



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING
Detailed Agenda

Wednesday, January 11, 2023

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

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

A. Closed Session to Discuss Personnel - 5:30 p.m.

- 1. Superintendent Goals Review**
- 2. Business Administrator Evaluation**

B. Administrative - 6:30 p.m.

1. Call to Order

President Julie Taylor

2. Reverence

Wade Hyde, Board Member

3. Flag Salute/Pledge of Allegiance

Julie Taylor, Board President

4. Recognitions

Wade Hyde, Board Member

a. Officer Peter Gilchrist - Student Resource Officer at North Park, McKinley, BRMS

b. Randy Rasmussen, Principal at ACYI

Clark Funk, Vice-Principal at ACYI

c. Robbie Gunter, BEHS Football Coach - named 5A Coach of the Year

d. ACHI Language Arts Teachers:

Virginia Spenst

Julia Wilcox

Natasha Geddes

Kirsten Julander

Megan Dunmeyer

e. Melanie Day and Theater Students - BEHS Play "Elf"

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

D. Administration of Oath of Office - 6:50 p.m.

David Roberts, Business Administrator

1. Danielle Wright - New Board Member

E. Public Comment - 6:55 p.m.

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

F. 2023-2024 School Fees Public Comment - 7:00 p.m.

G. Action Items - 7:10 p.m.

1. Approval of 2-year contract for Business Administrator

Steve Carlsen, Superintendent

2. Vote for Board President and Vice President

H. Information Items - 7:25 p.m.

1. Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics

Steve Carlsen, Superintendent

2. Mountain View Property and Closed Session to Discuss Real Property

JeuneElle Jeffries, Boys & Girls Club

3. AAPPL Data

3

5

6

7

11

Jeremy Young, Assessment Director

4. 2023-2024 School Fees

Keith Mecham, Asst. Superintendent of Personnel

5. Monthly Financial Report

David Roberts, Business Administrator

6. Board Committee Reports

a. Student Board Member Report

I. Policy Review - 8:00 p.m.

1. First Reading

a. Policy 5291 Drug & Alcohol Testing of Students Participating in Extracurricular Activities 44

2. Second Reading

a. Policy 2100 Gifts, Donations, and Bequests - Acceptance 49

b. Policy 2216 Transportation - Conduct on Buses 54

c. Policy 3050 Limitations on Extra Duty Assignments 57

d. Policy 3070 Alcohol and Drug Abuse - Employees 59

e. Policy 4140 School Volunteers/Resource Persons 65

f. Policy 4190 Driver Training 67

g. Policy 5005 Safe Schools - Student Discipline/Behavior 69

h. Policy 5052 Wellness-Physical Activity and Nutrition 85

i. Policy 5140 Education and Family Privacy Rights 91

j. Policy 5225 Student Activities 94

k. Policy 5227 Concussions and Head Injury 102

l. Policy 6045 Board of Education Hotline 116

m. Policy 6060 Conduct on School Premises 121

J. Board Discussion Items 8:10 p.m.

1. USBA Conference Report

K. Consent Items 8:20 p.m.

1. Minutes 127

2. Claims 134

3. Personnel 151

L. Suggestions for Future Board Meetings 8:25 p.m. 152

M. Upcoming Events

1. NSBA Conference - April 1-3, 2023

N. Closed Session to Discuss Personnel - 8:30 p.m.

O. Board Handbook 154

P. Adjournment 8:50 p.m.

The next meeting of the Board of Education will be held on Wednesday, February 8, 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.

OATH OF OFFICE

Utah State Archives

In Utah, state officers are required by both the federal and state constitutions to take an oath of office. The Constitution of the United States requires members of the legislature as well as all executive and judicial officers of the states to be bound by oath or affirmation to support the federal Constitution (Article VI, clause 3). The Constitution of Utah specifies the wording of the oath to be taken by "all officers made elective or appointive by this Constitution or by the laws made in pursuance thereof, before entering upon the duties of their respective offices" (Article IV, section 10).

The **Oath** is to be stated as found in Article IV, section 10:

"I do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States and the Constitution of this State, and that I will discharge the duties of my office with fidelity.["]

State law dictates that the following individuals may administer the oath. Some state agencies may have a notary on staff who can administer the oath:

§ 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

After taking the oath, state officials should file the original signed oath with the State Archives, as mandated by state law. (Utah Code § 52-1-2 (2))

How to File an Oath of Office for Public Officials with the Division of Archives and Records Service

Once administered the Oath of Office, an official should check with the agency that administered the oath, and the official's own agency, to see if there are specific procedures in place to ensure the oath is properly filed with the State Archives.

If there are no set procedures, the original signed hard copy oath should be sent to the State Archives, either by mail or deliver to:

Oaths of Office
Utah State Archives
346 S Rio Grande St
SLC, UT 84101

Even though there is no specific time frame as to when an oath should be filed with the State Archives, state officials should do so as soon as possible. Utah Code § 76-8-203 states, "A person is guilty of unofficial misconduct [a class B misdemeanor] if the person exercises or attempts to exercise any of the functions of a public office when the person has not taken and filed the required oath of office[.]"

OATH OF OFFICE
STATE OF UTAH

I, _____, *having been appointed to the office of*
Print Name

*do solemnly swear or affirm that I will support, obey and defend the
Constitution of the United States and the Constitution of this State, and
that I will discharge the duties of my office with fidelity.*

Signature

State of Utah,
County of _____

Subscribed and sworn to before me this _____ *day of* _____ *, 20* _____

*Person Administering Oath

Title

*Utah Code § 78B-1-142: "Every court, every judge, clerk and deputy clerk of any court, every justice, every notary public, and every officer or person authorized to take testimony in any action or proceeding, or to decide upon evidence, has the power to administer oaths or affirmations."

File oath by sending to: Oath of Office, Utah State Archives, 346 S Rio Grande St, Salt Lake City, UT, 84101

2023-2024 Proposed School Fees

https://docs.google.com/spreadsheets/d/1KctYKVbYjIZXpCum_X8mtqPpDZn9WkiSpI3L69zmw5g/edit?usp=sharing

Recommendation:

It is recommended that the BESD Board of Education approve a new two-year renewal of Business Administrator David Roberts contract.

Submitted by: Superintendent Steve Carlsen

Recommended Motion:

I move that the BESD Board of Education approve a new two-year renewal of Business Administrator David Roberts' contract.

Background: When hiring BA Roberts last year, it was determined to renew his position after one year. At that time, it would have the Superintendent and the BA off of the same year for their renewals. It was also determined that raising the salary of the BA position would be evaluated.

Policy Implications: This action is within policy both state and local.

Financial Implications: The appointment will not affect anything financially. His salary will have an implication. However, BESD has a \$140 million budget. Ten, twenty, or thirty thousand dollars will have almost no impact.

Staff Implications: I think this appointment and salary adjustment will have a lot of impact. Dave Roberts is well known and well liked across the state. One of the school districts that concern me is Ogden SD. There BA is about two to three years, if not sooner, from retiring. I know Dave and Supt. Luke Rasmussen (of Ogden SD) know each other and are friendly. My concern is that school districts poach positions from other school districts when someone has experience. With our Child Nutrition Program having their supervisors taken by Ogden and Weber SD is a good example. Also, Special Education Directors Kim Lloyd and Bryce Day were both poached from our school district from Jordan and from Granite School Districts. The amount of time, training and rebalancing programs is great when these departures happen. My hope is that we can get all these salaries in a more competitive range to reduce this happening as often as it has. In my six years we have had four major leadership positions taken by school districts, some that are bigger but some districts that are smaller and just pay more.

POLICY 1034

Board of Education Code of Conduct

A. 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.

POLICY 1035

Board Member Commitments and Ethics

A. Board of Education Commitments

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.

B. 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.
8. 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.



2022 AAPPL Results

School Board Meeting - Jan. 2023

A Few Reminders for Context

- **AAPPL = State Test for all DLI Programs**
- **Speaking test in 3rd, 5th, 7th**
- **Reading, Writing, & Listening tests in 4th, 6th, 8th, & 9th**

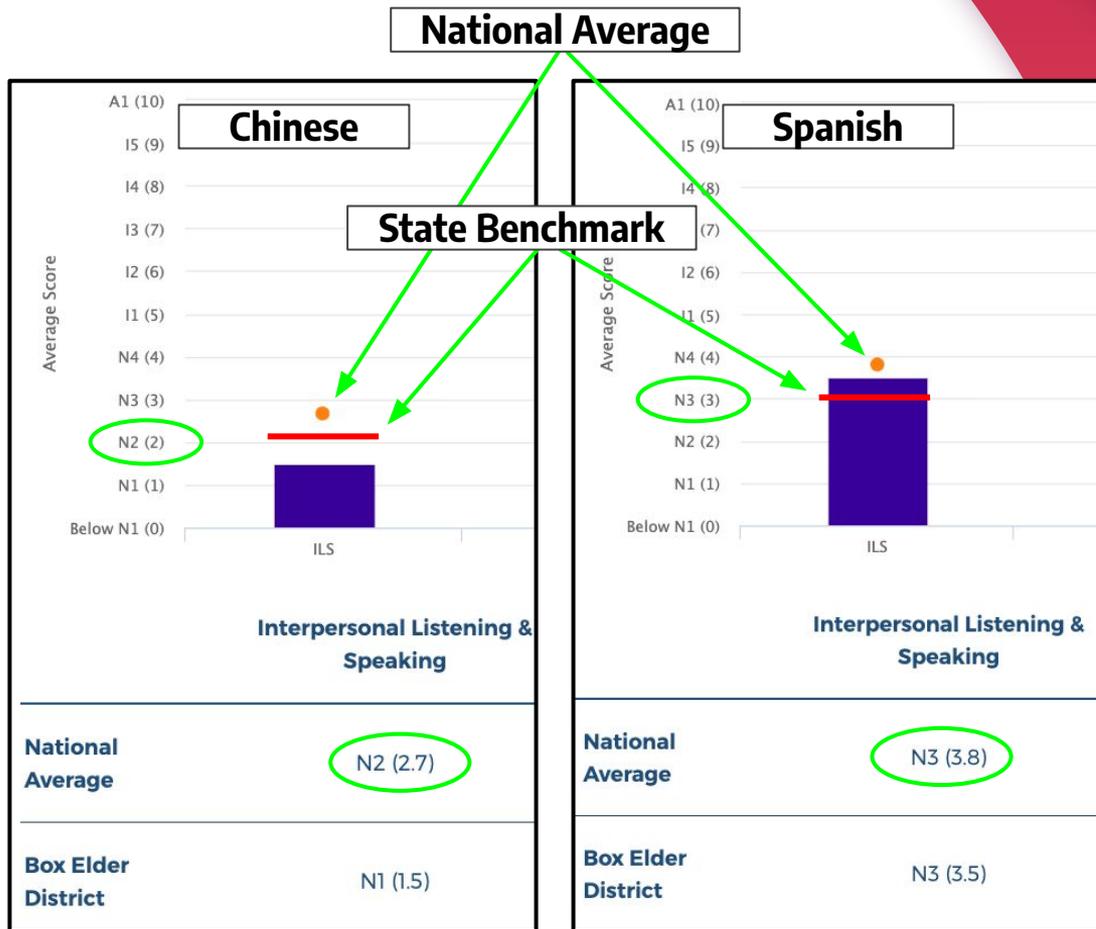
3rd Grade

2021

3rd Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
41	35	119
21%	18%	61%
		79%
Total	195	

2022

3rd Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
47	63	90
24%	32%	45%
		77%
Total	200	



4th Grade

2021

4th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
39	42	116
20%	21%	59%
	80%	
Total	197	

4th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
27	36	135
14%	18%	68%
	86%	
Total	198	

4th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
25	62	111
13%	31%	56%
	87%	
Total	198	

2022

4th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
20	36	124
11%	20%	69%
	89%	
Total	180	

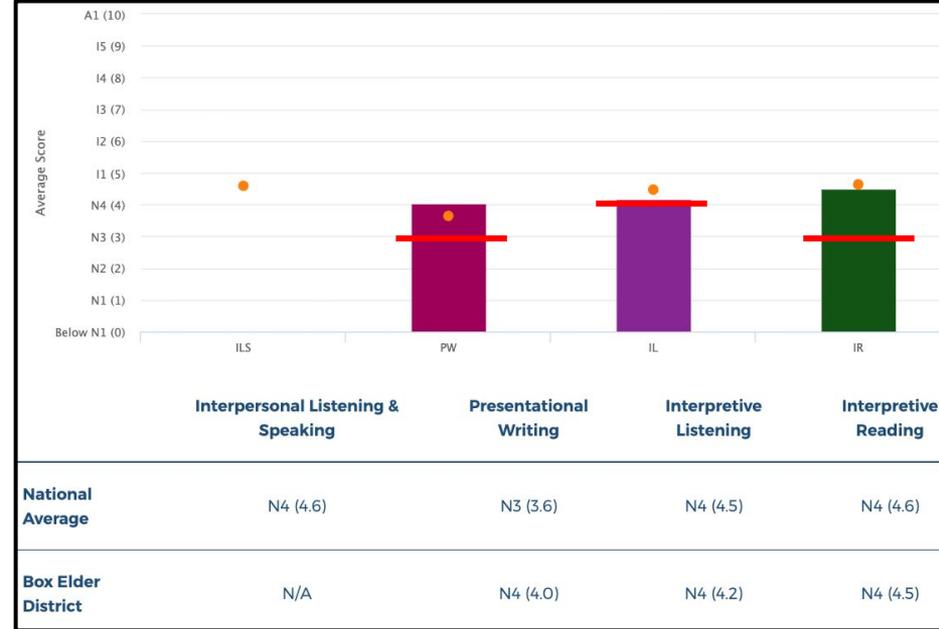
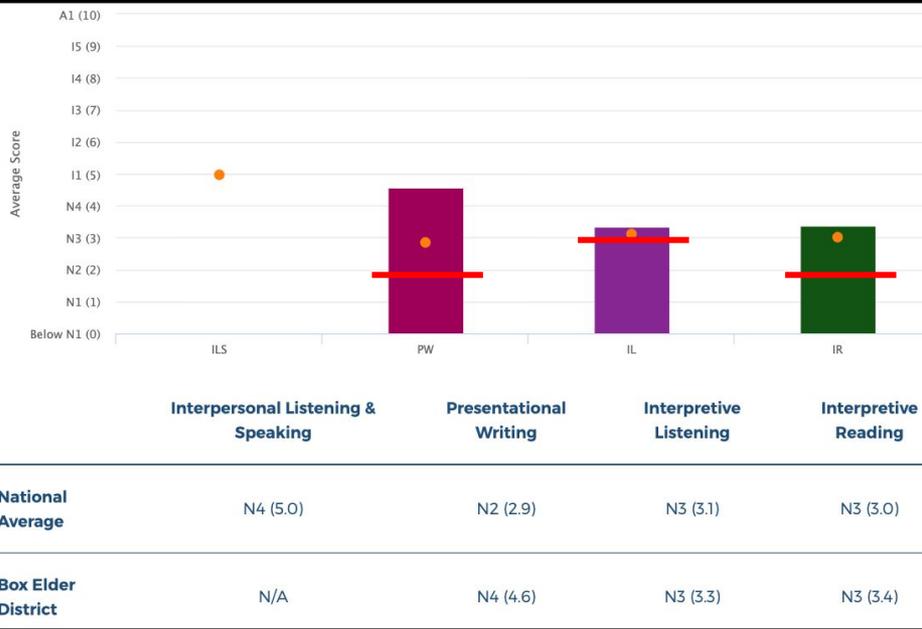
4th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
59	55	66
33%	31%	37%
	67%	
Total	180	

4th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
12	28	140
7%	16%	78%
	93%	
Total	180	

4th Grade

Chinese

Spanish



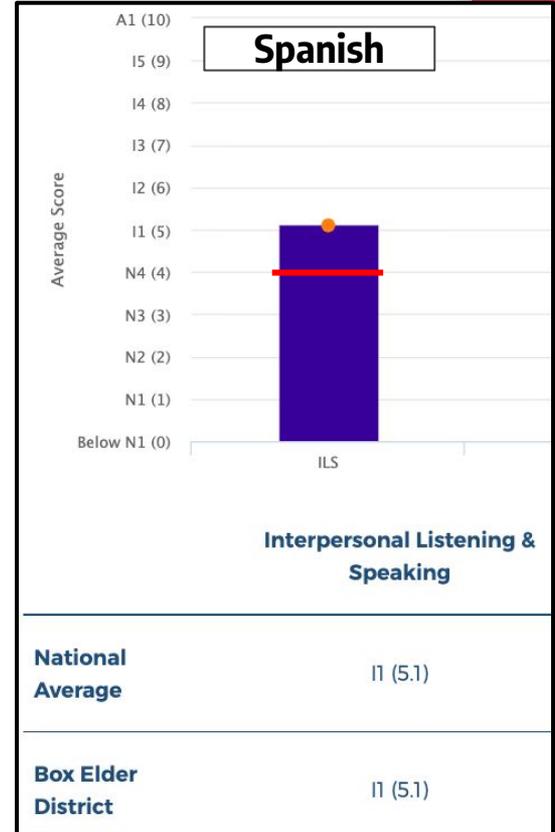
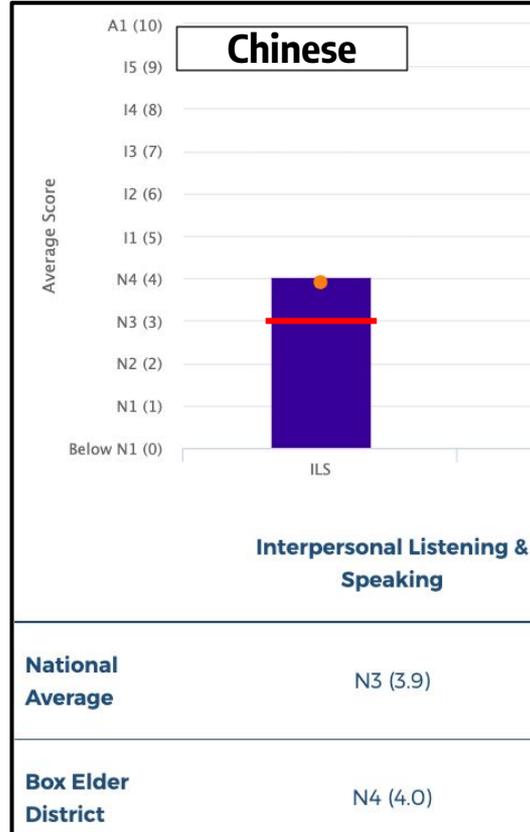
5th Grade

2021

5th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
20	46	135
10%	23%	67%
		90%
Total		201

2022

5th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
23	40	129
12%	21%	67%
		88%
Total		192



6th Grade

2021

6th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
59	44	45
40%	30%	30%
	60%	
Total	148	

6th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
29	23	96
20%	16%	65%
	80%	
Total	148	

6th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
44	25	79
30%	17%	53%
	70%	
Total	148	

2022

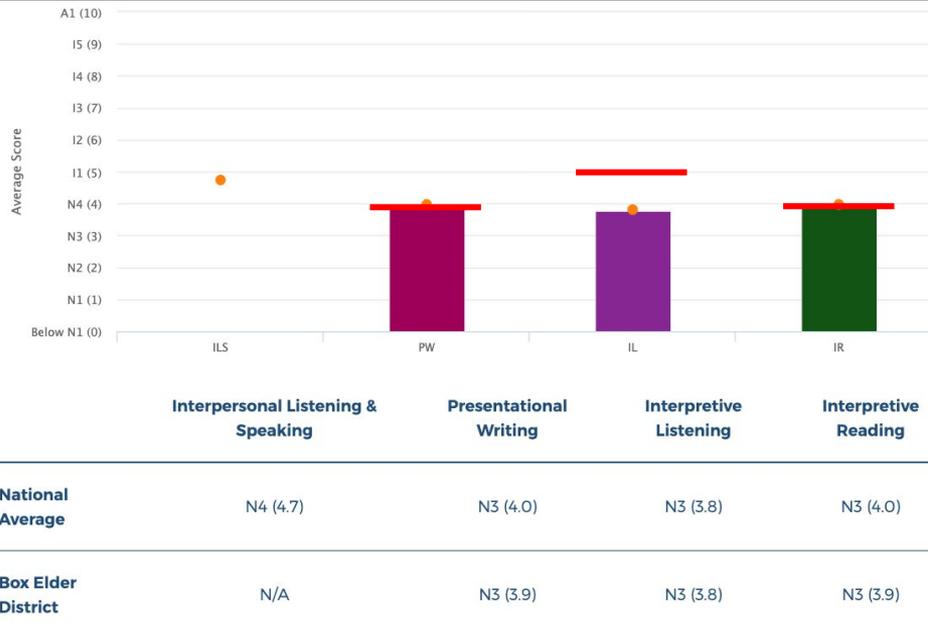
6th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
80	48	61
42%	25%	32%
	58%	
Total	189	

