



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING
Detailed Agenda

Wednesday, October 18, 2023

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

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

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

1. Principal Reports to the Board:
Gerald Jackman, Sunrise High School
Lewis Whitaker, Box Elder Middle School
Jamie Kent, Box Elder High School

B. Administrative - 6:30 p.m.

1. **Call to Order**
Wade Hyde, Board President
2. **Reverence**
Karen Cronin, Board Member
3. **Flag Salute/Pledge of Allegiance**
Bryan Smith, Board Member
4. **Recognitions**
Julie Taylor, Board Member
 - a. Mary Ewing - Kitchen Manager at Lake View Elementary
 - b. Amy Ayotte - McKinley - Utah Teacher of the Year Nominee (USBE)

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

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

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

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

1. **Approval of Johnson Controls Contract** 3
David Roberts, Business Administrator
2. **Approval of School Positive Behavior Plans (PBS)** 4
Megan Bushnell, Equity & Student Services Director
2023-2024 Prevention Plans
3. **Approval of 2023-24 LEA Specific Licenses and LEA Specific Endorsements** 29
Mark Taylor, Executive Director of Human Resources and Title IX

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

1. **Busing Protocol for Courtesy Riders** 33
David Roberts, Business Administrator and Jason Sparks, Transportation Director
2. **October 1 Enrollment Report** 40
Mark Taylor, Executive Director of Human Resources and Title IX
3. **Monthly Financial Report** 41
David Roberts, Business Administrator
4. **Board Committee Reports**
 - a. **Student Board Member Report**
5. **Safe School Violations - Policy 5005 Safe Schools** 49
Steve Carlsen, Superintendent

G. Policy Review - 7:40 p.m.

1. **First Reading**

a. Policy 1070 Board Meeting Procedures	67
b. Policy 1072 Board Meeting: Notice Requirements	72
c. Policy 2090 Contracts for School Resource Officer Services	76
d. Policy 2241 School Nutrition Program - Charge and Delinquent Policy	79
e. Policy 3007 Employment - Staff Code of Conduct	
f. Policy 3023 Educator Induction, Mentoring, and Professional Learning	84
g. Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements	89
h. Policy 4027 Special Programs: Dropout Prevention and Recovery	95
i. Policy 4037 Reading Assessment for K-3	100
j. Policy 4038 Mathematics Assessment for K-3	102
k. Policy 4062 Curriculum: College Course Work	104
l. Policy 4064 Curriculum: Religious Neutrality	107
m. Policy 4077 Course Disclosure Statements-Secondary	110
n. Policy 4103 Grading Policy: Grades 8-12	112
o. Policy 5270 Student Rights and Responsibilities: Bullying, Cyberbullying, Hazing, and Abusive Conduct	114
p. Policy 5272 Transgender Students	126
q. Policy 6050 Community Use of School Facilities	129
H. <u>Board Discussion Items - 7:50 p.m.</u>	
1. Policy 2160 Building and Grounds Rental and Supervision Permit and Use Agreement	133
Policy 6018 Community Use of School Facilities	
David Roberts, Business Administrator	
2. Board of Education Handbook Review Schedule	139
Wade Hyde, Board President	
I. <u>Consent Items - 8:00 p.m.</u>	
1. Minutes	140
2. Claims	147
3. Personnel	163
4. Exemption from Compulsory Attendance (Home School)	
J. <u>Suggestions for Future Board Meetings - 8:05 p.m.</u>	165
K. <u>Closed Session to Discuss the Purchase, Exchange, or Lease of Real Property 8:10 p.m.</u>	
L. <u>Upcoming Events</u>	
1. USBA Conference January 4-6, 2024	
M. <u>Board Handbook</u>	168
N. <u>Adjournment - 8:40 p.m.</u>	

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

Box Elder School District

JCI Project Development Agreement Recommendation

Recommendation

It is the recommendation that as a Board we sign a “Project Development Agreement” with Johnson Controls, Inc. (JCI), in preparation for a full engineering study and analysis as we prepare to look at implementing facility improvement measures at 17 of our facilities in Box Elder School District. By entering into this agreement Johnson Controls, Inc. will provide all necessary work to develop an Investment Grade Audit. The audit will be used to help determine where and how the district can reduce our energy and operational costs.

This will be a guarantee performance contract that will be guarantee saving equal to or exceed the costs to implement improvements in efficiencies and to the environment of our facilities. The project development costs for these services are \$195,381.00. These costs will be rolled into the total project costs in the final contract. Excess savings are retained by the Box Elder School District. No upfront capital required, redirects dollars in our existing budget to capital improvements versus energy costs. These will only be paid directly to JCI outside of the final contract if we (Box Elder School District) should decide to walk away from the project after the Project Development Agreement is signed.

Recommended Board Action: Motion

I move that the Board accept a Project Development Agreement with JCI in preparation to implement facility improvement measures in the Box Elder School District.

Background

Policy Implications:

None

Financial Implications:

Uses *GUARANTEED* energy savings to fund repayment of capital/infrastructure needs. Performance guarantee ensures the savings will at least be sufficient to repay the capital for the term of financing.

Staff Implications:

None

Recommendation to approve

Submitted by: Megan Bushnell

Recommendation:

It is recommended that the Positive Behavior Support (PBS) Plans from each of BESD's schools be approved as written.

Recommended Motion:

I move that the Board approves the PBS Plans.

Background:

HB 58 requires that each school principal or designated person (plan specialist) craft a Positive Behavior Plan to prevent the use of tobacco by students of BESD. The PBS report is a summation of the implementation of the plan.

Policy Implications:

Policy 5290 refers to the discipline that happens when a student is found in possession of or using alcohol, drugs, or tobacco. This bill allows for prevention practices to be funded.

Financial Implications:

Each school receives \$1000 to help fund the plan. Each plan specialist receives a stipend for implementing the plan.

Staff Implications:

The principal appointed a plan specialist to implement the PBS plan and write the report at the end of each school year.

School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	EXAMPLE: Hope Squad	Hope Squad will meet weekly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	School Counselors	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) (86%, 74%, 66%, 57%, 52%, 52%) Sharp Survey (Depression (19.5%), Isolated (32.8%), Hopeless (28.7%)) School Climate Survey (Students know how to report a safety concern, bullying, or dangerous situation (7.1%))	Panorama Data Supportive Relationships Self-Management Social Awareness Grit Growth Mindset Self-Efficacy End of Year Survey Depression Isolation Hopelessness Know how to report				
Suicide Prevention	Classroom instruction for ALL Students needs to be one										
Bullying Prevention	Classroom instruction for ALL Students needs to be one										
Substance Abuse Prevention	Classroom instruction for ALL Students needs to be one										
Mental Health	Classroom instruction for ALL Students needs to be one										
Attendance	Classroom instruction for ALL Students needs to be one										
Protective Factors	Classroom instruction for ALL Students needs to be one										
Positive Behavior Support	Classroom instruction for ALL Students needs to be one										

School Prevention Plan:

Prevention Team Members: _____

Prevention Plan Learning Targets (Address each of the 7 components): _____

Prevention Plan Description: _____

Prevention Plan Success Criteria: _____

Data that will be collected to determine the effect of plan: _____

Century School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan	Hope Squad Membership, training, voting, meeting with	Counselor	Hope Squad with advisors will communicate via email, social	Panorama Data Supportive Relationships 92%					
Suicide Prevention	Kindness Week	Planning of doing Kindness activities	TBD	Counselor	Information will be communicated to families						
Suicide Prevention	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Bullying Prevention	Kindness Week	Planning of doing Kindness activities	TBD	Counselor	Information will be communicated to families						
Bullying Prevention	Student Council - Century Star Leaders	Twice a Month meetings	TBD	5th Grade Teachers & Principal	Information will be communicated to families						
Bullying Prevention	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Substance Abuse Prevention	DARE	This is a 10 week program for 5th grade	Schedule	Sherrif's Department - DARE Officer	Information will be communicated to 5th grade	Number of students participating and attending					
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3	PTA Planning	PTA	Students & Families						
Mental Health	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Mental Health	Drama Club	School Year 23-24	schedule	Drama Club Advisors	Information will be communicated to families						
Mental Health	Community Events - including Pumpkin Walk, Turkey Trot.	School Year 23-24	schedule of events	PTA Committee	Information will be communicated to 5th grade						
Attendance	Check-in intervention program	School Year 23-24		Counselor, Behavior Team	Students, families, and teachers who are assigned to						
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Protective Factors	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24		Counselor							
Positive Behavior Support	College & Career Days	School Year 23-24	guest speakers	Principal & Counselor	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School	Communication will be provided as needed						

School Prevention Plan:

Prevention Team Members: Century Team Leaders, Counselor, and Principal

Date approved by School Community Council: 9/18/23

Prevention Plan Learning Targets (Address each of the 7 components): see each component

Prevention Plan Description: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges, and be successful not only in school but in life.

Prevention Plan Success Criteria: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges and be successful not only in school but in life.

Data that will be collected to determine the effect of plan: Panorama Student assessment (twice a year), counselor self-referrals, PBIS data, Educator Handbook data, community involvement and feedback

Golden Spike School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data Supportive Relationships 91%, Self-Management 75%, Social Awareness 73%, Positive Feelings 68%, Challenging Feelings 56%					
Suicide Prevention	Kindness Week	Planning of doing Kindness activities each Trimester.	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data					
Suicide Prevention	Second Steps Monthly Lessons	School Year 23-24		Counselor		Panorama Data					
Bullying Prevention	Kindness Week	Planning of doing Kindness activities each Trimester.	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data					
Bullying Prevention	Student Leadership	Twice a Month meetings	TBD	5th Grade Teachers & Principal	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data					
Bullying Prevention	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3	PTA Planning	PTA	Students & Families						
Mental Health	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Mental Health	Community Events - including Family Movie Nights, Turkey Trot, Community Involvement Activities, PTO, etc.	School Year 23-24	schedule of events	PTA Committee	Information will be communicated to 5th grade families through emails, Teacher class texts, and notes.						
Attendance	Check-in intervention program	School Year 23-24		Counselor, Behavior Team	Students, families, and teachers who are assigned to this intervention	7% Critical 7% at-Risk 18% On Track for Graduation 685 On-Track for College and Career					
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Protective Factors	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24		Counselor							
Positive Behavior Support	College & Career Days	School Year 23-24	guest speakers	Principal & Counselor	Communication will be provided as needed.						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School	Communication will be provided as needed.						

School Prevention Plan:

Prevention Team Members: Shaylyn Ekins, Dallin Gittins, Dianna Serfustini, Malorie Serdar, Noelle Sadler, Terra Brady

Date approved by School Community Council:

Prevention Plan Learning Targets (Address each of the 7 components):

Prevention Plan Description:

Prevention Plan Success Criteria:

Data that will be collected to determine the effect of plan: Panorama Student assessment (twice a year), counselor self-referrals, PBIS data

Discovery School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address **Suicide Prevention, Bullying Prevention, Substance Abuse Prevention** (including vaping), **Mental Health** (knowing how to ask for help), **Attendance, Protective Factors, and Positive Behavior Support.**

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Positive Behavior Support	Teachers will continuously teach school-wide expectations to Be Safe, Be Responsible, Be Respectful, Be Accountable. We will have posters in all common areas and staff will wear lanyards with expectation cards to review with students at any time. Expectations will be reviewed and retaught after vacations/breaks and any time the expectations are not being met. Students will be recognized for following these expectations with POD Cards which will be put into a fish tank by the office. If, at the end of the month, the fish tank is full, we will have a fun school-wide activity.	All year	POD Cards, fish tank, lanyards, expectation cards and posters	All staff	Opening Faculty Meeting, First 2 weeks of school, after breaks, throughout the year						
Suicide Prevention	HOPE Squad	Hope Squad will meet monthly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	School Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data Supportive Relationships 92%, Self-Management 77% Social Awareness 73% Positive Feelings 68% Challenging Feelings 54%	Panorama Data Supportive Relationships, Self-Management, Social Awareness, Positive Feelings, Challenging Feelings. End of Year Survey, Depression, Isolation, Hopelessness, Know how to report.				
Suicide Prevention	Start With Hello Week	Sept, 18-22, 2023	School wide SEL lesson (Kindness and harassment) taught by the counselor. School wide lunch station activities (Upstander GRAM, Notes of Gratitude, Start With Hello Promise Pledge.	School Counselor	Information will be communicated to families through emails, teacher class texts, and notes. Social media platforms and School webpage.						
Suicide Prevention	Kindness Week	Feb, 5-9, 2024	TBD	School Counselor	Information will be communicated to families through emails, teacher class texts, and notes. Social media platforms and School webpage.						
Suicide Prevention	Hope Week	April, 22-26, 2024	TBD	School Counselor	Information will be communicated to families through emails, teacher class texts, and notes. Social media platforms and School webpage.						
Bullying Prevention	Kindness Week	Feb, 5-9, 2024	TBD	School Counselor	Information will be communicated to families through emails, teacher class texts, and notes. Social media platforms and School webpage.						
Bullying Prevention	Second Step Monthly Lesson (Oct)	Weekly in Oct (except for Fall Break)	Second Step	School Counselor							
Substance Abuse Prevention	Red Ribbon Week	October 23-27	PTA	PTA							
Substance Abuse Prevention	Botvin	School Year 23-24	Botvin manuals, teacher preparedness	Teachers							
Mental Health	Second Step Monthly Lessons	School Year 23-24	Second-Step Curriculum	Teachers							
Mental Health	SEL classroom tier 1 lessons	School Year 23-24	SEL curriculum, Second Step	School Counselor							
Mental Health	Small Groups	School Year 23-24	TBD	School Counselor							
Attendance	Daily Attendance Phone calls	Daily when student is tardy or absent	Thriftshare set up correctly (done with El Ed principals)	Todd Barrow, principal	parents receive automated phone call						
Attendance	H.E.R.O Group	School Year 23-24	Panorama, Aspire, Attendance data tracker (weekly)	School Counselor, Principal and attendance clerk							
Protective Factors	SEL classroom tier 1 lessons	School Year 23-24	SEL curriculum, Second Step	School Counselor							
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24		School Counselor							
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	Warm the Soles, Clothing and Food Donations.	School Counselor							
Positive Behavior Support	College & Career week	March 2024	TBD	School Counselor & Principal							

School Prevention Plan
 Prevention Team Members: Todd Barrow, Chelsea Montgomery, Sadie Hyde, Eva Tyger, Michele Vincent, Sarah Robinette, Wendy Rupper, Rebecca Wilding, Emma Watts, Madelyn Handley
 Date approved by School Community Council:
 Prevention Plan Learning Targets (Address each of the 7 components):
 Prevention Plan Description: Discovery Prevention Plan
 Prevention Plan Success Criteria:
 Data that will be collected to determine the effect of plan: Panorama Data, Attendance Data, Educators Handbook office referrals and minor incidents.

Fielding School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data Supportive Relationships 93%, Self-Management 78%, Social Awareness 76%, Positive Feelings 79%, Challenging Feelings 53%	Panorama Data Supportive Relationships Self-Management Social Awareness Grit Growth Mindset Self-Efficacy End of Year Survey Depression Isolation Hopelessness Know how to report				
Suicide Prevention	Kindness Week	Planning of doing Kindness activities each Trimester.	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data Supportive Relationships 93%, Self-Management 78%, Social Awareness 76%, Positive Feelings 79%, Challenging Feelings 53%					
Suicide Prevention	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Bullying Prevention	Kindness Week	February 12-16	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Student Council	Twice a Month meetings	TBD	5th Grade Teachers & Principal	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3		Counselor	Students & Families						
Mental Health	Second Steps Monthly Lessons	School Year 23-24	Second-Step Curriculum	Counselor/Teachers							
Mental Health	Small Groups	School Year 23-24	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Mental Health	Community Events - including Fall Carnival, Turkey Trot, etc.	School Year 23-24	schedule of events	PTA Committee/Principal	Information will be communicated to 5th grade families through emails, Teacher class texts, and notes.						
Attendance	Check-in intervention program	School Year 23-24		Counselor, Behavior Team	Students, families, and teachers who are assigned to this intervention						
Attendance	AmeriCorps Attendance	School Year 23-24	TBD	Counselor, Behavior Team, AmeriCorps para	Students will be invited to join when they have a pattern of absences.						
Attendance	Wellness Check-in	School Year 23-24		Behavior Aide	Students who are identified will be assigned for check-in and check-outs for attendance						
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Protective Factors	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24		Counselor							
Positive Behavior Support	College & Career Days	School Year 23-24	guest speakers	Principal & Counselor	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School	Communication will be provided as needed						
Positive Behavior Support	School-Wide Positive Rewards for Behavior	School Year 23-24	PBIS, Rewards (Brag Tags)	Staff	Whole school training						

School Prevention Plan:

Prevention Team Members: Angela Christensen, Tori Birkinshaw, Mekelle Wilson, Brandy Drollinger, Shaun Wilkinson, Alyssa Sanchez, Courtney Gregory, Kristi Capener, Peggy Layne

Date approved by School Community Council: 9/15/2023

Prevention Plan Learning Targets (Address each of the 7 components):

Prevention Plan Description:

Prevention Plan Success Criteria:

Data that will be collected to determine the effect of plan: Panorama Survey Results, PBIS data, Eucator Handbook, Teacher Input

Garland School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan activities.	Tshirts, parent notification, budget allotment for conference. Space for meetings	Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data, Spring 2023 Supportive Relationships 91%, Self-Management 74%, Social Awareness 73%, Positive Feelings 71%, Challenging Feelings 56%					
Suicide Prevention	Start With Hello Week	Sept. 25-29, 2023	Hope Squad members, name badges, posters, other prizes/treats	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Suicide Prevention	Second Steps	School Year 23-24		Teachers with collaboration from Counselor	Marcia will collaborate with teachers to ensure lessons are happening						
Bullying Prevention	PBIS schoolwide implementation: We are SAFE, We are RESPECTFUL, We are RESPONSIBLE	23-24 school year	Bear Pride tickets, Data trackers, Training for teachers, supplies for monthly parties, rewards for daily drawings, monthly prizes for bigger rewards	Guiding Coalition	Back to School faculty meeting, follow up throughout year in faculty meetings	Educator Handbook incidents 22-23 vs 23-24					
Bullying Prevention	Start With Hello Week	Sept. 25-29, 2023	Hope Squad members, name badges, posters, other prizes/treats	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Second Steps	School Year 23-24		Teachers with collaboration from Counselor	Marcia will collaborate with teachers to ensure lessons are happening						
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3	PTA Planning	PTA	Thrillshare reminders, facebook, weekly email						
Substance Abuse Prevention	Botvin	Spring Trimester	Botvin manuals, teacher preparedness	Character Ed teacher and School Counselor	Email notification to parents						
Mental Health	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Mental Health	Community Events - including Family January, Turkey Trot, Fall Carnival, Community Involvement Activities, Halloween parade, etc.	School Year 23-24	schedule of events	PTA Committee	Social media, thrillshare texts and emails, morning announcements						
Attendance	Daily Attendance Phone calls	Daily when student is tardy or absent	Thrillshare set up correctly (done with El. Ed. principals)	Vanica Crane-principal	parents receive automated phone call						
Attendance	Home Visits/Personal calls	After a student reaches 8 absences, before we send a 10 day letter, a personal call or home visit will be attempted	Contact info of students, data from Aspire	Principal and Counselor	Counselor and Principal will collaborate on tracking data and then parents will be contacted	Aspire					
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need (teacher notices, parent notifies us, families with historical need)						
Protective Factors	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24		Counselor							
Positive Behavior Support	PBIS schoolwide implementation: We are SAFE, We are RESPECTFUL, We are RESPONSIBLE	23-24 school year	Bear Pride tickets, Data trackers, Training for teachers, supplies for monthly parties, rewards for daily drawings, monthly prizes for bigger rewards	Guiding Coalition	Back to School faculty meeting, follow up throughout year in faculty meetings	Educator Handbook incidents 22-23 vs 23-24					
Positive Behavior Support	College & Career Days (Bear University)	Spring 2024	Guest presenters from community and BRHS	PTA and counselor	Social media and Thrillshare texts/emails. In class						

School Prevention Plan:

Prevention Team Members: Vanica Crane, Marcia Wilson, Nicole Nelson, Kayley Throop, Amy Jo Summers

Date approved by School Community Council: Sept. 25, 2023

Prevention Plan Learning Targets (Address each of the 7 components):

Prevention Plan Description:

Prevention Plan Success Criteria:

Data that will be collected to determine the effect of plan:

Lake View School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Hope Squad	Hope Squad will meet 2x a month to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data Supportive Relationships 85%, Self-Management 67%, Social Awareness 67%, Positive Feelings 62%, Challenging Feelings 48%					
Suicide Prevention	Kindness Week	Planning of doing Kindness activities each Trimester.	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Suicide Prevention	Second Steps Weekly Lessons	School Year 23-24	TBD	Counselor/teachers	Counselor will send information and follow up to parents before or after sessions.						
Bullying Prevention	Kindness Week	Planning of doing Kindness activities each Trimester.	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Student Council -	Twice a Month meetings	TBD	5th Grade Teachers & Principal	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Second Steps Weekly Lessons	School Year 23-24	TBD	Counselor	Counselor will send information and follow up to parents before or after sessions.						
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3	PTA Planning	PTA	Students & Families						
Substance Abuse Prevention	Botvin Life Skills Training	School Year 23-24	TBD	Teachers	Teachers will communicate to families before starting.						
Mental Health	Second Steps Weekly Lessons	School Year 23-24	TBD	Counselor	Counselor will send information and follow up to parents before or after sessions.						
Mental Health	Mental Health small groups	School Year 23-24	TBD	Counselor	Students and families will be invited as needed to participate.						
Attendance	AmeriCorps Attendance	School Year 23-24	TBD	Counselor, Behavior Team, AmeriCorps para	Students will be invited to join when they have a pattern of absences.						
Attendance	Healthy Attendance Program - Whole Class	School Year 23-24	TBD	Counselor, Receptionist, Principal	Students, families, and teachers who are assigned to this intervention						
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Protective Factors	Second Steps Weekly Lessons	School Year 23-24	TBD	Counselor	Counselor will send information and follow up to parents before or after sessions.						
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24	TBD	Counselor	Before participating parents will be provided information about the program.						
Positive Behavior Support	College & Career Days	School Year 23-24	TBD	Principal & Counselor	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School	Communication will be provided as needed						

School Prevention Plan:			
Prevention Team Members:			
Date approved by School Community Council:	9/12/23	https://docs.google.com/document/d/1g5UQahYWJPDF7yJ644cGU7uSjcpfHDwce9FYvP8e_7o/edit?usp=sharing	
Prevention Plan Learning Targets (Address each of the 7 components):			
Prevention Plan Description:			
Prevention Plan Success Criteria:			
Data that will be collected to determine the effect of plan:			

McKinley School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Second Steps Monthly Lessons	School Year 23-24	2nd steps program	Counselor, teachers							
Suicide Prevention	Hello Week	Week of competitions and fun activities around saying hello to others and helping everyone feel welcome	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.	Each class will keep track of how many people they said hi to as school.					
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.						
Bullying Prevention	Student Leadership (this group functions as our leaders and similar to a hope squad)	Twice a Month meetings	TBD	5th Grade Teachers & Principal	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Hello Week	Week of competitions and fun activities around saying hello to others and helping everyone feel welcome	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.	Each class will keep track of how many people they said hi to as school.					
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3	PTA Planning	PTA	Students & Families						
Substance Abuse Prevention	Tough club assembly	Nov. 3	Tough club from the high school puts on an assembly	Principal, cougar leaders	Students and families through email						
Mental Health	Second Steps Weekly Lessons	School Year 23-24	2nd steps materials	Teachers	Lessons weekly teacher led discussions						
Mental Health	Community Events - including Family Movie Nights, Turkey Trot, Community Involvement Activities, PTO, etc.	School Year 23-24	schedule of events	PTA Committee	Information will be communicated to 5th grade families through emails, Teacher class texts, and notes.						
Mental Health	Up themed year	School Year 23-25	Schedule of events	Different committees are responsible for different month activities to create a positive culture at the school.	Monthly activities, games, and discussion around up. Sept. Step up, Oct. Speak up, Nov Add up, Dec. Wrap up, Jan. Level up etc...						
Mental Health	Community events for students and families	School Year 23-24	Schedule of events	PTA,	Fall festival, Turkey Trot,						
Attendance	Perfect attendance (almost perfect) bike give away	End of School year	Student attendance records	Attendance committee	Bikes will be given to students who have almost perfect attendance. this will happen at the end of the school year.						
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Positive Behavior Support	College & Career Days	School Year 23-24	guest speakers	Principal & Counselor	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School/ Behavior coach, counselor	Communication will be provided as needed						
Positive Behavior Support	Cool Cougars	School Year 23-25	Cool Cougar sheets and treats	Whole school, Principal	Communication to each student who receives a cool cougar sheet.	Baseline year					

School Prevention Plan:

Prevention Team Members: Jacob Ballis, Luana Julander, Luara Tureson, Ashlee Wise

Date approved by School Community Council: 9/14/2023

Prevention Plan Learning Targets (Address each of the 7 components): Yes

Prevention Plan Description: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges and be successful not only in school but in life.

