11/29/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804026	780.46	11/29/22	5908 WALMART COMMUNITY	C
<b>Total Bank No 36</b>		<b>12,623.75</b>			
37	70412641	20.00	11/01/22	1 HEATHER CROZIER	C
37	70412642	195.00	11/01/22	1 MANDY NELSON	C
37	70412643	12.00	11/01/22	1 MARTIN PEREZ RAMOS	C
37	70412644	1,100.00	11/01/22	41173 AUSTIN BIRCH	C
37	70412645	5,522.90	11/01/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412646	1,729.50	11/01/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412647	9,878.00	11/01/22	31658 BSN SPORTS	C
37	70412648	112.00	11/01/22	107994 CERTIFIED SHRED	C
37	70412649	2,068.00	11/01/22	4618 COLEMAN KNITTING MILL	C
37	70412650	196.75	11/01/22	4790 HOME DEPOT CREDIT SERVICE	C
37	70412651	2,964.00	11/01/22	20290 J BRIAN SMOKEHOUSE, INC	C
37	70412652	51.18	11/01/22	111030 LOWE'S	C
37	70412653	19.82	11/01/22	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70412654	330.00	11/01/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70412655	2,209.49	11/01/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70412656	533.46	11/01/22	25674 STUDIO R MEDIA	C
37	70412657	9,663.32	11/03/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412658	10.00	11/03/22	104327 BOX ELDER COUNTY LANDFILL	C
37	70412659	55.00	11/03/22	6890 FBLA - PBL	C
37	70412660	122.34	11/03/22	327480 GREER'S HARDWARE	C
37	70412661	26.00	11/03/22	20290 J BRIAN SMOKEHOUSE, INC	C
37	70412662	400.00	11/03/22	39217 PAYSON CITY CORPORATION	C
37	70412663	302.62	11/08/22	1724 ACE HARDWARE TREMONTON	C
37	70412664	451.25	11/08/22	30023 JELSCO AWARDS AND SIGNS	C
37	70412665	1,814.67	11/08/22	55077 JUST FOR KIX CATALOG, LLC	C
37	70412666	1,100.22	11/08/22	44172 NORCO INC	C
37	70412667	35.00	11/08/22	110914 SUPERIOR WATER AND AIR INC	C
37	70412668	350.00	11/08/22	7609 UTAH FBLA-PBL	C
37	70412669	686.02	11/08/22	16535 VEX ROBOTICS	C
37	70412670	96.00	11/10/22	1 JAMI PANTOJA	C
37	70412671	87.74	11/10/22	1 SARAH BOTT	C
37	70412672	79.22	11/10/22	1 WILLIAM FLETCHER	C
37	70412673	5,085.88	11/10/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412674	175.00	11/10/22	48585 AMERICAN REFRIGERATION LLC	C
37	70412675	2,459.45	11/10/22	45500 BOX ELDER SCHOOL DISTRICT	C
37	70412676	150.00	11/10/22	62871 CREATIVE DESING ENGRAVING LLC	C
37	70412677	52.44	11/10/22	15660 DAKTRONICS	C
37	70412678	2,987.80	11/10/22	12831 DURAEDGE UTAH INC	C
37	70412679	5,026.14	11/10/22	489240 KENTS MARKET PL/TREMONTON	C
37	70412680	1,725.00	11/10/22	46965 LITTLE REDS LLC	C
37	70412681	190.00	11/10/22	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70412682	385.00	11/10/22	4910 NATIONAL FFA ORGANIZATION	C
37	70412683	402.50	11/10/22	62847 PRO LINE DESIGNS	C
37	70412684	517.06	11/10/22	21539 PREMIER FOODS	C
37	70412685	15,870.59	11/15/22	104321 BOX ELDER SCHOOL DISTRICT	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70412686	420.00	11/15/22	40363 CIO MEDICAL SERVICES	C
37	70412687	650.00	11/15/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70412688	500.00	11/15/22	58084 SAUNDERS TOURS	C
37	70412689	141.35	11/15/22	157371 STAPLES	C
37	70412690	438.91	11/15/22	25674 STUDIO R MEDIA	C
37	70412691	816.01	11/15/22	16535 VEX ROBOTICS	C
37	70412692	65.00	11/15/22	14273 VIEWMONT HIGH SCHOOL	C
37	70412693	45.60	11/15/22	32824 YES PRINT COPY N MORE, LLC	C
37	70412694	2,670.85	11/17/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412695	2,404.93	11/17/22	106895 BADGER SCREEN PRINTING CO	C
37	70412696	1,535.09	11/17/22	106055 BLICK ART MATERIALS	C
37	70412697	4,239.98	11/17/22	31658 BSN SPORTS	C
37	70412698	1,045.00	11/17/22	62952 KIDZ STITCH DESIGNS	C
37	70412699	2,154.90	11/17/22	51187 METALMART INC.	C
37	70412700	219.60	11/17/22	4960 OLD GRIST MILL BREAD	C
37	70412701	1,475.00	11/17/22	58661 THATCHER PEAK LLC	C
37	70412702	80.00	11/17/22	16535 VEX ROBOTICS	C
37	70412703	1,348.62	11/18/22	51810 TEXAS ROADHOUSE LOGAN	C
37	70412704	197.50	11/18/22	63045 RYLEE CROASDELL	C
37	70412705	35.00	11/30/22	1 SANDRA HERNANDEZ	C
37	70412706	3,371.18	11/30/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412707	683.00	11/30/22	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70412708	904.18	11/30/22	108563 BEST WESTERN PLUS ABBEY INN	C
37	70412709	28.74	11/30/22	19003 TORY BIRKINSHAW	C
37	70412710	1,350.88	11/30/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412711	550.00	11/30/22	102017 DAVIS HIGH SCHOOL	C
37	70412712	475.00	11/30/22	37672 EWELL EDUCATIONAL SERVICES INC	C
37	70412713	1,611.12	11/30/22	58033 HOLIDAY INN EXPRESS OF OREM	C
37	70412714	1,047.27	11/30/22	4790 HOME DEPOT CREDIT SERVICE	C
37	70412715	450.00	11/30/22	60461 KAYSVILLE ROBOTICS ASSOCIATION	C
37	70412716	600.00	11/30/22	13684 LAYTON HIGH SCHOOL	C
37	70412717	400.00	11/30/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70412718	1,630.00	11/30/22	33251 KATHRYN ROSE	C
37	70412719	75.96	11/30/22	38490 JOHANNA SCHAUB	C
37	70412720	10,396.00	11/30/22	63126 STRYDER GEAR	C
37	70412721	550.00	11/30/22	28495 SYRACUSE HIGH SCHOOL	C
37	70412722	345.00	11/30/22	58661 THATCHER PEAK LLC	C
<b>Total Bank No 37</b>		<b>122,200.03</b>			
38	70812468	10.00	11/01/22	1 ALESHIA GIBBY	C
38	70812469	96.07	11/01/22	1 STEPHANIE VELASQUEZ	C
38	70812470	86.47	11/01/22	1 TOBY JOHNSON	C
38	70812471	86.47	11/01/22	1 TODD BUTLER	C
38	70812472	2,983.09	11/01/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812473	805.00	11/01/22	6157 ARES SPORTSWEAR	C
38	70812474	328.36	11/01/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812475	8,083.16	11/01/22	31658 BSN SPORTS	C
38	70812476	3,123.12	11/01/22	62723 GREAT WALL INTERNATIONAL LLC	C
38	70812477	889.00	11/01/22	17620 LE BUS	C
38	70812478	2,250.00	11/01/22	56952 LOGAN HOOPS LLC	C
38	70812479	763.69	11/01/22	4995 PRECISION PARTS CO	C
38	70812480	210.58	11/01/22	157371 STAPLES	C
38	70812481	20.00	11/01/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70812482	300.00	11/01/22	891181 UTAH STATE UNIVERSITY	C
38	70812482	-300.00	11/21/22	891181 UTAH STATE UNIVERSITY	CV