6th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
57	50	86
30%	26%	45%
	70%	
Total	193	

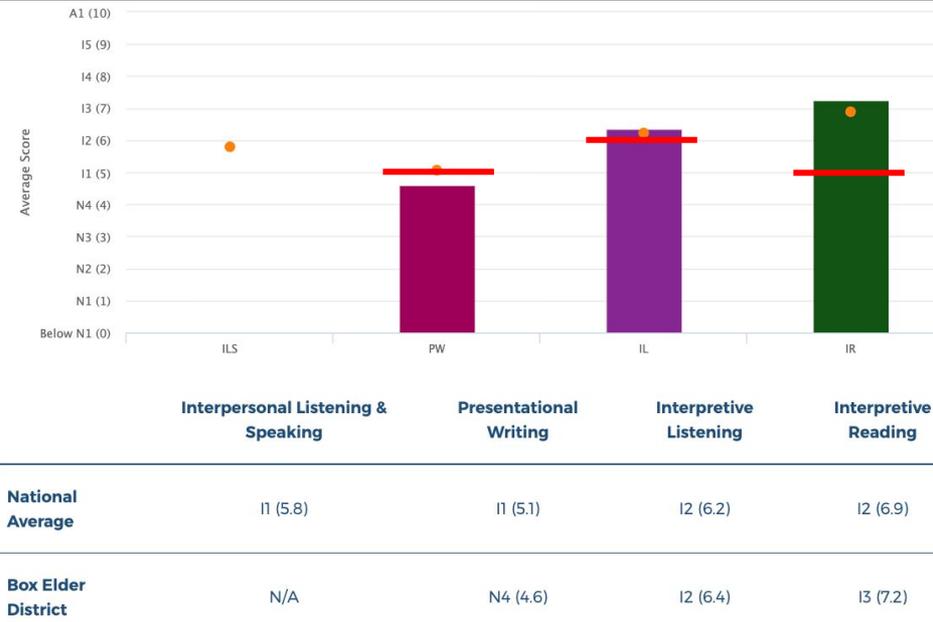
6th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
29	20	142
15%	10%	74%
	85%	
Total	191	

6th Grade

Chinese



Spanish

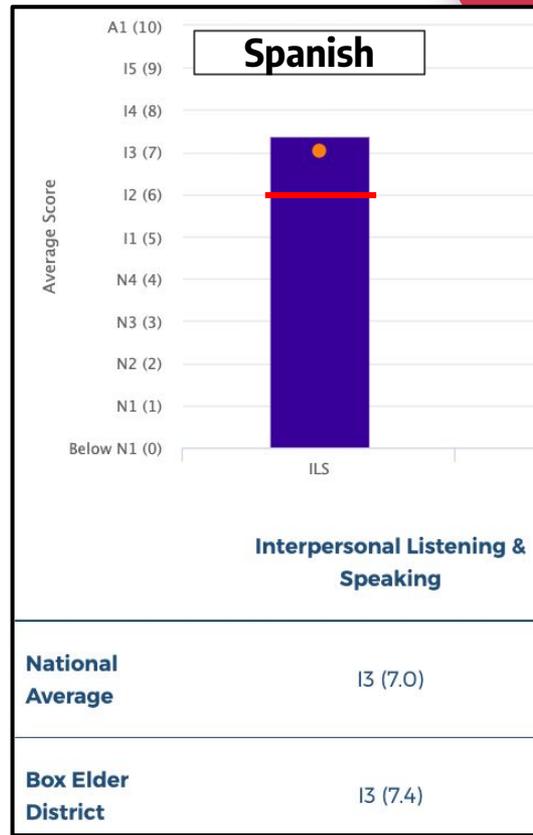
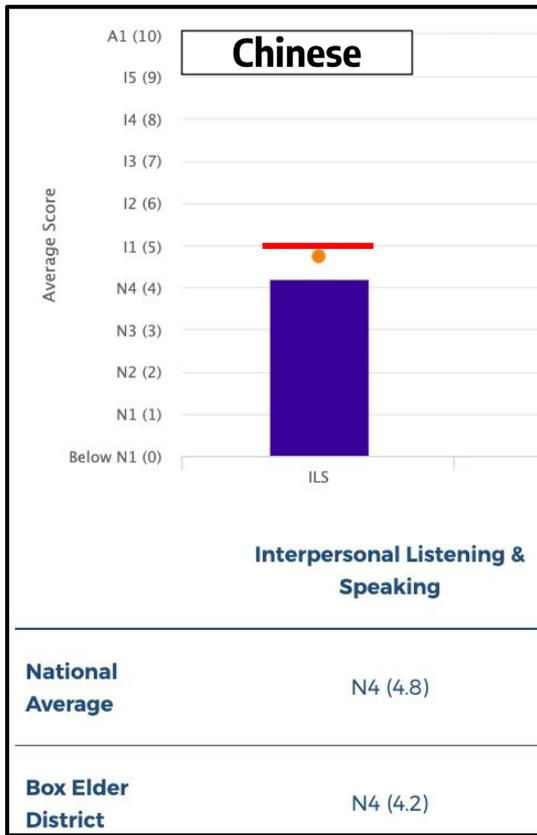


7th Grade 202 1

7th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
58	23	60
41%	16%	43%
	59%	
Total	141	

2022

7th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
37	12	91
26%	9%	65%
	74%	
Total	140	



8th Grade

2021

8th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
74	13	51
54%	9%	37%
	46%	
Total	138	

8th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
32	32	73
23%	23%	53%
	77%	
Total	137	

8th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
42	5	91
30%	4%	66%
	70%	
Total	138	

2022

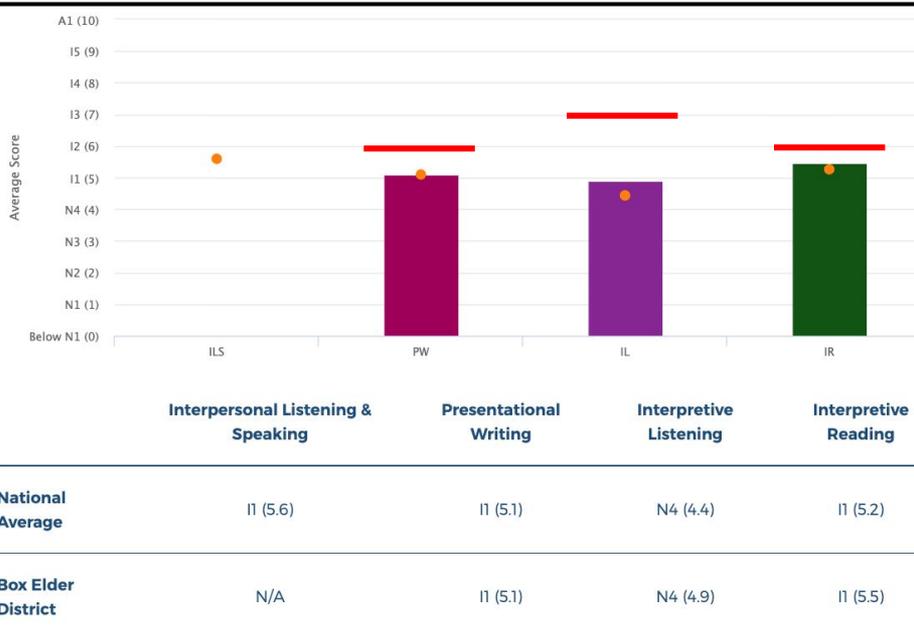
8th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
57	14	57
45%	11%	45%
	55%	
Total	128	

8th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
50	15	64
39%	12%	50%
	61%	
Total	129	

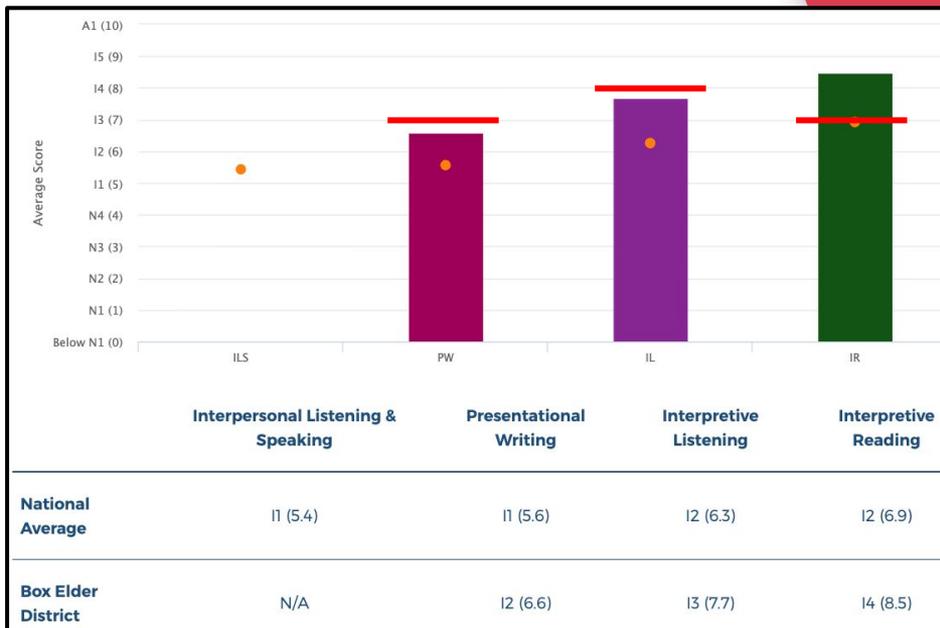
8th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
21	12	95
16%	9%	74%
	84%	
Total	128	

8th Grade

Chinese



Spanish



9th Grade

2021

9th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
52	40	25
44%	34%	21%
	56%	
Total	117	

9th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
39	46	33
33%	39%	28%
	67%	
Total	118	

9th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
22	10	86
19%	8%	73%
	81%	
Total	118	

2022

9th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
55	39	31
44%	31%	25%
	56%	
Total	125	

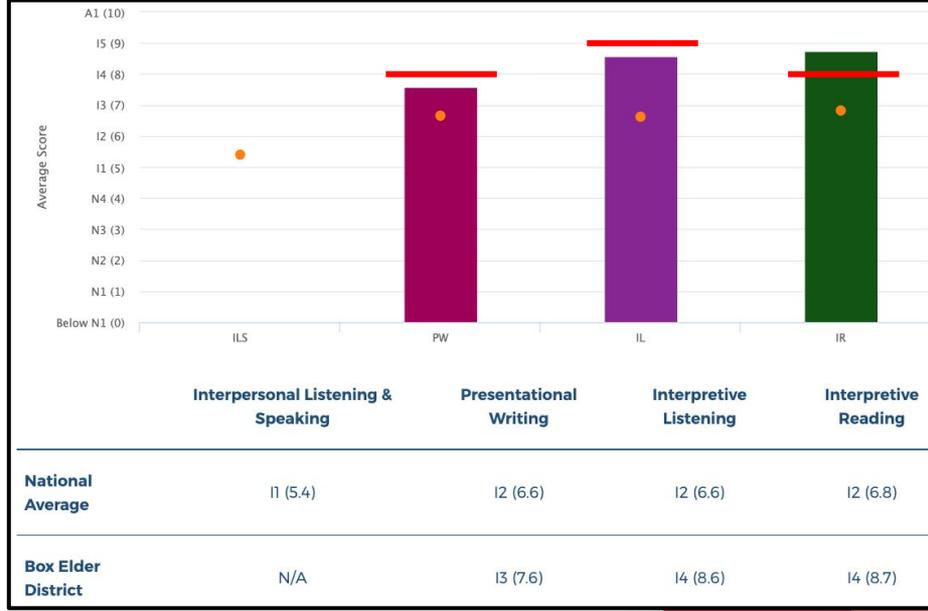
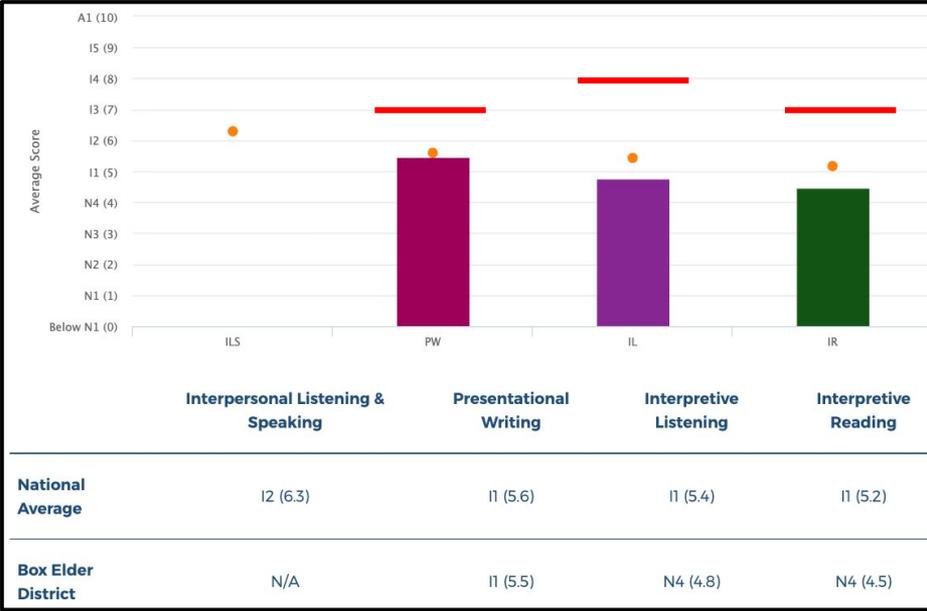
9th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
47	56	22
38%	45%	18%
	62%	
Total	125	

9th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
33	8	84
26%	6%	67%
	74%	
Total	125	

9th Grade

Chinese

Spanish



Cohort Comparison

Comparison by Cohort

Chinese						
	2017	2018	2019	2020	2021	2022
3rd Speaking	2.9	3.4	2.1	2.4	2.7	1.5
5th Speaking	4.7	4.7	3.4	3.2	3.6	4.0
7th Speaking		3.9	4.7	4.1	3.8	4.1
4th Writing	1.9	2.1	2.8	2.6	3.1	4.6
6th Writing	4.3	3.5	3.6	4.5	3.5	3.9
8th Writing			5.7	4.3	3.9	5.1
9th Writing				6.6	5.2	5.5
4th Reading	1.4	2.0	3.5	2.2	2.6	3.4
6th Reading	2.9	3.3	3.5	3.7	2.9	3.9
8th Reading			5.6	4.2	4.0	5.5
9th Reading				6.9	6.1	4.5
4th Listening	3.4	3.9	4.2	3.1	4.1	3.3
6th Listening	4.8	8.0	4.6	4.1	4.7	3.8
8th Listening			7.9	7.4	6.5	4.9
9th Listening				8.0	8.1	4.8

Comparison by Cohort

Spanish						
	2017	2018	2019	2020	2021	2022
3rd Speaking	4.3	4.4	4.0	3.9	3.7	3.5
5th Speaking	6.3	5.9	5.8	6.0	5.4	5.1
7th Speaking	6.8	6.7	7.2	8.0	6.8	7.4
4th Writing	3.9	4.9	4.5	4.1	3.7	4.0
6th Writing	4.7	6.5	6.1	6.5	5.1	4.6
8th Writing		7.1	7.3	7.6	6.7	6.7
9th Writing			8.0	7.8	7.3	7.6
4th Reading	3.6	4.8	4.1	4.5	3.9	4.5
6th Reading	4.2	6.8	6.9	7.2	6.6	7.2
8th Reading		8.2	8.1	8.5	7.9	8.5
9th Reading			7.4	7.7	8.7	8.7
4th Listening	4.7	6.8	4.6	4.4	4.9	4.2
6th Listening	5.2	8.2	8.4	7.5	7.4	6.4
8th Listening		8.8	8.6	8.0	8.0	7.9
9th Listening			8.8	7.7	8.5	8.6

Comparison by Cohort

A1 (10)

I5 (9)

I4 (8)

I3 (7)

I2 (6)

I1 (5)

N4 (4)

N3 (3)

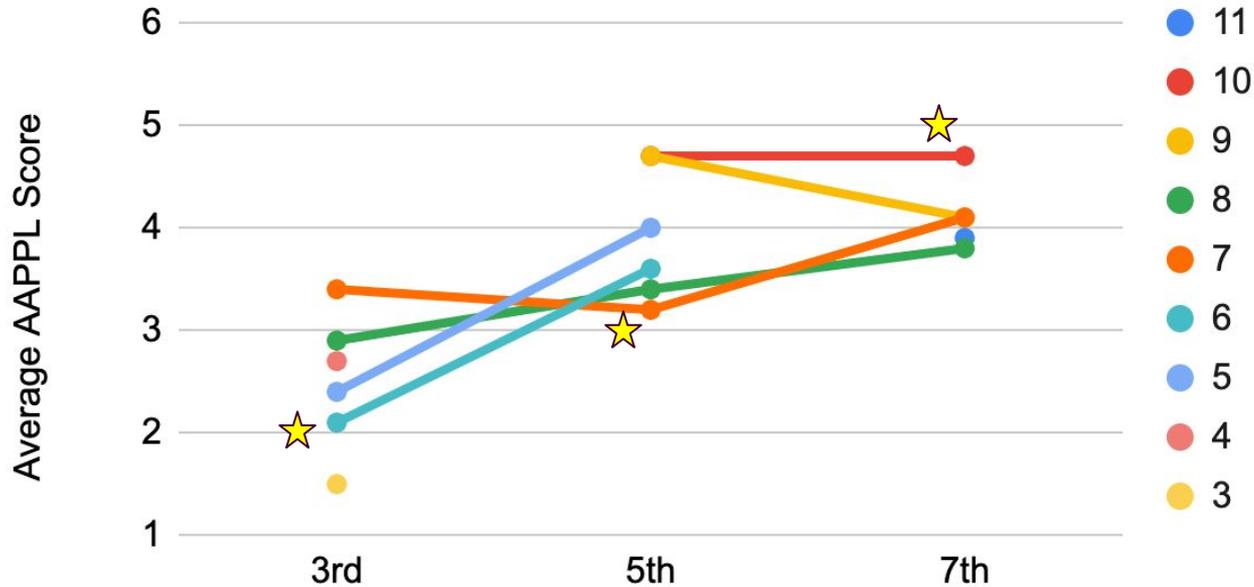
N2 (2)

N1 (1)

Below N1 (0)