Prevention Plan Success Criteria: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges and be successful not only in school but in life.

Data that will be collected to determine the effect of plan: Panorama Student assessment (twice a year), counselor self-referrals, PBIS data, educator handbook data

North Park School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Kindness Week	Planning of doing Kindness activities each Trimester.	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data Supportive Relationships 92%, Self-Management 80%, Social Awareness 80%, Positive Feelings 74%, Challenging Feelings 58%					
Bullying Prevention	Kindness Week	Planning of doing Kindness activities each Trimester.	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Student Council	Twice a Month meetings	TBD	5th Grade Teachers & Principal	Information will be communicated to families through emails, teacher class texts, and notes.						
Bullying Prevention	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Substance Abuse Prevention	DARE	This is a 10 week program for 5th grade students.	Schedule	Sheriff's Department - DARE Officer	Information will be communicated to 5th grade families through emails, teacher class texts, and notes.	Number of students participating and attending graduation from the program.					
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3	PTA Planning	PTA	Students & Families						
Mental Health	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Mental Health	OWL 10 Family Goals	School Year 23-24		Culture Club	Social Media, Fliers sent each month. Incentives weekly						
Mental Health	Community Events - Light the Hill, Halloween Carnival, other community involvement activities.	School Year 23-24	schedule of events	PTA Committee	Information will be communicated to 5th grade families through emails, Teacher class texts, and notes.						
Attendance	Check-in intervention program	School Year 23-24		Counselor, Behavior Team	Students, families, and teachers who are assigned to this intervention						
Attendance	OWL 10 Family Goals	School Year 23-24		Culture Club	Social Media, Fliers sent each month. Incentives weekly						
Attendance	Grade Level Attendance Races	School Year 23-24	Bulletin Board For Data	Culture Club	Social Media, Announcements, Fliers sent each month. Incentives weekly						
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Protective Factors	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24		Counselor							
Positive Behavior Support	College & Career Days	School Year 23-24	guest speakers	Principal & Counselor	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School	Communication will be provided as needed						
Positive Behavior Support	Owl 10	School Year 23-24		Culture Club	Social Media, Fliers sent each month. Incentives weekly						

School Prevention Plan:

Prevention Team Members: Team Leaders, counselor, principal, culture team

Date approved by School Community Council:

Prevention Plan Learning Targets (Address each of the 7 components): See each component

Prevention Plan Description: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges, and be successful not only in school but in life.

Prevention Plan Success Criteria: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges and be successful not only in school but in life.

Data that will be collected to determine the effect of plan: Panorama Student assessment (twice a year), counselor self-referrals, PBIS data, Educator Handbook data, community involvement and feedback

Three Mile Creek School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Second Steps Monthly Lessons	School Year 23-23		Counselor							
Bullying Prevention	Kindness Week	Week of Feb. 5th-9th	TBD	Counselor/Admin	Information will be communicated to families through emails, teacher class texts, and notes.						
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Counselor	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.						
Bullying Prevention	Student Council	Twice a Month meetings	TBD	5th Grade Teachers & Principal	Information will be communicated to families through emails, teacher class texts, and notes.						
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 3	PTA Planning	PTA	Students & Families						
Mental Health	Community Events - including Family Movie Nights, Turkey Trot, Community Involvement Activities, PTO, etc.	School Year 23-24	schedule of events	PTA Committee	Information will be communicated to 5th grade families through emails, Teacher class texts, and notes.						
Attendance	Check-in intervention program	School Year 23-24		Counselor, Behavior Team	Students, families, and teachers who are assigned to this intervention						
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Protective Factors	Second Steps Monthly Lessons	School Year 23-24		Counselor							
Protective Factors	3 Strands (Safe Touch & Human Trafficking) Lessons	School Year 23-24		Counselor							
Positive Behavior Support	College & Career Days	School Year 23-24	guest speakers	Principal & Counselor	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School	Communication will be provided as needed						
Substance Abuse Prevention	Botvin Life Skills Training	School Year 23-24	TBD	Teachers	Teachers will communicate to families before starting.						

School Prevention Plan:

Prevention Team Members:
Date approved by School Community Council:
Prevention Plan Learning Targets (Address each of the 7 components):
Prevention Plan Description:
Prevention Plan Success Criteria:
Data that will be collected to determine the effect of plan:

Western Schools Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Kindness Week	January 2024	TBD	School Counselors/ Teachers	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data					
Suicide Prevention	Second Steps Monthly lessons	School Year 2023-2024		Counselors/ teachers		Panorama Data					
Bullying Prevention	Kindness Week	January 2024	TBD	Counselors/ teachers	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data					
Bullying Prevention	Student Leadership	Monthly Meetings	TBD	SBO advisor/ Principal	Information will be communicated to families through emails, teacher class texts, and notes.	panorama Data					
Substance Abuse Prevention	DARE	This is a 10 week program for 3-6th grade students.	Schedule	Sheriff's department- DARE officer	Information will be communicated to 3rd- 6th grade families through emails, teacher class texts, and notes.	Number of students participating and attending graduation from the program.					
Substance Abuse Prevention	Red Ribbon Week	Oct 30-Nov 2	TBD/ Planning Time/ Prizes	SBO/ Teachers/ Principal/ PTO	Information will be communicated to families through emails, Teacher class texts, and notes.						
Substance Abuse Prevention	Botvin Life Skills Training	School year 2023-2024	TBD	Teachers	Teachers will communicate to families before starting.						
Mental Health	Second Steps Monthly Lessons	School year 2023-2024		Counselors/ teachers							
Mental Health	Community Events - including PTO events, Turkey Trot, Community Involvement Activities, PTO, etc.	School year 2023-2024	Schedule of Events/ TBD	PTO/ Staff	Information will be communicated to families through emails, teacher class texts, and notes.						
Attendance	HERO club	School year 2023-2024	TBD	Counselors	Students will be invited to join when they have a pattern of absences.						
Attendance	Attendance Phone calls	School year 2023-2024	Thrill share set up correctly	Principal	Parents receive automated call/ email to notify them of an attendance issue.						
Protective Factors	Food & Clothing Assistance Program	School year 2023-2024	clothing & food donations	Principal/ counselors	Those identified as having a need						
Protective Factors	Second Steps Monthly Lessons	School year 2023-2024		counselors/ teachers							
Protective Factors	White Ribbon Week (PV secondary)	November 2023	TBD	Counselor	Information will be communicated to families through emails, teacher class texts, and notes.						
Protective Factors	3 strands (Safe Touch & Human Trafficking) Lessons	School year 2023-2024		counselor							
Positive Behavior Support	College & Career Days	School year 2023-2024	Guest Speakers/ TBD	Principal/ counselors	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School year 2023-2024	Training, program curriculum, rewards, Expectation posters/ matrix, Google forms for referrals	Whole school	Communication will be provided as needed						

School Prevention Plan:

Prevention Team Members: Melissa Morris, Joylene Ritchie, Samantha Sproul, Jill Dallan, Rachael Barker, Lydia Harris, Chanelle Johnson, Bobbi Jones

Date approved by School Community Council: 9/18/23

Prevention Plan Learning Targets (Address each of the 7 components): See each component

Prevention Plan Description: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges, and be successful not only in school but in life.

Prevention Plan Success Criteria: The above plan is being implemented in an effort to help students feel welcome, know how to work through emotional challenges and be successful not only in school but in life.

Data that will be collected to determine the effect of plan: Panorama Survey results (twice a year), PBIS data, Educator Handbook, Teacher input, community involvement, and feedback.

Willard School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address **Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.**

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Kindness Activities	Planning of doing Kindness activities each Trimester.	TBD	School Counselor	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data	Panorama Data				
Suicide Prevention	Second Steps Monthly Lessons	School Year 23-24	Second Step Lessons, and week supplies for lessons	Counselor	Communicated to students through weekly lessons, by the counselor and teacher, and communicated to parents through newsletter, and website	Panorama Data	Panorama Data				
Bullying Prevention	Kindness Activities	Planning of doing Kindness activities each Trimester.	TBD	School Counselor	Information will be communicated to families through emails, teacher class texts, and notes.	Panorama Data	Panorama Data				
Bullying Prevention	Second Steps-Bully Prevention Lessons	February	Second Step 4 Lesson Curriculum	Counselor/Teachers	Communicated to students through weekly lessons, by the counselor and teacher, and communicated to parents through newsletter, and website						
Substance Abuse Prevention	Counselor Lesson-Healthy Lifestyle	Last week in October	Lesson	Rachael	Communicated to students through out the week, by the counselor and teacher, and communicated to parents through newsletter, and website						
Substance Abuse Prevention	Red Ribbon Week	Last week in October	Our PTA plans this event and provides the supplies needed	PTA	Communicated to students through out the week, by the counselor and teacher, and communicated to parents through newsletter, and website						
Mental Health	Community Events -	School Year 23-24	schedule of events	PTA Committee	Information will be communicated to families through emails, website, teacher class texts, and notes.						
Mental Health	Second Steps Monthly Lessons	School Year 23-24	Second Step Lessons, and week supplies for lessons	Counselor	Communicated to students through weekly lessons, by the counselor and teacher, and communicated to parents through newsletter, and website						
Attendance	Attendance Intervention	School Year 23-24	TBD	Counselor, Receptionist, Principal	Students, families, and teachers who are assigned to this intervention						
Attendance	Check-in intervention program	School Year 23-24	attendance data, check-in procedure, prizes for incentives	Counselor, Behavior Team	Students, families, and teachers who are assigned to this intervention						
Protective Factors	Food & Clothing Assistance Program	School Year 23-24	clothing & food donations	Principal & Counselor	Those identified as having a need						
Protective Factors	District Program/Lessons	School Year 23-24	District Program/Lesson, and week supplies for lessons	Counselor	Communicated to students through weekly lessons, by the counselor and teacher, and communicated to parents through newsletter, and website						
Protective Factors	BESD Elementary Harassment Presentation	September 24	District Presentation	Counselor	Communicated to students through weekly lessons, by the counselor and teacher, and communicated to parents through newsletter, and website						
Positive Behavior Support	College & Career Days	School Year 23-24	guest speakers	Principal & Counselor	Communication will be provided as needed						
Positive Behavior Support	Integration of PBIS Schoolwide System	School Year 23-24	training, program curriculum and rewards	Whole School	Information will be communicated to families through emails, teacher class texts, and notes.						

School Prevention Plan:
 Prevention Team Members: Heather Godfrey, Rachael Barker, Cheryl Faerber, Natasha Morgan, Lori Jacobson, Kari Burgraff
 Date approved by School Community Council:
 Prevention Plan Learning Targets (Address each of the 7 components): Yes
 Prevention Plan Description:
 Prevention Plan Success Criteria: I know we are successful when we have completed the plan we have put above.
 Data that will be collected to determine the effect of plan: April 1, 2024

Alice C. Harris Intermediate School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising.
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	
Suicide Prevention	Hope Squad prevention activities each month	Hope Squad will meet monthly or as needed to plan activities.	Hope Squad advisors, training, meeting with admin to review expectations, plan events.	Hope Squad Leaders	Hope Squad will communicate with the entire school through Advisory and through the presentations they give at our school.						
Suicide Prevention	Healthy Habits unit for all 7th graders. Harris SEL Student Resources Guidelines 23-24			Admin team, Teachers, ESP, all school employees are teachers.							
Bullying Prevention	Bullying and Harassment Prevention Counselor presentations regularly in each classroom; monthly faculty restorative justice skill practice in faculty meeting; 4 times per week advisory with presentations, slides, videos and practice with their advisory teacher. Counselors, Admin and LCSW teach regularly as part of counseling and discipline. ISS teacher teaches with modules and accountability projects. Communicating with parents what they can support and reinforces at home.	Counselor presentations regularly in each classroom; monthly faculty restorative justice skill practice in faculty meeting; 4 times per week advisory with presentations, slides, videos and practice with their advisory teacher.	Restorative justice training; Respect agreements established in each classroom, with posters on each wall. Advisory scope and sequence.	Admin team, Teachers, ESP, all school employees are teachers.	Admin team, Teachers, ESP, all school employees are teachers.	Panorama category of student supports and environment, showed we have an area of need in students Panorama SEL data	We will look for our data to improve in those areas.				
Substance Abuse Prevention	Red Ribbon week, with advisory lessons that focus on drug prevention, JJS liaison visits and teaches smoking cessation class as needed, Healthy habits class, skills for success class with 7 habits training.	Each Tuesday based on referral	Skills for success Teacher, JJS rep., Healthy Habits teacher	Admin as needed	Red Ribbon week on October, Advisory	Panorama SEL data	Panorama, Educators Handbook				
Mental Health	Healthy Habits unit for all 7th graders, Counselors teach coping strategies. Harris SEL Student Resources Guidelines 23-24	Counselors teach in each class monthly	Teacher teams, counselors, Administration	Admin team, Teachers, ESP, all school employees are teachers.	Consistently, in teaching sessions, in advisory, Hope Squad messages.	Panorama SEL data	Counselor data educators handbook.				
Attendance	Building relationships with students the Love and Logic Way. Develop engaging instruction that students want to attend for. We work in conjunction with the Boys and Girls club of Tremont. Our teachers run some of the clubs. These programs and applications all promote prosocial behaviors and provide students with structured, supervised, and engaging activities for students within their school and community.	On and ongoing basis	Attendance contracts, attendance incentives	Admin team, Teachers, ESP, all school employees are teachers.	Classroom-based lessons and confidential reporting systems are implemented and focused specifically on identification/interruption of bullying behavior. This provides students with skills to advocate for themselves and others to prevent bullying behavior within the context of school and online.	86% attendance rate last year	Aspire %				
Protective Factors	Healthy Habits unit for all 7th graders. Harris SEL Student Resources Guidelines 23-24 Kindness focus, kindness week, positive staff relationships	Each 7th grader takes this class. All staff will be familiar with and know school-wide focusses and will reinforce them.	Guiding coalition, PBIS team, Admin team, SEL student resources.	Admin team, Teachers, ESP, all school employees are teachers.	As a school we have also planned to have three external presenters come and share messages about kindness, bullying prevention and goal setting strategies. Evidence supports that providing lessons and support in these areas provides students with strategies that reduce bullying both on individual and school-wide levels (Olweus, 1991; Smith and Sharp, 1994). Bullying behavior, especially when severe, can qualify as an Adverse Childhood Experience (ACE) and studies have found that when students experience ACEs, they are more likely to suffer from maladaptive behavior including substance use (American Academy of Pediatrics, 2014). By providing students with bully prevention programs that reduce bullying, and thus reducing the likelihood of ACEs, we are reducing the likelihood that students will begin using substances.	Panorama SEL data	Panorama, Educators Handbook				
Positive Behavior Support	school rules systematically taught in advisory 3 rules	Advisory 4 times per week/ 1st trimester	District code of conduct, Tights and lose district document	PBIS team	Intro faculty meeting, advisory weekly						
Positive Behavior Support	School-wide Behavioral flow chart Behavior Flow Chart 23/24	Ongoing, started at beginning faculty meeting	Chart, practice time in faculty meetings with scenarios	Guiding coalition, admin team	Faculty meeting and tier 2 and 3 staff meetings	Educators handbook	Educators handbook				
Positive Behavior Support	School-wide Behavioral levels. Harris Intermediate Behavioral Levels										

School Prevention Plan:

Prevention Team Members: David Lee, Jonathan Call, Kim Miller, Karen Christiansen, (PBIS team), Channele Johnson

Date approved by School Community Council: Our C.C. will not meet until after Oct 1st.

Prevention Plan Learning Targets (Address each of the 7 components):

Prevention Plan Description:

Prevention Plan Success Criteria:

Data that will be collected to determine the effect of plan: Educators handbook, Panorama, surveys Counselors give pre and post

Adele C. Young Intermediate School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address **Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.**