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Bank	Check No	Amount	Date	Vendor	Type
38	70812483	85.83	11/03/22	1 KARLA JENSEN	C
38	70812484	195.00	11/03/22	1 MICHELLE ARCHER	C
38	70812485	30.83	11/03/22	1 SUNNY KELLER	C
38	70812486	219.97	11/03/22	62782 ALWAYS BOUNCIN, LLC	C
38	70812487	38.37	11/03/22	106055 BLICK ART MATERIALS	C
38	70812488	2,113.00	11/03/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812489	1,387.80	11/03/22	31658 BSN SPORTS	C
38	70812490	840.45	11/03/22	47686 TNT ENGRAVING	C
38	70812491	420.83	11/03/22	5959 UNIFORMITY APPAREL, LLC	C
38	70812492	462.31	11/04/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812493	89.66	11/08/22	1 CALI OLSEN	C
38	70812494	114.00	11/08/22	1 STACIE MACKLEY	C
38	70812495	850.05	11/08/22	112046 ACE HARDWARE - BRIGHAM	C
38	70812496	2,811.50	11/08/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812497	4,265.92	11/08/22	106895 BADGER SCREEN PRINTING CO	C
38	70812498	3,998.12	11/08/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812499	1,788.78	11/08/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812500	747.00	11/08/22	57789 DO GOOD DESIGNS UTAH	C
38	70812501	553.33	11/08/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70812502	226.43	11/08/22	4979 O'REILLY AUTOMOTOVE	C
38	70812503	52.20	11/08/22	111637 OASIS STAGE WERKS	C
38	70812504	88.50	11/08/22	4960 OLD GRIST MILL BREAD	C
38	70812505	857.53	11/08/22	10731 SMITH'S CUSTOMER CHARGES	C
38	70812506	61.96	11/08/22	107490 SOUTH FORK HARDWARE-Brigham City	C
38	70812507	22.38	11/08/22	157371 STAPLES	C
38	70812508	672.00	11/08/22	19488 T SHIRT CHOP SHOP	C
38	70812509	1,720.00	11/08/22	110889 THE DUTCH OVEN SHOPPE / M BODILY	C
38	70812510	725.00	11/08/22	7609 UTAH FBLA-PBL	C
38	70812511	763.10	11/11/22	31658 BSN SPORTS	C
38	70812512	1,093.00	11/11/22	19178 CHEAPER THAN SHIRT	C
38	70812513	151.88	11/11/22	158220 COVER UP	C
38	70812514	600.00	11/11/22	29637 DESERT HILLS HIGH SCHOOL	C
38	70812515	340.00	11/11/22	62855 BROOKE DEWBERRY	C
38	70812516	18.74	11/11/22	109248 J W PEPPER MUSIC	C
38	70812517	450.00	11/11/22	11924 MOUNTAIN CREST HIGH SCHOOL	C
38	70812518	566.00	11/11/22	4910 NATIONAL FFA ORGANIZATION	C
38	70812519	975.07	11/11/22	44172 NORCO INC	C
38	70812520	104.87	11/11/22	104992 PRINT SHOP	C
38	70812521	50.00	11/11/22	109177 STATE OF UTAH	C
38	70812522	227.50	11/11/22	19488 T SHIRT CHOP SHOP	C
38	70812523	23,385.57	11/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812524	4,304.48	11/15/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812525	1,958.60	11/15/22	62928 BEST WESTERN COTTONTREE INN	C
38	70812526	1,809.29	11/15/22	106055 BLICK ART MATERIALS	C
38	70812527	1,291.80	11/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812528	390.00	11/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812529	100.00	11/15/22	30210 JACE THOMAS CHADWICK	C
38	70812530	712.00	11/15/22	40363 CIO MEDICAL SERVICES	C
38	70812531	62.55	11/15/22	4960 OLD GRIST MILL BREAD	C
38	70812532	145.05	11/15/22	5010 RED MOUNTAIN WHOLESALE	C
38	70812533	1,325.04	11/15/22	5045 RSM FOOD SERVICE	C