Average Score

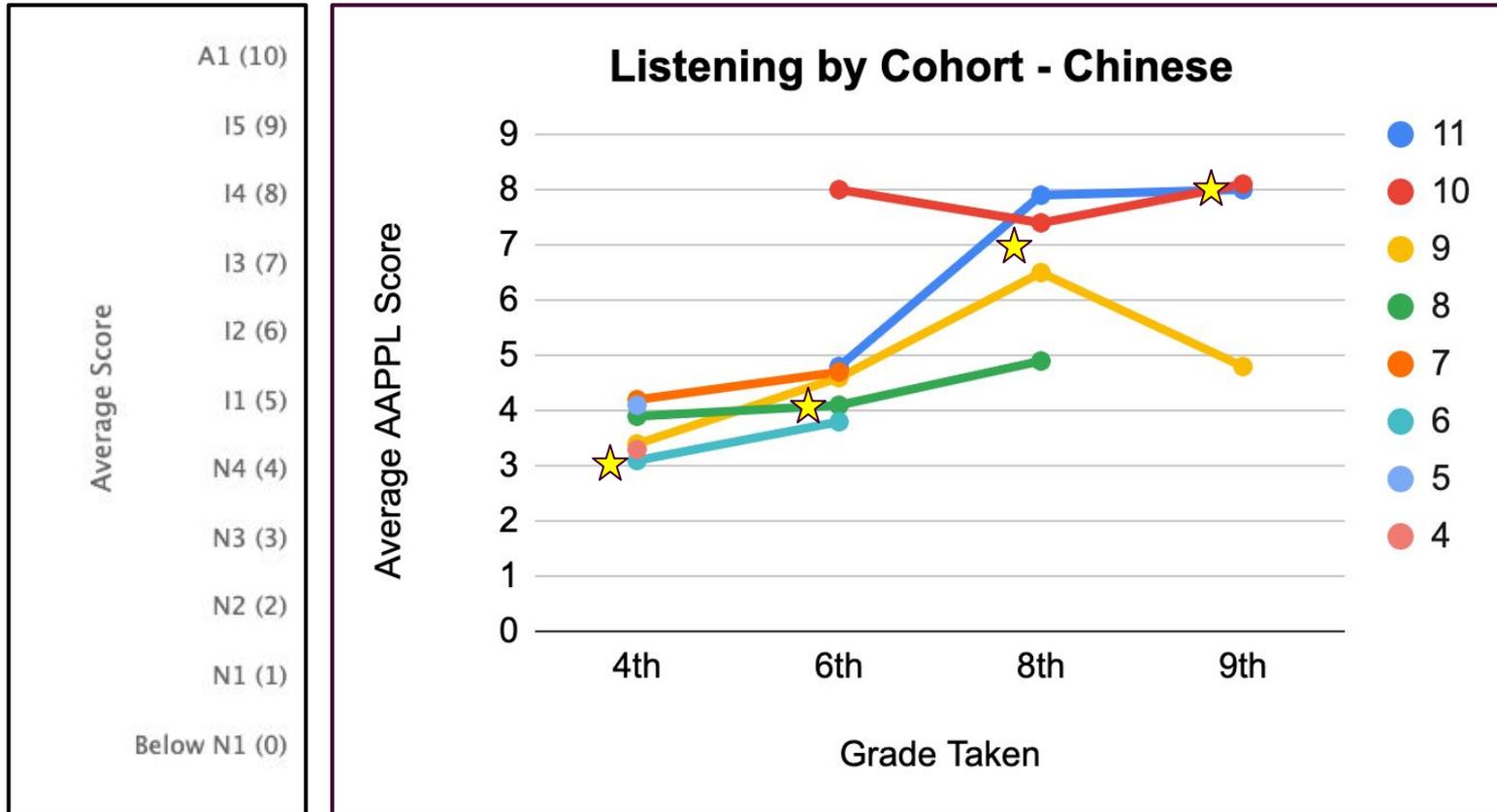
Speaking by Cohort - Chinese



★ = State Benchmark

Grade Taken

Comparison by Cohort



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

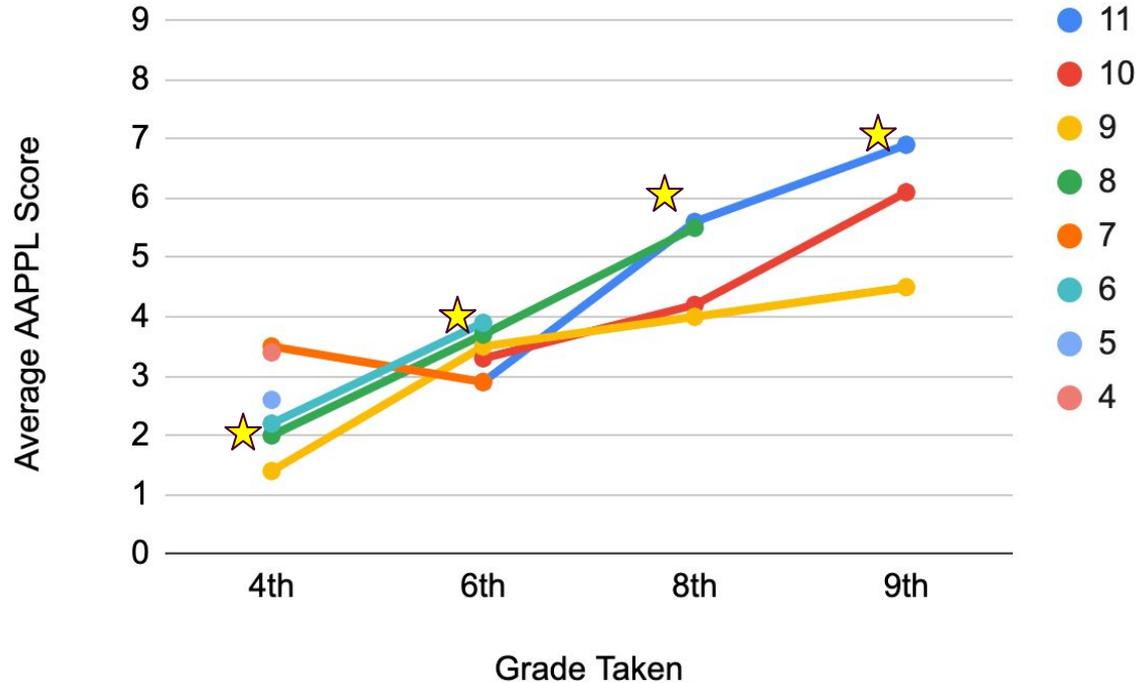
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Reading by Cohort - Chinese



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

N2 (2)

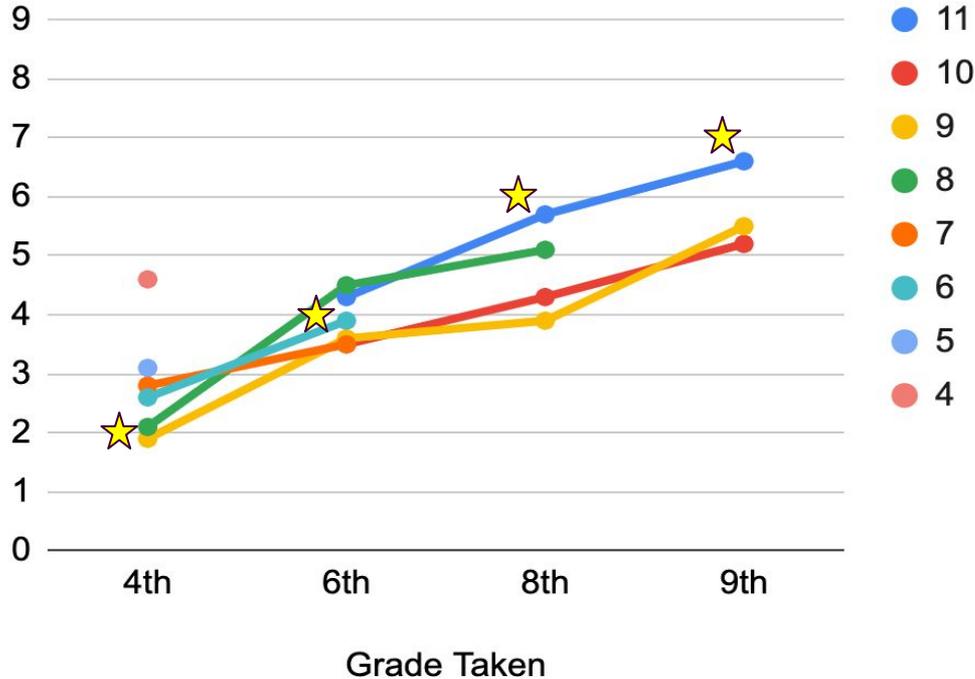
N1 (1)

Below N1 (0)

Average Score

Writing by Cohort - Chinese

Average AAPPL Score



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

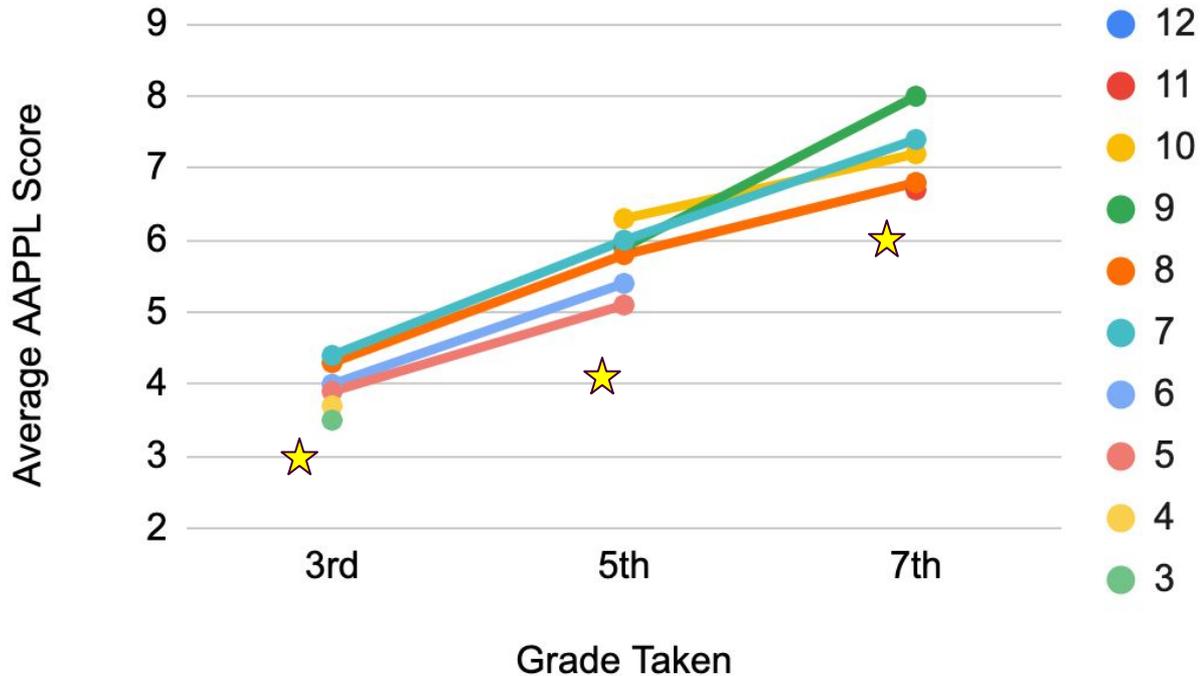
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Speaking by Cohort - Spanish



Comparison by Cohort

A1 (10)

I5 (9)

I4 (8)

I3 (7)

I2 (6)

I1 (5)

N4 (4)

N3 (3)

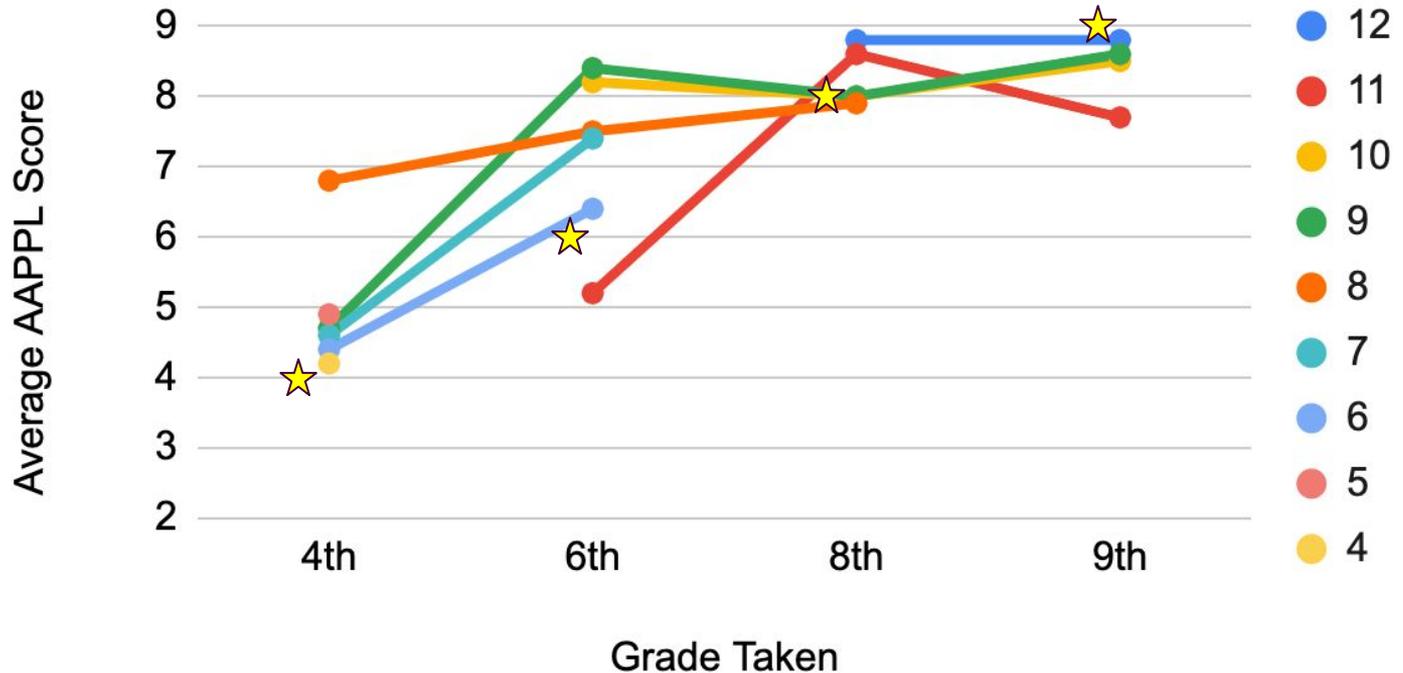
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Listening by Cohort - Spanish



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

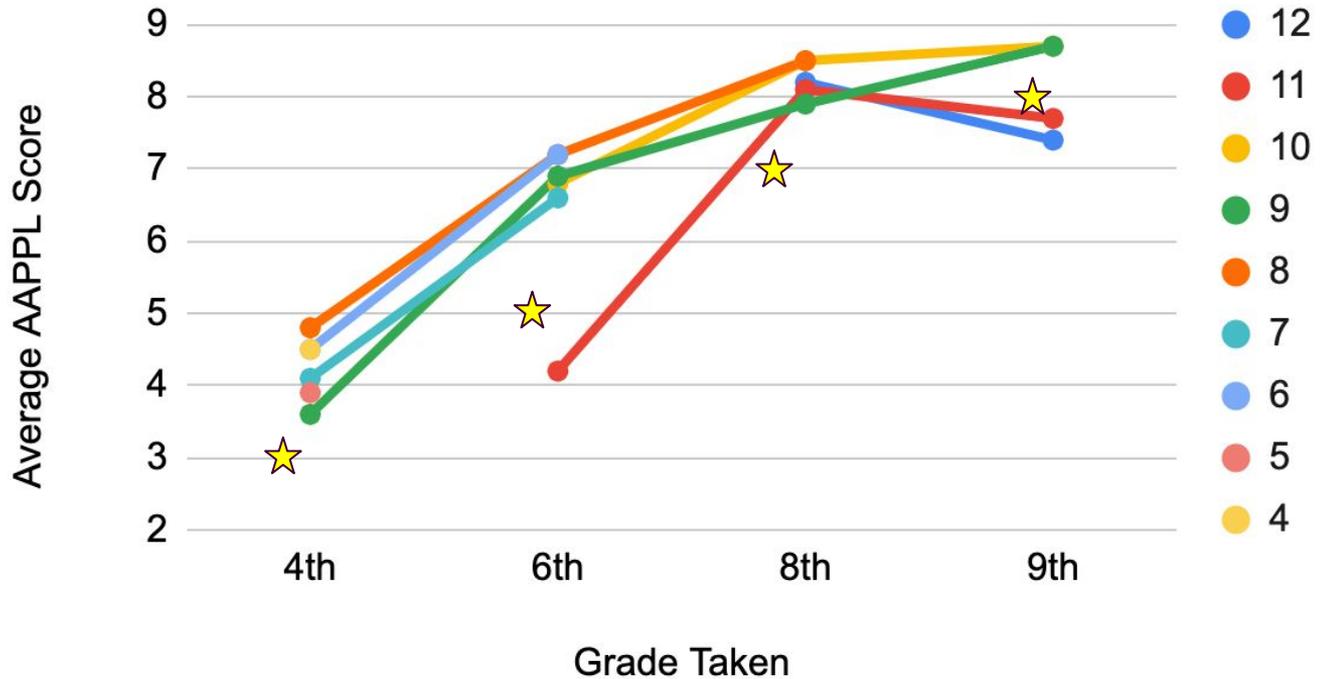
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Reading by Cohort - Spanish



Comparison by Cohort

A1 (10)

I5 (9)

I4 (8)

I3 (7)

I2 (6)

I1 (5)

N4 (4)

N3 (3)

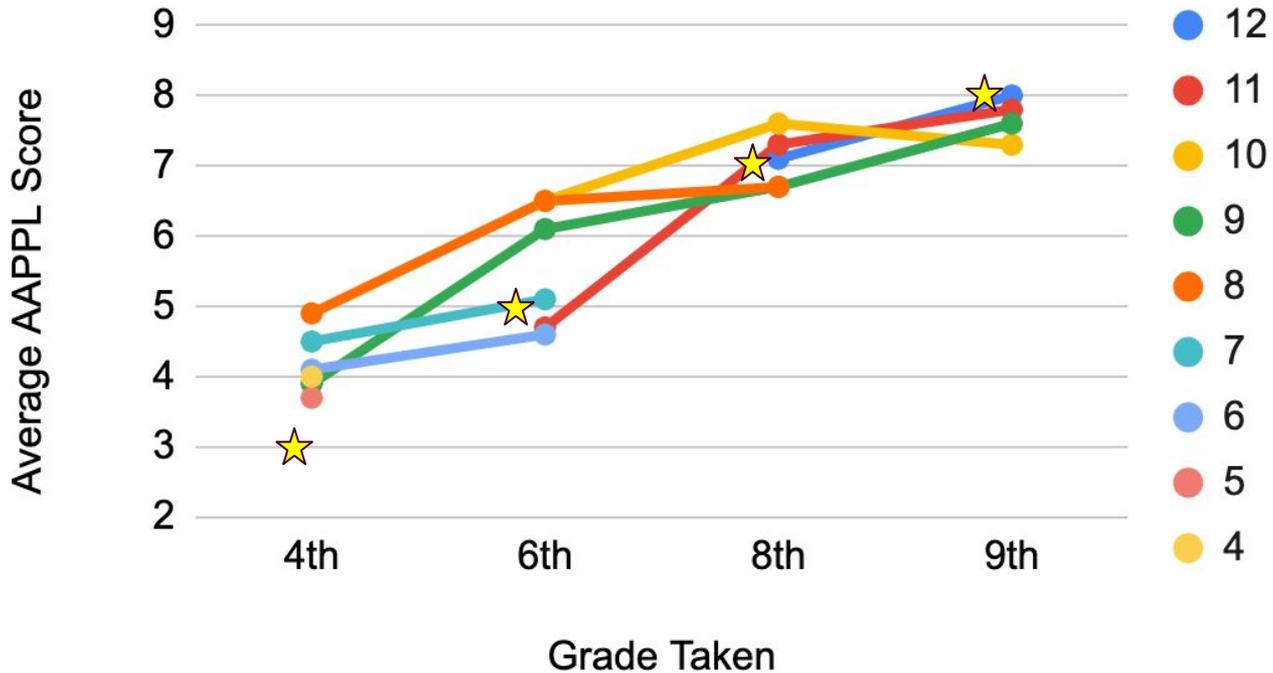
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Writing by Cohort - Spanish





Questions?