Tasks for Prevention:								End of Year Reflection (Due April 15, 2024)			
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Attendance	Attendance month , Held in the month of September to make students aware of the importance of being in school and the benefits associated including building strong connections with peers and adults in the building, higher graduation likelihood, increased learning, all of which help students decrease the chance of succumbing to peer pressure	September 2023	Videos to be shown in classrooms during Homeroom	Counselors	Website, social media, thrillshare, in school announcements	Panorama					
Attendance	School Rewards RISE rewards: Perfect Punctuality Positive behavior rewards Student of the month, Attendance HERO Citizenship These programs and applications all promote prosocial behaviors and provide students with structured, supervised, and engaging activities for students within their school and community. Studies have found that structured activities such as these are important factors in mitigating substance use among students as they create protective factors against substance use (Moon & Rao, 2011).	Throughout the year	Funding for rewards and input from faculty, staff and students	PBIS Team	Emails, website, text messages						
Attendance	Boys and Girls Clubs Morning Gym Afterschool Programs We work in conjunction with the Boys and Girls club of Brigham City. Our teachers run some of the clubs. These programs and applications all promote prosocial behaviors and provide students with structured, supervised, and engaging activities for students within their school and community.	Starting in September and continuing the whole year	Collaboration from volunteers as well as teachers to run some of the programs	Boys and Girls club coordinator Peer sports advisors	fliers at school, announcement over intercom						
Bullying Prevention	Bullying and Harassment Prevention , Counselor presentations regularly in each classroom Classroom-based lessons and confidential reporting systems are implemented and focused specifically on identification/interruption of bullying behavior. This provides students with skills to advocate for themselves and others to prevent bullying behavior within the context of school and online.	Throughout the year in individual classrooms	time within the classrooms for counselors to provide presentations and lesson throughout the year.	Counselors present and administration coordinates as needed	mass emails to parents regarding dates of activities						
Bullying Prevention	ACT/SEL resources by having these resources available, students can make connections with adults in their school lives that can help guide them to make good choices and feel safe from peer pressure while at school. Counselor services can help students with social skills.	Ongoing	Supplies in the counseling office, manpower	Counseling secretary, LCSW, guidance counselors	permission slips, call slips						
Mental Health	Students meet with counselors and as needed are referred to onsite LCSW who then can refer to BRMH for continued and additional services	Ongoing		Counselors, LCSW	as needed to those families that could benefit from the services						
Mental Health	Individual and group counseling services. Supports students in a multitude of ways. Not only do students receive treatment and support for general life stressors, students also have the opportunity to process trauma, suicidal ideations, and receive referrals for outside support when needed. These provisions allow for students to feel connected and cared about in the school environment and thus can lead to a decrease in the likelihood that students will use substances (Moon & Rao, 2011). Similarly, students who are provided appropriate treatment for traumas, mental health challenges, and chronic stress are more likely to build resilience within themselves and the family system, and therefore are less likely to experience a higher number of ACEs and have less likelihood of mental health disorders and substance use and abuse later in life (American Academy of Pediatrics, 2014).	As needed	Counselors, LCSW, BRMH providers, JIS	Guidance Counselors to coordinate with all parties and entities involved	Permission slips, call slips						
Mental Health	Character Ed and Social and Emotional Learning School Videos Counselor Presentations in classrooms SEL lunchtime activities Study Skills Class Each Week we show the whole school a video to teach different social and emotional learning as per the counseling department in our school. Teachers have a discussion with their homeroom students on the topic. Our counselors also go into all 6th grade student skills classes and present social and emotional learning targets.	Ongoing	Videos, funding for lunchtime activities, referrals for Study Skills students	Administrations and counselors as well as Teachers	Permission slips, calls home, emails, website						
Positive Behavior Support	Encourage students to participate in clubs and activities including Student government, peer sports advisors, after school clubs, etc	School year 20-3-24	Fliers, reminders, invitations	administration, counselors, advisors, teachers	Communication and advertising will happen through the school website as well as emails and text messages						
Positive Behavior Support	Tier 1 Schoolwide behavior videos Videos shown school wide for PBIS extension We have been using videos to teach and reinforce our schoolwide expectations.	ongoing	Videos,	Administration, student council, HOPE Squad	students, parents and staff as videos are created						
Positive Behavior Support	We use the Second Steps curricula in some of our lessons with students in need. It builds on student skills in mental health, conflict resolution, prosocial behavior, and empathy in the classroom/school, and focuses on overall student well-being.	as needed within the SWS classroom	Selections of second step	SWS teachers	As students are enrolled in the class counselors will communicate with the parents and students.						
Protective Factors	3 Strands Human trafficking lessons	Throughout the year	Lesson plans	Counselors	Website, social media, thrillshare, in school announcements						
Protective Factors	Second Step We use the Second Steps curricula in some of our lessons with students in need. It builds on student skills in mental health, conflict resolution, prosocial behavior, and empathy in the classroom/school, and focuses on overall student well-being.	Throughout the year in the Study Skills class	Time and lesson plans	SWS teachers	communications with parents as students are identified as needing study skills.						
Protective Factors	Peer Leadership Student Council Peer Sports Advisors Intramural Sports programs Lunch League Office, library and counselors' aide Peer Tutor These programs and applications all promote prosocial behaviors and provide students with structured, supervised, and engaging activities for students within their school and community.	throughout the year	Advisors and participants	individual advisors for each group							
Protective Factors	Students are using daily check in every classroom through Closegap and monthly through Bloomsight to help counselors and teachers understand how they are doing on a given day and it provides feedback to teachers on how to best help students, particularly those at risk.	every day and monthly	chromebooks, time within the classroom	Students and teachers	teachers on a daily basis, counselors as needed						
Substance Abuse Prevention	Tobacco cessation programs Our district has several programs that students who have been identified as having tobacco issues can participate in. Some of the programs include MyLife MyQuit and Truth Initiative. The district interventionist also follows up with students for 6 weeks after a vaping referral has been made.	As needed throughout the year	Access to district personnel including nurses to check in with students needing the support	Administration to refer and nurse to follow up	Communication and referral will happen during safe school hearings or as identified based on school incidents						
Substance Abuse Prevention	Red Ribbon Week is a week out of the year that focuses specifically on community building and action planning for a drug-free life. The week focuses on student attitudes surrounding drugs, alcohol, and other substances, as well as attitudes surrounding one's community and community connectedness. One study suggests that Red Ribbon weeks could reduce the use of drugs and alcohol, could improve student attitudes toward non-use of substances, can increase school performance, and increase the positive perspective students have regarding their community (Brooks & Clem, 2013); all of which were found to play a substantial role in student attitudes and behavior as it relates to pro-social behaviors in the middle and high school levels (Flay, 2000). Similarly, as outlined by (Moon & Rao, 2011) students with positive views of school and their community served as protective factors for all levels of students.	October	funding for activities and incentives	Counselors and Student Council	Fliers, emails, website publishing						
Substance Abuse Prevention	Restorative Practices JIS - Adapt, Smoking Cessation Strengthening Families Program 10-14	ongoing	Community including JIS	Counseling office coordinates dates and resources	As needed to parents and participants through website and direct emails						

Suicide Prevention	HOPE Week. Lunchtime activities, homeroom videos and HOPE squad becoming more visible to the student body. Three days of activities to promote suicide preventions & awareness. All students participate in lunchtime activities that are implemented and focused on advocating for others. This provides students with skills to advocate for themselves and others to prevent bullying & suicidal behavior within the context of school and online.	End of October 2023	Student participation, t-shirts, time to plan activities.	School Counselors and advisory committee	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy)							
Suicide Prevention	Counselors provide lesson within the classrooms teachign students coping skills as well as ways to make positive choices, increase and improve interpersonal relations	Throughout the year	time in the classrooms for presentations	Counselors, administration	classroom teacher will communicate to students of upcoming lesson carried out by counselors								

School Prevention Plan:

Prevention Team Members: Randy Rasmussen, Gloria Dabb, Tamra Larsen, Holly Reeves, Mario Mazerowski, Brandon Nelson

Date approved by School Community Council **Upcoming meeting**

Prevention Plan Learning Targets (Address each of the 7 components):

Prevention Plan Description:

Prevention Plan Success Criteria:

Data that will be collected to determine the effect of plan:

Box Elder High School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address Suicide Prevention, Bullying Prevention, Substance Abuse Prevention (including vaping), Mental Health (knowing how to ask for help), Attendance, Protective Factors, and Positive Behavior Support.

Tasks for Prevention:										End of Year Reflection (Due April 15, 2024)	
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Attendance	School Clubs	Club Rush Week will take place the first week of school. School clubs will meet on their various days and participate in various club activities.	Trained Club advisors	Club advisors	Club advisors will communicate with club members. Each club has a disclosure addressing this information.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Attendance	Career Week/Job Fair	April 2024	Invite businesses from the area to come in a provide sessions students can attend.	CTE Job Intern Teacher	CTE Intern Teacher will work with other CTE teachers. They will line up business to come in and participate. They will also work with the Box Elder Chamber of Commerce.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Bullying Prevention	Character Education (HIVE)	Each Trimester	Lessons for teachers to teach the students.	team leaders will work with administration. Team leaders and admin will train teachers. The teachers will teach the lessons to the students.	Communicated to teachers in PD meetings. Lessons and training developed by team leaders and admin.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Bullying Prevention	Scholwide Behavior Plan	All year	Schoolwide behavior plan.	Administration	Students will work through different tiers depending on the type of behavior they are experiencing. Reports made by students, parents or teachers.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Mental Health	SELFIE Program	1. Train Staff 2. Staff train Students	Qualified staff - Pay for trainer to come and train staff. Purchase posters for classrooms.	Counselors	Counselors will communicate with staff	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Mental Health	Individual Group Counseling	LCSW will meet with students who are referred to them.	Trained LCSW	LCSW	Counselors and Admin will receive referrals and communicate with LCSW.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Positive Behavior Support	MTSS	As needed as students are referred to administration and counselors	Training for students. This will be taught by teachers. One on one training will be given as needed to students in tier 2 and tier 3.	Administration	Administration will work with team leaders. Information will also be discussed in at risk meetings.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Protective Factors	HIVE Lesson	Second Trimester	Training for teachers to present to students	Team Leaders and Admin	Teachers will teach protective factor lesson to students.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Protective Factors	Student Support Center	Every school day throughout the year.	Trained SSS paras and LCSW.	Administration, SSS paras and LCSW	Students will be referred to SSS. Paras will work one on one with students. There will also be QR codes around the school students can refer themselves.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Substance Abuse Prevention	Botvin Life Skills	Health classes	Health teachers attend Botvin trainings	Health teachers	Every student during health class	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Suicide Prevention	Hope Squad (Unite & Distress Week)	Hope Squad will meet monthly or as needed to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Hope Squad Leaders	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
Suicide Prevention	SafeUT App	Available 24 -7.	Train students to download the app	Hope Squad Leaders and Advisors. Admin and Counsors respond to the SafeUTs.	During Unite Week Hope Squad will teach this to students.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) Link to Data: https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit					
School Prevention Plan:											
Prevention Team Members: Jamie Kent, Jesse Roberts, Robbie Gunter, Clark Funk, Tom Davidson											
Date approved by School Community Council: September 18, 2023											
Prevention Plan Learning Targets (Address each of the 7 components):											
Prevention Plan Description:											
Prevention Plan Success Criteria: Panorama Data Increasing											
Data that will be collected to determine the effect of plan: Panorama Data https://docs.google.com/document/d/1OVq1RqFw7xbVipHCLH5jcrbEOKTTZ7v6ALUj_-xgml/edit											

Box Elder Middle School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:										End of Year Reflection (Due April 15, 2024)	
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	EXAMPLE: Hope Squad	Hope Squad will meet weekly to plan activities.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	School Counselors	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) (86%, 74%, 66%, 57%, 52%, 52%) Sharp Survey (Depression (19.5%), Isolated (32.8%), Hopeless (28.7%) School Climate Survey (Students know how to report a safety concern, bullying, or dangerous situation (71%))	Panorama Data Supportive Relationships Self-Management Social Awareness Grit Growth Mindset Self-Efficacy End of Year Survey Depression Isolation Hopelessness Know how to report				
Suicide Prevention	HOPE SQUAD	HOPE Squad meetings weekly to plan activities. September 25-29 HOPE WEEK	HOPE Squad and Advisors (counseling department)	Counseling Department	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data Supportive Relationships 85% Self Management 75% Social Awareness 67% Grit 56% Self Efficacy 51% Growth Mindset 48%					
Bullying Prevention	Bullying Prevention Lesson	Day 2 of Counselors teaching in 8th Grade Classrooms	Counselors, SRO	Counselors, SRO	All students receive direct instruction about Bullying and bullying prevention.	Panorama School Safety 41%					
Bullying Prevention	Spread the Love Week	February 2024	Activities through the week to encourage kindness and positive student to student interaction	Student Government and advisors	Students will communicate the activities for the week to students through notes, announcements, social media		Number of students participating in activities.				
Bullying Prevention	BEMS Behavior intervention plan (We are Safe, Respectful, & Responsible)	Continuous through the year.	Behavior Intervention plan communicated with staff, students and parents,	faculty, admin, counselors	Information will be communicated to families through emails, social media, school texts and notes.	No data to report with this new implementation. Student referrals and completion of behavior modules will be the collected data.	number of students that are referred to counselors (for learning modules) and admin.				
Substance Abuse Prevention	Substance Abuse Prevention Lesson	Day 2 of Counselors teaching in 8th Grade Classrooms	Counselors, SRO	Counselors SRO	All students receive direct instruction about Substance Abuse Prevention		number of students in classes				
Substance Abuse Prevention	School Nurses/Bobbie Jeppsen	Continuous through the year	School nurses and their programs	Admin and school nurses	Phone calls and emails will be made to parents when a student has been found with a vape.	This is a new program and data will be collected through the year on the number of Teacher Mentor contacts made.	number of students referred through the year to BJ.				
Substance Abuse Prevention	Teacher mentors	Continuous through the year	Teacher mentors	Admin, school nurse	Students will communicate with one of four teacher mentors after completing the Vape cessation program with Bobbi Jeppsen.						
Mental Health	Mental Health	Day 2 of Counselors teaching in 8th Grade Classrooms	Counselors	Counselors	All students receive direct instruction about mental health and mental health services	0 students have received this instruction this year.					
Mental Health	Group and individual counseling from BRMH	Continuous through the year	BRMH, School Counselors	BRMH, Counselors, Admin	Information communicated to individuals as needed through mail, email and phone.		Number of students involved in counseling				
Attendance	Teacher contact at 3 unexcused absences	Continuous through the year	Attendance data, time	Teachers, attendance secretary,	Contact will be made by teachers to parents and individual students who are showing a trend of missing classes.						
Attendance	attendance letter, attendance contract	Continuous through the year	Attendance data, time	Teachers, attendance secretary, ISS para, admin	Contact will be made by teachers to parents and individual students who are showing a trend of missing classes.		Nubmer of attendance letters and contracts completed.				
Protective Factors	Maslow's Closet	Continuous through the year	Community donations, grants to fill the closet	Counselors, main office	Information will be communicate from the main office and counseling center to students that might benefit from this. Mail, email and phone message.		Number of students that benefit from use of supplies in Maslow's Closet.				
Protective Factors	Backpack Program	Continuous through the year	Community donations, grants to purchase items for the backpacks	Counselors, main office	Information will be communicate from the main office and counseling center to students that might benefit from this. Mail, email and phone message.		Number of students that benefit from use of take home backpacks.				
Protective Factors	Clothing drive	August 2023	Community donations	Counselors	Information sent via email, text and social media						

Positive Behavior Support	PBIS including token economy	Continuous through the year	Stinger Store prizes, SUPER STINGER reward	Guiding Coalition, faculty, admin, counselors	Students recognized for their behavior will be notified by teacher/staff	No data to report. The number of Stinger Cards and Super Stinger cards redeemed will be reported.	Number of Stinger cards redeemed.				
Positive Behavior Support	Stinger of the Day/Stinger of the Month	Continuous through the year	Reward	Faculty, Staff, office	Students will be notified by teachers/staff they have been nominated and why.		number of Stinger of the Day students recognized and number of students of the month.				
Positive Behavior Support	School Postcards and emails	Continuous through the year	Postcards, stamps	Faculty, staff	Students and parents will receive positive emails, postcards and calls from teachers.						

School Prevention Plan:

Prevention Team Members: _____

Date approved by School Community Council: _____

Prevention Plan Learning Targets (Address each of the 7 components): _____

Prevention Plan Description: _____

Prevention Plan Success Criteria: _____

Data that will be collected to determine the effect of plan: _____

Bear River High School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention: **End of Year Reflection (Due April 15, 2024)**

Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	HOPE Squad	Hope Squad will meet weekly and as needed to plan activities.	Hope Squad Membership training, voting, meeting with admin to review expectations, plan events.	School Counselors	Hope Squad with advisors will communicate via email, social media, in-person activities, school announcements, and representation with signage, shirts, etc. Messaging will occur throughout the year. Messaging will be sent to students, faculty, staff, and families from Hope Squad members, counselors, and administration.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Bullying Prevention	SALT Team (Student Athlete Leadership Team)	SALT Team will meet monthly to plan activities and events.	Monthly training, summer conference, guest speakers, E4A support	Athletic Director, Coaching staffs from all teams, administration team	Whole school through athletic teams, social media, announcements, messages, administration.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Substance Abuse Prevention	Botvin Life Skills	Health classes	Health teachers attend Botvin trainings	Health teachers	Every student during health classes	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Positive Behavior Support	Adapt Class	Periodically/as needed throughout the school year.	Health Department/JJS to teach sessions	Asst. Principals, JJS, and BRHD	Contact with students and parents as needed.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Substance Abuse Prevention	END (tobacco cessation class)	Periodically/as needed throughout the school year.	Health Department/JJS to teach sessions	Asst. Principals, JJS, and BRHD	Contact with students and parents as needed.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Attendance	School Athletics and Clubs	Red Rush Week will take place the first week of school. School clubs will meet on their various days and participate in various club activities.	Trained Coaches and Club advisors	Coaches and Club advisors	Coaches and club advisors will communicate with members. Each club and team has a disclosure addressing this information.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Protective Factors	Career Week/Job Fair	April 2024	Invite businesses from the area to come in a provide sessions students can attend.	CTE Job Intern Teacher	CTE Intern Teacher will work with other CTE teachers. They will line up business to come in and participate. They will also work with the Box Elder Chamber of Commerce.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Suicide Prevention	SafeUT App	Available 24 -7.	Train students to download the app	Hope Squad Leaders and Advisors. Admin and Counsors respond to the SafeUTs.	During Unite Week Hope Squad will teach this to students.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Mental Health	LCSW	Daily, as needed	Continued support to keep her in the building	Administration and District Administration	Counselors, Administration and District Administration as needed	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					
Mental Health	Mental Health Teacher Committee	Monthly and as needed	Time for teachers to meet, make plans and schedule events and activities	Teachers (2 teacher chair this committee) with administration support	Staff, students, and community as necessary	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety) Link to Data					

	School Spirit Teacher Committee	Monthly and as needed	Time for teachers to meet, make plans and schedule events and activities	Teachers (2 teacher chair this committee) with administration support	Staff, students, and community as necessary	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety)				
Protective Factors						Link to Data				
	Attendance School Committee	Monthly and as needed	Time for teachers to meet, make plans and schedule events and activities	Teachers (2 teacher chair this committee) with administration support	Staff, students, and community as necessary	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy, and School Safety)				
Attendance						Link to Data				

School Prevention Plan:

Prevention Team Members:
Date approved by School Community Council: Sep. 18, 2023
Prevention Plan Learning Targets (Address each of the 7 components):
Prevention Plan Description:
Prevention Plan Success Criteria:
Data that will be collected to determine the effect of plan:

Bear River Middle School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:										End of Year Reflection (Due April 15, 2024)	
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps!
Suicide Prevention	Hope Squad	Hope Squad will meet weekly to plan activities. focused on suicide prevention.	Hope Squad Membership, training, voting, meeting with admin to review expectations, plan events.	Mr. Tesch, Advisor & School Counselor	Hope Squad with Mr. Tesch will inform student body of activities via announcements, school posters, and communication home via phone, text and email programs.	Panorama Data (Supportive Relationships, Self-Management, Social Awareness, Grit, Growth Mindset, Self Efficacy) (86%, 74%, 66%, 57%, 52%, 52%) Sharp Survey (Depression (19.5%), Isolated (32.8%), Hopeless (28.7%)) School Climate Survey (Students know how to report a safety concern, bullying, or dangerous situation (71%))	Panorama Data Supportive Relationships Self-Management Social Awareness Grit Growth Mindset Self-Efficacy End of Year Survey Depression Isolation Hopelessness Know how to report				
Suicide Prevention	Licensed Clinical Social Worker (LCSW)	2023-2024 School Year	Room for her to visit	Aaron Tesch	As school personnel meet with students in crisis the student can be referred to a LCSW. Parent contact and permission form sent home.	Count of case load for LCSW					
Bullying Prevention	8th Grade Health Presentations - Healthy Relationships Presentation	Each trimester during Health Class		Aaron Tesch/Shamra Nielson	Parent permission slips sent home each trimester						
Bullying Prevention	Cyberbullying unit in Digital Literacy Class all 8th graders	Each trimester during Digital Literacy Class		Janette Tomkinson			Number of Students Passing the Cyberbullying Unit				
Bullying Prevention	8th Grade Library Presentation on Respect all students in their Language Arts Classes	Each year during library orientation	none	Teresa Roberts							
Substance Abuse Prevention	Governor's Youth Council (GYC)	The GYC will meet to plan and implement activities targeted at substance abuse prevention. Main activities include "Kick Butts" poster pledge, and Red Ribbon Week	GYC Application, conference room for weekly meetings	Kelli Rose/Aaron Tesch	Hope Squad with Mr. Tesch will inform student body of activities via announcements, school posters, and communication home via phone, text and email programs.	Number of GYC Students: Number of Activities per Year: Counts taken from Previous Year (2022-3)	Number of GYC Students: Number of Activities per Year: Counts taken End of Year (2023-4)				
Substance Abuse Prevention	Health Class Presentation (Box Elder CO Strike Force Officers)	Each trimester during Health Class	Appointments, space, arranged with officers	Aaron Tesch/Shamra Nielson	Parent Permission slips sent home to parents, signed and returned	Number of students attending each presentation each trimester	Number of students attending each presentation each trimester				
Substance Abuse Prevention	Tobacco Cessation Course	During ISS	Access to Canvas Course created by the Health Department	Aaron Tesch/Shawn Miller	arranged by administration	Total number of students who complete the Cessation Course after being caught with a Vape. And the total number of students who got caught with a vape on 2+ occasions.	Total number of students who complete the Cessation Course after being caught with a Vape. And the total number of students who got caught with a vape on 2+ occasions.				
Mental Health	Hope Squad (QPR-Training on how students can refer their friends in crisis)	periodically throughout the	Activities have not been planned yet, resources pending	Aaron Tesch	Hope Squad with Mr. Tesch will inform student body of activities via announcements, school posters, and communication home via phone, text and email programs.		Number of Students trained in QPR as reported by the Hope Squad				
Mental Health	Counselor Presentations to 8th and 9th Grade	on the first day of counselor presentations	SELFIE Method; Student Council Video	Aaron Tesch/Kelli Rose	notice of topics and invitation for parent attendance to in-class presentations sent home by counseling center	Count of bookmarks handed out each trimester					
Mental Health	Hope Week (Hope Squad)	Within the first month of school starting	none	Aaron Tesch/Kelli Rose	Hope Squad, GYC, Student Council will inform student body of activities via announcements, school posters, and communication home via phone, text and email programs.						
Attendance	No Tardy Parties	End of Each Trimester		Ben Willey	Announcements	Count of how many students do not have tardies					
Attendance	U Citizenship Make Up Class	Each Mid-Trimester for Three Weeks		Aaron Tesch/Kelli Rose Mr. Jones Mrs. Christensen	Informed By Admin	Data will be collected at mid-term and compared to data at the end of each tri.					
Protective Factors	Human Trafficking Presentations in the health Class	Each Trimester during Health Class	Health Teacher Training (Sept. 26, 8-3)	Aaron Tesch							
Protective Factors	Small Groups (Youth Services, Bear River Mental Health, School Counselor)	periodically throughout the year	Conference Room	Aaron Tesch	Communication will be provided by Youth Services, Bear River Mental Health, and School Counselors as needed	Number of students in each group: Youth Services: BRMH: Counselor:					
Protective Factors	Food, Clothing, and School Supplies Pantry and School Lunch Freezer Meals	As needed	donations	Morgan Christensen & Kelli Rose	Counselors, Mrs. Christensen						

Positive Behavior Support	Bear of the Month	Each month	Refreshments, spread sheet for tracking	Teresa Roberts	Communication will be sent home to every parent/guardian each month. Students will be identified as at risk						
Positive Behavior Support	U Citizenship Make Up Class	Each Mid-Trimester for Three Weeks		Aaron Tesch/Kelli Rose Mr. Jones Mrs. Christensen	Informed By Admin	Data will be collected at mid-term and compared to data at the end of each tri.					
Positive Behavior Support	MTSS Process	As needed		Ben Wiley							
Positive Behavior Support	Bear Bucks & Trading Post	ongoing	Bear Bucks Printed, Rewards for the Trading Post	Aaron Tesch/Aimee Stokes		Each Trimester the number of Bear Bucks will be counted by the front office aids.					