38	70812534	450.00	11/15/22	21334 SOUTH DAVIS RECREATIONAL CENTER	C
38	70812535	25.00	11/15/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70812536	162.30	11/15/22	892908 UTAH SAW WORKS INC	C
38	70812537	300.00	11/15/22	891181 UTAH STATE UNIVERSITY	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70812538	5,506.42	11/15/22	5908 WALMART COMMUNITY	C
38	70812539	350.00	11/16/22	1 ROXANA BALTAZAR	C
38	70812540	130.80	11/29/22	1 RACHEL BEAMES	C
38	70812541	6,121.99	11/29/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812542	550.34	11/29/22	109695 BELLAS FRESH MEXICAN GRILL	C
38	70812543	145.87	11/29/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812544	2,739.15	11/29/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812545	500.00	11/29/22	63029 BRIGITTA BROADBENT	C
38	70812546	500.00	11/29/22	63010 CHAIN TONES, LLC	C
38	70812547	199.96	11/29/22	29327 CHORAL TRACKS LLC	C
38	70812548	514.00	11/29/22	4618 COLEMAN KNITTING MILL	C
38	70812549	47.00	11/29/22	109652 DREWES FLORAL & GIFTS	C
38	70812550	225.00	11/29/22	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70812551	558.00	11/29/22	42609 FIREHOUSE PIZZERIA	C
38	70812552	3,123.12	11/29/22	62723 GREAT WALL INTERNATIONAL LLC	C
38	70812553	400.00	11/29/22	63037 BRADY HODGSON	C
38	70812554	196.53	11/29/22	4790 HOME DEPOT CREDIT SERVICE	C
38	70812555	180.91	11/29/22	109248 J W PEPPER MUSIC	C
38	70812556	577.50	11/29/22	17698 KBA	C
38	70812557	2,282.84	11/29/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70812558	247.14	11/29/22	25119 SIZZLING PLATTER	C
38	70812559	197.59	11/29/22	4880 LOUIS & COMPANY	C
38	70812560	27.00	11/29/22	10723 NORTHRIDGE HIGH SCHOOL	C
38	70812561	216.80	11/29/22	633340 OFFICE DEPOT	C
38	70812562	65.41	11/29/22	4960 OLD GRIST MILL BREAD	C
38	70812563	300.00	11/29/22	58343 ANDREA OLSEN	C
38	70812564	345.65	11/29/22	698980 PEPSI-COLA OF OGDEN	C
38	70812565	920.68	11/29/22	110378 JESSE THOMAS ROBERTS	C
38	70812566	2,530.55	11/29/22	40010 SOUTHEASTERN PERFORMANCE APPAREL	C
38	70812567	160.00	11/29/22	804825 SUNRISE HIGH SCHOOL	C
38	70812568	154.85	11/29/22	47686 TNT ENGRAVING	C
<b>Total Bank No 38</b>		<b>116,950.70</b>			
39	77800552	260.00	11/18/22	45500 BOX ELDER SCHOOL DISTRICT	C
39	77800553	581.65	11/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 39</b>		<b>841.65</b>			
40	11500008	214.60	11/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
40	11500009	5,031.00	11/16/22	58661 THATCHER PEAK LLC	C
40	11500010	1,012.99	11/16/22	104321 BOX ELDER SCHOOL DISTRICT	C
<b>Total Bank No 40</b>		<b>6,258.59</b>			
<b>Total Manual Checks</b>					<b>2,953,054.53</b>
<b>Total Computer Checks</b>					<b>4,218,731.69</b>
<b>Total ACH Checks</b>					<b>532,453.73</b>
<b>Total Other Checks</b>					<b>.00</b>
<b>Total Electronic Checks</b>					<b>.00</b>
<b>Total Computer Voids</b>					<b>-1,690.28</b>
<b>Total Manual Voids</b>					<b>.00</b>
<b>Total ACH Voids</b>					<b>.00</b>
<b>Total Other Voids</b>					<b>.00</b>
<b>Total Electronic Voids</b>					<b>.00</b>
<b>Grand Total</b>					<b>7,702,549.67</b>
<b>Number of Checks</b>					<b>667</b>