MONTHLY FINANCIAL REPORT

December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	26,650,444	23,219,107	87.1%	76.8%	18,913,600	24,614,600
6	Tuitions	350,000	104,552	29.9%	30.9%	112,437	363,338
7	Inv Earnings	225,000	325,731	144.8%	59.1%	121,510	205,558
8	Indir. Costs-SL	950,000		0.0%		0	0
9	Rental Fees/Building/Field	90,000	8,153	9.1%	19.7%	15,798	80,114
10	Other	1,450,000	49,761	3.4%	22.6%	258,657	1,146,588
11	State	93,550,472	47,414,769	50.7%	55.9%	37,914,209	67,799,745
12	Federal	8,500,000	284,947	3.4%	36.2%	1,815,208	5,018,337
13	Misc./ Fund Bal	2,000,000		0.0%	0.0%		0
14	TOTAL M & O						
15	REVENUE	133,765,916	71,407,021	53.4%	59.6%	59,151,419	99,228,280
16	Beg Balance	173,339					173,432
17	Less:						
18	Ending Balance	323,761					173,339
19	TOTAL M & O FUNDS						
20	available	133,615,494	71,407,021	53.4%	59.6%	59,151,419	99,228,373
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	60,275,549	21,465,380	35.6%	51.0%	20,356,752	39,931,916
24	Benefits	24,022,216	8,869,852	36.9%	54.4%	8,815,527	16,191,159
25	Purchased Serv.	3,749,122	1,245,159	33.2%	56.5%	1,416,634	2,505,616
26	Supplies/Textbooks	5,251,852	4,047,754	77.1%	67.5%	2,689,412	3,986,512
27	Equipment	1,500,000	25,333	1.7%	109.3%	311,960	285,313
28	Other	700,000	-22,491	-3.2%	1.2%	6,600	573,756
29	Total	95,498,739	35,630,987	37.3%	52.9%	33,596,885	63,474,273
30							
31	Student Services (2100)						
32	Salaries	3,893,853	1,778,974	45.7%	51.7%	1,527,567	2,956,961
33	Benefits	1,526,627	694,543	45.5%	51.4%	623,064	1,211,095
34	Other	350,000	224,853	64.2%	40.1%	136,347	339,797
35	Total	5,770,480	2,698,370	46.8%	50.7%	2,286,978	4,507,853
36							
37	Instructional Staff (2200)						
38	Salaries	1,820,307	776,890	42.7%	53.4%	751,411	1,408,331
39	Benefits	701,688	307,738	43.9%	55.0%	299,124	543,790
40	Other	475,000	237,655	50.0%	29.5%	143,608	486,246
41	Total	2,996,995	1,322,283	44.1%	49.0%	1,194,143	2,438,367

MONTHLY FINANCIAL REPORT

December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
42	District Administration (2300)						
43	Salaries	397,855	185,899	46.7%	55.5%	181,087	326,232
44	Benefits	173,820	81,108	46.7%	58.3%	85,768	147,062
45	Purch Services	370,000	121,625	32.9%	102.2%	372,917	364,724
46	Liability Insurance	165,840	173,062	104.4%	100.0%	160,336	160,336
47	Supplies	35,000	27,506	78.6%	56.1%	19,036	33,937
48	Other	25,000	27,143	108.6%	88.2%	22,070	25,011
49	Total	1,167,515	616,344	52.8%	79.6%	841,214	1,057,302
50	School Administration (2400)						
51	Salaries	5,149,482	2,225,867	43.2%	53.4%	2,029,966	3,799,550
52	Benefits	2,012,225	898,123	44.6%	53.9%	824,043	1,529,435
53	Prof Serv/Travel	130,000	7,587	5.8%	56.7%	30,117	53,087
54	Other	15,000	12,745	85.0%	100.0%	9,205	9,205
55	Total	7,306,707	3,144,322	43.0%	53.7%	2,893,331	5,391,278
56							
57	Business & Support (2500)						
58	Salaries	829,887	392,898	47.3%	52.7%	367,497	697,365
59	Benefits	335,923	143,127	42.6%	52.8%	135,154	255,809
60	Purchased Services	165,000	57,333	34.7%	35.9%	77,356	215,458
61	Other	25,000	2,311	9.2%	9.6%	2,870	29,937
62	Total	1,355,810	595,670	43.9%	48.6%	582,877	1,198,568
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,841,840	2,837,404	48.6%	54.6%	2,631,509	4,817,115
66	Benefits	2,282,493	1,119,165	49.0%	56.0%	1,062,853	1,897,683
67	Electricity	1,096,780	431,422	39.3%	47.7%	395,357	829,693
68	Purchased Service	802,000	293,329	36.6%	58.7%	290,407	494,484
69	Telephone	280,000	108,574	38.8%	66.4%	188,237	283,444
70	Natural Gas	533,500	165,660	31.1%	20.7%	117,026	564,728
71	Prop Insurance	317,730	317,730	100.0%	100.0%	257,879	257,879
72	Repair	385,000	113,308	29.4%	31.0%	107,622	346,630
73	Supplies	690,000	407,370	59.0%	57.1%	411,727	721,433
74	Other	2,500	323	12.9%	0.0%	0	323
75	ESSER III A/C	4,000,000	420,383	10.5%	0.0%	0	0
76							
77	Total	16,231,843	6,214,668	38.3%	53.5%	5,462,617	10,213,411
78							

MONTHLY FINANCIAL REPORT
December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
79	Transportation (2700)						
80	Salaries	3,353,462	1,398,283	41.7%	43.8%	1,149,963	2,623,785
81	Benefits	978,898	429,471	43.9%	47.6%	356,092	747,377
82	Purch Serv	255,000	114,424	44.9%	53.4%	123,274	231,005
83	Fuel	950,000	243,533	25.6%	38.7%	263,564	680,918
84	Supplies	581,771	268,683	46.2%	50.8%	234,080	460,838
85	Other/Property	137,209	4,228	3.1%	178.3%	2,661,869	1,492,748
86	Total	6,256,340	2,458,623	39.3%	76.8%	4,788,842	6,236,672
87	Community Services (3300)						
88	Salary	657,395	318,958	48.5%	53.6%	277,513	518,082
89	Benefits	197,171	91,837	46.6%	54.5%	83,857	153,837
90	Purchased Serv	30,000	5,298	17.7%	57.9%	4,883	8,427
91	Supplies/Util	110,000	27,673	25.2%	76.4%	65,053	85,160
92	Property	10,000	400	4.0%	57.4%	1,335	2,327
93	Other Objects	26,500	1,575	5.9%	80.8%	16,731	20,695
94	Desig. Fund Bal						
95	Total	1,031,066	445,741	43.2%	57.0%	449,372	788,527
96	Total Expenditures	137,615,495	53,127,006	38.6%	54.7%	52,096,259	95,306,250
97	Interfund Trans					0	0
98	Change Desig Fund Bal					36,659	0
99	Other/Budget Cuts					0	0
100	TOTAL EXPENDITURERS						0
101	M & O	137,615,495	53,127,006	38.61%	54.7%	52,132,918	95,306,250

MONTHLY FINANCIAL REPORT
December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
102	School Activity Fund (21)						
103							
104	REVENUE:						
105	School Deposits	4,400,000	2,267,615	51.5%	56.5%	2,239,672	3,962,870
106							
107	Other					0	
108	Total Revenue	4,400,000	2,267,615	51.5%	56.5%	2,239,672	3,962,870
109	EXPENDITURES:						
110	Purchased Services	902,150	215,647	23.9%	29.3%	234,552	801,116
111	Supplies	2,882,850	1,334,528	46.3%	46.5%	1,241,825	2,672,859
112	Equipment/Property	290,000	18,753	6.5%	78.2%	39,684	50,755
113	Desig/Other/Adm	325,000	90,449	27.8%	48.9%	78,358	160,226
114	Total Expenditures						
115	School Activity	4,400,000	1,659,377	37.7%	43.3%	1,594,419	3,684,956
116	DEBT SERVICE FUND (31)						
117							
118	REVENUE:						
119	Property Tax	3,351,027	2,808,564	83.8%	76.8%	2,284,210	2,972,725
120	Interest	105,750	31,973	30.2%	43.5%	8,281	19,034
121	Other						
122	Total	3,456,777	2,840,537	82.2%	76.6%	2,292,491	2,991,758
123	Beginning Bal	5,122,687	5,524,003	107.8%	100.0%	5,802,645	5,802,645
124	LESS:						
125	Ending Balance	5,524,003	5,477,790	99.2%	95.2%	4,876,865	5,122,687
126	Funds Available	4,652,302	5,477,790	117.7%	87.4%	4,827,736	5,524,003
127	EXPENDITURE:						
128	Bond Debt	3,927,162	2,886,750	62.0%	100.0%	3,267,400	3,267,400
129	Fees	50,000		0.0%	0.0%	0	3,000
130	Other Uses					0	0
131	Total	3,977,162	2,886,750	72.6%	99.9%	3,267,400	3,270,400

MONTHLY FINANCIAL REPORT

December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
132	CAPITAL OUTLAY FUND (32)						
133							
134	REVENUE:						
135	Property Tax	9,993,009	9,194,155	92.0%	76.8%	7,505,262	9,767,523
136	Interest	155,000	221,880	143.1%	45.3%	67,687	149,491
137	Other	80,338	0	0.0%	83.1%	245,727	295,772
138	State	1,836,195	1,679,770	91.5%	54.5%	18,976	34,788
139	Federal /MBA	4,063,288	0	0.0%	100.0%	25,117	25,117
140	Ins./Prop.Recry	1,025,000	13,100	1.3%	22.6%	103,900	460,329
141	Total Revenue	17,152,830	11,108,904	64.8%	74.2%	7,966,669	10,733,020
142	Lease Revenue MBA	0				0	
143	Other Sources(F50)	345,580				0	0
144	Desig. Fund Bal						
145	TOTAL REVENUE CAPITAL						
146	OUTLAY	17,498,410	11,108,904	63.5%	74.2%	7,966,669	10,733,020
147	Beg. Balance	14,924,496					31,036,384
148	Less:						
149	Ending Balance	8,091,376					16,496,145
150	Capital Outlay Funds						
151	available	24,331,530	11,108,904			7,966,669	25,273,259

MONTHLY FINANCIAL REPORT

December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
152	EXPENDITURES:						
153	Oper/Maint	0	0	0.0%	0.0%	3,500	0
154	Other Equipment	0	0	0.0%	0.0%	0	0
155	Purchased Services	5,000	7,188	143.8%	0.0%	0	4,961
156	Technology/Software	2,500,000	770,096	30.8%	86.2%	1,106,058	1,282,577
157	Improvement					0	0
158	Buildings Maint	2,000,000	853,804	42.7%	103.3%	2,046,008	1,981,167
159	Vehicles/Buses	1,800,000	1,612,038	89.6%	2.7%	38,992	1,438,448
160	Furniture/Equip	1,121,227	443,675	39.6%	44.0%	842,398	1,916,360
161	Other Objects				0.0%	0	
162	Vehicle charges					0	
163	Total Capital	7,426,227	3,686,802	49.6%	60.9%	4,036,956	6,623,512
164	Other/Portables	0	0	0.0%	100.0%	35,570	35,570
165	Grouse Creek	2,000,000	1,816,491	90.8%	0.0%		29,467
166	Golden Spike	1,900,000	1,203,839	63.4%	53.0%	8,407,629	15,859,011
167	HS Athletic Facilities	520,000	0	0.0%	100.0%	796,585	796,585
168	Property/Other	500,000	232,642	46.5%			0
169	Total Construction	4,920,000	3,252,972	66.1%	55.3%	9,239,784	16,720,633
170	Desig. F Bal						
171	MBA/Bond Fee/Fund 50	1,985,302	1,661,278	83.7%	87.4%	1,686,937	1,929,114
172	Other						0
173	TOTAL EXPENDITURES CAPITAL						
174	OUTLAY	14,331,529	8,601,052	60.0%	59.2%	14,963,677	25,273,259

MONTHLY FINANCIAL REPORT

December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
175	SCHOOL FOOD SERVICE FUND (49)						
176							
177	REVENUE:						
178	Lunch Sales	1,301,500	495,287	38.1%	32.8%	26,015	79,435
179	State	1,125,000	267,050	23.7%	45.2%	392,068	867,932
180	Federal	3,140,000	997,152	31.8%	31.9%	1,940,760	6,087,355
181	Other/Inventory Adj	3,500	0		0.0%		0
182	TOTAL REVENUE SCHOOL						
183	FOODS	5,570,000	1,759,489	31.6%	33.5%	2,358,843	7,034,723
184	Beg. Balance	2,709,624					0
185	Less:						
186	Ending Balance	946,297					0
187	School Food Service Funds						
188	available	7,333,327	1,759,489	24.0%	33.5%	2,358,843	7,034,723
189	EXPENDITURES:						
190	Salaries	2,319,903	804,725	34.7%	49.9%	822,772	1,648,917
191	Benefits	718,424	249,395	34.7%	53.6%	261,850	488,510
192	Food/Supplies	3,890,000	1,114,845	28.7%	56.5%	1,196,349	2,116,038
193	Equipment	55,000	38,612	70.2%	82.0%	122,026	148,900
194	Other Costs	25,000	25,300	101.2%	84.4%	20,848	24,712
195	Dir/Indirect Costs	325,000	0	0.0%	-0.6%	278	-45,727
196	TOTAL EXPENDITURES SCHOOL						
197	FOODS	7,333,327	2,232,876	30.4%	55.3%	2,424,123	4,381,351

MONTHLY FINANCIAL REPORT
December 31, 2022

	ENDING DEC 2022	2022-23	2022-23	Curr Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			50.00%	50.00%		
	Percent of 9 month contract complete			44.44%	44.44%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	300,000	181,335	60.4%	44.4%	96,916	218,061
202	Available Revenue	300,000	181,335	60.4%	44.4%	96,916	218,061
203	EXPENDITURE:						
204	Expenses	280,000	173,563	62.0%	35.1%	63,762	181,423
205	Changes/Desg Fund Bal						0
206	TOTAL EXPENDITURE	280,000	173,563	62.0%	35.1%	63,762	181,423
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	150,000	23,960	16.0%	71.4%	24,001	33,608
211	State	5,000				0	0
212	Federal						
213	Other	7,000	0	0.0%		0	0
214	TOTAL REVENUE/BB						
215	AGENCY FUND	162,000	23,960	14.8%	71.4%	24,001	33,608
216	EXPENDITURE:						
217	Instruction		96	0.0%	55.0%	5,978	10,865
218	NUCC	150,000	13,529	9.0%	48.9%	8,866	18,121
219	Other	7,000	1,063	15.2%	437.8%	10,202	2,330
220	Changes/Desg Fund Bal	5,000	0	0.0%	0.0%	1,198	0
221	TOTAL EXPENDITURES						
222	AGENCY FUND	162,000	14,688	9.1%	83.8%	26,244	31,316
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	165,153,103	89,588,860	54.2%	59.7%	74,130,011	124,202,320
229	GRAND TOTAL EXPENDITURE						
230	ALL FUNDS	168,099,513	68,695,313	40.9%	56.4%	74,472,543	132,128,957

POLICY 5291

Drug & Alcohol Testing of Students Participating in Extracurricular Activities

A. Purpose and Objectives

1. The District finds that having a drug awareness and testing program for all students in grades nine through 12 who participate in extracurricular activities at the high school is advisable for the following reasons:
 - a. Box Elder School District is committed to helping students who are encountering drug or alcohol problems. The district recognizes that a student with a substance abuse problem is not able to work to his/her full potential.
 - b. Health and safety of the individual and others – any student participating in an activity under the influence of an illegal drug or alcohol endangers his or her personal health and may create a risk of death or serious bodily injury, not only to the student, but to other participants and spectators.
 - c. Prevention – students will have an additional reason (i.e., participation in student activity programs) to avoid the use of drugs.
 - d. Intervention – identification of individuals participating in activities who are involved with alcohol or drugs encourages early intervention.
2. The District will determine the scope of participation in this program (i.e. which extracurricular activities and associated students) as recommended by the schools and approved by the superintendent or a designee.

B. Definitions

1. Alcohol – any beverage as defined under [Utah Code § 34-38-2](#).
2. Non-Punitive – test results will not be disclosed to law enforcement or juvenile authorities without a valid and binding subpoena.
3. Drug – any controlled substance as defined in [Utah Code § 34-38-2](#), except those possessed and/or used pursuant to a valid prescription.
4. UHSAA – the Utah High School Activities Association.

5. Extracurricular – all activities sponsored by the UHSAA or school organizations involving adjudication or competition or representation of the school in the community as determined at the school level.
6. Participating Teams/Groups
 - a. Fall Sports: Football, Girls Volleyball, Girls Soccer, Boys Golf, Girls Tennis, Cross-Country, Cheerleading, Colorguard, Drill Team, FFA, Student Government;
 - b. Winter Sports: Basketball, Wrestling, Swimming, Cheerleading, Colorguard, Drill Team, FFA;
 - c. Spring Sports: track, Softball, Baseball, Boys Soccer, Girls Golf, Boys Tennis, Lacrosse, FFA, Student Government;
 - d. Activities: Band, Orchestra, Choir, Drama, Speech & Debate (During the trimesters these teams/groups are participating)
 - ~~e. Other Organizations: Student Government (1st and 2nd tri), Cheerleaders (1st and 2nd tri), FFA (all 3 tri's), Colorguard (1st and 2nd tri)~~
7. Activity Season – the period beginning on the first day of practice allowed by the UHSAA for any sport and ending the last day of competition for the sport season; for other activities and organizations, the time students are enrolled or participating.
8. Random Test – participating students may be subject to a weekly random drawing for drug testing.
9. Observed – Students will be watched as they empty all pockets; turning the pocket inside-out if possible; remove all coats, jackets, sweaters, and other extra clothing layers; set aside all back packs, purses, books, or other carried items; accept the sample collection cup from the health worker, enter the stall; close the door to the stall; provide the sample while the school nurse/school official waits outside of the stall; and return the sample to the health care worker.
10. Cost – All cost associated with drug assessments, treatment programs, district approved intervention programs, as well as the required drug test for a student who returns after a suspension, are the responsibility of the student and his/her parents.

C. Consent Form & Initial Fee

1. Before any student participates in any extracurricular activity or school program, the student and the student's custodial parent or lawful guardian shall sign and return a written consent form authorizing participation in random drug testing. Students are

ineligible to compete or perform until this form has been completed and returned to the school. Students who qualify for special education services and are on doctor prescribed medications are encouraged to inform the school of that circumstance at the time the written consent form is executed so that unintentional drug alerts are avoided.

2. Students are also ineligible to compete or perform until the required fee for drug testing has been paid.

D. Procedure for Random Drawing

1. The names of all individuals eligible to be drug tested are entered into a computer program which randomly selects names each week for testing.

E. Random Student Selection

1. Random drug testing will be conducted during the activity season on a weekly basis or any other frequency determined by the school (not to exceed 6 times a month). Selection for participation in any random test does not exempt or exclude the student from the possibility of random selection for any subsequent testing.
2. Selection for testing will be by lottery drawing. Reasonable steps will be taken to assure the integrity, confidentiality and random nature of the selection process.
3. Student names will be randomly drawn for testing with at least two employees (including the principal or an administrator assigned by the principal) monitoring the selection process conducted by computerized random selection.

F. Urine Sampling Procedure

1. On the day the student numbers are drawn for testing, those students selected will be notified and escorted to the designated place to produce a urine sample.
2. Samples will be collected at an appropriate school site and on the same day the student is selected for testing. The collection of testing samples will be conducted and observed as defined by B.8. by two professional personnel of the same gender, if possible, as the student: one school employee and one of the school nurses or health personnel from an accredited company.
3. If the student is absent on that day, the student will participate on the next testing day. If a student is unable to produce the urine sample, he/she will remain under supervision until a sample can be provided.

G. Prescription Medication

1. Prior to submitting a sample for testing, students selected for random drug testing may disclose any prescription medications they are currently taking. The school's designee has the right to confirm the authenticity of the medications with parents.

H. Scope of Tests

Amphetamines	Opiates (OxyContin)
Barbiturates	Marijuana (level 20, 50 and 100)
Benzodiazepines	PCP
Cocaine	Propoxyphene
Alcohol	Creatinine Level
Methadone	Nicotine

I. Access to Results

1. The testing agency will be authorized to report results only to the school administrators or school nurses. Test results shall be destroyed at the end of each year, unless conditions for future participation required by policy following a positive test have not been met.

J. Procedures for a Positive Results

1. If a student tests positive, the parent will be notified **immediately**. A student or parent may contest the results of the random test and request a second test, at the student's expense **by testing again at the hospital, BRHD, or CIO-Medical**. The second test must be completed within 24 hours after receiving notification.

K. Consequences of Positive Results

1. In all of the following offenses, local school and/or district requirements which deal with discipline, suspension, corrective measures, parent involvement, rehabilitation and so forth, must be met. Any costs for such programs are the responsibility of the student and his or her parents.
2. First offense: Suspension from two consecutive weeks of all games, meets, matches, competitions or performances. Practice may be continued following a personal assessment of the student by a licensed substance abuse counselor or treatment program and/or participation in a district approved intervention program as well as a negative drug test. Students will be included in the random testing pool immediately after their return from a suspension; a positive result on a subsequent test will be considered a second offense.