School Prevention Plan:

Prevention Team Members: Morgan Christensen, Ben Wiley, Sidney Rgiby, Sandra Rumierk, Rachel Williams, Aaron Tesch, Janette Tomkinson, Tyler Jones, Corine Udy, Marc Van Pelt

Date approved by School Community Council: September 18, 2023

Prevention Plan Learning Targets (Address each of the 7 components):

Prevention Plan Description:

Prevention Plan Success Criteria:

Data that will be collected to determine the effect of plan:

Sunrise High School Prevention Plan (Due by September 18th, 2023)

Please make sure that you address [Suicide Prevention](#), [Bullying Prevention](#), [Substance Abuse Prevention](#) (including vaping), [Mental Health](#) (knowing how to ask for help), [Attendance](#), [Protective Factors](#), and [Positive Behavior Support](#).

Tasks for Prevention:										End of Year Reflection (Due April 15, 2024)				
Component	Description of Task	When will this happen?	What resources are needed?	Who is/are responsible for leading task and resources?	How, when, to whom and by whom will information be communicated?	Beginning of the year data (cite source)	End of the year data (cite source)	What went well with this task?	What challenges came up when implementing this task?	How did the implementation of this task impact students in protected classes (including your TSI students if applicable)?	Based on data, what is the next steps? (Continue Plan, Revise Plan, Create New Plan). Continue plan can only be used if data improves. If you are revising or creating new plan, describe the new steps?			
Bullying Prevention	School Wide Theme of RISE. The schoolwide expectation of respect, integrity, service and engagement. This is a focus throughout the school and in each classroom.	Introduced in each intake and students are rewarded who show they have demonstrated any of the characteristics	Classroom posters and materials to reward students with	Handled through the counseling department	Teachers nominate students as observed who RISE and they are recognized by the main office over the large screen each Thursday.	Educators handbook data, sharp survey, and Panorama data	Educators handbook data, sharp survey, and Panorama data							
Substance Abuse Prevention	Weekly Grade checks and F report. The counseling department prints weekly grade reports for students and notifies parents of failing and passing grades. To build relationships with students, complimentary phone calls home to parents are made for students passing all their classes and they receive a small treat as a reward. In addition, students who are failing receive a missing assignments report and phone call home to parents to encourage the student to complete the missing work. This is all part of building a strong relationship with our students and parents. Better relationships and communication helps to decrease the use of tobacco, alcohol and other controlled substances	Every Tuesday	None	Counseling secretary	Information is given to the administration each Tuesday. Students failing 3 or more classes are called in by the office. Parents are notified of each failing grade each week through a phone call and text. This notification goes out from both the mentors and the counseling office.	Weekly F report data								
Positive Behavior Support	Self Contained classroom pods and mentors. Approximately 60% of students at Sunrise are enrolled in a self contained classroom which is called a pod. Students remain in their pod throughout the day with the same group of students. Certified teachers rotate into the class throughout the day providing instruction. Each pod has a full time mentor in the classroom to provide support, interventions, increased contact with home and guardians, and most importantly to develop a positive relationship with each student in the class. By remaining in the pod students are less likely to be absent, they receive greater academic support, and benefit from interacting with their mentor throughout the day.	Students are enrolled in the pod at their intake meeting	Full time para professional for each pod	Principal	Mentors meet each week in a PLC and share data. student concerns are shared in educators handbook with the principal. Parents are contacted weekly by mentors helping them to stay connected with their students progress.	Educators handbook data, sharp survey, and Panorama data								
Mental Health	Individual and group counseling/social work services. Individual and group counseling services support students in a multitude of ways. Not only do students receive treatment and support for general life stressors, students also have the opportunity to process trauma, suicidal ideations, and receive referrals for outside support when needed. These provisions allow for students to feel connected and cared about in the school environment and thus can lead to a decrease in the likelihood that students will use substances (Moon & Rao, 2011). Similarly, students who are provided appropriate treatment for trauma, mental health challenges, and chronic stress are more likely to build resilience within themselves and the family system, and therefore are less likely to experience a higher number of ACEs and have less likelihood of mental health disorders and substance use and abuse later in life (American Academy of Pediatrics, 2014).	This happens as needed as well as during the study skills hours in each of the pods.	Counseling curriculum	Counseling center	School counselor works with outside agencies to provide curriculum each week on Wednesdays during the study skills time.	Sharp survey, Needs assessment and Panorama data								
Substance Abuse Prevention	Adapt Program. ADAPT is a life skills curriculum that focuses on problem-solving and decision-making skills. It aids students in recognizing personal boundaries, understanding their strengths, developing effective communication skills, and achieving goals.	Wednesdays as part of the counseling curriculum.	We arrange guest presentors through JJYS	The counseling department arranges for JJYS to present the curriculum each year.	JJYS will present the curriculum over the course of multiple weeks. This is part of the ongoing counseling curriculum that is presented during the study skills time in each of the pods.									
Protective Factors	New Hope Crisis Center/ Healthy Relationships curriculum. Each year students in the Language Arts classes are taught a Healthy Relationships class from New Hope Crisis Center. This class lasts two days and focuses on defining a healthy relationship, identifying positive role models in their lives, identifying types of abuse, how to get out of an unhealthy relationship, and how to report concerns.	Two days during the Language arts class to all students.	None	arranged by the counseling department through the Language Arts teachers.	Language arts teachers provide two days for the new hope crisis center to come in and teach students.									
Suicide Prevention	Brigham City Suicide Prevention Coalition. As part of our dropout prevention, students receive training in suicide prevention and how to support at-risk peers in a healthy, positive manner. The training focuses on building healthy positive relationships and how to report concerns.	Wednesdays as part of the counseling curriculum.	none	Counseling department provides this as part of their yearly curriculum.	This is part of the ongoing counseling curriculum that is presented during the study skills time in each of the pods.									
Bullying Prevention	Classroom-based lessons and confidential reporting systems are implemented and focused specifically on identification/interruption of bullying behavior. This provides students with skills to advocate for themselves and others to prevent bullying behavior within the context of school and online. Evidence supports that providing lessons and support in these areas provides students with strategies that reduce bullying both on individual and school-wide levels (Olweus, 1991; Smith and Sharp, 1994). Bullying behavior, especially when severe, can qualify as an Adverse Childhood Experience (ACE) and studies have found that when students experience ACEs, they are more likely to suffer from maladaptive behavior including substance use (American Academy of Pediatrics, 2014). By providing students with bully prevention programs that reduce bullying, and thus reducing the likelihood of ACEs, we are reducing the likelihood that students will begin using substances.	Wednesdays as part of the counseling curriculum.	none	Counseling department provides this as part of their yearly curriculum.	This is part of the ongoing counseling curriculum that is presented during the study skills time in each of the pods.									
Positive Behavior Support	On -A - Roll certificates	each week as observed by staff	Purchased bottle stickers as a reward	Administration and office staff	Teachers can nominate students that are showing improvement. They are then recognized every Thursday over the big screen.									
Attendance	Attendance intervention para. When a students attendance falls below 70% over 6 weeks they are put in an attendance intervention program.	student attendance is evaluated each week and discussed in the mentor PLC	15 hour attendance para was hired	administration and attendance para	Student mentors discuss with administration students who have not responded to their efforts to improve their attendance each week in their PLC. The attendance para meets with the student and parent to set goals and try and address the problem before a contract is written.									
Positive Behavior Support	Motivational classroom notes in each class	as observed in classrooms	Set of notes are in each classroom	Prevention team and office	Creative notes for many occasions were purchased for each classroom so students and teachers could give a positive note when needed.									
Attendance	Random attendance rewards	about every two weeks random	purchase rewards	Administration	About every two weeks, the administration provides an attendance reward for every student in attendance at that time.									
Substance Abuse Prevention	Parental involvement events: These events include a back to school night, as well as an activity each trimester to encourage parents to be involved with their students academics and to reward the parents along with the students when their students are doing well and passing all their classes. Increased parental involvement is a key component in preventing substance abuse in minors.	Back to school night was August 16th. Trimester events will coincide with parent teacher conferences as well as with midterm for our 6th term.	Funding for food and prizes	Administration / Prevention team	Events are announced through social media, website, and by text and email. All parents are encouraged in advance to help their students get their grades up for the next event that will coincide with the midterm of terms 2, 4, and 6									

School Prevention Plan:
 Prevention Team Members: Gerald Jackman, Natalie McGuire, Darci Dyer, Kelly Sorensen
 Date approved by School Community Council: We do not have a community council
 Prevention Plan Learning Targets (Address each of the 7 components):
 Prevention Plan Description:
 Prevention Plan Success Criteria:
 Data that will be collected to determine the effect of plan:

Suicide Prevention/Bullying Prevention:	Attendance	Substance Abuse	Mental Health	Other
Hope Squad	Americorps helps with incentives and contact	Red Ribbon Week	Counselor (whole group and small group lesson)	Supporting Families for the Holidays through community connectoins.
Second Steps and 4 Strands	Counselor and secretary help	Hope Squad activities	Threat Assessments	BEMS clothing swap
Bullying curriculum presented by the counselor	Review during PBIS team meetings	Counselor lessons (SEL)	Trauma informed	Food pantry
Kindness Week	HERO	Botvin 5th grade	Parent communication and support/resources	Positive adult relationships
Hope Week	Parent Calls (positive connection)	Tough Club Assembly	Deescalation	community activities
Cyberbullying lessons	Home visits-Title 1	DARE	Teach skills, provide space, thinker space	positive contacts home
Plenty of adult supervision	Automated calls		BRMH	social media postis
SafeUT	Challenges, competition*		Know students names	student recognition
Access to counselors in small groups, one on one, and other s	Real connections		Keep the school personal	school activities/incentives
Adult relationships	Great tier 1 learning that's engaging		Use Panorama survey results for early identifica	PTC
GCN	12 kids per day?		Nurses-Rachel	Parent involvement
Monthly focus			LCSW	Community Services
Safety Plans				Student Recognition
Behavior coaches for Title1				
Expand Student connections	Attendance letter	ADAPT-smoking cessation- BRMH		Safe schools
Suicide in health class?	Conferences	Suspension, ISS, parent m	School Counselors-Proactive coping strategies	school level versus district level
Hope Squad	Trackers	Accountability projects	District Crisis Response Team	student connections-all staff
Hope Week	Social Media	vape detectors	LCSW	teacher presence and admin and all staff
Advisory-Home Room, bullying prevention	Contracts	LCSWS/Nurse	District Nurses	PBIS-school leadership
Safe UT counselors	Incentives	Mentor, character strengths JJS-Teaching Skills and strategies		Rules, consequences- taught and modeled
Gaggle admin	Aide tracking-75 kids with emails for every missed class.	Drug testing (nicotine inculc	Advisory-Building PBIS	HIVE-Tier 1 behavior, teach expected behavior
NP/BESD-Rachel Lott	Attendance points could use some support here. Athletes are held to a higher stan	Bring in the dogs	Connections-all employees	Pod structure-Sunrise Teachers
LCSW-Megan	Connections-relationships 2 X 10	Teacher presence	Hope Squad	Accountability projects
JJS	JJS	Teach in health classes	ISS-learning modules	suspension, iss, iss
A call for help	class contests	Class C	restorative practices	safe school meeting district/school level
Close Gap	home visits	Random search	welless center	district intervention specialist (Suzanne Reeder)
Staff in halls!!!	good instruction	reduced bathroom priviledg	district mental health nights	Check and Connect BJJ, Mentors
Re-entry meeting after mental health stay.	americorp mentors			Student Support Center
	teacher contact at 3			Structured Days
				Safety Drills
				SRO
				Behavior Contracts

Recommendation to approve

Submitted by: Mark Taylor, Executive Director of Personnel and Title IX

Recommendation:

It is recommended that the 23-24 LEA Specific Endorsements and Licenses be approved by the school board.

Recommended Motion:

I move that the 2023-2024 LEA Specific Endorsements and Licenses be approved.

Background:

Due to a lack of educators graduating with teaching degrees and the required endorsements, we have a program to hire the right individuals for the positions and then assist them to earn the required endorsements and licenses. Also, there are instances where a teacher earns their degree and are waiting for the university they graduated from to report their degree to the state so they can receive their teaching license.

Policy Implications:

This is in accordance [policy 3022, Employment: Box Elder School District – Local Education Agency Specific Teacher License/Endorsement](#)

Financial Implications:

n/a

Staff Implications:

Through our program, we have educators earning 43 new endorsements and an additional 25 educators working on professional teaching licenses.

**2023-2024 Box Elder School District
LEA Specific Licenses**

Wednesday, October 14, 2023

Requesting Board Approval

Name		School	# of Years Requesting
Leah	Campbell	ACYI	3
Malinda	Kennington	ACYI	3
Malinda	Peck	ACYI	3
A'lura	Hamilton	ACHI	3
Teresa	Mas	ACHI	3
Mistie	Mattinson	BRHS	3
Reggie	Shaw	BRHS	3
Heather	Baltazar	BRMS	3
Sandra	Rumierk	BRMS	3
Stacy	Nielson	District Office	3
Olivia	Tyger	District Office	3
Jason	Jones	BEHS	3
Kimberly	Maw	BEHS	3
Bonnie	Robinson	BEHS	3
Justin	Bishop	Century	3
Angela	Christensen	Fielding	3
Savannah	Taylor	Fielding	3
Emily	Bailey	Garland	3
Elina	Hernandez	Garland	3
Abram	Felsch	Garland	3
Amanda	Schwab	Garland	3
Deanna	Gomez	Golden Spike	3
Whitlee	Roundy	Golden Spike	3
Johanna	Kunzler	Lake View	3
Genela	Bess	Willard	3

**2023-2024 Box Elder School District
LEA Specific Endorsements**

Wednesday, October 4, 2023

Requesting Board Approval

Name		School	# of Years Requesting
Hallie	Kunzler	Park Valley	3
Kelly	Kunzler	Park Valley	3
Adriana	Metarref	Three Mile	3
Lisa	Rock	Willard	3
Angela	Davis	ACHI	3
Daniel	Francom	ACHI	3
Phillip	Merrill	ACHI	3
Jacob	Page	ACHI	3
Tricia	Payne	ACHI	3
Jeremy	Webb	ACHI	3
Duberlys	Cha	ACYI	3
Marie	Jeide	ACYI	3
Emily	Jensen	ACYI	3
Haylee	Singleton	ACYI	3
Susan	Thompson	ACYI	3
Nicole	Tucker	ACYI	3
Curtis	Armstrong	BRMS	3
Mia	Babcock	BRMS	3
Kimberly	Merrell	BRMS	3
Duane	Runyan	BRMS	3
Marc	Van Pelt	BRMS	3
Jeremy	Briggs	BEMS	3
Steven	Dabb	BEMS	3
Meagan	Johnson	BEMS	3
Alan	Park	BEMS	3
Chad	Reeder	BEMS	3
Kadie	Bowcutt	BRHS	3
Michael	Jensen	BRHS	3
Steven	Littlefield	BRHS	3
Sanford	Macsparran	BRHS	3
Shaun	Norton	BRHS	3
Crystal	Pugsley	BRHS	3
James	Baker	BEHS	3
Russell	Beck	BEHS	3
Jason	Bingham	BEHS	3
Matthew	Bowden	BEHS	3
Val	Cullimore	BEHS	3
Thomas	Davidson	BEHS	3
Kayleen	Kraus	Sunrise	3

Kurt	Moulton	Sunrise	3
Mati	Rinderknecht	Sunrise	3
Heather	Watts	Sunrise	3
Kelsey	Fletcher	Golden Spike	3

SAMPLE POLICIES FROM DISTRICTS

Cache – none

Logan – none

Weber School District

Policy

4. Bus Space Availability: If it is determined that there is space available on a school bus on a regular route, ineligible students living within the school's boundaries may be allowed to ride the bus. Priority is given to students who live the farthest distance from the school. Ineligible students must be given formal approval by the District Transportation Supervisor to use bus transportation. Students will be required to board the bus at the closest eligible bus stop to their registered address. This space available transportation expires at the end of each school year and may be withdrawn at any time. Determination of space available will not be made until after the first two weeks of the school year. If it is determined that there is space available, application for transportation will be received by the Transportation Office. This application form can be found on the "Transportation" link under "Departments" on the District web site. <https://wsd.net/departments/support/transportation/busing-policies>
Form <https://wsd.net/docman-list/documents/transportation-1/590-ineligible-student-form/file>

Jordan School District (see attachment)

Canyons

Has created a "space-available" permit program to help many students who no longer qualify for busing services. Non-qualifying students may submit a request for transportation services so they can ride with their qualifying siblings or neighbors — if there is space on the bus.

Please submit the requests only if your child is not on the list of students who qualify under state guidelines for transportation to and from school on a CSD bus.

During the first few weeks of the school year, bus services will not be provided to non-qualifying students, even if they have submitted a space-available permit request. This time is needed to verify the number of students who, according to state law, are guaranteed a spot on the bus. The permits are granted on a first-come, first-served basis.

Students who attend a school other than the one assigned to them by geographic boundary do not qualify to be considered for space-available permits.

Davis School District

SPACE AVAILABLE BUSING:

Regular Education buses with available space may serve ineligible students attending the school served by that bus if agreed upon by the school administration and transportation supervisor. An ineligible student is defined as any student that lives within the established distance set by the USBE used to determine bus eligibility. The following guidelines apply:

- Riders must go to an eligible bus stop. Buses will not stop at other than established stops beyond the 1 ½-mile (elementary) or 2-mile (secondary) standards.
- A minimum number of 10 eligible riders are required before a bus will be placed into operation. If an eligible run exists and space is available, ineligible students may ride the bus if agreed upon by the school administration and transportation supervisor.
- The total of eligible and ineligible riders may not exceed 80 for an elementary run, and 50 for a secondary run.
- School principals will administer the space available program following these guidelines:
 - Determine, with the help of the Transportation Route Coordinator, the number of potential seats available for ineligible students.
 - Offer a sign-up period for those students interested in signing up for space available busing.
 - If the number of students desiring space available busing does not exceed the available seats, the school administrator may issue bus passes to those students. If the number of students desiring space available busing exceeds the available seats, the school administrator may hold a random drawing to determine who may receive a bus pass. Consideration may be given to siblings on the same route, even though this will reduce the number of available seats. While a random drawing is recommended, a school administrator may use a different method that is better suited to his/her school, using a different process for selecting ineligible riders.
 - Once the school administrator has determined who will receive space available bus passes, he/she will provide a list of those students to the transportation department and the bus driver.
 - The school administrator will provide a copy of the Bus Policy to every space available student.
- If an overcrowding situation occurs during the year because of growth in the eligible riders, space available students will lose riding privileges.
- Space available bus passes are for one year only.
- Principals may, if they choose, place ineligible kindergarten students on the midday bus. The District will allow one courtesy stop per route if it does not deviate from the route.

Park City

I. Standards for Ineligible Students

The Board authorizes the administration to develop regulations to provide busing services at a cost to those areas that are ineligible for busing as provided by Utah State Law and Administrative rules, where such busing is financially and logistically feasible, limited to one stop on each route under the ineligible distance. The one stop will be set at a point closer than one and a half (1-1/2) miles from school for Elementary school students (grades K-6) and closer than two (2) miles from the school for Secondary students (grades 7-12) from the school in a location that offers the best safety for the students.

<https://www.pcschools.us/departments/transportation/space-available>

Alpine School District – none

Juab School District – see attachment

Washington County School District

3.12. Ineligible Students

3.12.1. Ineligible students may ride the school bus to and from an existing bus stop, on a (space available) basis provided that neither time, mileage, nor other appreciable cost is added as a result of this service. Student must be annually registered and have a space available form completed and on file. Space available passes will not be issued during the first month of school. Form 607

3.12.2. No eligible bus students are to be displaced or required to stand in order to make room for an ineligible student.

<https://procedure.washk12.org/policy/7000/7100>

Considerations:

- Must live within their school boundaries,
- Recommend we don't start till after the October 1st headcount,
- Determinations based on space:
 - First come first served
 - Farthest out
 - Younger grades, age of students
 - Students of employees
 - Health issues considerations
 - Students in household attending same school
 - School administration decision based on attendance/preference/input
- Revoked at any time, space available is temporary and a privilege,
- Same rules and conduct as applies to eligible riders,
- One and done (rules, behavior, etc.),
- Certain cushion or buffer for additional move ins, etc.,
- Only good for the current year of application,
- Must get on existing bus stop, no additional bus stops added,
- Biggest change this year has been student behavior because buses are not overcrowded,
- List of all courtesy students to school administrators with bus numbers,

A Quick Reference to
Jordan School District

Bus Service



State Standards, District Policies and Transportation Guidelines

Jordan School District provides bus service to ineligible students within the limits set by the State of Utah. Students who live within 1.5 miles of an elementary school and 2.0 miles of a middle or high school are identified as ineligible for transportation. Jordan School District's Space Available Program works as follows:

Space Available Guidelines:

- If space is available, students who live too close to school to qualify for state supported bus service may be allowed to ride from the nearest existing approved bus stop. (This privilege will not be granted when there are overriding safety issues or other considerations.)
- Parents are responsible for the safety of their student(s) traveling to and from the bus stop.
- If the number of ineligible students requesting to ride exceeds the number of spaces available, the principal may work with the School Community Council to establish guidelines for the method that will be used to issue Space Available Passes. Options for identifying the method of awarding Space Available Passes might include:
 - Distance from the school
 - Lottery drawing of all applicants
 - Age of students
 - Special needs or concerns
- Space Available Passes are issued for the current year only. Students requesting a Space Available Pass must apply each year.
- Space Available Passes may be withdrawn at any time if an increase in eligible riders reduces the number of seats available.
- Space Available Passes may be revoked at any time for student conduct that does not conform to the rules for riding the bus.
- Ineligible riders who are issued a bus pass must agree to use a designated existing bus stop.
- Bus stops will not be added to accommodate space available riders.
- Students who attend their boundary school and request a Space Available Pass will be given first priority over students attending the school on a special permit.
- Space Available Passes will be issued within 15 calendar days after the school year begins.
- Space Available Passes will not be issued to students desiring transportation to an after-school job site or activity.
- Riding the bus is a privilege, not a right. Students must conform to established rules of behavior and regulations governing ridership.