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<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
				23	000188	631.29
				23	000331	258.92
				23	000502	585.79
				23	000662	440.39
				23	000722	7,862.49
				23	000749	16,886.82
				23	000823	1,832,734.13
				23	000824	21,534.77
				23	000825	50,583.94
				23	000826	356,765.91
				23	000827	4,358.46
				23	000828	1,984.13
				23	000829	-189.60
				23	000834	19,735.01
				23	000837	26,942.10
				23	000844	777.62
				23	000847	817.79
				23	000852	5,332.08
				23	000853	2,103.38
				23	000855	10,276.66
				23	000867	462.31
				23	000868	269,791.67
				23	000869	76,133.05
				23	000870	29,487.90
				23	000871	40,920.11
				23	000872	2,739.17
				23	000873	2,804.87
				23	000885	947.37
				23	000892	150.16
				23	000895	19,644.36
				23	000897	1,006.19
				23	000899	4,739.78
				23	000902	1,462.57
				23	000906	1,487.84
				23	000908	3,726.46
				23	000910	18,902.17
				23	000916	517.06
				23	000920	5,340.16
				23	000921	1,621.44
				23	000922	985.99
				23	000923	369.01
				23	000925	.00
				23	000928	554.18
				23	000929	144,199.73
				23	000930	225,817.71
				23	000931	14,732.50
				23	000932	195,135.71
				23	000933	296.71
				23	000937	727.99
				23	000938	23,385.57
				23	000941	9,901.21
				23	000945	18,947.46
				23	000949	18,542.53
				23	000955	2,890.69
				23	000963	2,430.74
				23	000964	1,828.62
				23	000965	982.42
				23	000969	762.28
				23	000970	219.00
				23	000971	350.00
				23	000972	5,245.60
				23	000974	976.65
				23	000975	1,012.99