3. Second offense: A six-week suspension from all games, meets, matches, competitions or performances. Student participation in an assessment by a licensed substance abuse intervention or treatment program with prescribed follow-up is required. Practice may continue only after the assessment has been completed, positive participation in the prescribed follow-up is occurring, and the student has submitted a sample with negative test results, through the school's testing program or by another reputable medical lab.
4. Third offense: An eighteen-week suspension from all games, meets, matches, competitions, performances and practices. Reinstatement of eligibility at the end of the eighteen-week suspension is predicated upon successful completion of a formal assessment, intervention and treatment program, and the student submitting a sample with negative test results, through the school's testing program or by another reputable medical lab.
5. A fourth or any subsequent offense will be treated as a third offense.
6. ~~Refusal to be tested or attempting to change or alter the test results:~~ If a student refuses to be tested, or makes an attempt to change or alter the test results he or she will be treated as if he or she tested positive.
7. Offenses are cumulative during a student's career in the secondary schools of Box Elder School District.

L. Non Punitive Nature of Policy

1. No student shall be penalized academically for testing positive for use of illegal drugs or alcohol, nor shall any student be denied the right to participate in or otherwise be denied any benefits, services, or programs of the school, other than participation in the activity programs as outlined above. The results of the drug test pursuant to this policy will not be documented in any student's academic records. Information regarding the results of the drug test shall be kept confidential among the building principal, designees, any employee with a need to know, the student's parent, and the student. In particular, test results will not be disclosed to law enforcement or juvenile authorities without a valid and binding subpoena or other process issued by a court of competent jurisdiction.

M. Voluntary Testing Program

1. To assist in the ultimate goal of drug free schools and drug free students, the school will include in the next testing/screening any student whose parent requests that the testing be done. Parents are responsible for all costs associated with the test.

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 1st. 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

Policy 2100
Amended
August 12, 2020
First Reading
December 14, 2022
Second Reading
January 11, 2023

[\(Utah Admin. Rules R277-515\)](#), 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 S~~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.

Policy 2216
Reviewed
March 14, 2018
First Reading
December 14, 2022
Second Reading
January 11, 2023

- 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:

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.

Policy 3070
Reviewed
January 10, 2018
First Reading
December 14, 2022
Second Reading
January 11, 2023

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**

Policy 4190
Amended
November 10, 2021
First Reading
December 14, 2022
Second Reading
January 11, 2023

to the State Board of Education driver education specialist. This form shall be submitted each year on January 15 and July 15.

[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 additional 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 (~~LOC~~) 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

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?

Policy 6045
Adopted
March 9, 2022
First Reading
December 14, 2022
Second Reading
January 11, 2023

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)

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
December 14, 2022

A work session was held at 5:00 p.m. with our local legislators.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Wade Hyde, Nancy Kennedy, Clyde Wohlgemuth, 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, IT Director; Business Administrator David Roberts; Senator Scott Sandall and Representative Thomas Peterson, employees and patrons.

Presenters were Melissa Morris, McKayla Morris, Mark Taylor and Jamie Kent.

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening December 14, 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 Wohlgemuth, 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, IT Director; 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 Gary Allen, the pledge of allegiance was led by Karen Cronin.

Recognitions:

Wade Hyde, Board Member, recognized the following:

Steven Eddington - Park Valley Parent, Community Member, and Police Officer - helps with the community in overcoming hurdles that were arising.

Tiffany Eddington - Park Valley ESP - positive communication and always willing to help, always takes on additional often unpleasant tasks.

Jeremy Young - Testing & Assessment Director, District Office - data dives for our western schools were a big undertaking.

Mary Beutler - Custodian, District Office - the District Office is clean and orderly. There is a tangible difference in the overall look of the District Office. She brightens our buildings.

Teachers who earned STEM Endorsement:

Congratulations to these teachers who made the extra effort to become endorsed.

- Craig Day - BRHS
- Ila White - Century
- Michele Bowden - ACYI
- Tracy Hansen - Sunrise High
- Alan Warner - BEMS
- Lian Wu - Golden Spike
- Emily Sinex – BRMS

Clyde Wohlgemuth, Board Member - term ends in January.

Approval of Agenda:

Bryan Smith made the motion to approve the agenda. Connie Archibald seconded the motion. The motion passed unanimously with the votes as follows:

Karen Cronin – yes

Wade Hyde – yes

Bryan Smith – yes

Julie Taylor – yes

Tiffani Summers – yes

Connie Archibald – yes

Clyde Wohlgemuth – yes

Nancy Kennedy – yes

Public Comment:

Julie Thurgood Johnson – Thank you to all those that helped with the Jubilee of Trees. It was noted the success of the fundraiser and amount raised especially with the small window.

Laura Wheatley, Region 1 PTA chair – looking to increase participation among parents, looking to help the schools be more successful.

Board Discussion Items:

Approval of New Courses

Gary Allen, Assistant Superintendent of Secondary Teaching & Learning

Course recommendations for next school year: concurrent WSU 1120 Medical Case Studies, 3D Animation, and Yoga. Enrollment needs to be around 15-20 to sustain.

The motion was made by Connie Archibald to approve the new courses as listed. Nancy Kennedy seconded the motion. The motion passed unanimously with the votes as follows:

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

Approval of 2023-24 School District Calendar

Keith Mecham, Assistant Superintendent of Personnel

Parent teacher conferences moved for elementary, adjusted district professional development days.

The motion was made by Karen Cronin to approve the 2023-24 School District Calendar. Bryan Smith seconded the motion. The motion passed unanimously with the votes as follows:

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

Approval of BEHS Turf Field

David Roberts, Business Administrator

Approval to move forward with the installation of the BEHS turf field, requiring a 50/50 match, request in writing to the Superintendent, and final approval of funds by the Superintendent and Business Administrator.

The motion was made by Clyde Wohlgemuth to approve the BEHS turf field based on the three items stated. Bryan Smith seconded the motion. The motion passed unanimously with the votes as follows:

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

Information Items:

BESD Men's Volleyball for Spring of 2024

Keith Mecham, Assistant Superintendent of Personnel

There are 24 total sanctioned high sports currently. The question was asked as to why spring; the response was because the gym is not being used in the spring. Looking to possibly getting a CDL for coaches to offset the demand.

Monthly Financial Report

David Roberts, Business Administrator

Interest revenue is up, federal revenue for student lunch program is dramatically less because of reimbursements for all meals is not applicable this year.

Audit Report

David Roberts, Business Administrator & Matt Geddes from Squire & Co.

A report on the financial statements, compliance audits and State compliance audits. The District is in great financial position.

Board Committee Reports

“Always consider the effects on our students.”

Audit committee met before the Board meeting to go over the audit.

Karen Cronin – Boys and Girls Club opened up a location in Cache County.

Makayla reported on the ongoing activities at both High Schools.

Policy Review:

Policies Reviewed with no Changes

Policy 2070 Cash Receipts, Expenditures, and Purchasing
Policy 2080 Risk Management
Policy 2223 Transportation - Advertising on Buses

Karen Cronin made the motion to approve the policies with no change. Bryan Smith seconded the motion. The motion passed unanimously with the votes as follows:

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

First Reading

Policy 2100 Gifts, Donations, and Bequests – Acceptance
Policy 2216 Transportation - Conduct on Buses
Policy 3050 Limitations on Extra Duty Assignments
Policy 3070 Alcohol and Drug Abuse - Employees
Policy 4140 School Volunteers/Resource Persons
Policy 4190 Driver Training
Policy 5005 Safe Schools - Student Discipline/Behavior
Policy 5052 Wellness - Physical Activity and Nutrition
Policy 5140 Education and Family Privacy Rights
Policy 5225 Student Activities
Policy 5227 Concussions and Head Injury
Policy 6045 Board of Education Hotline
Policy 6060 Conduct on School Premises

Connie Archibald made the motion to approve the policies on first reading. Tiffani Summers seconded the motion. The motion passed unanimously with the votes as follows:

Karen Cronin – yes
Wade Hyde – yes
Bryan Smith – yes
Julie Taylor – yes
Tiffani Summers – yes
Connie Archibald – yes

Clyde Wohlgemuth – yes
Nancy Kennedy – yes

Second 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

Nancy Kennedy made the motion to approve the policies on second reading. Connie Archibald seconded the motion. The motion passed unanimously with the votes as follows:

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

Consent Items:

Karen Cronin made the motion to approve the consent items. Wade Hyde seconded the motion. The motion passed unanimously with the votes as follows:

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

Approval of the minutes of working and regular meeting for November 9, 2022.

Approval of claims: 00042272 - 00042545, 02110922, 05111022, 071113022, 081113022, 09111822, 09112311, 09113022.

Personnel Actions: see attachment to agenda.

Suggestions for Future Board Meetings:

- Business Administrator and Superintendent evaluations. Survey requested by human resources
- School fees presentation and 2 public comment periods required
- Status on the capital outlay plan and discussion

Upcoming Events:

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

Adjournment:

Karen Cronin made the motion to adjourn the meeting. Tiffani Summers seconded the motion. The motion passed unanimously with the votes as follows:

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

With the announcement that the next meeting will be held on Wednesday, January 11, 2023, with a Closed Session to discuss personnel at 5:30 p.m., 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 7:48 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	00042546	107.70	12/01/22	1 BRANDY CUTLER	C
01	00042547	217.75	12/01/22	1 EMILY YOUNG	C
01	00042548	76.25	12/01/22	1 LANCE KING	C
01	00042549	5,267.71	12/01/22	10260 ADELE C YOUNG INTERM SCH	C
01	00042550	1,711.00	12/01/22	36784 AMERICAN RED CROSS	C
01	00042551	99.00	12/01/22	50237 RACHAEL BARKER	C
01	00042552	233.91	12/01/22	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00042553	1,000.00	12/01/22	12033 BOB'S BODY SHOP	C
01	00042554	392.12	12/01/22	104348 BOX ELDER MIDDLE SCHOOL	C
01	00042555	147.00	12/01/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00042556	434.50	12/01/22	8354 JONATHAN CALL	C
01	00042557	1,741.61	12/01/22	890740 CENTURYLINK	C
01	00042558	591.67	12/01/22	890740 CENTURYLINK LONG DISTANCE	C
01	00042559	195.00	12/01/22	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
01	00042560	454.48	12/01/22	164255 CUMMINS ROCKY MOUNTAIN LLC	C
01	00042561	434.50	12/01/22	8044 THOMAS DAVIDSON	C
01	00042562	80,213.16	12/01/22	49956 EDUCATION LOGISTICS, INC	C
01	00042563	67.50	12/01/22	58130 MARIA BEGONA GIGANTO-DIEZ	C
01	00042564	265.00	12/01/22	109665 A J GILMORE	C
01	00042565	22.31	12/01/22	344140 JULIANNE HANSEN	C
01	00042566	548.00	12/01/22	60968 TROY HARTMAN	C
01	00042567	1,254.40	12/01/22	385620 WADE H HYDE	C
01	00042568	5,528.36	12/01/22	61530 INTELEPEER CLOUD COMMUNICATIONS, LLC	C
01	00042569	740.00	12/01/22	361 INTERMOUNTAIN HEALTHCARE	C
01	00042570	19,409.42	12/01/22	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00042571	77.00	12/01/22	63096 JONATHAN C ROCK MD PC	C
01	00042572	488.68	12/01/22	111807 JAMIE KENT	C
01	00042573	125.00	12/01/22	55573 LEAD	C
01	00042574	5,334.93	12/01/22	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00042575	4,898.25	12/01/22	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00042576	52.00	12/01/22	108803 JOANN MORTENSEN	C
01	00042577	1,125.00	12/01/22	57223 SCHOOL CHECK IN / NAVIGATE 360	C
01	00042578	434.50	12/01/22	22195 BRANDON NELSON	C
01	00042579	40.00	12/01/22	62081 NICOLE HESS VINYL	C
01	00042580	67.50	12/01/22	40525 PATRICIA NOVOA	C
01	00042581	450.00	12/01/22	104992 PRINT SHOP	C
01	00042582	404.35	12/01/22	35270 QUADIENT, INC	C
01	00042583	434.50	12/01/22	110378 JESSE THOMAS ROBERTS	C
01	00042584	127.50	12/01/22	58360 ALEXIS RUZICH	C
01	00042585	16,060.47	12/01/22	110873 SOLUTION TREE	C
01	00042586	532,092.00	12/01/22	109177 STATE OF UTAH DEPARTMENT ADM	C
01	00042587	434.50	12/01/22	41300 MITZI STEWART	C
01	00042588	225.60	12/01/22	4448 MARK TAYLOR	C
01	00042589	37.79	12/01/22	63134 KALI WINWARD	C
01	00042590	67.50	12/01/22	63100 MANUEL ZUNIGA-SANCHEZ	C
01	00042591	16,372.05	12/01/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042592	2,093.00	12/01/22	106497 APPLE STORE	C
01	00042593	531.96	12/01/22	110509 AUDIO ENHANCEMENT	C
01	00042594	172.14	12/01/22	107981 BOUND TO STAY BOUND BOOKS INC	C
01	00042595	831.14	12/01/22	51055 BULK BOOKSTORE	C
01	00042596	79.95	12/01/22	59048 CHROMEBOOKPARTS.COM	C
01	00042597	1,395.00	12/01/22	100293 DELL INC	C
01	00042598	57.38	12/01/22	62235 DEX IMAGING LLC	C
01	00042599	363.40	12/01/22	106668 DISCOUNT SCHOOL SUPPLY	C
01	00042600	82.20	12/01/22	103155 EAI EDUCATION	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00042601	1,820.40	12/01/22	212299 EDUTEK CORPORATION	C
01	00042602	232.12	12/01/22	62812 FIBEROPTIC SUPPLY INC	C
01	00042603	722.72	12/01/22	57207 FILTERBUY INC.	C
01	00042604	1,450.50	12/01/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042605	500.00	12/01/22	100148 HIGH NOON BOOKS	C
01	00042606	3,791.17	12/01/22	386370 HYKO SUPPLY CO	C
01	00042607	568.51	12/01/22	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00042608	3,950.00	12/01/22	58890 INFINID LEARNING INC	C
01	00042609	600.00	12/01/22	53082 LEXIA LEARNING SYSTEMS LLC	C
01	00042610	9,920.00	12/01/22	108190 MILLER COMPANIES	C
01	00042611	5,073.70	12/01/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042612	1,766.84	12/01/22	633340 OFFICE DEPOT	C
01	00042613	46,000.00	12/01/22	55441 PANORAMA EDUCATION, INC	C
01	00042614	205.77	12/01/22	699420 PERMA BOUND BOOKS	C
01	00042615	3,628.95	12/01/22	54640 PURCELL TIRE AND SERVICE CENTER	C
01	00042616	1,035.00	12/01/22	105361 READ NATURALLY INC	C
01	00042617	3,895.00	12/01/22	62960 READING RECOVERY COUNCIL OF NORTH AMERIC	C
01	00042618	3,800.00	12/01/22	109721 RMT EQUIPMENT	C
01	00042619	1,246.00	12/01/22	60020 RON KELLER TIRE INC	C
01	00042620	119,143.00	12/01/22	110840 RUSH TRUCK CENTER OF UTAH	C
01	00042621	258.00	12/01/22	103778 SCHOLASTIC BOOK CLUBS	C
01	00042622	233.48	12/01/22	101706 SCHOLASTIC STORE ONLINE	C
01	00042623	119.50	12/01/22	102477 SCHOOL NURSE SUPPLY	C
01	00042624	17,954.70	12/01/22	108663 SCHOOL OUTFITTERS	C
01	00042625	129.43	12/01/22	54313 SCHOOL SPECIALTY, LLC	C
01	00042626	14,722.90	12/01/22	157371 STAPLES	C
01	00042627	19,388.67	12/01/22	60062 THE STAGE DEPOT	C
01	00042628	1,186.92	12/01/22	57711 TYPING AGENT	C
01	00042629	4,668.53	12/01/22	109804 WARD'S NATURAL SCIENCE	C
01	00042630	51.40	12/08/22	1 LACEY GARIBAY	C
01	00042631	61.20	12/08/22	1 OCHA BARYLO	C
01	00042632	89.00	12/08/22	1 RACHAEL TYLER	C
01	00042633	275.00	12/08/22	14575 AIRMOTIVE SERVICE	C
01	00042634	860.07	12/08/22	812477 ALSCO/AMERICAN LINEN	C
01	00042635	42.32	12/08/22	62359 NATHAN ANDERSEN	C
01	00042636	90.00	12/08/22	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00042637	6,615.17	12/08/22	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00042638	255.50	12/08/22	85768 BEAR RIVER SEWER DEPT	C
01	00042639	256.35	12/08/22	87120 BEEHIVE TELEPHONE CO	C
01	00042640	341.00	12/08/22	95835 JASON V BINGHAM	C
01	00042641	5,593.11	12/08/22	100913 BORDER STATES INDUSTRIES, INC	C
01	00042642	2,541.99	12/08/22	104338 BOX ELDER HIGH SCHOOL	C
01	00042643	11,450.31	12/08/22	104348 BOX ELDER MIDDLE SCHOOL	C
01	00042644	700.00	12/08/22	54429 BOYS AND GIRLS CLUB OF UTAH COUNTY	C
01	00042645	288.75	12/08/22	13293 ROBERT BREITENBEKER	C
01	00042646	240.50	12/08/22	45314 KAYCE BRICKEY	C
01	00042647	730.00	12/08/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00042648	50,471.37	12/08/22	108217 BRIGHAM CITY CORPORATION	C
01	00042649	11,345.96	12/08/22	113116 BRYSON SALES & SERVICE	C
01	00042650	769.26	12/08/22	54275 ANDREA BULLOCK	C
01	00042651	51.45	12/08/22	57991 EMILEE BURNHAM	C
01	00042652	7,527.78	12/08/22	3271 CANON SOLUTIONS AMERICA	C
01	00042653	135.00	12/08/22	107994 CERTIFIED SHRED	C
01	00042654	21.21	12/08/22	63274 DAVID COOK	C
01	00042655	64.45	12/08/22	49050 JENETTE CROSS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00042656	2,709.17	12/08/22	162470 CRUS OIL INC	C
01	00042657	240.50	12/08/22	62995 BROOKLYN DAVIS	C
01	00042658	723.70	12/08/22	62235 DEX IMAGING LLC	C
01	00042659	3,555.00	12/08/22	60313 DUO GROUP LLC	C
01	00042660	5,530.91	12/08/22	729332 ECONO WASTE INC	C
01	00042661	359.10	12/08/22	58955 BECKY EZOLA	C
01	00042662	210.00	12/08/22	104881 FERGUSON ENTERPRISES INC	C
01	00042663	130.00	12/08/22	60950 ROBERT FRANCKOWIAK	C
01	00042664	4,682.67	12/08/22	143160 FRONTIER COMMUNICATION	C
01	00042665	115.00	12/08/22	61956 JACOB FUHRIMAN	C
01	00042666	433.82	12/08/22	304217 GARLAND CITY	C
01	00042667	600.00	12/08/22	63282 NATASHA GEDDES	C
01	00042668	2,400.10	12/08/22	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00042669	110.73	12/08/22	25470 YVETTE GUNN	C
01	00042670	7,188.25	12/08/22	110559 HARMONY HOME HEALTH LLC	C
01	00042671	8,063.64	12/08/22	50768 INTECH COLLEGIATE HIGH SCHOOL	C
01	00042672	5,807.08	12/08/22	61530 INTELEPEER CLOUD COMMUNICATIONS, LLC	C
01	00042673	7,081.66	12/08/22	111125 IML SECURITY SUPPLY	C
01	00042674	3,745.36	12/08/22	455120 JACKS TIRE & OIL INC	C
01	00042675	4,000.00	12/08/22	109811 JASON HEWLETT ENTERTAINMENT	C
01	00042676	326.34	12/08/22	63142 SHAWN JENSEN	C
01	00042677	15,136.54	12/08/22	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00042678	1,176.27	12/08/22	110259 KONE INC	C
01	00042679	690.27	12/08/22	109818 VALYNN KUNZLER	C
01	00042680	189.60	12/08/22	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00042681	159.31	12/08/22	62030 MARCUS LEONARD	C
01	00042682	2,707.39	12/08/22	58246 LINDE GAS & EQUIPMENT INC	C
01	00042683	122.72	12/08/22	543168 MADDOX RANCH HOUSE	C
01	00042684	107.73	12/08/22	42064 JENNIE MONSEN-HANSEN	C
01	00042685	652.47	12/08/22	57622 DAVID MORRIS	C
01	00042686	761.79	12/08/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00042687	289.45	12/08/22	62405 GABLE MUNN	C
01	00042688	155.61	12/08/22	54330 KALLEE MUNNS	C
01	00042689	25,472.00	12/08/22	43133 NATIONAL FOOD GROUP	C
01	00042690	106.99	12/08/22	52523 BRYCE NELSON	C
01	00042691	241.90	12/08/22	57860 BAILEY NESSEN	C
01	00042692	2,539.04	12/08/22	49859 JACKSON GROUP LOCKBOX	C
01	00042693	200.00	12/08/22	110896 OPPORTUNITY FOUNDATION OF AMER	C
01	00042694	242.09	12/08/22	700077 PERRY CITY	C
01	00042695	1,606.58	12/08/22	732367 RAFT RIVER RURAL	C
01	00042696	14,286.17	12/08/22	892645 ROCKY MOUNTAIN POWER	C
01	00042697	3,250.60	12/08/22	32913 ROYAL WHOLESALE ELECTRIC	C
01	00042698	191.92	12/08/22	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00042699	39.95	12/08/22	110789 CORE BUSINESS TECHNOLOGIES (SIP)	C
01	00042700	1,227.75	12/08/22	43451 SARAH STRINGHAM	C
01	00042701	300.00	12/08/22	46272 ELIZABETH STRONG	C
01	00042702	35.95	12/08/22	110914 SUPERIOR WATER AND AIR INC	C
01	00042703	59.85	12/08/22	53791 ELIZABETH TAYLOR	C
01	00042704	2,231.70	12/08/22	111109 TOM RANDALL DIST	C
01	00042705	385.96	12/08/22	109356 TRANSPORT DIESEL	C
01	00042706	48.95	12/08/22	44512 THE HERALD JOURNAL	C
01	00042707	83.97	12/08/22	108936 KACEE UDY	C
01	00042708	180.00	12/08/22	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00042709	270.00	12/08/22	63177 VALANT MEDICAL SOLUTIONS, INC	C
01	00042710	174.24	12/08/22	24580 VERIZON WIRELESS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00042711	400.00	12/08/22	102864 WALKER CINEMAS	C
01	00042712	7,494.37	12/08/22	924155 WASTE MGMT OF UTAH INC	C
01	00042713	665.07	12/08/22	12939 EMILIE WESTMORELAND	C
01	00042714	262.26	12/08/22	941217 WILLARD CITY CORP	C
01	00042715	139.00	12/08/22	62103 MEKELLE WILLSON	C
01	00042716	10.00	12/08/22	61972 JANET WOOD	C
01	00042717	1,387.10	12/08/22	31364 95 PERCENT GROUP	C
01	00042718	278.85	12/08/22	109320 ABECEDARIAN	C
01	00042719	16,660.00	12/08/22	4611 ABS/ARCHITECT BUILDING SUPPLY	C
01	00042720	5,082.28	12/08/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042721	5,817.00	12/08/22	55395 CLASS CREATOR	C
01	00042722	12,481.43	12/08/22	61930 CONTINENTAL	C
01	00042723	36.72	12/08/22	180241 DEMCO INC	C
01	00042724	1,740.54	12/08/22	62235 DEX IMAGING LLC	C
01	00042725	831.14	12/08/22	103155 EAI EDUCATION	C
01	00042726	2,664.00	12/08/22	63053 EVAC + CHAIR NORTH AMERICA LLC	C
01	00042727	913.86	12/08/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042728	878.90	12/08/22	109704 FOLLETT SOFTWARE COMPANY	C
01	00042729	53.28	12/08/22	386370 HYKO SUPPLY CO	C
01	00042730	1,449.00	12/08/22	100550 JOSTENS INC	C
01	00042731	2,558.00	12/08/22	44369 LADDERPORT	C
01	00042732	209.94	12/08/22	33430 LEADING EDGE LAMINATING	C
01	00042733	41,499.33	12/08/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042734	1,286.88	12/08/22	100359 NASCO MODESTO	C
01	00042735	1,333.81	12/08/22	633340 OFFICE DEPOT	C
01	00042736	74.60	12/08/22	13560 PERIPOLE, INC	C
01	00042737	1,127.57	12/08/22	699420 PERMA BOUND BOOKS	C
01	00042738	181.01	12/08/22	100683 REALLY GOOD STUFF INC	C
01	00042739	25,177.00	12/08/22	110417 RESCO	C
01	00042740	46.15	12/08/22	102477 SCHOOL NURSE SUPPLY	C
01	00042741	8,321.24	12/08/22	108663 SCHOOL OUTFITTERS	C
01	00042742	17,063.79	12/08/22	54313 SCHOOL SPECIALTY, LLC	C
01	00042743	9,041.80	12/08/22	105790 SEMI SERVICE INC	C
01	00042744	1,437.16	12/08/22	157371 STAPLES	C
01	00042745	5,956.00	12/08/22	110040 WALL 2 WALL	C
01	00042746	431.00	12/08/22	57215 WISCONSIN CENTER FOR EDUCATION PROD&SERV	C
01	00042747	80.00	12/15/22	6617 ACME WATER CO	C
01	00042748	3,750.00	12/15/22	109111 GLADYS AGUILERA	C
01	00042749	4,624.67	12/15/22	25909 AMERIGAS PROPANE	C
01	00042750	33.99	12/15/22	110066 NANCY ANDERSON	C
01	00042751	150.00	12/15/22	63339 NICOLA BAIRD	C
01	00042752	7,437.28	12/15/22	85738 BEAR RIVER HIGH SCHOOL	C
01	00042753	803.93	12/15/22	102956 BEAR RIVER MENTAL HEALTH	C
01	00042754	24,502.37	12/15/22	104338 BOX ELDER HIGH SCHOOL	C
01	00042755	3,596.97	12/15/22	108217 BRIGHAM CITY CORPORATION	C
01	00042756	432.20	12/15/22	104843 WAYNE BURRELL	C
01	00042757	104.45	12/15/22	14958 CULLIGAN	C
01	00042758	500.00	12/15/22	48968 DR. DAVE SPEAKS, LLC	C
01	00042759	99.00	12/15/22	49557 MAYRA GARZA	C
01	00042760	225.00	12/15/22	63398 JACQUELINE GUYMON	C
01	00042761	119.00	12/15/22	63428 CATHERINE HANSON	C
01	00042762	131.20	12/15/22	63401 JENNIFER HUNSAKER	C
01	00042763	15,278.91	12/15/22	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00042764	20.00	12/15/22	46698 BOBBI JEPPESEN	C
01	00042765	61.92	12/15/22	467700 JOHNSON ELECTRIC MOTORS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00042766	510.86	12/15/22	111807 JAMIE KENT	C
01	00042767	50.00	12/15/22	63444 AMANDA KUNZLER	C
01	00042768	155.49	12/15/22	108289 DAVID LEE	C
01	00042769	4,350.00	12/15/22	111694 MAPLE SPRINGS	C
01	00042770	666.17	12/15/22	110561 MAXIM HEALTHCARE SERVICES INC	C
01	00042771	3,228.30	12/15/22	44237 MOUNTAIN STAINLESS, INC.	C
01	00042772	5,286.37	12/15/22	111273 NUCO2 LLC	C
01	00042773	1,543.97	12/15/22	3050 OBSERVERTAB, LLC	C
01	00042774	1,500.00	12/15/22	100987 PEARSON EDUCATION CENTER	C
01	00042775	53.00	12/15/22	110378 JESSE THOMAS ROBERTS	C
01	00042776	236.00	12/15/22	762360 RUPP WASTE CONTAINERS INC	C
01	00042777	457.58	12/15/22	50490 AMANDA SAUER	C
01	00042778	37.00	12/15/22	802087 SNOWVILLE WATERWORKS INC	C
01	00042779	4,800.00	12/15/22	110873 SOLUTION TREE	C
01	00042780	5,000.00	12/15/22	112080 SQUIRE & COMPANY	C
01	00042781	26.00	12/15/22	10090 MINDY STUART	C
01	00042782	252.50	12/15/22	5223 SWIRE COCA-COLA	C
01	00042783	86.37	12/15/22	830460 TACO TIME/TREMONTON	C
01	00042784	2,079.00	12/15/22	11240 MASTER TEACHER	C
01	00042785	940.04	12/15/22	852617 TREMONTON CITY CORP	C
01	00042786	2,687.26	12/15/22	55034 UTAH PARENT CENTER, INC	C
01	00042787	75.00	12/15/22	18651 UTAH PUBLIC ED HUMAN RESOURCES ASSOC	C
01	00042788	105,830.15	12/15/22	892916 DGO FUEL NETWORK TEAM	C
01	00042789	5,724.87	12/15/22	891181 LB 410027	C
01	00042790	600.00	12/15/22	63312 SARAH WEAVER	C
01	00042791	116.00	12/15/22	63410 CLAYTON WELCH	C
01	00042792	11,617.33	12/15/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042793	449.00	12/15/22	106497 APPLE STORE	C
01	00042794	2,183.65	12/15/22	31658 BSN SPORTS	C
01	00042795	683.50	12/15/22	51055 BULK BOOKSTORE	C
01	00042796	300.00	12/15/22	86 BUSINESS SOLUTIONS GROUP	C
01	00042797	1,186.00	12/15/22	3271 CANON SOLUTIONS AMERICA	C
01	00042798	623.45	12/15/22	59269 CUMMINS SALES AND SERVICE	C
01	00042799	584.44	12/15/22	105243 DECKER INC	C
01	00042800	2,665.00	12/15/22	100293 DELL INC	C
01	00042801	156.54	12/15/22	180241 DEMCO INC	C
01	00042802	910.80	12/15/22	62235 DEX IMAGING LLC	C
01	00042803	157.60	12/15/22	103155 EAI EDUCATION	C
01	00042804	7,607.85	12/15/22	212299 EDUTEK CORPORATION	C
01	00042805	741.00	12/15/22	57207 FILTERBUY INC.	C
01	00042806	373.65	12/15/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042807	329.57	12/15/22	386370 HYKO SUPPLY CO	C
01	00042808	57.24	12/15/22	111783 MY BINDING	C
01	00042809	13,582.50	12/15/22	44172 NORCO INC	C
01	00042810	1,050.00	12/15/22	62464 OZO EDU, INC	C
01	00042811	452.39	12/15/22	699420 PERMA BOUND BOOKS	C
01	00042812	90.00	12/15/22	101706 SCHOLASTIC STORE ONLINE	C
01	00042813	915.38	12/15/22	108663 SCHOOL OUTFITTERS	C
01	00042814	1,068.70	12/15/22	157371 STAPLES	C
01	00042815	306.66	12/15/22	866716 UCI ACCOUNTS RECEIVABLE	C
01	00042816	1,148.19	12/21/22	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00042817	4,447.48	12/21/22	999014 AMERICAN FAMILY LIFE COMP	C
01	00042818	30.00	12/21/22	999027 B E SCHOOL BOARD FUND	C
01	00042818	-30.00	12/22/22	999027 B E SCHOOL BOARD FUND	CV
01	00042819	30.00	12/21/22	999030 BENEFICIAL LIFE INSURANCE CO.	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00042820	560.73	12/21/22	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00042821	247.00	12/21/22	999055 BOX ELDER FOUNDATION	C
01	00042822	1,564.15	12/21/22	999033 BUREAU CHILD SUPPORT SERV	C
01	00042823	32,784.67	12/21/22	999077 DENTAL SELECT	C
01	00042824	5,850.00	12/21/22	999021 ELEVATE CREDIT UNION	C
01	00042825	561.01	12/21/22	999019 EMI HEALTH	C
01	00042826	69.12	12/21/22	999017 GLOBE LIFE INSURANCE CO	C
01	00042827	22,281.35	12/21/22	999035 HORACE MANN INSURANCE COMPANY	C
01	00042828	610.00	12/21/22	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00042829	336.11	12/21/22	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00042830	423.96	12/21/22	999111 MEADE RECOVERY SERVICES LLC	C
01	00042831	8,455.00	12/21/22	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00042832	10,921.90	12/21/22	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00042833	63.73	12/21/22	999156 OLSON SHANER	C
01	00042834	3,645.40	12/21/22	999008 OPTICARE	C
01	00042835	431.94	12/21/22	999038 OUTSOURCE RECEIVABLES	C
01	00042836	765,988.60	12/21/22	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00042837	1,432.50	12/21/22	999032 PRE-PAID LEGAL SERVICES	C
01	00042838	21,580.12	12/21/22	999018 THE HARTFORD	C
01	00042839	436.23	12/21/22	48119 TITANIUM FUNDS	C
01	00042840	490.00	12/21/22	999012 UESP	C
01	00042841	15,658.62	12/21/22	999007 UTAH EDUCATION ASSOCIATION	C
01	00042842	6,558.35	12/21/22	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00042843	227,551.02	12/21/22	999003 UTAH STATE TAX COMMISSION	C
01	00042844	120.00	12/22/22	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00042845	2,210.00	12/22/22	109929 ASHA / AMERICAN SPEECH LANGUAGE	C
01	00042846	997.50	12/22/22	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00042847	1,342.50	12/22/22	44067 RENEE C. BEARD	C
01	00042848	1,000.00	12/22/22	12033 BOB'S BODY SHOP	C
01	00042849	870.87	12/22/22	104370 BOX ELDER NEWS JOURNAL	C
01	00042850	38.00	12/22/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00042851	261.50	12/22/22	8354 JONATHAN CALL	C
01	00042852	642.33	12/22/22	890740 CENTURYLINK LONG DISTANCE	C
01	00042853	702.00	12/22/22	40363 CIO MEDICAL SERVICES	C
01	00042854	300.00	12/22/22	54798 CAROL YI-CHOU COLVER	C
01	00042855	970.00	12/22/22	15660 DAKTRONICS	C
01	00042856	244.00	12/22/22	24317 EPILOG LASER	C
01	00042857	13,354.84	12/22/22	107136 ERS HEATING & COOLING	C
01	00042858	110.25	12/22/22	60950 ROBERT FRANCKOWIAK	C
01	00042859	4,141.25	12/22/22	4456 GOLDEN SPIKE ELECTRIC	C
01	00042860	25.75	12/22/22	385620 WADE H HYDE	C
01	00042861	19,078.61	12/22/22	49026 IVY LANE PEDATRICS	C
01	00042862	1,222.47	12/22/22	7757 GERALD JACKMAN	C
01	00042863	19,553.99	12/22/22	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00042864	99.00	12/22/22	59145 CHANELLE JOHNSON	C
01	00042865	297.82	12/22/22	9652 MARK JOHNSON	C
01	00042866	423.80	12/22/22	63479 JASON JONES	C
01	00042867	1,202.50	12/22/22	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00042868	95.79	12/22/22	60941 NATALIE MCGUIRE	C
01	00042869	100.29	12/22/22	111603 KURT MOULTON	C
01	00042870	2,060.63	12/22/22	3050 OBSERVERTAB, LLC	C
01	00042871	1,000.00	12/22/22	18015 PEX FITNESS	C
01	00042872	784.00	12/22/22	12807 RICH'S SHOP EQUIPMENT INC	C
01	00042873	42,863.23	12/22/22	892645 ROCKY MOUNTAIN POWER	C
01	00042874	323.00	12/22/22	105185 RURAL WATER ASSOCIATION	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00042875	52.00	12/22/22	58360 ALEXIS RUZICH	C
01	00042876	93.63	12/22/22	58920 ANGIE SMOOT	C
01	00042877	49.58	12/22/22	45756 KELLY SORENSEN	C
01	00042878	80.00	12/22/22	4448 MARK TAYLOR	C
01	00042879	600.00	12/22/22	9113 EVA TYGER	C
01	00042880	225.00	12/22/22	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00042881	6,592.32	12/22/22	24580 VERIZON WIRELESS	C
01	00042882	234.25	12/22/22	62510 JESSICA WAITE	C
01	00042883	92.83	12/22/22	111182 HEATHER WATTS	C
01	00042884	1,000.00	12/22/22	38210 OGDEN ECCLES CONFERENCE CENTER	C
01	00042885	128.00	12/22/22	40223 MARGARET SAM YATES	C
01	00042886	179.94	12/22/22	14222 CARLA ZUNDEL	C
01	00042887	181.50	12/22/22	31364 95 PERCENT GROUP	C
01	00042888	6,135.16	12/22/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042889	901.40	12/22/22	51055 BULK BOOKSTORE	C
01	00042890	1,710.58	12/22/22	49158 COMMERCIAL TIRE INC	C
01	00042891	27,470.00	12/22/22	44504 CROWN EQUIPMENT CORP	C
01	00042892	83.88	12/22/22	180241 DEMCO INC	C
01	00042893	546.48	12/22/22	62235 DEX IMAGING LLC	C
01	00042894	246.15	12/22/22	103155 EAI EDUCATION	C
01	00042895	415.61	12/22/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042896	11,031.90	12/22/22	100148 HIGH NOON BOOKS	C
01	00042897	1,575.96	12/22/22	367473 HOBART	C
01	00042898	85.20	12/22/22	386370 HYKO SUPPLY CO	C
01	00042899	16.30	12/22/22	1791 INTERSTATE ALL BATTERIES CENTER	C
01	00042900	83.74	12/22/22	11894 LIBRARY STORE	C
01	00042901	570.00	12/22/22	111013 MARKERBOARD PEOPLE	C
01	00042902	260.61	12/22/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042903	2,749.86	12/22/22	633340 OFFICE DEPOT	C
01	00042904	827.23	12/22/22	699420 PERMA BOUND BOOKS	C
01	00042905	860.33	12/22/22	28282 READING WAREHOUSE	C
01	00042906	111,908.00	12/22/22	110840 RUSH TRUCK CENTER OF UTAH	C
01	00042907	6,605.17	12/22/22	103604 SCHOLASTIC EDUCATION	C
01	00042908	657.90	12/22/22	54313 SCHOOL SPECIALTY, LLC	C
01	00042909	5,017.92	12/22/22	157371 STAPLES	C
01	00042910	145.73	12/22/22	824825 SWANSON BUILDING MATERIALS INC	C
01	00042911	136.74	12/22/22	39845 TOLEDO PHYSICAL EDUCATION SUPPLY INC	C
01	00042912	717.00	12/22/22	866716 UCI ACCOUNTS RECEIVABLE	C
01	00042913	248.60	12/22/22	109355 VOYAGER SOPRIS LEARNING	C
01	00042914	120.00	12/22/22	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00042915	247.00	12/22/22	110040 WALL 2 WALL	C
01	05121222	172,153.91	12/12/22	888540 US BANK	M
01	07123123	132,697.75	12/21/22	999070 HEALTH EQUITY INC	M
01	08122122	1,760,568.66	12/21/22	999005 UTAH STATE RETIREMENT FUND	M
01	09120222	67,863.32	12/21/22	999140 BANK OF UTAH	M
01	09120522	9,588.05	12/21/22	999140 BANK OF UTAH	M
01	09122022	163,152.37	12/21/22	999140 BANK OF UTAH	M
01	09123122	1,132,763.14	12/21/22	999140 BANK OF UTAH	M
Total Bank No 01		6,519,884.34			
02	00101100	396.90	12/01/22	37354 ATTAINMENT COMPANY INC	C
02	00101101	1,410.44	12/01/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101102	1,518.71	12/01/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101103	140.72	12/01/22	286060 FLINN SCIENTIFIC	C
02	00101104	584.38	12/01/22	62502 FORESTRY SUPPLIERS INC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
02	00101105	740.00	12/01/22	10804 MUSIC THEATRE INTERNATIONAL	C
02	00101106	35.99	12/01/22	109804 WARD'S NATURAL SCIENCE	C
02	00101107	384.45	12/08/22	25534 ACADEMIC SUCCESS FOR ALL LEARNERS	C
02	00101108	498.12	12/08/22	347560 ALICE C HARRIS INTERM SCH	C
02	00101109	94.98	12/08/22	62472 BRACKITZ	C
02	00101110	222.39	12/08/22	105382 DAY MURRAY MUSIC LLC	C
02	00101111	300.00	12/08/22	186330 DISCOVERY SCHOOL	C
02	00101112	330.00	12/08/22	100148 HIGH NOON BOOKS	C
02	00101113	184.26	12/08/22	45560 LAKESHORE LEARNING MATERIALS	C
02	00101114	248.60	12/08/22	719580 PRO ED	C
02	00101115	105.00	12/15/22	85748 BEAR RIVER MIDDLE SCHOOL	C
02	00101116	20,000.00	12/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101117	500.00	12/15/22	85559 CENTURY ELEMENTARY	C
02	00101118	326.50	12/15/22	62502 FORESTRY SUPPLIERS INC	C
02	00101119	500.00	12/22/22	14575 AIRMOTIVE SERVICE	C
02	00101120	1,006.33	12/22/22	62685 ALIGNED EDUCATIONAL RESOURCES LLC	C
02	00101121	26,108.90	12/22/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101122	445.69	12/22/22	109248 J W PEPPER MUSIC	C
Total Bank No 02		56,082.36			
11	01104280	441.44	12/01/22	101520 BELL JANITORIAL	A
11	01104281	21,306.54	12/01/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104282	1,088.16	12/01/22	105340 PEGGY CHAMBERS	A
11	01104283	2,709.97	12/01/22	53473 CHARLIE'S PRODUCE	A
11	01104284	291.18	12/01/22	322776 GRAINGERS INC	A
11	01104285	278.37	12/01/22	27260 STEVEN C HANSEN	A
11	01104286	122,425.20	12/01/22	27243 KELLY SERVICES INC	A
11	01104287	11,664.00	12/01/22	39438 TURNITIN LLC	A
11	01104288	2,259.16	12/01/22	100866 VALCOM	A
11	01104289	349.92	12/01/22	100590 WAXIE SANITARY SUPPLY	A
11	01104290	1,746.36	12/08/22	56618 MARIA BANUELOS	A
11	01104291	189.68	12/08/22	101520 BELL JANITORIAL	A
11	01104292	37.00	12/08/22	60933 MICHAEL BIRD	A
11	01104293	36.00	12/08/22	107376 KAYLENE BOND	A
11	01104294	36.00	12/08/22	18384 CRISTINA BRADSHAW	A
11	01104295	138.84	12/08/22	102177 BRADY INDUSTRIES LLC	A
11	01104296	7,348.00	12/08/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104297	322.55	12/08/22	106437 CARSON ELEVATOR CO INC	A
11	01104298	211.64	12/08/22	134250 CEM SALES & SERVICE	A
11	01104299	3,110.94	12/08/22	53473 CHARLIE'S PRODUCE	A
11	01104300	7,750.00	12/08/22	60500 DOABLE WELLNESS	A
11	01104301	48,838.39	12/08/22	728870 DOMINION ENERGY UTAH	A
11	01104302	780,260.23	12/08/22	107656 DWA CONSTRUCTION INC	A
11	01104303	34.20	12/08/22	12165 AMANDA FRANCIS	A
11	01104304	48.00	12/08/22	108590 CINDY GIBBS	A
11	01104305	40.48	12/08/22	322776 GRAINGERS INC	A
11	01104306	33.00	12/08/22	36706 MONICA GROVER	A
11	01104307	36.00	12/08/22	110864 JEFF HUNT	A
11	01104308	723.03	12/08/22	62014 LEVI JENSEN	A
11	01104309	36.00	12/08/22	56669 SHEA L JENSEN	A
11	01104310	36.00	12/08/22	110088 MICHAEL JOHNSON	A
11	01104311	76.86	12/08/22	62758 ELIZABETH KELLEY	A
11	01104312	173.88	12/08/22	59129 DESI LARSEN	A
11	01104313	36.00	12/08/22	29777 JAMES O MAY	A
11	01104314	65.00	12/08/22	49999 BILLY MCFARLAND	A