It is important that you understand, Jordan School District is not allowed to transport children who have not been approved and assigned to ride a bus.

Signed and completed Space Available Request forms are to be forwarded to the Department of Transportation. The Department of Transportation will assign students to the bus based on available space according to the criteria provided by the school's administration.

SPACE AVAILABLE APPLICATION

Dear Parent or Guardian:

Your family lives too close to the school to receive state-funded service. However, it now appears that there may be some seats available on a bus, which is traveling through your neighborhood. If that is so, after school begins your student may be considered to ride the bus on a "Space Available" basis.

Students who ride on a "Space Available" basis are expected to board the bus at the nearest existing bus stop. They must also observe the same rules of conduct expected of eligible riders. "Space Available" seats are temporary and this privilege could be withdrawn at any time if additional seats are needed for eligible riders.

Please complete the form below and return it to the District Office or School. You will be notified **within 30 days after the start of school** if your student is approved to ride the bus.

Please do not send students to ride the bus until you have been notified of approval.

Sincerely,

Juab School District Office
Desma Cassidy
346 East 600 North
Nephi, UT 84648

For office use	
Date received	_____
Date contacted	_____
<input type="checkbox"/> Approved	
<input type="checkbox"/> Not Approved	

Student's Name:	Grade:	School:
Address	Telephone No.	
Email Address:		

I understand and agree that:

- This service is temporary and will be relinquished if additional seats are needed for eligible riders
- Yearly application is required.
- Rules of conduct will be obeyed.
- The designated bus stop will be used.

Signature of Parent/Guardian

Date

Ineligible/Space Available Student Information

PLEASE PRINT

Date: _____ (Month/Day/Year)

Student Name(s):

School:

Grade:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Name(s):

Street Address:

_____ Apt.# _____

City:

_____ State: _____ Zip Code: _____

Mailing Address:

City:

_____ State: _____ Zip Code: _____

Daytime Telephone Number(s):

Email Address(s):

Form must be completed in order to process

FOR OFFICE USE ONLY:

Time: _____

Sheet Number: _____

Initials: _____

Sign-up Number: _____

Box Elder School District - October 1, 2023

School	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Oct 1, 2023	Oct 1, 2022	Difference	Oct 1, 2019	South	North
Sunrise									5	1	2	46	100	154	151	3	116	3	
BRHS											426	437	346	1,209	1178	31	1036		31
BEHS											573	523	515	1,611	1588	23	1545	23	
BRMS									411	423				834	845	(11)	781		-11
BEMS									556	614				1,170	1155	15	1093	15	
Harris							418	420				1		839	814	25	841		25
Young							490	518						1,008	1081	(73)	1060		-73
Century	63	62	66	86	79	95								451	491	(40)	496		-40
Discovery	73	60	80	104	69	78								464	462	2	457		2
Fielding	95	82	100	92	88	90								547	538	9	450		9
Garland	90	101	115	113	120	119								658	660	(2)	706		-2
Golden Spike	112	119	133	128	118	121								731	745	(14)	842		-14
Lake View	84	101	110	97	94	89								575	608	(33)	597		-33
McKinley	106	89	94	94	88	98								569	548	21	499		21
No. Park	90	117	102	104	94	87								594	581	13	504		13
Three Mile			127	161	155	156								599	602	(3)	562		-3
Willard	99	111												210	231	(21)	245		-21
Grouse Creek	2		2			1			1					6	6	0	5		
Park Valley	4	1	3	4	1	2	2	5		3				25	27	-2	40		
Snowville	4	5	7	3	7	5								31	27	4	24		
Totals:	822	848	939	986	913	941	910	943	973	1,041	1,001	1,007	961	12,285	12,338	(53)	11,899	-141	86

Plus/Minus 948 **-126** **-100** **-9** 38 **-35** **-7** **-38** **-5** 25 93 53 59 13 Avg = 948 per grade

District Wide	Oct 1 2023	Oct 1 2022	Diff	Elem Growth	Sec Growth
Kindergarten	822	831	-9	-65	13
Grade 1	848	947	-99		
Grade 2	939	981	-42		
Grade 3	986	908	78		
Grade 4	913	949	-36		
Grade 5	941	899	42		
Grade 6	910	949	-39		
Grade 7	943	951	-8		
Grade 8	973	1009	-36		
Grade 9	1041	994	47		
Grade 10	1001	1063	-62		
Grade 11	1007	988	19		
Grade 12	961	869	92		
Regular Total	12285	12338	-53		

MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	28,900,000	539,389	1.9%	3.1%	897,600	29,305,305
6	Tuitions	450,000	46,677	10.4%	9.6%	45,146	470,779
7	Inv Earnings	250,000	187,537	75.0%	10.4%	136,950	1,319,767
8	Indirect Costs	325,000		0.0%	0.0%		969,682
9	Rental Fees/Building/Field	90,000	6,828	7.6%	0.0%		84,848
10	Other	1,090,000	182,983	16.8%	4.1%	32,679	793,712
11	State	90,355,626	27,559,053	30.5%	33.2%	26,383,523	79,395,835
12	Federal	5,750,000	1,437,301	25.0%	0.7%	69,936	9,512,564
13	Misc./ Fund Bal	250,000		0.0%	0.0%		0
14	TOTAL M & O						
15	REVENUE	127,460,626	29,959,768	23.5%	22.6%	27,565,835	121,852,492
16	Beg Balance						1,642,130
17	Less:						
18	Ending Balance						
19	TOTAL M & O FUNDS						
20	available	127,460,626	29,959,768	23.5%	22.3%	27,565,835	123,494,622
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	62,083,815	9,261,973	14.9%	16.6%	7,984,324	47,974,248
24	Benefits	21,205,976	3,528,172	16.6%	19.9%	3,739,573	18,781,014
25	Purchased Serv.	3,824,104	242,400	6.3%	19.1%	539,659	2,826,365
26	Supplies/Textbooks	5,385,400	852,264	15.8%	45.5%	3,125,216	6,872,811
27	Equipment	1,600,000	11,082	0.7%	4.0%	15,894	393,818
28	Other	715,000	19,330	2.7%	0.0%		633,919
29	Total	94,814,295	13,915,222	14.7%	19.9%	15,404,667	77,482,175
30							
31	Student Services (2100)						
32	Salaries	4,103,024	839,974	20.5%	19.7%	735,448	3,730,022
33	Benefits	1,500,511	320,529	21.4%	20.1%	293,380	1,456,806
34	Other	410,000	19,237	4.7%	9.5%	46,180	486,996
35	Total	6,013,535	1,179,740	19.6%	18.9%	1,075,008	5,673,824
36							
37	Instructional Staff (2200)						
38	Salaries	1,929,567	363,890	18.9%	23.2%	365,192	1,572,334
39	Benefits	645,466	151,127	23.4%	24.7%	150,141	608,931
40	Other	662,972	223,951	33.8%	6.0%	38,319	643,662
41	Total	3,238,005	738,969	22.8%	19.6%	553,652	2,824,927

MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
42	District Administration (2300)						
43	Salaries	408,979	108,948	26.6%	25.0%	92,950	371,799
44	Benefits	209,100	52,574	25.1%	30.6%	46,491	151,856
45	Purch Services	370,000	94,986	25.7%	22.8%	50,902	223,319
46	Liability Insurance	181,715	0	0.0%	0.0%	0	173,062
47	Supplies	49,000	15,734	32.1%	26.7%	14,292	53,428
48	Other	50,000	25,039	50.1%	50.7%	25,259	49,848
49	Total	1,268,794	297,281	23.4%	22.5%	229,894	1,023,312
50	School Administration (2400)						
51	Salaries	5,678,870	1,168,425	20.6%	22.3%	1,050,254	4,708,064
52	Benefits	2,187,422	450,671	20.6%	22.5%	422,671	1,880,992
53	Prof Serv/Travel	98,800	13,189	13.3%	4.6%	2,931	64,103
54	Other	16,500	14,169	85.9%	100.0%	12,745	12,745
55	Total	7,981,592	1,646,454	20.6%	22.3%	1,488,601	6,665,904
56							
57	Business & Support (2500)						
58	Salaries	845,411	191,113	22.6%	28.0%	215,976	770,339
59	Benefits	316,780	69,484	21.9%	27.1%	78,001	287,982
60	Purchased Services	244,060	38,080	15.6%	23.1%	43,812	189,625
61	Other	35,000	-529	-1.5%	2.0%	1,087	55,108
62	Total	1,441,251	298,149	20.7%	26.0%	338,877	1,303,053
63							
64	Operation & Maintenance (2600)						
65	Salaries	6,264,165	1,540,896	24.6%	24.7%	1,405,566	5,694,695
66	Benefits	2,350,968	610,693	26.0%	26.4%	579,278	2,196,585
67	Electricity	1,129,683	180,917	16.0%	14.0%	137,579	984,716
68	Purchased Service	802,000	173,167	21.6%	20.5%	124,929	609,313
69	Telephone	362,130	35,063	9.7%	16.3%	51,285	314,327
70	Natural Gas	958,304	21,832	2.3%	1.7%	14,443	855,629
71	Prop Insurance	345,000		0.0%	0.0%		317,730
72	Repair	387,000	50,632	13.1%	100.0%	214,421	214,375
73	Supplies	798,570	288,409	36.1%	22.8%	165,549	725,973
74	Other	2,500		0.0%	0.0%		323
75	ESSER III A/C	4,000,000	1,202,793	30.1%	0.0%		2,268,341
76							
77	Total	17,400,320	4,104,403	23.6%	19.0%	2,693,050	14,182,008
78							

**MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023**

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
79	Transportation (2700)						
80	Salaries	3,800,436	601,830	15.8%	13.8%	457,025	3,319,224
81	Benefits	1,008,265	237,747	23.6%	20.3%	185,611	916,070
82	Purch Serv	255,000	22,270	8.7%	10.8%	24,732	228,853
83	Fuel	1,013,018	40,081	4.0%	-1.1%	-8,334	755,801
84	Supplies	858,036	67,277	7.8%	10.1%	81,643	807,944
85	Other/Property	142,010		0.0%	94.2%	4,128	4,382
86	Total	7,076,765	969,204	13.7%	12.3%	744,805	6,032,274
87	Community Services (3300)						
88	Salary	721,479	183,713	25.5%	25.2%	165,018	655,890
89	Benefits	213,685	52,048	24.4%	25.7%	48,381	187,913
90	Purchased Serv	30,000	3,912	13.0%	21.4%	2,789	13,030
91	Supplies/Util	110,500	20,286	18.4%	16.7%	11,824	70,938
92	Property	8,500	4,588	54.0%	0.0%		4,767
93	Other Objects	15,550	1,585	10.2%	2.0%	105	5,277
94	Desig. Fund Bal						
95	Total	1,099,714	266,132	24.2%	24.3%	228,118	937,816
96	Total Expenditures	140,334,271	23,415,554	16.7%	19.6%	22,756,671	116,125,293
97	Interfund Trans						
98	Change Desig Fund Bal						
99	Other/Budget Cuts						
100	TOTAL EXPENDITURERS						
101	M & O	140,334,271	23,415,554	16.69%	19.6%	22,756,671	116,125,293

MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
102	School Activity Fund (21)						
103							
104	REVENUE:						
105	School Deposits	4,500,000	1,496,022	33.2%	30.6%	1,305,397	4,264,562
106							
107	Other					0	
108	Total Revenue	4,500,000	1,496,022	33.2%	30.6%	1,305,397	4,264,562
109	EXPENDITURES:						
110	Purchased Services	860,200	64,573	7.5%	10.5%	61,078	583,560
111	Supplies	3,064,800	913,346	29.8%	21.7%	714,879	3,299,016
112	Equipment/Property	290,000		0.0%	46.0%	18,294	39,796
113	Desig/Other/Adm	285,000		0.0%	27.0%	53,436	197,681
114	Total Expenditures						
115	School Activity	4,500,000	977,919	21.7%	20.6%	847,686	4,120,052
116	DEBT SERVICE FUND (31)						
117							
118	REVENUE:						
119	Property Tax	3,351,027	64,264	1.9%	3.1%	112,778	3,882,041
120	Interest	106,200	79,139	74.5%	8.7%	12,685	145,766
121	Other						
122	Total	3,457,227	143,403	4.1%	3.3%	125,463	3,827,807
123	Beginning Bal	4,412,508		0.0%	79.3%	5,524,003	6,963,672
124	LESS:						
125	Ending Balance			0.0%	62.6%	2,762,716	4,412,508
126	Funds Available	4,298,485		0.0%	36.7%	2,762,716	7,536,479
127	EXPENDITURE:						
128	Bond Debt	3,521,250	2,949,773	68.6%	88.8%	2,886,750	3,252,000
129	Fees	50,000		0.0%	0.0%		3,000
130	Other Uses					0	0
131	Total	3,571,250	2,949,773	82.6%	88.7%	2,886,750	3,255,000

MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
132	CAPITAL OUTLAY FUND (32)						
133							
134	REVENUE:						
135	Property Tax	11,640,438	218,212	1.9%	3.1%	336,573	10,988,589
136	Interest	170,500	142,289	83.5%	12.8%	98,673	768,832
137	Other	52,000	10,313	19.8%	3.0%	3,482	116,016
138	State	1,835,469	920,591	50.2%	44.1%	1,653,866	3,754,299
139	Federal /MBA	250,000	-10,143	-4.1%	0.0%		20,112
140	Ins./Prop.Recry	220,000		0.0%	0.0%		24,991
141	Total Revenue	14,168,407	1,281,262	9.0%	13.4%	2,092,593	15,672,839
142	Lease Revenue MBA						
143	Other Sources(F50)	345,580					
144	Desig. Fund Bal						
145	TOTAL REVENUE CAPITAL						
146	OUTLAY	14,513,987	1,281,262	8.8%	13.4%	2,092,593	15,672,839
147	Beg. Balance	2,638,711					17,523,561
148	Less:						
149	Ending Balance	3,505,600					2,638,711
150	Capital Outlay Funds						
151	available	13,647,098	1,281,262			2,092,593	30,557,688

**MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023**

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
152	EXPENDITURES:						
153	Oper/Maint			0.0%	0.0%	0	
154	Other Equipment			0.0%	0.0%	0	
155	Purchased Services	5,000	2,500	50.0%	58.3%	4,188	7,188
156	Technology/Software	2,500,000	376,704	15.1%	37.7%	537,380	1,425,789
157	Improvement						
158	Buildings Maint	2,200,000	496,130	22.6%	67.1%	682,014	1,016,206
159	Vehicles/Buses	1,100,000	47,518	4.3%	80.2%	1,343,870	1,674,969
160	Furniture/Equip	1,600,500	1,764,684	110.3%	21.3%	335,345	1,576,492
161	Other Objects		680	0.0%	0.0%		
162	Vehicle charges						
163	Total Capital	7,405,500	2,688,217	36.3%	50.9%	2,902,797	5,700,646
164	Other/Portables			0.0%	0.0%	976,103	
165	Grouse Creek	1,850,000	202,352	10.9%	0.0%		1,520,734
166	Golden Spike	2,100,000	373,284	17.8%	0.0%		5,956,980
167	HS Athletic Facilities	1,285,000		0.0%	0.0%		0
168	Property/Other	1,500,000	22,137	1.5%	351.1%	1,164,312	331,633
169	Total Construction	6,735,000	597,773	8.9%	27.4%	2,140,415	7,809,347
170	Desig. F Bal						
171	MBA/Bond Fee/Fund 50	1,990,500		0.0%	0.0%		1,897,580
172	Other						1,061
173	TOTAL EXPENDITURES C*						
174	OUTLAY	16,131,000	3,285,990	20.4%	32.7%	5,043,212	15,408,634

MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
175	SCHOOL FOOD SERVICE FUND (49)						
176							
177	REVENUE:						
178	Lunch Sales	1,371,500	57,379	4.2%	1.2%	65,076	1,374,329
179	State	782,400	350,303	44.8%	9.8%	16,641	772,140
180	Federal	2,545,000	79,204	3.1%	0.0%	75,573	3,596,580
181	Other/Inventory Adj	3,500	0			0	
182	TOTAL REVENUE SCHOOL						
183	FOODS	4,702,400	486,887	10.4%	1.6%	92,214	5,743,050
184	Beg. Balance	5,371,320					5,604,342
185	Less:						
186	Ending Balance	5,210,025					5,371,320
187	School Food Service Funds						
188	available	4,863,695	486,887	10.0%	1.5%	92,214	5,976,071
189	EXPENDITURES:						
190	Salaries	1,925,494	283,959	14.7%	16.3%	273,303	1,674,343
191	Benefits	739,977	114,631	15.5%	23.2%	110,816	477,229
192	Food/Supplies	3,198,000	238,444	7.5%	9.4%	229,411	2,449,145
193	Equipment	55,000	1,457	2.6%	63.0%	24,571	38,994
194	Other Costs	25,000	59,607	238.4%	52.9%	19,258	36,382
195	Dir/Indirect Costs	325,000		0.0%	0.0%		
196	TOTAL EXPENDITURES SCHOOL						
197	FOODS	6,268,471	698,099	11.1%	14.1%	657,360	4,676,093

MONTHLY FINANCIAL REPORT
SEPTEMBER 30, 2023

	ENDING SEP 2023	2023-24	2023-24	Curr Bud vs Actual	Prev Bud vs Actual	2022-23	2022-23
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			25.00%	25.00%		
	Percent of 9 month contract completed			11.11%	11.11%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	350,000	168,314	48.1%	21.3%	75,131	352,508
202	Available Revenue	350,000	168,314	48.1%	21.3%	75,131	352,508
203	EXPENDITURE:						
204	Expenses	292,000	60,738	20.8%	31.3%	80,927	258,570
205	Changes/Desg Fund Bal						0
206	TOTAL EXPENDITURE	292,000	60,738	20.8%	31.3%	80,927	258,570
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	39,500	3,161	8.0%	10.7%	2,981	27,861
211	State	5,000	22,000	440.0%	0.0%		
212	Federal						
213	Other	7,000		0.0%	0.0%	0	
214	TOTAL REVENUE/BB						
215	AGENCY FUND	51,500	25,161	48.9%	10.7%	2,981	27,861
216	EXPENDITURE:						
217	Instruction	25,000	105	0.0%	0.6%	70	10,865
218	NUCC	7,000		0.0%	-32.3%	-5,845	18,121
219	Other	5,000	267	3.8%	22.3%	519	2,330
220	Changes/Desg Fund Bal			0.0%	0.0%		
221	TOTAL EXPENDITURES						
222	AGENCY FUND	37,000	372	1.0%	-16.8%	-5,256	31,316
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	155,876,998	33,560,816	21.5%	20.6%	31,259,614	151,741,119
229	GRAND TOTAL EXPENDITURE		92%				
230	ALL FUNDS	171,133,992	31,388,445	18.3%	22.4%	32,267,350	143,874,960

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 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 individual whom the 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 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. Threat 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.

- 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)

Safe School Violations Policy 5005 (Sped Policy 5006) State Code 53G-8-205

All Safe School Violations need to be facilitated by the principal, a meeting held with parents, and documented in Educator's Handbook. The principal is expected to reach out to all need-to-know parties AND make the report in EH (mark Safe Schools Referral as an action). Special Education coaches and the director need to be included for students with Disabilities.

Explanations in green reference [School Offense Referral Guide](#)
Class B & A Misdemeanors and all Felonies are referred to Juvenile Court

Key Words	Principal <small>and Others Involved</small>	Offense
Alcohol (Class B)	School Principal School Counselor School Nurse School Resource Officer -Email to Asst. Supt.	May Suspend: Possession, control, or use of an alcoholic beverage as defined in Section 32B-1-102 (Class B) Alcohol possession, attempted possession, consumption, and/or having a measurable amount of alcohol in the minor's body (Misdemeanor B)(32B-4-409). Referable to court. While under the influence of alcohol or a controlled substance in a public place, endangering and/or disturbing others (Misdemeanor C)(76-9-701). Referable to court AFTER two interventions.
Arson Criminal Behavior - Class B	School Principal School Counselor School Resource Officer Assistant Superintendent Facilities Director or Transportation Director	Arson (Class B): An actor commits arson if, under circumstances not amounting to aggravated arson, the person by means of fire or explosives unlawfully and intentionally damages: (a) any property with the intention of defrauding an insurer; or (b) the property of another.
Assault Criminal Behavior -Class B	School Principal School Resource Officer School Counselor Assistant Superintendent -Report to Asst. Supt.	Assault (Class B) (a) attempts, with unlawful force or violence, to inflict bodily injury on an individual; or (b) commits an act, with unlawful force or violence, that: (i) causes bodily injury to an individual; or (ii) creates a substantial risk of bodily injury to an individual. Assault of any kind (any offense type)(76-5-102). Referable to court.
Behavior	School Principal School Resource Officer School Counselor	Disruption of school activities and failure to leave the premises: 1st and 2nd offense (Misdemeanor B); 3rd and subsequent (Misdemeanor A)(76-8-1402) Disrupting operation of a school (Misdemeanor B)(76-9-106) Referable to court. Failure to disperse (Misdemeanor B)(76-9-903). Referable to court. Gambling (Misdemeanor B)(76-10-1102)Referable to court. Criminal Trespass (Misdemeanor B)(53A-3-503). Referable to court. Disorderly conduct: continued after request to stop(Misdemeanor C)(76-9-102) Referable to court; without request to stop (infraction). Referable to court AFTER two interventions. Public urination or defecation (infraction)(76-9-702.3). Referable to court AFTER interventions. Runaway Youth (status)(62A-7-101). Referable to court AFTER two interventions.
Bullying (Hazing Criminal Behavior -Class B)	School Principal School Resource Officer School Counselor Equity and Student Services Director -Report to Asst. Supt.	Bullying, harassment, cyberbullying, retaliation, and making false allegations of bullying, cyberbullying or retaliation
Burglary Criminal Behavior -Felony	School Principal School Counselor School Resource Officer Assistant Superintendent Facilities Director	Burglary (felony): An actor commits burglary if the actor enters or remains unlawfully in a building or any portion of a building with intent to commit: (a) a felony; (b) theft; (c) an assault on any person; (d) lewdness, in violation of Section 76-9-702; (e) sexual battery, in violation of Section 76-9-702.1; (f) lewdness involving a child, in violation of Section 76-9-702.5; or (g) voyeurism, in violation of Section 76-9-702.7.
Criminal Mischief Criminal Behavior -Class B	School Principal School Counselor School Resource Officer Assistant Superintendent	Criminal mischief (Class B) An actor commits criminal mischief if the actor: (a) intentionally and unlawfully tampers with the property of another and as a result: (i) recklessly endangers: (A) human life; or (B) human health or safety; or (ii) recklessly causes or threatens a substantial interruption or impairment of any critical infrastructure; or (b) recklessly or willfully shoots or propels a missile or other object at or against a motor vehicle, bus, airplane, boat, locomotive, train, railway car, or caboose, whether moving or standing. Criminal mischief resulted in reckless human life endangerment (Misdemeanor A) (76-6-106). Referable to court. Criminal mischief resulting in damage to critical infrastructure (Felony)(76-6-106). Referable to court.
Defiance	School Principal	May Suspend: Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language
Drugs-Control	School Principal School Counselor School Nurse School Resource Officer -Report to Asst. Supt.	Shall Suspend: The sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2, an imitation controlled substance defined in Section 58-37b-2, or drug paraphernalia as defined in Section 58-37a-3; Possession of drug paraphernalia (Misdemeanor B)(58-37a-5). Referable to court (except tobacco). Use or possession of psychotoxic chemicals (Misdemeanor B)(76-10-107). Referable to court.
Drugs-Sale or Distribution	School Principal School Resource Officer School Counselor Assistant Superintendent District Nurse	Shall Suspend: The sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2, an imitation controlled substance defined in Section 58-37b-2, or drug paraphernalia as defined in Section 58-37a-3; Sale, manufacture, or possession of any controlled substance (Any Offense Type)(58-37-8). Referable to court (tobacco is referable to court for distribution, second or subsequent offenses (Misdemeanor B)(76-10-112)).
E-Cig Possession	School Principal School Counselor School Nurse School Resource Officer	Possessing or using electronic cigarette products on school property. (Administrators shall release confiscated electronic cigarette products to local law enforcement in a timely manner consistent with the law.)