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>	
				<b>Batch Yr</b>	<b>Batch No</b>	<b>Amount</b>
				23	000977	15,825.35
				23	000979	2,471.78
				23	000984	1,348.62
				23	000985	841.65
				23	000989	197.50
				23	000997	2,028.92
				23	000998	681.89
				23	000999	18,413.88
				23	001001	150.00
				23	001005	190.33
				23	001007	1,939.69
				23	001014	1,023.36
				23	001021	165,824.84
				23	001025	706.82
				23	001027	299.93
				23	001032	3,923,939.33
				23	001034	91.18
				23	001037	24,158.68
				23	001038	972.45
				23	001045	24,503.33
				23	001052	88.00
				23	001053	1,794.00
				23	001056	515.00
				23	001057	180.00
				23	001060	1,761.13

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## Suggestions for Future Board Meetings

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### **January 11, 2023 – (tentative)**

- Approval of 2-year contract for Business Administrator
- Approval of School Fees – Keith Mecham
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- AAPPL Data – Jeremy Young
- Policy Review
- Board Committee Assignments
- USBA Conference Report

### **February 8, 2023 – (tentative)**

- Legislative Update – Steve Carlsen
- Policy Review

### **March 8, 2023 – (tentative)**

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

### **April 12, 2023 – (tentative)**

- ESP Recognitions – Keith Mecham
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2024 Capital Improvement Plan – Corey Thompson
- ACT Data – Jeremy Young
- School Lunch Report – David Roberts
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

### **May 10, 2023 – (tentative)**

- Retirement Recognitions – Keith Mecham
- Administrative Association Recognitions - BEAA
- Approval of School Land Trust Plans – Gary Allen and Heidi Jo West
- Approval of 2023-2024 Board Meeting Calendar – Steve Carlsen
- Policy Review

### **June 14, 2023 – (tentative)**

- Budget Hearing – David Roberts
- Approval of Budget – David Roberts
- Approval of 2023-24 Tax Rates – David Roberts

- Approval of Internal and Independent Auditors – David Roberts
- MBA Meeting – David Roberts
- Pick-up Contributions for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BESPAs – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Approval of TSSA Plans – Gary Allen and Heidi Jo West
- Policy Review

**July 12, 2023 – (tentative)**

- Internal and Independent Audit 2020-2021 – David Roberts
- Approval of Sex Education Committee – Gary Allen
- 2021-22 TSSA Plan Results – Gary Allen and Heidi Jo West

**August 9, 2023 – (tentative)**

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

**September 13, 2023 – (tentative)**

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

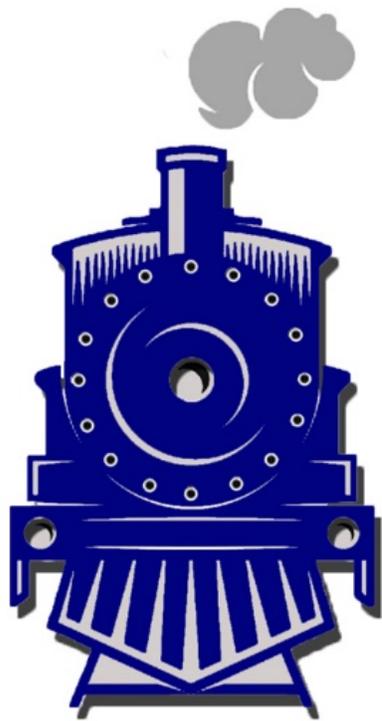
**October 11, 2023 – (tentative)**

- October 1 Enrollment Report – Keith Mecham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- RISE and Utah Aspire Plus Data – Jeremy Young
- Policy Review

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# BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK

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