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
11	01104315	48.00	12/08/22	10936 JONI MITCHELL	A
11	01104316	639.48	12/08/22	43982 MIKE MOORE	A
11	01104317	68.00	12/08/22	25640 RAMONA MORA	A
11	01104318	64.00	12/08/22	54356 MARISSA NELSON	A
11	01104319	73.00	12/08/22	23817 CYNTHIA A PAGE	A
11	01104320	45.00	12/08/22	112077 BOB PROFAIZER	A
11	01104321	37.00	12/08/22	45349 LADAWN RICHINS	A
11	01104322	677.67	12/08/22	21130 AMBER ROSE	A
11	01104323	40.00	12/08/22	58858 ANNA SHERMAN	A
11	01104324	4,927.50	12/08/22	803050 SHI INTERNATIONAL CORP	A
11	01104325	667.59	12/08/22	12793 SONYA SPACKMAN	A
11	01104326	36.00	12/08/22	15326 PEGGY SUE STEWART	A
11	01104327	51.24	12/08/22	62731 MADISON TANNER	A
11	01104328	52.00	12/08/22	852290 SANDIE TRAPP	A
11	01104329	923.51	12/08/22	100866 VALCOM	A
11	01104330	40.26	12/08/22	62740 SARAH WARR	A
11	01104331	1,567.15	12/08/22	100590 WAXIE SANITARY SUPPLY	A
11	01104332	45.00	12/08/22	28150 KARIE WEAVER	A
11	01104333	408.24	12/08/22	44075 LEANNE WRIGHT	A
11	01104334	1,744.50	12/15/22	101520 BELL JANITORIAL	A
11	01104335	67.80	12/15/22	48011 GAILE BINGHAM	A
11	01104336	36.00	12/15/22	45330 MEAGAN BRANCH	A
11	01104337	580.54	12/15/22	134250 CEM SALES & SERVICE	A
11	01104338	461.31	12/15/22	53473 CHARLIE'S PRODUCE	A
11	01104339	36.00	12/15/22	54577 BRITNEE CHRISTENSEN	A
11	01104340	36.00	12/15/22	32247 ANGELA CHRISTIANSEN	A
11	01104341	36.00	12/15/22	103095 KISHA C COLLOM	A
11	01104342	30.60	12/15/22	108521 MELANIE CROUCH	A
11	01104343	59,659.45	12/15/22	728870 DOMINION ENERGY UTAH	A
11	01104344	48.00	12/15/22	28169 GREGORY J DUPUIS	A
11	01104345	36.00	12/15/22	56480 ANDRIA HANSEN	A
11	01104346	90.00	12/15/22	111750 MARCI HATCH	A
11	01104347	36.00	12/15/22	40320 JACINDA HEYDER	A
11	01104348	28.00	12/15/22	37664 ASHLEY JENSEN	A
11	01104349	49,293.20	12/15/22	27243 KELLY SERVICES INC	A
11	01104350	36.00	12/15/22	52493 ROBERT KENNER	A
11	01104351	32.40	12/15/22	493170 STEVEN G KIMBER	A
11	01104352	2,827.74	12/15/22	18996 MAKERBOT INDUSTRIES LLC	A
11	01104353	64.00	12/15/22	21962 MARK NELSON	A
11	01104354	48.00	12/15/22	55930 MCKELLEN RADER	A
11	01104355	52.00	12/15/22	777230 JAY DEE SCOTT	A
11	01104356	36.00	12/15/22	63304 KAYLEE SILVESTER	A
11	01104357	37.00	12/15/22	58866 RACHEL SMITH	A
11	01104358	131.80	12/15/22	6009 IRLANDA STEVENS	A
11	01104359	244,639.89	12/15/22	12688 SYSCO	A
11	01104360	36.00	12/15/22	919010 MARY R WALKER	A
11	01104361	32.00	12/15/22	34509 SHARA LEE WARD	A
11	01104362	552.72	12/15/22	100590 WAXIE SANITARY SUPPLY	A
11	01104363	6,351.50	12/15/22	26077 WAZZLE SOLUTIONS	A
11	01104364	80.00	12/15/22	40002 MAURY WHEATLEY	A
11	01104365	135.24	12/22/22	3379 LINN BECK	A
11	01104366	525.32	12/22/22	101520 BELL JANITORIAL	A
11	01104367	3,072.00	12/22/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104368	10,980.00	12/22/22	100325 CDW GOVERNMENT INC	A
11	01104369	1,159.93	12/22/22	134250 CEM SALES & SERVICE	A

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
11	01104370	31,629.24	12/22/22	53473 CHARLIE'S PRODUCE	A
11	01104371	408.96	12/22/22	322776 GRAINGERS INC	A
11	01104372	450.00	12/22/22	18996 MAKERBOT INDUSTRIES LLC	A
11	01104373	10.00	12/22/22	47686 TNT ENGRAVING	A
11	01104374	824.82	12/22/22	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		1,440,960.62			
20	10400499	52.14	12/14/22	104321 BOX ELDER SCHOOL DISTRICT	C
20	10400500	127.40	12/16/22	19178 CHEAPER THAN SHIRT	C
Total Bank No 20		179.54			
21	12500762	40.00	12/16/22	104370 BOX ELDER NEWS JOURNAL	C
21	12500763	221.65	12/16/22	158220 COVER UP	C
21	12500764	100.00	12/16/22	106202 JOHN FINDLAY	C
21	12500765	55.55	12/16/22	489250 KENTS MARKET PL/BRIGHAM	C
21	12500766	361.44	12/16/22	11111 P-CARD VENDOR	C
21	12500767	34.95	12/16/22	110914 SUPERIOR WATER AND AIR INC	C
Total Bank No 21		813.59			
22	13200684	74.70	12/01/22	3549 JONES SCHOOL SUPPLY CO, INC.	C
22	13200685	2,536.00	12/02/22	15342 ALL FOR KIDZ	C
22	13200686	142.48	12/15/22	105981 KRISTI N CAPENER	C
22	13200687	158.42	12/15/22	489240 KENTS MARKET PL/TREMONTON	C
22	13200688	100.00	12/15/22	63231 ELANOR STRINGHAM	C
22	13200689	146.33	12/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200689	-146.33	12/15/22	104321 BOX ELDER SCHOOL DISTRICT	CV
Total Bank No 22		3,011.60			
24	13601040	113.83	12/14/22	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601041	484.97	12/14/22	489240 KENTS MARKET PL/TREMONTON	C
24	13601042	161.88	12/14/22	43567 PENCIL WHOLESALER LLC	C
24	13601043	416.00	12/14/22	13560 PERIPOLE, INC	C
Total Bank No 24		1,176.68			
25	15000721	97.18	12/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 25		97.18			
26	16401033	541.32	12/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401034	36.91	12/19/22	489240 KENTS MARKET PL/TREMONTON	C
26	16401035	902.62	12/19/22	46965 LITTLE REDS LLC	C
26	16401036	65.00	12/19/22	39667 SIGN GYPSIES BOX ELDER	C
26	16401037	30.00	12/19/22	110914 SUPERIOR WATER AND AIR INC	C
26	16401038	303.27	12/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 26		1,879.12			
28	16701159	15.00	12/15/22	1 DANIELLE BEER	C
28	16701160	789.60	12/15/22	45500 BOX ELDER SCHOOL DISTRICT	C
28	16701161	214.90	12/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701162	334.87	12/15/22	14958 CULLIGAN	C
28	16701163	248.63	12/15/22	489240 KENTS MARKET PL/TREMONTON	C
28	16701164	80.00	12/15/22	55905 MD SECURE STORAGE	C
Total Bank No 28		1,683.00			
29	16800502	130.00	12/21/22	45934 KUNZLER CATERING	C
Total Bank No 29		130.00			
30	17200617	261.75	12/09/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
30	17200618	204.62	12/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200619	25.00	12/20/22	103778 SCHOLASTIC BOOK CLUBS	C
30	17200620	780.00	12/20/22	102864 WALKER CINEMAS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
Total Bank No 30		1,271.37			
31	18800367	20.00	12/01/22	39047 OUTBACK DIGITAL DESIGN	C
Total Bank No 31		20.00			
32	20000284	121.80	12/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 32		121.80			
33	30402816	10.00	12/08/22	1 ASHLEY WOOD	C
33	30402817	37.61	12/08/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402818	130.00	12/08/22	45500 BOX ELDER SCHOOL DISTRICT	C
33	30402819	463.90	12/08/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402820	625.50	12/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402821	50.00	12/14/22	1 KENDI OSTERMILLER	C
33	30402822	987.42	12/14/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402823	1,408.28	12/14/22	489240 KENTS MARKET PL/TREMONTON	C
33	30402824	1,664.48	12/20/22	38032 AMAZON CAPITAL SERVICES INC	C
Total Bank No 33		5,377.19			
34	30803261	203.00	12/01/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
34	30803262	4.60	12/01/22	702688 PETTY CASH	C
34	30803263	1,258.86	12/01/22	5908 WALMART COMMUNITY	C
34	30803264	826.55	12/07/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803265	158.05	12/07/22	4960 OLD GRIST MILL BREAD	C
34	30803266	345.00	12/07/22	102864 WALKER CINEMAS	C
34	30803267	14.99	12/14/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803268	414.50	12/14/22	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803269	835.87	12/14/22	158220 COVER UP	C
34	30803270	107.73	12/14/22	109704 FOLLETT SOFTWARE COMPANY	C
34	30803271	68.99	12/14/22	109248 J W PEPPER MUSIC	C
34	30803272	144.04	12/14/22	633340 OFFICE DEPOT	C
34	30803273	291.70	12/14/22	106055 BLICK ART MATERIALS	C
34	30803274	168.24	12/14/22	33430 LEADING EDGE LAMINATING	C
Total Bank No 34		4,842.12			
35	40403006	53.49	12/01/22	1 AMANDA HALL	C
35	40403007	53.49	12/01/22	1 CAREY CHRISTENSEN	C
35	40403008	53.49	12/01/22	1 JEREMY KUPFER	C
35	40403009	811.24	12/01/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40403010	50.00	12/01/22	999140 BANK OF UTAH	C
35	40403011	1,172.00	12/01/22	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
35	40403012	187.40	12/01/22	45500 BOX ELDER SCHOOL DISTRICT	C
35	40403013	67.50	12/01/22	109248 J W PEPPER MUSIC	C
35	40403014	243.97	12/01/22	729276 QUILL CORPORATION	C
35	40403015	51.06	12/01/22	830460 TACO TIME/TREMONTON	C
35	40403016	50.32	12/01/22	102470 THE BOOK TABLE	C
35	40403017	51.24	12/08/22	1 ASHLEY WATSON	C
35	40403018	52.14	12/08/22	1 RACHEL TYLER	C
35	40403019	60.68	12/08/22	1 SHARELLE NELSON	C
35	40403020	169.26	12/08/22	1724 ACE HARDWARE TREMONTON	C
35	40403021	1,031.30	12/08/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40403022	65.00	12/08/22	45500 BOX ELDER SCHOOL DISTRICT	C
35	40403023	1,822.70	12/08/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40403024	273.33	12/08/22	17078 CHERRY TREE	C
35	40403025	39.95	12/08/22	110914 SUPERIOR WATER AND AIR INC	C
35	40403026	407.76	12/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40403027	100.00	12/15/22	1 JEFFREY PARSONS	C
35	40403028	114.01	12/15/22	38032 AMAZON CAPITAL SERVICES INC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
35	40403029	25.20	12/15/22	999140 BANK OF UTAH	C
35	40403030	500.00	12/15/22	85738 BEAR RIVER HIGH SCHOOL	C
35	40403031	3,442.89	12/15/22	31658 BSN SPORTS	C
35	40403032	1,120.40	12/15/22	489240 KENTS MARKET PL/TREMONTON	C
35	40403033	667.00	12/15/22	57703 MIKAROSE LLC	C
35	40403034	21.55	12/15/22	45225 TERESA ROBERTS	C
35	40403035	49.41	12/15/22	102470 THE BOOK TABLE	C
35	40403036	33.50	12/21/22	38032 AMAZON CAPITAL SERVICES INC	C
Total Bank No 35		12,841.28			
36	40804027	52.14	12/05/22	1 MICHELLE BREIDER	C
36	40804028	52.14	12/05/22	1 OLHA BARYLO	C
36	40804029	5.32	12/05/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40804030	1,349.00	12/05/22	104338 BOX ELDER HIGH SCHOOL	C
36	40804031	406.00	12/05/22	28991 FAMILY, CAREER AND COMMUNITY LEADERS OF	C
36	40804032	993.87	12/05/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C
36	40804033	295.95	12/05/22	108299 STEVE WEISS MUSIC	C
36	40804034	48.75	12/08/22	112046 ACE HARDWARE - BRIGHAM	C
36	40804035	757.25	12/08/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40804036	643.17	12/08/22	106895 BADGER SCREEN PRINTING CO	C
36	40804037	8.55	12/08/22	48240 STACI BISHOP	C
36	40804038	325.40	12/08/22	1791 INTERSTATE ALL BATTERIES CENTER	C
36	40804039	14.28	12/08/22	10731 SMITH'S CUSTOMER CHARGES	C
36	40804040	596.00	12/08/22	59293 UTAH COUNCIL OF TEACHERS OF ENGLISH	C
36	40804041	99.00	12/13/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40804042	1,209.12	12/13/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804043	100.00	12/13/22	106202 JOHN FINDLAY	C
36	40804044	71.10	12/13/22	822122 SUMMERHAYS MUSIC CENTER	C
36	40804045	47.55	12/16/22	1 CARSON PETERSON	C
36	40804046	157.92	12/16/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40804047	337.00	12/16/22	45500 BOX ELDER SCHOOL DISTRICT	C
36	40804048	827.53	12/16/22	489250 KENTS MARKET PL/BRIGHAM	C
36	40804049	915.00	12/16/22	46965 LITTLE REDS LLC	C
36	40804049	-915.00	12/21/22	46965 LITTLE REDS LLC	CV
36	40804050	166.20	12/16/22	4960 OLD GRIST MILL BREAD	C
Total Bank No 36		8,563.24			
37	70412723	4,090.70	12/01/22	158220 COVER UP	C
37	70412724	600.00	12/01/22	7137 MORGAN HIGH SCHOOL	C
37	70412725	1,012.40	12/01/22	63150 SONR INC	C
37	70412726	414.20	12/01/22	25674 STUDIO R MEDIA	C
37	70412727	3,790.39	12/01/22	111790 SUNSTONE POTTERY	C
37	70412728	1,885.00	12/01/22	53961 THE VATA PROJECT LLC	C
37	70412729	60.84	12/06/22	1 ASPEN WHITE	C
37	70412730	60.84	12/06/22	1 LADAUNE VONK	C
37	70412731	60.84	12/06/22	1 LINDSI FLORENCE	C
37	70412732	60.84	12/06/22	1 MERIDETH NIELSEN	C
37	70412733	195.00	12/06/22	1 RYAN NAY	C
37	70412734	62.85	12/06/22	1 TINKA ATENCIO	C
37	70412735	60.84	12/06/22	1 TOBEY WILLDEN	C
37	70412736	452.50	12/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412737	1,551.50	12/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412738	350.00	12/06/22	13838 EVANSTON HIGH SCHOOL	C
37	70412739	1,121.89	12/06/22	63258 HOLIDAY INN EXPRESS OF NEPHI	C
37	70412740	400.00	12/06/22	50601 JUAB HIGH SCHOOL	C
37	70412741	70.00	12/06/22	44172 NORCO INC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
37	70412742	1,448.90	12/06/22	25453 PRIDE EMBROIDERY & SCREEN PRINTING	C
37	70412743	3,949.46	12/06/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70412744	444.01	12/06/22	16535 VEX ROBOTICS	C
37	70412745	62.85	12/08/22	1 JENNI HEPWORTH	C
37	70412746	24.00	12/08/22	1 KIM NOWAK	C
37	70412747	275.42	12/08/22	1724 ACE HARDWARE TREMONTON	C
37	70412748	1,102.53	12/08/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412749	133.14	12/08/22	85738 BEAR RIVER HIGH SCHOOL	C
37	70412750	1,216.35	12/08/22	106055 BLICK ART MATERIALS	C
37	70412751	1,245.52	12/08/22	63266 COMFORT INN EVANSTON	C
37	70412752	44.00	12/08/22	173340 DAR'S JJ WHITE BLACKSMITH	C
37	70412753	41.94	12/08/22	286060 FLINN SCIENTIFIC	C
37	70412754	305.94	12/08/22	830460 TACO TIME/TREMONTON	C
37	70412755	1,577.93	12/08/22	56502 TOWNEPLACE SUITES BY MARRIOTT	C
37	70412756	6,196.03	12/13/22	31658 BSN SPORTS	C
37	70412757	1,353.15	12/13/22	230 CAROLINA BIOLOGICAL	C
37	70412758	2,163.24	12/13/22	6742 CLARION SUITES	C
37	70412759	60.00	12/13/22	37672 EWELL EDUCATIONAL SERVICES INC	C
37	70412760	1,000.00	12/13/22	361 INTERMOUNTAIN HEALTHCARE	C
37	70412761	5,535.14	12/13/22	489240 KENTS MARKET PL/TREMONTON	C
37	70412762	1,370.00	12/13/22	489240 KENTS MARKET PL/TREMONTON	C
37	70412763	51.00	12/13/22	13684 LAYTON HIGH SCHOOL	C
37	70412764	26.90	12/13/22	7161 MILLER GAS CO, INC	C
37	70412765	750.00	12/13/22	28860 RENO TOURNAMENT OF CHAMPIONS	C
37	70412766	35.00	12/13/22	110914 SUPERIOR WATER AND AIR INC	C
37	70412767	200.00	12/13/22	27383 UTAH RESTAURANT ASSOCIATION	C
37	70412768	340.00	12/13/22	14923 WEBER HIGH SCHOOL WRESTLING	C
37	70412769	1,201.62	12/15/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412770	9,227.89	12/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412771	340.00	12/15/22	40363 CIO MEDICAL SERVICES	C
37	70412772	300.00	12/15/22	18090 PRESTON HIGH SCHOOL	C
37	70412773	171.00	12/15/22	16497 ROCKY MOUNTAIN AIR SOLUTIONS	C
37	70412774	2,211.00	12/15/22	6149 THE LOGO SHOP	C
37	70412775	140.40	12/15/22	7170 THE PIE DUMP	C
37	70412776	1,085.00	12/15/22	21393 UTAH THEATRE ASSOCIATION	C
37	70412777	470.00	12/20/22	1 JEANE CLARK	C
37	70412778	600.00	12/20/22	1 KERI VAN TASSELL	C
37	70412779	1,151.97	12/20/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412780	1,900.33	12/20/22	106895 BADGER SCREEN PRINTING CO	C
37	70412781	16,058.66	12/20/22	31658 BSN SPORTS	C
37	70412782	1,624.99	12/20/22	59498 CHRISTENSEN ARMS	C
37	70412783	45.00	12/20/22	14982 JESSIKA DAVIS	C
37	70412784	240.00	12/20/22	56340 IMAGINE IT VINYL	C
37	70412785	12.64	12/20/22	633340 OFFICE DEPOT	C
37	70412786	310.00	12/20/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70412787	46.00	12/20/22	40010 SOUTHEASTERN PERFORMANCE APPAREL	C
37	70412788	1,535.74	12/20/22	157371 STAPLES	C
37	70412789	190.95	12/20/22	25674 STUDIO R MEDIA	C
37	70412790	800.00	12/20/22	7595 UTAH COLOR GUARD CIRCUIT	C
37	70412791	344.22	12/20/22	16535 VEX ROBOTICS	C
37	70412792	384.45	12/20/22	27812 WEISSMAN'S THEATRICAL SUPPLY	C
37	70412793	946.62	12/21/22	106055 BLICK ART MATERIALS	C
37	70412794	255.00	12/21/22	29408 SHARON SMOOT	C