E-Cigs (Tobacco)	School Principal School Counselor District Nurse School Resource Officer -Report to Asst. Supt.	Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products Minor purchases or attempts to purchase any tobacco product (including electronic cigarette) using false identification (Misdemeanor A)(76-5-401.3). Referable to court. Distribution of tobacco products to others, second or subsequent offense (Misdemeanor B)(76-10-112). Referable to court. Minor purchases, attempts to purchase, or possesses any tobacco product (including electronic cigarette) without using false identification (Misdemeanor C)(76-10-105). Referable to court AFTER two interventions. Distribution of tobacco products to others, first offense (Misdemeanor C)(76-10-112). Referable to court AFTER two interventions.
Electronic Device-Bullying or Cheating	School Principal School Counselor Tech Director -Report to Student Services Director (Bullying)	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.
Electronic Device-Prohibited Setting	School Principal Tech Director	Any use of an electronic device or camera to record sound or images in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline
Electronic Device-To Harm	School Principal School Counselor -Tech Director (circumstance)	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.
Force-Threatened	School Principal School Resource Officer Superintendent, or Asst. Superintendent	Shall Suspend: 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.
Gang-Related Activities Criminal Behavior -Class A	School Principal School Counselor School Resource Officer Assistant Superintendent	Gang-related activities (Class A): Pattern of criminal gang activity" means: (a) committing, attempting to commit, conspiring to commit, or soliciting the commission of two or more predicate gang crimes within five years; (b) the predicate gang crimes are: (i) committed by two or more persons; or (ii) committed by an individual at the direction of, or in association with a criminal street gang; and (c) the criminal activity was committed with the specific intent to promote, further, or assist in any criminal conduct by members of the criminal street gang.
Harm to Person or Property	School Principal School Counselor School Resource Officer -Report to Asst. Supt.	May Suspend: Behavior proscribed under Subsection (2) 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.
Larceny/Theft Criminal Behavior -Class B	School Principal School Resource Officer	Larceny (Class B): An actor commits theft if the actor obtains or exercises unauthorized control over another person's property with a purpose to deprive the person of the person's property. 1) a class A misdemeanor if: the value of the property stolen is or exceeds \$500 but is less than \$1,500; 2) a class B misdemeanor if the value of the property stolen is less than \$500 Theft of any kind (Any offense type)(76-6-412). Referable to court. Receiving stolen property (Any offense type)(76-6-408). Referable to court.
Making False Alarm Criminal Behavior -Class B	School Principal School Resource Officer School Counselor Assistant Superintendent	Making a false alarm (Class B): A person is guilty of making a false alarm if he initiates or circulates a 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 evacuation of any building, place of assembly, or facility of public transport, to cause public inconvenience or alarm or action of any sort by any official or volunteer agency organized to deal with emergencies. (Misdemeanor B)(76-9-105)
Pornography	School Principal School Counselor School Nurse School Resource Officer Tech Director	May Suspend: Possession or use of pornographic material on school property. Accessing pornographic material on school property (Misdemeanor B)(76-10-1235). Referable to court.
Sex	School Principal School Counselor School Nurse School Resource Officer	Voluntary sex between a 17 year old and a 12 or 13 year old (Felony)(76-5-401.3). Referable to court. Voluntary sex between a 16 year old and a 12 year old (Felony)(76-5-401.3). Referable to court. Voluntary between a 16 year old and a 13 year old (Misdemeanor A)(76-5-401.3). Referable to court. Voluntary sex between a 14 or 15 year old and a 12 year old (Misdemeanor A)(76-5-401.3). Referable to court. Voluntary sex between a 17 year old and a 14 year old (Misdemeanor B)(76-5-401.3). Referable to court. Voluntary sex between a 15 year old and a 13 year old (Misdemeanor B)(76-5-401.3). Referable to court. Voluntary sex between a 12 or 13 year old and a 12 or 13 year old (Misdemeanor C)(76-5-401.3). Referable to court. Voluntary sex between a 14 year old and a 13 year old (Misdemeanor C)(76-5-401.3). Referable to court.
Sexual Battery Criminal Behavior -Class A	School Principal School Counselor District Nurse School Resource Officer Assistant Superintendent Executive Director of Human Resources	Battery (Class A): A person is guilty of sexual battery if the person, under circumstances not amounting to an offense under Subsection (2), intentionally touches, whether or not through clothing, the anus, buttocks, or any part of the genitals of another person, or the breast of a female person, and the actor's conduct is under circumstances the actor knows or should know will likely cause affront or alarm to the person touched.
Sexual Harassment	School Principal School Resource Officer School Counselor District Nurse HR Executive Director -Report to Asst. Supt.	"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.
Significant Threat	School Principal School Counselor School Resource Officer -Report to Asst. Supt.	May Suspend: 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;
Terrorism	Superintendent School Resource Officer -Report to Asst. Supt.	Threat of terrorism

<p>Vandalism</p>	<p>School Principal School Counselor School Resource Officer Head Custodian Facilities Director or Transportation Director -Report to Asst. Supt.</p>	<p>May Suspend: Willful destruction or defacing of school property; Criminal mischief resulting in vandalism (Misdemeanor B)(76-6-106). Referable to court. Graffiti, damage of any amount (Misdemeanor B)(76-6-107). Referable to court. Reckless burning-endangering human life or property damage above \$500 (Misdemeanor A or B)(76-6-104). Referable to court. Reckless burning-property damage below \$500 (Misdemeanor C or infraction)(76-6-104). Referable to court AFTER two interventions.</p>
<p>Weapon-Look Alike</p>	<p>School Principal School Resource Officer School Counselor Superintendent -Report to Asst. Supt.</p>	<p>Shall Suspend: The actual or threatened use of a look alike weapon <i>with intent</i> to intimidate another person or to disrupt normal school activities</p>
<p>Weapon-Real</p>	<p>School Principal School Resource Officer School Counselor Superintendent -Report to Asst. Supt.</p>	<p>Shall Suspend: Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material Possession of a dangerous weapon by minor: 1st offense (Misdemeanor B); 2nd and subsequent (Misdemeanor A)(76-10-509). Referable to court. Possession of a handgun by a minor: 1st offense (Misdemeanor B); 2nd and subsequent (Misdemeanor A)(76-10-509.4).Referable to court. Possession of a dangerous weapon on school premises: firearm (Misdemeanor A); other dangerous weapons (Misdemeanor B)(76-10-505.5). Referable to court.</p>

POLICY 1070

Board Meeting Procedures

- A. "Meeting" means the convening of the Board with a quorum present, whether in person or by means of electronic equipment, for the purpose of discussing, receiving public comment about, or acting upon a matter over which the Board has jurisdiction, including a workshop or executive session. However, a "meeting" does not include a chance or social gathering; or meetings where no funds are appropriated for expenditure and board members are convened solely to discuss administrative or operational matters which do not require formal action or would not come before the Board for discussion or action.

[Utah Code § 52-4-103\(7\) \(2023\)](#)

B. Rules of Order and Procedure

1. The Board of Education shall adopt Rules of Order and Procedure to govern a public meeting of the Board of Education. The Rules of Order and Procedure shall include a set of policies that govern and prescribe in a public meeting:
 - a. Parliamentary order and procedure;
 - b. Ethical behavior; and
 - c. Civil discourse.
2. After adopting the Rules of Order and Procedure, the Board of Education shall:
 - a. Conduct its public meeting in accordance with the Rules of Order and Procedure adopted by the Board of Education; and
 - b. Make the Rules of Order and Procedure available to the public at each meeting of the Board of Education, and on the District's public website.

[Utah Code § 53G-4-202\(1\)\(c\), \(2\) \(2019\)](#)

3. Upon a two-thirds vote, the Board of Education may expel a member of the Board from an open public meeting of the Board for:
 - a. Disorderly conduct at the meeting;

- b. The member's direct or indirect financial conflict of interest regarding an issue discussed at or action proposed to be taken at the meeting; or
- c. Commission of crime during the meeting; or
- d. Other reasons that have been adopted by the Board.

[Utah Code § 53G-4-202\(5\) \(2019\)](#)

C. Open to the Public

1. Every meeting of the Board shall be open to the public unless closed pursuant to [Utah Code §§ 52-4-204 \(2018\), 52-4-205 \(2019\), and 52-4-206 \(2018\)](#). With the exception of those topics identified for a closed session, the Board shall deliberate and take action openly.

[Utah Code § 52-4-201\(1\) \(2006\)](#)

D. Public Comment

1. At open meetings other than work sessions or emergency meetings, the Board will receive verbal and written comments from the public on topics which are germane to the Board's authority. Written comments can be submitted by sending them through email to the Superintendent before the meeting or by hand delivering them to District staff members at the meeting. Written comments will not be read at the meeting but will be provided to the members of the Board and will be included in the meeting minutes. Verbal comments at the meeting shall be received from members of the public who sign up prior to the time for public comment and will be taken in the order that individuals sign up. Each individual will be allowed up to 3 minutes to provide comments to the Board. The Board's agenda will specify the amount of time for public comment, which will generally be between 30 minutes and 1 hour.

[Utah Code § 52-4-201.3 \(2023\)](#)

2. The Board does not by allowing public comment endorse any such comment. Therefore, persons providing comment bear any and all legal liability which may arise under governing law from making such comments. For example, defamatory comments about specific individuals may expose the commenter to legal liability from those individuals; similarly, threats of violence towards other individuals may expose the commenter to prosecution.
3. The public comment period is to allow members of the public to provide input to the Board in its capacity as a legislative body. The public comment period is not a forum

for discussion or debate between the Board and members of the public. The Board does not engage in discussion during public comments, but may later follow up on comments made during public comment.

E. Public Hearing

1. A public hearing is an open meeting at which members of the public are given a reasonable opportunity to comment on a subject of the meeting. ~~Generally, the Board will determine whether a Board meeting will include a public hearing. However, t~~The Board shall hold a public hearing when considering whether to close a school or change the boundaries of a school, when submitting a ballot issue regarding bond authorization or a tax increase, when considering the adoption of the District budget, before authorizing issuance of bonds, and when considering changes to the Board member compensation schedules, as required by statute.

[Utah Code § 11-14-318 \(2023\)](#)

[Utah Code § 53G-4-402\(23\) \(2023\)](#)

[Utah Code § 53G-7-303\(2\) \(2019\)](#)

[Utah Code § 53G-4-204\(2\) \(2023\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

F. Interference with Conduct of Board Meetings

1. Those in attendance at Board meetings are prohibited from interfering with the conduct of the meeting by demonstrations, whether audible or visual or by conduct. Those who do not abide by Board procedures for orderly presentation of comments when permitted may be asked to leave or the Board may ~~request law enforcement~~ **use appropriate legal means** to remove those disrupting the meeting.
2. Distribution of handbills, flyers, or other printed materials by members of the public is prohibited during Board meetings. Similarly, members of the public may not circulate petitions or similar requests for participation during a Board meeting.

G. Public recording

1. All or any part of the proceedings in any open board meeting may be recorded by any person in attendance provided that the recording does not interfere with the conduct of the meeting.

[Utah Code § 52-4-203\(5\) \(2023\)](#)

H. Attendance by Local Government Representatives

1. An interested mayor or interested county executive (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings. An "interested mayor" is the mayor of the municipality which is partly or entirely within the boundaries of the school district. An "interested executive" is the county executive or county manager of a county with unincorporated area within the boundary of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.
2. An interested mayor or interested county official may attend a closed meeting of the Board if invited by the Board. Where the closed meeting is held to discuss disposition or acquisition of real property, an interested mayor or interested county official may attend if invited by the Board and if the mayor or county executive does not have a conflict of interest with respect to the disposition or acquisition.

[Utah Code § 53G-7-208\(3\)\(a\) \(2019\)](#)

I. Quorum

1. A majority of the members of the Board shall constitute a quorum for meetings of the Board.

[Utah Code § 52-4-103\(12\)\(a\) \(2023\)](#)

[Utah Code § 53G-4-203\(5\) \(2019\)](#)

J. USBA/NSBA Training session for the Board members

1. In the event the Board or any of its members meet with representatives of the Utah School Boards Association (USBA)/National School Board Association (NSBA) for the purpose of receiving or participating in instruction regarding Board functions or activities, and not for the purpose of discussing or acting upon a subject over which the Board has jurisdiction, the Board is not required to comply with the Utah Open and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#)
2. If more than two Board members are present in such meetings, the Board members shall not discuss or act upon any specific matter over which it has jurisdiction. Board members will discuss only matters relative to the instruction they receive from USBA/NSBA representatives.
3. If Board members determine in an instructional meeting with representatives of USBA/NSBA that there is a need to discuss or act upon a subject over which the Board has jurisdiction, then the Board and its members must comply with the Open

Policy 1070
Amended
September 11, 2019
First Reading
October 18, 2023

and Public Meetings Act, [Utah Code § 52-4-101 et seq.](#), prior to discussing or acting upon such matters.

POLICY 1072

Board Meetings: Notice Requirements

- A. At least once each year, the Board shall give public notice of its annual meeting schedule. The notice shall specify date, time, and place of such meetings.

[Utah Code § 52-4-202\(2\) \(2023\)](#)

- B. The Board shall provide public notice of each meeting at least 24 hours in advance of each meeting; such notice shall include the agenda, date, time, and place of the meeting.

[Utah Code § 52-4-202\(1\) \(2023\)](#)

- C. Where a meeting agenda must be included in the required public notice of a Board meeting, that agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject. The Board may not consider the topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on the topic during the meeting. This limitation may not apply to an emergency meeting where the requirements for holding and giving the best practicable notice of such a meeting have been met.

[Utah Code § 52-4-202\(6\) \(2023\)](#)

- D. When the Board is meeting to conduct a public hearing with respect to adopting the budget or levying a tax rate which exceeds the certified tax rate, the Board's agenda must be limited to the hearing(s) and discussion and action on those items. (If the Board holds another meeting on the same date to address general business items, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)

[Utah Code § 59-2-919\(8\)\(b\)\(i\)\(B\), \(e\) \(2023\)](#)

- E. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given **for at least 24 hours** by:

1. Posting written notice at the local Board of Education office;
2. Posting notice on the Utah Public Notice Website; and,
- ~~3. Providing notice to two newspapers of general circulation within the geographic jurisdiction of the public body or to a local media correspondent.~~
4. ~~The District shall also endeavor to~~ Posting notice ~~of Board meetings~~ on the District's web site ~~at least 24 hours in advance of the Meeting.~~
5. Notice of each Board meeting shall also be given to each mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the school district. This notice shall be provided by mail, email, or other effective means agreed to by the person to receive notice.

[Utah Code § 52-4-202\(3\), \(4\) \(2023\)](#)

[Utah Code § 63G-30-102\(1\) \(2023\)](#)

[Utah Code § 53G-7-208\(3\)\(e\) \(2019\)](#)

- F. In case of emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable shall be given of the time and place of the meeting and of the topics to be considered at the meeting. No such emergency meeting of the Board shall be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

[Utah Code § 52-4-202\(5\) \(2023\)](#)

- G. In addition to complying with the aforementioned public notice requirements, in regards to the budget hearing, the Board shall do the following:
1. Publish the required newspaper advertisement and/or electronic newspaper advertisement (see [Utah Code § 45-1-101 \(2023\)](#)) and the required Utah Public Notice Website advertisement at least ten days before the day on which the hearing is held
 - a. The public hearing notice will include information on how the public may access the proposed budget.

2. File a copy of the proposed budget with the Board's business administrator for public inspection; and
3. Post a copy of the proposed budget on the [District's internet](#) website.
4. In addition, if the proposed budget includes a tax rate in excess of the certified tax rate, or if the Board meeting is required to consider whether to adopt a tax rate in excess of the certified tax rate, the Board shall provide the notices and schedule the meeting as required by [Utah Code § 59-2-919](#).

[Utah Code § 53G-7-303\(2\) \(2019\)](#)

[Utah Code § 53F-8-201\(3\) \(2019\)](#)

[Utah Code § 59-2-919 \(2023\)](#)

H. In addition to complying with the aforementioned public notice requirements, if the Board is meeting under the [Transparency of Ballot Propositions Act](#) to hear arguments for or against a ballot proposition to authorize issuance of bonds or to increase taxes, the Board must post notice of the time, date, and place of the meeting (along with the arguments for and against the proposition):

1. On the Statewide Electronic Voter Information Website for 30 consecutive days before the election on the proposition;
2. On the [District's website](#) in a prominent place for 30 consecutive days before the election on the proposition;
3. If the District publishes a newsletter or other periodical, in the next scheduled edition before the election on the proposition.

[Utah Code § 59-1-1604\(5\) \(2016\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

4. The meeting must begin at or after 6:00 p.m.

[Utah Code § 59-1-1605\(3\)\(b\) \(2016\)](#)

I. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider authorizing issuance of bonds under the Local Government Bonding Act, it shall publish notice of the intent to issue bonds on the Utah Public Notice Website **in the same manner as a meeting notice as set forth above for** at least 14 days **in advance of before** the public hearing on the bond issuance as required by [Utah Code § 11-14-318](#). The notice shall give notice that the hearing will be held to receive input from the public respecting the issuance of the bonds and the potential

economic impact that the proposed improvement, facility, or property that the bonds will fund will have on the private sector.

[Utah Code § 11-14-318 \(2023\)](#)
[Utah Code § 63G-30-102\(1\) \(2023\)](#)

- J. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider a request to increase a budget appropriation, it shall publish the required newspaper notice and notice under [Utah Code § 45-1-101](#) of such meeting at least one week prior to the hearing.

[Utah Code § 53G-7-305\(6\)\(b\) \(2019\)](#)

- K. In addition to complying with the aforementioned public notice requirements, if the Board meeting is either to hold a public hearing regarding closing one or more schools or changing the attendance area boundaries for one or more schools, or to take such action, the additional notice requirements set out in Policy 1210 must also be met.

[Utah Code § 53G-4-402\(23\) \(2023\)](#)

- L. ~~Beginning July 1, 2007,~~ In addition to meeting the aforementioned public notice requirements, if the Board is meeting to consider adopting a new Board member compensation schedule or schedules, or to consider amending an existing compensation schedule or schedules, the notice of the meeting with public hearing shall be given ~~for~~ at least seven days ~~prior to~~ before the meeting ~~by:~~

~~1. Publishing the notice at least once in a newspaper published in the county where the District is situated and which is also generally circulated within the District, and publishing notice on the Utah Public Notice Website;~~

~~2. Posting the notice:~~

~~a. At each school in the District~~

~~b. In at least three other public places within the District; and~~

~~c. On the Internet in a manner that is easily accessible to citizens who use the internet.~~

[Utah Code § 53G-4-204\(3\) \(2023\)](#)

POLICY 2090

Contracts for School Resource Officer Services

- A. A “school resource officer” or “SRO” is a law enforcement officer who contracts with the District to provide law enforcement services for the District or whose law enforcement agency contracts with the District to provide law enforcement services for the District.

[Utah Code § 53G-8-701\(3\) \(2023\)](#)

B. Board Approval

1. The District may contract with a **local** law enforcement agency ~~or an individual~~ to provide school resource officer services ~~if the Board of Education first reviews and approves the contract.~~

[Utah Code § 53G-8-703\(1\) \(2023\)](#)

- a. ~~Before entering into a contract for SRO services, the Board shall present the proposed contract at a public meeting and receive public comment on the proposed contract and on the specific provisions of this policy. As the Board determines is appropriate following receipt of public comment, the Board will modify the proposed contract and this policy before entering into the contract.~~

[Utah Code § 53G-8-703.2 \(2023\)](#)

C. Required Contract Provisions

1. In order to be approved by the Board of Education, a contract for school resource officer services must include:
- a. An acknowledgment that an SRO hired under the contract shall:
- 1) provide for and maintain a safe, healthy, and productive learning environment in a school;
 - 2) act as a positive role model to students;
 - 3) work to create a cooperative, proactive, and problem-solving partnership between law enforcement and the District;

- 4) emphasize the use of restorative approaches to address negative behavior; and
 - 5) at the request of the District, teach a vocational law enforcement class;
- b. a description of the shared understanding of the District and the law enforcement agency or individual regarding the roles and responsibilities of law enforcement and the District to:
- 1) maintain safe schools;
 - 2) improve school climate; and
 - 3) support educational opportunities for students;
- c. a designation of student offenses, **in accordance with Utah Code § 53G-8-211**, that the SRO:
- 1) **may refer to juvenile court;**
 - 2) shall confer with the District to resolve, ~~including an offense that:~~
 - 3) ~~is a minor violation of the law; and~~
 - 4) ~~would not violate the law if the offense was committed by an adult;~~
- d. ~~a designation of student offenses that are administrative issues that an SRO shall refer to a school administrator for resolution as an administrative issue with the understanding that the SRO will be informed of the outcome of the administrative issue in accordance with Utah Code § 53G-8-211;~~
- e. a detailed description of the rights of a student under state and federal law with regard to:
- 1) searches;
 - 2) questioning; **and**
 - 3) **arrests; and**
 - 4) information privacy;

- f. a detailed description of
 - 1) job assignment and duties, including:
 - a) the school to which the SRO will be assigned;
 - b) the hours the SRO is expected to be present at the school;
 - c) the point of contract at the school;
 - d) specific responsibilities for providing and receiving information and
 - e) types of records to be kept, and by whom;
 - 2) training requirements; and
 - 3) other expectations of the SRO and school administration in relation to law enforcement at the District;
- g. that an SRO who is hired under the contract and the principal at the school where an SRO will be working, or the principal's designee, will jointly complete the SRO training described in [Utah Code § 53G-8-702](#); and
- h. ~~if the contract is between the District and a law enforcement agency, that:~~
- i. that both parties agree to jointly discuss SRO applicants; and
- j. that the law enforcement agency will, at least annually, seek out and accept feedback from the District about an SRO's performance.

[Utah Code § 53G-8-703\(2\) \(2023\)](#)

D. In addition to these required provisions, the contract may include such other provisions as are deemed appropriate, so long as those do not conflict with the required provisions.

POLICY 2241

School Nutrition Program – Charge and Delinquent Policy

A. Purpose

1. The School Nutrition Program is financed through federal and state funds as well as that amount of money that is charged to students and adults who participate in the program. It is intended to be self-sufficient without financial support from the general fund.
2. The purpose of this policy is to explain the following:
 - a. Process for notifying parents/guardians about money that is owed for student meals.
 - b. The procedures for providing meals if students' accounts are delinquent.
 - c. The process to be used if notification of delinquent accounts is ignored.

B. Definitions

~~C. Alternate Meal~~

- ~~1. A meal served to a student that is different than the meals served to other students on that day because the student does not have adequate funds in the student's lunch account.~~

1. Charged Meal

- a. A student is allowed to eat the same meal as other students are served when there aren't adequate funds in their account with the understanding that the parent/guardian will pay for the meals at a later time.

2. Delinquent Account

- a. A student's lunch account that does not have adequate funds to cover the meal charges by the student or parent and there has been no agreement between the parent and school officials to resolve the issue.

3. Parent

- a. A student's parent, legal guardian, or person acting as the parent for school purposes.

4. Designated Day

- a. A day in the week that has been established by the ~~district individual school~~ to notify parents that a student's account has a negative balance.

C. Parent/Student Notification at Each Individual Building Participating in the School Nutrition Program

1. The following information is to be communicated to parents at least two weeks before the beginning of a new school year:

- a. A brief description of the school lunch program in the building.
- b. A listing of the prices for breakfast and lunch.
- c. Information regarding how parents may provide payment for meals.
- d. Information regarding the process for qualifying for free or reduced meals including the process necessary to obtain an application.
- e. Information regarding the steps that will be taken if their child's account is determined to be delinquent.
- f. Information regarding where parents can view a copy of this policy.

2. The information is to be communicated in a way that allows access to all families. If the information is posted on the school's website, directions to that website are to be

sent to families through the local newspaper, e-mail, text messages, and/or automated calling machines. Hard copies must be available for those who request that means of communication.

3. If the student's family receives benefits from the [Special Nutrition Assistance Program \(SNAP\)](#), the [Family Employment Program \(FEP\)](#), or the [Food Distribution Program on Indian Reservations \(FDPIR\)](#), they ~~could are~~ automatically ~~be~~ eligible for meals at no charge and are to be notified of such as soon as the school/district receives appropriate notification.

D. Delinquent Accounts

1. ~~The district or schools~~ will notify a parent (and student when deemed appropriate) on the day designated by the ~~district school~~ on a **weekly basis** if ~~the a~~ student has a negative balance in his/her account. Communication can be by any means deemed suitable by the ~~district or~~ school.
2. ~~Schools will notify a parent (and student when deemed appropriate) on the day designated by the school if the student's account is behind an amount equal to \$20.00 or more.~~
 - a. Notification may be by letter, phone, e-mail or text messaging. If a parent requests a specific method of communication, their request is to be honored.
 - b. A record of the contact should be maintained, including the date and the method used to make contact.
 - ~~c. Unless payment arrangements have been made between the parent(s) and school officials, the school is authorized to begin serving an alternate lunch to the student. Parents are to be contacted, preferably personal contact, at least 48 hours before a student is given an alternative lunch. The student is to be contacted and provided instruction with regards to the procedures associated with the alternative lunch prior to the beginning of the lunch period.~~
3. ~~The district or sSchools~~ will notify the parent if ~~(and student when deemed appropriate) on the day designated by the school~~ the student's account is behind an amount equal to \$35.00 ~~or more~~ and thus considered delinquent. Unless payment arrangements have been made between the parent(s) and ~~district school~~ officials,

the **district or** school is authorized to send the account to collections following the procedures outlined in **D-51** of this policy.

4. Parents are to be contacted, preferably personal contact, although ~~certified letter is acceptable~~ other means may be used if previous methods have been exhausted and are therefore deemed appropriate by the district or school, of the intent to send the account to collections. A persistent effort to communicate with parents prior to sending the account to collections is required as noted above (~~GD-31, GD-42, G-5~~).
5. After a minimum period of at least one month following parental notification by personal contact, the delinquent account may be sent to a collection agency.

~~E. Delinquent Accounts~~

1. ~~Elementary school children are to be provided an alternative lunch following the procedures identified in C-4 of this policy. The alternative lunch should be continued until their account is paid in full or payment arrangements are made by a school official after gaining approval from the School Lunch Supervisor. Any cost associated with the alternative lunch is to be added to the student's account.~~
2. ~~Secondary students are to be provided an alternative lunch following the procedures identified in C-4 of this policy. The alternative lunch should be continued until their account is paid in full, payment arrangements are made or the account is sent to collections. Any cost associated with the alternative lunch is to be added to the student's account.~~
3. ~~A secondary student in grades 6-12 may be denied lunch once their account has been sent to collections or anytime during the month of May that their account has a negative balance. Lunch is to be denied until the account is paid in full or payment arrangements are made with a school official after gaining approval from the School Lunch Supervisor. Students may continue to purchase meals if they are able to pay cash. Students must be notified 24 hours in advance before being denied a lunch.~~
4. ~~Secondary students who, after being given notification prior to lunch, decide to take a regular meal instead of an alternative meal are subject to appropriate discipline by school administrators. The meal **is not** to be taken away from the student.~~

- ~~5. After a period of at least two weeks following parental notification either by personal contact or certified letter, the delinquent account may be sent to a collection agency.~~

F. Community or Private Donations

1. Any and all community and private donations are to be dictated, first by the donor and second by the principal, as to how the donations will be allocated to student's delinquent lunch accounts at individual schools. There should be no expectation from parents of students to have community or private donations pay for their delinquent account or for the district to take other funds to do the same.

G. Faculty and Patrons

1. Faculty and patrons ~~are will~~ not ~~be~~ allowed to charge any amount.

POLICY 3023

Educator Induction, Mentoring, and Professional Learning

A. Educator Induction Program

1. The District and each school shall develop an educator induction program for educators who are: licensed as associate educators, licensed as professional educators and have less than 3 years of experience teaching, and licensed under District-specific licensure during the first 3 years of working in the District. The induction program shall provide for:
 - a. A plan for on-going support and development of an educator, which may include reflective goal setting, implementation of action steps, and evaluation of outcomes that lead to refinement in instructional practice.
 - b. Assistance in meeting the Utah Educator Standards (Utah Admin. Rules R277-530).
 - c. Mentoring (including observation and feedback beginning early in the program).
 - d. Evaluation consistent with [Policy 3210 Educator Evaluation](#), including observation and feedback from the principal.
 - 1) For associate educators, support in meeting the requirements for a professional educator license.

Utah Admin. Rules R277-308-3 (April 8, 2021)

B. Mentoring

1. Mentors serving educators in the District's educator induction program must be licensed as professional educators and shall be trained to advise, coach, consult, and guide the development of a new educator. The mentor shall assist the educator in meeting the Utah Effective Educator Standards. A mentor may not act as the evaluator of an educator that the mentor is assigned to serve.

Utah Admin. Rules R277-308-2(2) (April 8, 2021)

Utah Admin. Rules R277-308-3 (April 8, 2021)

C. Learning Opportunities for Professional Educators

1. Each year, each District employee holding a professional educator license shall be provided professional learning opportunities which upon completion would enable the employee to **obtain complete** the equivalent of **twenty 20** license renewal hours as defined by Utah Administrative Rules R277-302-7, including trainings required by state law or State Board of Education rule. The District shall maintain documentation of these professional learning activities or shall provide the documentation to the employee. If an employee does not participate in these activities, the District shall notify the employee and the State Superintendent that the employee is not eligible to use the simplified license renewal provisions provided under Utah Administrative Rules R277-302-4(1)(a).

Utah Admin. Rules R277-302-6 (July 22, 2022)

D. Professional Learning Standards

1. Professional learning” means a comprehensive, sustained, and evidence-based approach to improving teachers’ and principals’ effectiveness in raising student achievement. “Evidence-based” means that a strategy (**not including reading software**) demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). “Evidence-informed” means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education). Professional development plans shall implement high quality professional learning which meets the following standards:
 - a. It occurs within learning communities committed to continuous improvement, individual and collective responsibility, and goal alignment;
 - b. It requires skillful leaders who develop capacity, advocate for professional learning and create support systems for professional learning;
 - c. It requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. It uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
 - e. It integrates theories, research, and models of human learning to achieve its intended outcomes;

- f. It applies research on change and sustains support for implementation of professional learning for long-term change;
- g. It aligns its outcomes with:
 - 1) Performance standards for teachers and school administrators as described in rules of the State Board of Education and
 - 2) Performance standards for students as described in the core standards for Utah public schools adopted by the State Board of Education; and
- h. It incorporates the use of technology in the design, implementation, and evaluation of high-quality professional learning practices and includes targeted professional learning on the use of technology devices to enhance the teaching and learning environment and the integration of technology in content delivery; and
- i. It uses evidence-informed core materials and evidence-based instructional practices and intervention materials.

[Utah Code § 53G-11-303\(1\), \(2\) \(2023\)](#)

E. State-Funded Professional Development

- 1. The District shall use the funding provided by the State Board of Education under [Utah Code § 53F-7-203](#) to provide paid professional development hours to the following educators: general education teachers, special education teachers, counselors, school administrators, school specialists, student support staff, school psychologists, speech language pathologists, and audiologists. **The funds may only be used for educator salary and benefits and may not be used to cover indirect costs.**

[Utah Code § 53F-7-203\(1\) \(2023\)](#)

[Utah Admin. Rules R277-629-3\(3\) \(October 11, 2022\)](#)

- 2. The paid professional development hours provided with this state funding shall provide educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging state academic standards and may include activities that
 - a. Improve and increase an educator's:
 - 1) Knowledge of the academic subjects the educator teaches;

- 2) Time to plan and prepare daily lessons based on student needs;
 - 3) Understanding of how students learn; and
 - 4) Ability to analyze student work and achievement from multiple sources, including how to adjust instructional strategies, assessments, and materials based on the analysis;
- b. Are an integral part of broad school-wide and District-wide educational improvement plans;
 - c. Allow personalized plans for each educator to address the educator's specific needs identified in observation or other feedback;
 - d. Advance educator understanding of:
 - 1) Effective and evidence-based instructional strategies; and
 - 2) Strategies for improving student academic achievement or substantially increasing the knowledge and teaching skills of educators;
 - e. Are aligned with, and directly related to, academic goals of the school or District; and
 - f. Include instruction in the use of data and assessments to inform and instruct classroom practice.

[Utah Code § 53F-7-202\(3\) \(2022\)](#)

3. Each educator who desires to use paid professional development hours funded by the State Board of Education shall:
 - a. **On or before** the **first fifth** day of instruction for a given school year, create a plan in consultation with the educator's principal on how the educator plans to use the paid professional hours during the school year; and
 - b. Before the end of a given school year, provide a written statement to the educator's principal of how the educator used the paid professional development hours during the school year.
4. **If an educator begins employment after the fifth day of instruction in a given year, the educator may still qualify for paid professional hours. The paid professional hours**

may be prorated according to the portion of the school year that the educator is employed.

[Utah Code § 53F-7-203\(4\) \(2023\)](#)

POLICY 3035

Employee Criminal Background Checks and Arrest Disclosure Requirements

- A. A "licensed employee" is one who holds a valid Utah educator license.
- B. A "non-licensed employee" is one who does not hold a current Utah educator license issued by the State Board of Education.
- C. A "qualifying volunteer" is a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment. For purposes of this policy, "qualified volunteer" does not include an officer or employee of a cooperating employer which has an internship safety agreement with the District as provided by [Policy 3060 Student Teachers and Interns](#).
- D. A "contract employee" is an employee of a staffing service or other entity who works at a District school under a contract.
- E. "Personal identifying information" means an individual's current name, former names, nicknames and aliases; date of birth, address; telephone number; driver license number or other government-issued identification number; Social Security number; and fingerprints.

[Utah Code 53G-11-401\(3\), \(6\), \(7\) \(2019\)](#)
- F. "Criminal History Report" is a document generated by the Bureau of Criminal Identification after a search of the State of Utah's criminal history files and/or other state and federal databases designated by applicable law or by the District.
- G. "Background Check" means information on an applicant or employee that may include, but is not limited to, Criminal History Reports and driving record reports.
- H. Employment Screening
 - 1. Utah law requires Background Checks on all prospective employees (i.e., the individual who is selected as the "successful applicant" for a particular job position in the District), substitutes and coaches (herein referred to cumulatively as the "prospective employee") Utah Admin. Rules R277-516. Accordingly, the District requires each prospective employee to submit to a background check prior to employment or service in the District.

2. At the time a prospective employee makes application for employment with the District, such prospective employee shall fill out an employment application providing the following warning:
 - a. "All references stated in this application will be checked by the School District and it is the policy of this School District that false information will be grounds for rejecting your application with no further consideration for the position; or, if such false information is discovered after hire, you may be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution."
3. All Employees seeking employment with the District shall provide personal identifying information including: current name, former names, nicknames, and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints.
4. All employees, qualifying volunteers, and contract employees seeking employment with the School District and who are 18 years **of age old** or older shall sign a written release, waiver and authorization which authorize the School District to request information from the prospective employee's past three employers and supervisors. The release, waiver and authorization shall also authorize the School District to contact former employers to obtain a reference check and to conduct a background search into the employee's criminal record, if any, or any other background check as the School District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.
5. The prospective employee shall pay the cost of the background check.
6. The District shall consider only those convictions which are job-related. The prospective employee shall have opportunity to respond to any information received as a result of the background check.
7. If a current employee is dismissed from employment because of information obtained through a background check, the person shall receive written notice of the reasons for dismissal and shall have an opportunity to respond to the reasons for the dismissal.
8. Each current employee and prospective employee must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting the District to request a background check of any state or federal criminal history file that the District might deem applicable as a condition of employment.

9. The district shall, for each non-licensed employee and volunteer who will be given significant unsupervised access to a student in connection with the volunteers assignment, collect personal identifying information including: current name, former names, nicknames and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints and submit that personal identifying information to the Bureau of Criminal Identification within the Department of Public Safety.

[Utah Code § 53G-11-402 \(2023\)](#)
Utah Admin. Rules R277-520-8
Utah Admin. Rules R277-516-4

I. Licensed Employees - Background Checks

1. The USBE will conduct background checks for all licensed employees in the year in which their license is to be renewed. The employee shall pay the cost of the background check.

J. Licensed Employees - Reporting of Arrests and Convictions

1. A Licensed Educator who is arrested for any of the following alleged offenses shall report the arrest within forty-eight (48) hours or as soon as possible to the Superintendent or his/her designee:
 - a. Any matters involving arrests for alleged sex offenses;
 - b. Any matters involving arrest for alleged drug-related offenses;
 - c. Any matter involving arrests for alleged alcohol-related offenses;
 - d. Any matters involving arrests for alleged offenses against the individual under [Utah Code § 76-5](#), Offenses Against the Individual. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc., another person(s); and
 - e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
2. A Licensed Educator shall report convictions, including pleas in abeyance and diversion agreements, within forty-eight (48) hours or as soon as possible upon receipt of notice of the conviction, plea in abeyance, or diversion agreement.

3. A Licensed Educator will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
4. A Licensed Educator will be immediately suspended from transporting students or driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation.
5. The District will provide adequate due process for the accused employee consistent with Utah Admin. Rules R277-516 and applicable administrative procedures established by the District.
6. The Superintendent or his/her designee shall report a conviction, arrest, or offense information received from a Licensed Educator to the USBE.
7. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.

K. Non-Licensed Employees - Background Checks

1. The District shall conduct periodic background checks for all non-licensed employees every five (5) years. The employee shall pay the cost of the background check.

L. Non-Licensed Employees - Reporting of Arrests and Convictions

1. A Non-Licensed Employee who is arrested for any of the following alleged offenses shall report the arrest within forty-eight (48) hours or as soon as possible to the Superintendent or his/her designee:
 - a. Any matters involving arrests for alleged sex offenses;
 - b. Any matters involving arrests for alleged drug-related offenses;
 - c. Any matters involving arrests for alleged alcohol-related offenses;

- d. Any matter involving arrests for alleged offenses against the individual under [Utah Code Ann. Title 76, Chapter 5, Offenses Against the Individual](#). This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc., another person(s); and
 - e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
2. A Non-Licensed Employee will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
 3. A Non-Licensed Employee will be immediately suspended from transporting students of driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation, and where reasonable cause exists, an existing employee must submit to a background check.
 4. The District will provide adequate due process for the accused employee consistent with Utah Admin. Rules R277-516 and applicable administrative procedures established by the District.
 5. The Assistant Superintendent over Personnel shall review arrest information and make employment decisions that protect both the safety of students and/or employees and the confidentiality and due process rights of employees.
 6. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- M. When arrest/conviction information is received by the District regarding a Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employment status consistent with Utah Admin. Rules R277-316-3(1)(b) (February 7, 2020) and District policy. The District will also report the arrest to the USBE within forty-eight (48) hours.

- N. When arrest/conviction information is received by the District regarding a Non-Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employee's employment status while considering the Non-Licensed Employee's employment status consistent with applicable Utah law, rules, and regulations, District policy, and any applicable Employment Agreements or Memorandums of Understanding.
- O. Where reasonable cause exists, a current employee may be required to submit to fingerprinting and a criminal background check at the Board's expense prior to the intervallic background check.
- P. An administrator may obtain any information in the possession of the State Office of Education that is relevant to evaluating the employment of a current or prospective employee of the school. If a decision is made not to hire a prospective employee or to take action against a current employee based upon such information, the individual affected shall be given notice of the information and be provided an opportunity to refute or respond to the information. An administrator who, in good faith, discloses or receives information under this section is exempt from civil liability relating to that receipt or disclosure.
- Q. The District shall cooperate with the USBE in investigations of Licensed Educators.

References:

[Utah Code § 53E-6-401](#)

[Utah Code § 76-5, Offenses Against the Individual](#)

[Utah Admin. Rules R277-516](#)

POLICY 4027

Special Programs: Dropout Prevention and Recovery

A. At-Risk Coordinator

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

B. Identification of "Designated students"

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

[Utah Code § 53G-9-802 \(2023\)](#)

[Utah Code § 53G-9-801\(3\) \(2023\)](#)

C. Dropout Reduction Plan

1. The District shall provide dropout prevention and recovery services to designated students, including:
 - a. Engaging with or attempting to engage with designated students;
 - b. Consulting with designated students and develop a learning plan to identify:
 - 1) Barriers to regular school attendance;
 - 2) An attainment goal through enrollment in education programs; and
 - 3) Means for achieving the attainment goal through enrollment in one or more of the programs described below in Flexible Enrollment Options.
 - c. Monitoring a designated student's progress toward reaching the designated student's attainment goal; and
 - d. Providing tiered interventions for a designated student who is not making progress toward reaching the student's attainment goal.

2. The District shall provide dropout prevention and recovery services throughout the calendar year to students who become designated students while enrolled within the District. The District shall provide dropout prevention and recovery services to students who reside within the District who were enrolled in a charter school that does not include grade 12 and become designated in the summer after the student completes academic instruction at the charter school through the maximum grade level at the charter school.