Total Bank No 37

88,846.56

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70812232	-1,268.75	12/13/22	59595 GOLF TEAM PRODUCTS	CV
38	70812537	-300.00	12/05/22	891181 UTAH STATE UNIVERSITY	CV
38	70812569	92.86	12/02/22	1 DENISE WHITNEY	C
38	70812570	63.89	12/02/22	45500 BOX ELDER SCHOOL DISTRICT	C
38	70812571	141.60	12/02/22	106055 BLICK ART MATERIALS	C
38	70812572	1,520.51	12/02/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812573	41.00	12/02/22	107994 CERTIFIED SHRED	C
38	70812574	1,489.95	12/02/22	31003 HOLIDAY INN EXPRESS/SANDY	C
38	70812575	489.40	12/02/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70812576	215.00	12/02/22	36200 RIVERTON HIGH SCHOOL	C
38	70812577	948.75	12/02/22	111790 SUNSTONE POTTERY	C
38	70812578	6,215.00	12/02/22	19488 T SHIRT CHOP SHOP	C
38	70812579	1,472.00	12/02/22	7536 UNIVERSAL ATHLETICS,LLC	C
38	70812580	2,160.00	12/02/22	21393 UTAH THEATRE ASSOCIATION	C
38	70812581	100.00	12/02/22	100471 WEBER STATE UNIVERSITY	C
38	70812582	62.85	12/06/22	1 CHRISTINA MOLGARD	C
38	70812583	60.84	12/06/22	1 HEATHER MANN	C
38	70812584	21.00	12/06/22	1 JEFF RAWLINS	C
38	70812585	71.73	12/06/22	1 JOSE CONTRERAS	C
38	70812586	60.84	12/06/22	1 KAMI MECHAM	C
38	70812587	60.84	12/06/22	1 KARIANNE EWELL	C
38	70812588	25.44	12/06/22	1 LARNA KING	C
38	70812589	60.84	12/06/22	1 MEGAN MCFARLAND	C
38	70812590	60.84	12/06/22	1 MEREDITH GREEN	C
38	70812591	60.84	12/06/22	1 NELLIE BAZAN	C
38	70812592	60.84	12/06/22	1 NICOLE TOWNSEND	C
38	70812593	75.58	12/06/22	1 TYLER OLSEN	C
38	70812594	653.99	12/06/22	112046 ACE HARDWARE - BRIGHAM	C
38	70812595	1,192.73	12/06/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812596	806.88	12/06/22	50660 BEST WESTERN PARADISE INN NEPHI	C
38	70812597	2,937.31	12/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812598	588.00	12/06/22	111598 MARIANNE BREITENBEKER	C
38	70812599	459.53	12/06/22	31658 BSN SPORTS	C
38	70812600	125.00	12/06/22	19178 CHEAPER THAN SHIRT	C
38	70812601	6.00	12/06/22	109248 J W PEPPER MUSIC	C
38	70812602	400.00	12/06/22	50601 JUAB HIGH SCHOOL	C
38	70812603	825.00	12/06/22	13684 LAYTON HIGH SCHOOL	C
38	70812604	1,435.40	12/06/22	543168 MADDOX RANCH HOUSE	C
38	70812605	187.85	12/06/22	4979 O'REILLY AUTOMOTOVE	C
38	70812606	30.00	12/06/22	111637 OASIS STAGE WERKS	C
38	70812607	747.07	12/06/22	10731 SMITH'S CUSTOMER CHARGES	C
38	70812608	175.00	12/06/22	33936 JILL WALLENTINE	C
38	70812609	555.00	12/08/22	45500 BOX ELDER SCHOOL DISTRICT	C
38	70812610	99.99	12/08/22	29327 CHORAL TRACKS LLC	C
38	70812611	1,500.00	12/08/22	62863 CLASSCRAFT STUDIOS INC	C
38	70812612	535.99	12/08/22	158220 COVER UP	C
38	70812613	1,186.00	12/08/22	25682 HALE CENTRE THEATRE	C
38	70812614	69.00	12/08/22	109248 J W PEPPER MUSIC	C
38	70812615	81.00	12/08/22	5010 RED MOUNTAIN WHOLESALE	C
38	70812616	1,153.34	12/08/22	13021 ROGUE FITNESS	C
38	70812617	40.94	12/08/22	107490 SOUTH FORK HARDWARE	C
38	70812618	1,490.00	12/08/22	58874 SYDNEY'S PLACE	C
38	70812619	5,523.32	12/08/22	36935 UTAH'S BEST VACATION RENTALS	C
38	70812620	59.15	12/13/22	1 AMURI BALLS	C
38	70812621	74.29	12/13/22	1 JEREMY MCKENZIE	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70812622	60.84	12/13/22	1 SAMANTHA BROWN	C
38	70812623	1,609.64	12/13/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812624	2,547.56	12/13/22	6157 ARES SPORTSWEAR	C
38	70812625	5,705.72	12/13/22	31658 BSN SPORTS	C
38	70812626	317.65	12/13/22	158220 COVER UP	C
38	70812627	42.00	12/13/22	109652 DREWES FLORAL & GIFTS	C
38	70812628	1,268.75	12/13/22	59595 GOLF TEAM PRODUCTS	C
38	70812629	36,250.00	12/13/22	15040 INFINITY TOURS	C
38	70812630	8,001.00	12/13/22	17620 LE BUS	C
38	70812631	2,078.39	12/13/22	110154 MEDCO SCHOOL	C
38	70812632	60.00	12/13/22	18090 PRESTON HIGH SCHOOL	C
38	70812633	1,040.00	12/13/22	58386 ROCKY MOUNTAIN DRILL INVITATIONAL	C
38	70812634	366.00	12/13/22	58386 ROCKY MOUNTAIN DRILL INVITATIONAL	C
38	70812635	75.21	12/13/22	157371 STAPLES	C
38	70812636	160.00	12/13/22	804825 SUNRISE HIGH SCHOOL	C
38	70812637	414.33	12/13/22	7536 UNIVERSAL ATHLETICS,LLC	C
38	70812638	119.75	12/13/22	27812 WEISSMAN'S THEATRICAL SUPPLY	C
38	70812639	12,090.94	12/14/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812640	100.00	12/15/22	1 MALLORY RASMUSSEN	C
38	70812641	179.46	12/15/22	106055 BLICK ART MATERIALS	C
38	70812642	77.00	12/15/22	104370 BOX ELDER NEWS JOURNAL	C
38	70812643	2,744.24	12/15/22	31658 BSN SPORTS	C
38	70812644	351.00	12/15/22	40363 CIO MEDICAL SERVICES	C
38	70812645	265.38	12/15/22	158220 COVER UP	C
38	70812646	395.15	12/15/22	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70812647	14.75	12/15/22	109248 J W PEPPER MUSIC	C
38	70812648	78.39	12/15/22	25119 SIZZLING PLATTER	C
38	70812649	29.32	12/15/22	4960 OLD GRIST MILL BREAD	C
38	70812650	396.58	12/15/22	5223 SWIRE COCA-COLA	C
38	70812651	2,432.00	12/15/22	102864 WALKER CINEMAS	C
38	70812652	6,460.73	12/15/22	5908 WALMART COMMUNITY	C
38	70812653	37.56	12/20/22	1 MICHELLE HARRIS	C
38	70812654	60.84	12/20/22	1 RHIANNON MORRISON	C
38	70812655	1,716.68	12/20/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812656	250.00	12/20/22	111578 DIANE AUSTIN	C
38	70812657	20.00	12/20/22	104348 BOX ELDER MIDDLE SCHOOL	C
38	70812658	300.00	12/20/22	104370 BOX ELDER NEWS JOURNAL	C
38	70812659	731.00	12/20/22	19178 CHEAPERTHANSHIRT	C
38	70812660	299.00	12/20/22	27871 COURTCART	C
38	70812661	897.79	12/20/22	158220 COVER UP	C
38	70812662	43.00	12/20/22	109652 DREWES FLORAL & GIFTS	C
38	70812663	175.95	12/20/22	4790 HOME DEPOT CREDIT SERVICE	C
38	70812664	454.48	12/20/22	19810 INTEGRATED TECHNOLOGIES	C
38	70812665	55.00	12/20/22	109248 J W PEPPER MUSIC	C
38	70812666	1,703.19	12/20/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70812667	160.00	12/20/22	102451 LAF GRAPHICS	C
38	70812668	730.00	12/20/22	63088 LEUNG'S WHITE CRANE ASSOCIATION	C
38	70812669	123.95	12/20/22	4987 PICTURELINE INC	C
38	70812670	184.88	12/20/22	5010 RED MOUNTAIN WHOLESALE	C
38	70812671	1,800.00	12/20/22	36510 RIDGELINE HIGH SCHOOL	C
38	70812672	650.00	12/20/22	5029 ROY HIGH SCHOOL	C
38	70812673	586.73	12/20/22	5045 RSM FOOD SERVICE	C
38	70812674	200.00	12/20/22	804825 SUNRISE HIGH SCHOOL	C
38	70812675	295.00	12/20/22	47686 TNT ENGRAVING	C
38	70812676	35.00	12/20/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70812677	770.00	12/20/22	14273 VIEWMONT HIGH SCHOOL	C
38	70812678	250.00	12/20/22	59900 KRYSTELL WRIGHT	C
Total Bank No 38		135,263.30			
39	77800554	223.59	12/08/22	110066 NANCY ANDERSON	C
39	77800555	39.00	12/08/22	109652 DREWES FLORAL & GIFTS	C
39	77800556	28.95	12/15/22	110066 NANCY ANDERSON	C
39	77800557	1,160.03	12/15/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 39		1,451.57			
40	11500011	580.70	12/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
40	11500012	798.52	12/19/22	63460 GOLDEN SPIKE PTO	C
Total Bank No 40		1,379.22			

Total Manual Checks	3,438,787.20
Total Computer Checks	3,408,787.94
Total ACH Checks	1,440,960.62
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-2,660.08
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total	8,285,875.68
Number of Checks	804

Batch Yr	Batch No	Amount
23	000092	19,388.67
23	000295	-1,268.75
23	000331	22,702.00
23	000425	41,386.91
23	000603	4,668.53
23	000662	88.99
23	000826	9,872.02
23	000871	2,885.80
23	000872	35.99
23	000932	25,849.87
23	000949	-300.00
23	000991	808,297.84
23	000992	2,333.28
23	000994	287,559.37
23	000995	2,262.80
23	000996	4,791.15
23	001066	20.00
23	001068	2,793.96
23	001070	1,466.46
23	001073	11,792.69
23	001077	74.70
23	001078	14,949.96
23	001085	2,536.00
23	001087	87,113.83
23	001088	127,971.41
23	001089	94,259.09
23	001090	112,932.29
23	001091	781,547.11
23	001098	3,154.42
23	001106	11,252.24

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				23	001108	10,350.31
				23	001116	1,329.60
				23	001118	2,393.40
				23	001121	3,565.60
				23	001122	12,234.58
				23	001124	6,029.62
				23	001127	262.59
				23	001128	641.51
				23	001129	244,435.96
				23	001130	308,953.35
				23	001131	9,972.96
				23	001132	35,819.59
				23	001133	13,582.50
				23	001134	20,931.50
				23	001135	261.75
				23	001163	2,445.70
				23	001167	1,479.22
				23	001168	407.76
				23	001169	60,250.28
				23	001171	19,080.46
				23	001173	97.18
				23	001175	625.50
				23	001176	121.80
				23	001178	1,586.12
				23	001179	52.14
				23	001187	459.94
				23	001190	12,090.94
				23	001191	1,176.68
				23	001194	6,040.46
				23	001195	400.90
				23	001196	13,524.00
				23	001197	1,683.00
				23	001198	13,591.91
				23	001199	1,188.98
				23	001200	.00
				23	001202	1,085.00
				23	001206	94,085.23
				23	001207	50,097.88
				23	001208	13,354.84
				23	001209	177,372.36
				23	001210	11,031.90
				23	001211	28,060.92
				23	001215	1,536.20
				23	001217	813.59
				23	001218	127.40
				23	001221	4,400,760.47
				23	001223	1,575.85
				23	001226	1,379.22
				23	001228	12,530.05
				23	001229	25,714.95
				23	001232	1,009.62
				23	001234	1,664.48
				23	001236	303.27
				23	001239	33.50
				23	001240	1,201.62
				23	001242	130.00
				23	001248	172,153.91
				23	001255	367.00

For January 11, 2023 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
BEMS	Kresten Erickson	Band/Reading	Resigned
Willard	Traci Archuleta	SLP	
BEMS	Bayleigh Setzer Doolely	Functional Skills	
BEHS	Maria Gutierrez	Custodian	
North Park	Kassie manley	ED Para	
Golden Spike	Robert Strasser	Functional Skills Para	

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
Willard	Lisa Rock	SLT
BRHS	Jenny Anderson	Principal Secretary
BEMS	V. Michelle Archer	Reading Lab Para
Golden Spike	Monica Bunderson	Instructional Para
BRHS	Julia Hawkes	Math Aide
Golden Spike	Veronica Holland	Resource Para
Golden Spike	Virginia newman	Resource Para
Transportation	Piper Roper	Bus Driver
Golden Spike	Karen Stevenson	Resource Para
BEMS	Lara Whitaker	Functional Skills Para

Suggestions for Future Board Meetings

February 8, 2023 – *(tentative)*

- Second Public Comment on School Fees
- Approval of School Fees
- Board Committee Assignments
- 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

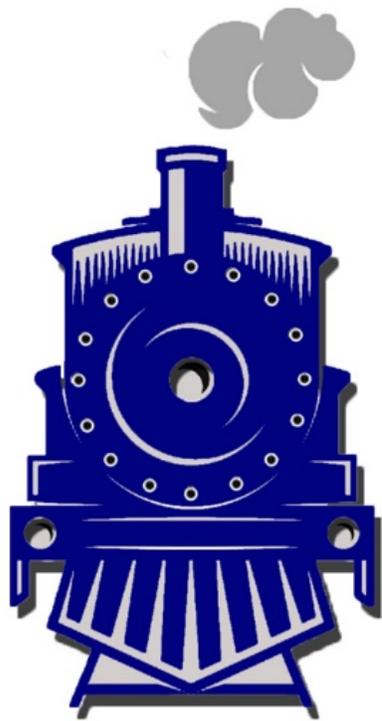
September 13, 2023 – (tentative)

- 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

BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

Box Elder School District Board of Education Handbook Table of Contents

Contents

BOARD OF EDUCATION HANDBOOK INTRODUCTION	2
Authority and Responsibilities of the Board	2
Principles of Board Leadership	2
Making School Board Decisions	3
Holding Closed Meetings	4
Collaborative Relationships: Shared Governance	6
Essentials of A Professional Learning Community	6
Authority of Individual Board Members	7
Nominations and Elections for Board Leadership	7
Board Leadership Responsibilities	8
New Board Member Orientation	8
Board of Education Code of Conduct	9
Board Member Commitments and Ethics	9
Disciplining Board Members	11
Policies Governing the Board	12
Guidelines and Parliamentary Motions	12
Simplified Chart of Parliamentary Motions	13
Board Policies Relevant to Board of Education Legal Status, Responsibilities, and Ethics	14
Board Policies Relevant to School Board Meetings	15

BOARD OF EDUCATION HANDBOOK INTRODUCTION

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

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

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

Authority and Responsibilities of the Board

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

Principles of Board Leadership

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

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

[Utah Code § 53G-4](#)

Making School Board Decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Holding Closed Meetings

A closed meeting may be held if:

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

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

Minutes of the closed meeting shall contain:

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

Purpose of a closed meeting:

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

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

Record of closed meetings:

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

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

Collaborative Relationships: Shared Governance

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

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

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

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

Essentials of A Professional Learning Community

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

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

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

Authority of Individual Board Members

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

Nominations and Elections for Board Leadership

Nominations

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

Elections

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

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

Board Leadership Responsibilities

The board president will:

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

The board vice president will:

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

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

New Board Member Orientation

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

Board of Education Code of Conduct

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

Board members shall:

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

Board Member Commitments and Ethics

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

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

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

A. Board of Education Code of Ethics

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

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

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

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

Disciplining Board Members

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

Policies Governing the Board

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

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

Guidelines and Parliamentary Motions

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

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

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

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

Simplified Chart of Parliamentary Motions

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

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

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

Policy 1010 School Board’s Legal Status

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

Policy 1020 Board Power and Duties

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

Policy 1025 Administration Relations

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

Policy 1034 Board of Education Code of Conduct

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

Policy 1035 Board Member Commitments and Ethics

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

Policy 1036 Conflict of Interest: Board Member and Employee

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

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

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

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

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

Policy 1072 Board Meetings: Notice Requirements

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

Policy 1074 Board Meetings: Closed Meetings

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

Policy 1080 Board Committees

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

Policy 1090 Rules of Order

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

Policy 1100 Minutes

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

Policy 1110 Public Participation in Board Meeting

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