[Utah Code § 53G-9-802\(1\)\(a\)-\(c\) \(2023\)](#)

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

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

D. Flexible Enrollment Option

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

[Utah Code § 53G-9-802\(2\)\(a\) \(2023\)](#)

E. Designated Student Enrollment Options

1. A designated student may enroll in:
 - a. A program offered by the District; or
 - b. The Statewide Online Education Program

2. The District shall make its best effort to accommodate a designated student's choice of enrollment.

[Utah Code § 53G-9-802\(2\)\(b\) \(2023\)](#)

F. Dropout Prevention and Recovery Services

1. Provide dropout prevention and recovery services for any school year in which the District meets the following criteria:
 - a. The District's graduation rate is lower than the statewide graduation rate; and
 - b. The District's graduation rate has not increased by at least 1% on average over the previous three school years, or during the previous calendar year, at least 10% of the District's designated students have not reached the students' attainment goals or made a year's worth of progress toward the students' attainment goals.
2. This requirement does not apply if:
 - a. the District is in its first three years of operation;
 - b. the District's average graduation rate for the previous three years is higher than the statewide graduation rate for the same period; or
 - c. the quotient of the total number of the District's graduating students plus 10 divided by the total number of students in the graduating class, is equal to or greater than the statewide graduation rate.
3. ~~If required to provide dropout prevention and recovery services, the District shall do at least one of the following: may either create its own dropout prevention and recovery services plan or may~~ **If required to provide dropout prevention and recovery services, the District shall do at least one of the following: use another program that is evidence-based (as defined in [Utah Code § 53G-11-303](#)), or create a dropout prevention and recovery services plan that is evidence-informed (as defined in [Utah Code § 53G-11-303](#)).**
4. If a District enters into a third-party contract to provide the dropout prevention and recovery services, the District shall ensure that:
 - a. The third party has a demonstrated record of effectiveness engaging with and recovering designated students;

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

[Utah Code § 53G-9-802\(3\)-\(6\) \(2023\)](#)
Utah Admin. Rules R277-606-3(2) (July 22, 2022)

G. Annual Reporting

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

[Utah Code § 53G-9-802\(7\) \(2023\)](#)
Utah Admin. Rules R277-606-4(1)(b) (July 22, 2022)

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

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

H. "Attainment Goals" Defined

1. Attainment Goal means:
 - a. A high school diploma;

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

[Utah Code § 53G-9-801\(1\) \(2023\)](#)

POLICY 4037

Reading Assessment for K-3

- A. Subject to legislative appropriations, District elementary schools shall annually administer the State Board of Education approved benchmark reading assessments in **kindergarten**, grade 1, grade 2, and grade 3 within the following testing windows:
1. The first benchmark before September 30
 2. The second benchmark between December 1 and January 31
 3. The third benchmark between ~~the middle of~~ April 15 and June 15
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, February 28, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(5).
- C. If a benchmark assessment or a supplemental reading assessment indicates that a student is scoring below benchmark, the school shall take the notification and reading remediation interventions outlined below.

Utah Admin. Rules R277-406-3(1) to (5) (July 22, 2022)

D. Scoring Below Benchmark

1. A student scores below or well below benchmark when the student performs below or well below the benchmark score on the benchmark reading assessment and requires additional instruction beyond that provided to typically developing peers to close the gap between the student's current level of achievement and that expected of all students in that grade. For any first, second, or third grade student who through assessment is determined to be scoring below or well below benchmark, the school shall take the following actions:
 - a. Notify the student's parent that the student is reading below grade level;
 - b. Administer diagnostic assessments to the student;
 - c. Using data from the diagnostic assessment, provide specific, focused, and individualized intervention or tutoring to develop the reading skill;

- d. Administer formative assessments and progress monitoring at recommended levels for the benchmark assessment to measure the success of the focused intervention;
 - e. Inform the parent of activities that he or she may engage in with the student to assist the student in improving reading proficiency;
 - f. Provide information to the parent of the student regarding reading interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school; and
 - g. Provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.
2. In meeting these standards, “evidence-based” means that a strategy (**not including reading software**) demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). “Evidence-informed” means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education).

[Utah Code § 53E-4-307\(4\)\(a\) \(2023\)](#)

[Utah Code § 53G-11-303\(1\) \(2023\)](#)

Utah Admin. Rules R277-406-2(11) (July 22, 2022)

Utah Admin. Rules R277-406-3(3)(a) (July 22, 2022)

POLICY 4038

Mathematics Assessment for K-3

- A. Subject to legislative appropriations, District elementary schools shall annually administer the State Board of Education approved benchmark mathematics assessments in **kindergarten**, grade 1, grade 2, and grade 3 within the following testing windows:
1. The first benchmark before September 30
 2. The second benchmark between December 1 and January 31
 3. The third benchmark between the **middle-of** April 15 and June 15.
 4. ~~The District schools may also administer the early mathematics benchmark assessments in kindergarten.~~
- B. Following each benchmark assessment, the school shall notify parents of their student's results by October 30, February 28, and June 30, respectively. The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(5).

[Utah Code § 53E-4-307.5 \(2020\)](#)

Utah Admin. Rules R277-406-3(1) to (4) (July 22, 2022)

C. Scoring Below Benchmark

1. A student scores below or well below benchmark when the student performs below or well below the benchmark score on the benchmark mathematics assessment and requires additional instruction beyond that provided to typically developing peers to close the gap between the student's current level of achievement and that expected of all students in that grade.

Utah Admin. Rules R277-403-3(4)(b) (July 22, 2022)

2. If a benchmark assessment indicates that a student is scoring below or well below benchmark, the school shall take the following actions:
 - a. Notify the student's parent that the student's mathematics performance is below grade level;

- b. Administer diagnostic assessments to the student;
 - c. Using data from the diagnostic assessment, provide specific, focused, and individualized intervention or tutoring to develop the mathematics skill;
 - d. Administer formative assessments and progress monitoring at recommended levels for the benchmark assessment to measure the success of the focused intervention;
 - e. Inform the parent of activities that he or she may engage in with the student to assist the student in improving mathematics proficiency;
 - f. Provide information to the parent of the student regarding mathematics interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school; and
 - g. Provide instructional materials that are evidence-informed for core instruction and evidence-based for intervention and supplemental instruction.
3. In meeting these standards, “evidence-based” means that a strategy (**not including reading math software**) demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). “Evidence-informed” means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education).

[Utah Code § 53E-4-307\(4\)\(a\) \(2023\)](#)

[Utah Code § 53G-11-303\(1\) \(2023\)](#)

Utah Admin. Rules R277-406-2(11) (July 22, 2022)

Utah Admin. Rules R277-406-3(3)(a), (b) (July 22, 2022)

POLICY 4062

Curriculum: College Course Work

A. Definitions

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

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

[Utah Code § 53E-10-302\(6\) \(2023\)](#)

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

[Utah Code § 53E-10-303\(1\) \(2023\)](#)

B. Establishing Concurrent Enrollment Courses

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

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

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

3. In establishing a particular concurrent enrollment course, the District must first offer to contract with the designated institution of higher education for the course. If the designated institution of higher education ~~either~~ chooses not to offer the course, ~~or~~ does not respond to the District's proposal within 30 days, **uses instructional materials that are sensitive materials or otherwise prohibited for use in K-12, or reaches enrollment capacity for the course and prohibits expanding the course with an eligible instructor**, the District may then contract with another institution of higher education to provide the course.

[Utah Code § 53E-10-303\(4\) \(2023\)](#)

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

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

5. The student is responsible for expenses and arrangements associated with college enrollment as provided for in [Utah Code § 53E-10-305](#). **The student may apply for a fee waiver if appropriate under the District fee waiver policy for class-related costs including consumables, lab fees, copies, material costs, application fees and textbooks. Unless otherwise provided by agreement with the institution of higher education, the District is responsible for fee waivers.**

[Utah Code § 53E-10-305 \(2023\)](#)

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

C. Participation Form and Parental Permission

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

[Utah Code § 53E-10-304 \(2020\)](#)

Policy 4064

Curriculum: Religious Neutrality

A. Constitutional Freedom in Public Schools

1. Any school in the District, in accordance with State Board of Education policy, may undertake any instructional activity, performance or display which includes examination of or presentations about religion, political or religious thought or expression, or the influence thereof on music, art, literature, law, politics, history or any other element of the curriculum, including the comparative study of religions, provided it is designed to achieve academic educational objectives included within the context of a course or activity and conducted in accordance with applicable rules or policies of this District.

Utah Code § 53G-10-202(1) (2023)

2. No aspect of cultural heritage, political theory, moral theory, or societal value shall be either included within or excluded from school curricula for the primary reason that it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or supreme being.

Utah Code § 53G-10-202(2) (2023)

B. Religious Neutrality

1. School officials and employees may not use their positions to endorse, promote, or disparage a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint. District schools may not sponsor or deny the practice of prayer or religious devotionals.

Utah Code § 53G-10-202(3), (4) (2023)

C. Participation Waivers

1. A student may refrain from participation in any aspect of school that violates a religious belief or right of conscience of the student.

2. A student's parent may waive the student's participation in any aspect of school that violates the student's or the student's parent's religious belief or right of conscience.
3. A student may not be penalized or discriminated against for refraining from participation due to the student or student's parent's religious belief or right of conscience.
4. A student may not be required or incentivized to affirm or deny the religious belief or right of conscience of the student or the student's parent. When a student refrains from participation, the school shall promptly notify the student's parent.
5. The school may offer an alternative that does not violate the student's or the student's parent's religious belief or right of conscience but may not require the student or student's parent to explain, defend, or justify the religious belief or right of conscience.

Utah Code § 53G-10-205 (2023)

D. Expressions of Belief

1. Expression of personal beliefs by a student participating in school-directed curricula or activities may not be prohibited or penalized unless the expression unreasonably interferes with order or discipline, threatens the well-being of persons or property, or violates concepts of civility or propriety appropriate to the school setting.
2. Limitations on student expression, practice, or conduct shall be by the least restrictive means necessary to satisfy the school's interests or to satisfy another specifically identified compelling governmental interest.

Utah Code § 53G-10-203(1), (3) (2023)

E. Expressions of Belief During Discretionary Time

1. Free expression of voluntary religious practice or freedom of speech by students during discretionary time, (non-instructional time during which a student is free to pursue personal interests), shall not be denied unless:
 - a. The conduct unreasonably interferes with the ability of school officials to maintain order and discipline;

- b. Unreasonably endangers persons or property; or,
 - c. Violates concepts of civility or propriety appropriate to the school setting.
2. Any limitation under this section on student expression, practice, or conduct shall be by the least restrictive means necessary to satisfy the school's interests or to satisfy another specifically identified compelling governmental interest.

Utah Code § 53G-10-203(2), (3) (2023)

POLICY 4077

Course Disclosure Statements – Secondary

- A. Each course offered to students in grade 6-12 shall have a Course Disclosure Statement.
- B. Course Disclosure Statements shall be updated at the beginning of each trimester, contain accurate information, and be available to parents and students at the beginning of each course.
- C. Course Disclosure Statements shall contain information and guidelines consistent with Box Elder School District Policies and individual school student handbooks.
- D. Course Disclosure Statements shall contain at least the following information:
 1. A brief description of the course including major course goals;
 2. A list of books, videos, etc., other than District adopted texts that will be used in the course;
 3. A statement on attendance and tardiness and the impact of such on citizenship grades;
 4. A statement on grading that may include:
 - a. A grading scale; (see [Policy 4103 Grading Policy Grades 8-12](#))
 - b. Weighting of assignments, quizzes, tests, etc.
 - c. A statement on make-up work, extensions, interventions and evidence of relearning prior to re-takes;
 5. A statement on or a listing of class rules and/or expectations;
 6. A statement on any optional fees associated with the course;
 7. A statement offering accommodations for qualifying individuals with disabilities;

8. Notation of how to contact the teacher and when she/he is available to meet with parents and/or students;
- E. In addition to the required information listed in Section D, teachers are encouraged to include suggestions for success in the course, encouragement to students, and other information to help students be successful.

POLICY 4103

Grading Policy Grades 8-12

A. Grading

1. Student work and assessments will be based on standards from the Utah State Curriculum.
2. Grades on report cards will accurately reflect students' academic proficiency in relation to course standards.
3. Student proficiency is measured in a variety of ways including; projects, reports, tests, observations, discussions and performance tasks.
4. Additional opportunities for all students to demonstrate increased proficiency will be provided through extensions, interventions and remediation.
 - a. Extra credit will not be included in the academic grade.
 - b. Additional opportunities include re-doing assignments or re-taking quizzes and tests following an intervention in a timely manner.

B. Grades will be determined based on the Box Elder School District Secondary grading scale.

1. All grades with percentages within in .5 of the numeric cutoff will be rounded up to that number.

<u>Letter</u>	<u>Numeric</u>
A	93
A-	90
B+	87
B	83
B-	80
C+	77
C	73
C-	70
D+	67
D	63

D- 60
F 0 - 59.49

C. Attendance, tardies and behavior will not be included in the academic grade.

D. Reporting

1. Report cards will be issued a minimum of three times each school year.
2. Student proficiency data will be updated weekly using the electronic grade book.
3. Students and parents will be informed as soon as possible when a student's academic performance, citizenship, or behavior becomes unsatisfactory or shows a marked or sudden decline.

E. Interventions

1. Interventions (re-teaching) will be provided when a student performs below proficiency.
2. When intervention opportunities are provided within the school day, identified students will be required to participate.

F. Homework

*See Box Elder School District [Policy 4100 Homework](#)

1. Non-content related material will not be used as additional opportunities to demonstrate increased proficiency
2. Service opportunities (activities) will be counted in the Life Skills or Citizenship categories and not the academic grade.

Policy 5270

Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct

A. Definitions

1. "Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.
2. "Bullying" means intentionally committing a written, physical, or verbal act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:
 - a. Causing physical or emotional harm to the school employee or student;
 - b. Causing damage to the school employee or student's property;
 - c. Placing the school employee or student in reasonable fear of:
 - 1) Harm to the school employee's or student's physical or emotional well-being;
or
 - 2) Damage to the school employee's or student's property.
 - d. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - 1) The pervasiveness, persistence, or severity of the actions; or
 - 2) A power differential between the bully and the target; or
 - e. Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.
 - f. The foregoing conduct constitutes bullying regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

3. "Communication" means the conveyance of a message, whether verbal, written, or electronic.
4. "Cyberbullying" means:
 - a. Using the internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
 - b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyberbullying.
5. "Hazing" means a student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
 - a. Meets one of the following:
 - 1) Endangers the mental or physical health or safety of a school employee or student; or
 - 2) 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;
 - 3) 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
 - 4) 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 either
 - b. 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

- c. Is directed toward a school employee or student whom the student 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 student also participates.

The conduct described above constitutes hazing, regardless of whether the school employee or student against whom the conduct is committed directed, consented to, or acquiesce in, the conduct.

Utah Admin. Rules R277-613-2 (May 24, 2022)

[Utah Code § 76-5-107.5 \(2022\)](#)

[Utah Code § 53G-9-601\(1\) to \(5\) \(2023\)](#)

6. "Incident" means one or more infractions committed by a student or a group of students acting in concert, at the same time and place.

Utah Admin. Rules R277-613-2 (May 24, 2022)

7. "Infraction" means an act of prohibited behavior.

Utah Admin. Rules R277-613-2 (May 24, 2022)

8. "Retaliate" means an act or communication intended:

- a. as retribution against a person for reporting bullying, cyberbullying, abusive conduct, or hazing; or
- b. to improperly influence the investigation of, or the response to, a report of bullying, cyberbullying, abusive conduct, or hazing.

[Utah Code § 53G-9-601\(9\) \(2023\)](#)

9. "School Employee" means:

- a. school administrators, teachers, and staff members, as well as others employed or authorized as volunteers, directly or indirectly, by the school, school board, or school district and who works on a school campus.

[Utah Code § 53G-9-601\(11\) \(2023\)](#)

10. "Volunteer" means a non-employee with significant, unsupervised access to students in connection with a school assignment.

Utah Admin. Rules R277-613-2 (May 24, 2022)

B. Bullying and Abusive Conduct Prohibited

1. No student may engage in bullying of a student or school employee on school property, at a school related or sponsored event, on a school bus, at a school bus stop, or while the student is traveling to or from a school location or school related or sponsored event. No student may engage in abusive conduct.
2. Students who engage in bullying or abusive conduct are in violation of this policy and verified infractions shall result in disciplinary action up to and including expulsion, consistent with the District's [Safe Schools Policy 5005](#).
3. Anonymous reports of bullying or abusive conduct alone cannot constitute the basis for formal disciplinary action.
4. The school or District may also report infractions to law enforcement if that is permitted by [Utah Code § 53G-8-211](#).

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

Utah Admin. Rules R277-613-7 (May 24, 2022)

C. Hazing and Cyberbullying Prohibited

1. No student may engage in hazing or cyberbullying of a student or of a school employee at any time or at any location.
2. Students who engage in hazing or cyberbullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including expulsion as well as suspension or removal from a school-sponsored team or activity, including school sponsored transportation, consistent with the District's [Safe Schools Policy 5005](#).
3. The school may also determine to break up or dissolve a team, organization, or other school sponsored group for hazing violations by its members.
4. Anonymous reports of hazing or cyberbullying alone cannot constitute the basis for formal disciplinary action.
5. The school or district may also report infractions to law enforcement if that is permitted by [Utah Code § 53G-8-211](#).

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

D. Retaliation Prohibited

1. No student may engage in retaliation against a school employee, a student, or an investigation for, or witness of, an alleged incident of bullying, cyberbullying, hazing, or retaliation against a school employee or student, or an alleged incident of abusive conduct.
2. Students who engage in retaliation are in violation of this policy and for verified infractions are subject to disciplinary action up to and including expulsion, consistent with the District's [Policy 5005 Safe Schools – Student Discipline/Behavior](#).
3. Anonymous reports of retaliation alone cannot constitute the basis for formal disciplinary action.
4. The school shall inform students who have reported being subject to bullying, cyberbullying, or hazing and these students' parents that retaliation is prohibited and shall encourage the students and parents to be aware of and to report any subsequent problems or new incidents.

[Utah Code § 53G-9-605 \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

E. Making a False Report Prohibited

1. No student may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against a school employee or student.
2. Students who engage in making such false allegations are in violation of this policy and verified violations shall result in disciplinary action up to and including expulsion, consistent with the District's [Policy 5005 Safe Schools – Student Discipline/Behavior](#).

[Utah Code § 53G-9-605\(3\)\(d\) \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(a) (May 24, 2022)

F. Action Plan

1. Upon receipt of a reported incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation, the school principal or designee shall promptly review and investigate the allegations. This investigation shall include interviewing the alleged

targeted individual, the individual alleged to have engaged in prohibited conduct, the parents of the alleged target and alleged perpetrator, any witnesses to the conduct, school staff familiar with the alleged victim, and school staff familiar with the alleged perpetrator. The principal or designee may also review physical evidence, including but not limited to video or audio recordings, notes, email, text messages, social media, and graffiti. The principal or designee shall inform any person being interviewed that the principal or designee is required to keep the details of the interview confidential to the extent allowed by law and that further reports of bullying will become part of the investigation.

Utah Admin Rules R277-613-5(2), (3), (4) (May 24, 2022)

2. When the available information indicates that an infraction may also constitute a civil rights violation, the principal or designee shall also investigate that possible violation and take such disciplinary or other action as may be warranted.

Utah Admin. Rules R277-613-5(6) (May 24, 2022)

3. When it is determined that a student has been bullied, cyberbullied, or hazed, this plan of action should include consideration of what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.

[Utah Code § 53G-9-605\(3\)\(g\) \(2019\)](#)

4. The plan of action may include supporting involved students through trauma-informed care practices, if appropriate, as defined in Utah Admin. Rules R277-613-2(15).

Utah Admin. Rules R277-613-5(7) (May 24, 2022)

5. The plan of action may also include positive restorative justice practice action, if permitted. Restorative justice practice is a discipline practice that brings together students, school personnel, school families, and community members to resolve conflicts, address disruptive behaviors, promote positive relationships, and promote healing. An alleged targeted student is *not* required to participate in a restorative justice practice with an alleged perpetrator. If the principal or designee desires to have a student participate, the principal or designee shall first inform that student's parent about the restorative justice practice and obtain the parent's consent prior to such participation.

Utah Admin. Rules R277-613-2(12) (May 24, 2022)

Utah Admin. Rules R277-613-6(7) (May 24, 2022)

6. If any retaliation occurs, the principal or designee shall take strong responsive action against it, including but not limited to providing assistance to any targeted individual and his or her parent in reporting subsequent problems and new incidents.

Utah Admin. Rules R277-613-4(5) (May 24, 2022)

7. The principal or designee shall follow up with parents of all students involved (victim or perpetrator), informing parents when an investigation is concluded, what safety measures will be in place for their child as determined by the investigation, of additional information about the investigation to the extent consistent with the Family Educational Rights and Privacy Act of 1974 ("FERPA"), and of any available appeal options if a parent disagrees with the resolution of the investigation.

Utah Admin. Rules R277-613-5(10) (May 24, 2022)

G. Training and Education

1. Each school shall establish procedures for training school employees, coaches, volunteers and students on bullying, cyberbullying, hazing, retaliation, or abusive conduct. The principal or designee shall be the point person to assist, direct, and supervise training on these matters.
 - a. Training to students, staff, and volunteers shall:
 - 2) Include information on:
 - a) Bullying, cyberbullying, hazing, retaliation. and abusive conduct;
 - b) Discrimination under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
 - c) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are different from discrimination and may occur separately from each other or in combination,
 - d) How bullying, cyberbullying, hazing, retaliation, and abusive conduct are prohibited based on the students' or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes, or conformance or failure to conform with stereotypes, and

- e) The right of free speech and how it differs for students, employees, and parents;
- 3) Complement the suicide prevention program required for students and the suicide prevention training required for licensed educators; and
- 4) Include information on when issues relating to these standards may lead to employee or student discipline.

Utah Admin. Rules R277-613-4(6) (May 24, 2022)
Utah Admin. Rules R277-613-5(1)(c) (May 24, 2022)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- b. This training shall be provided to all new employees, coaches, and volunteers within the first year of service and shall be provided to all employees, coaches, and volunteers at least once every three years after the initial training.

Utah Admin. Rules R277-613-4(7) (May 24, 2022)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- c. In addition to training school employees and educating students mentioned above, all volunteer coaches, employees, and students involved in any curricular athletic program or any extra-curricular club or activity shall:
 - 1) Complete bullying, cyberbullying, harassment, and hazing, and abusive conduct prevention training prior to participation;
 - 2) Repeat bullying, cyberbullying, harassment and hazing prevention training at least every three years;
 - 3) Be informed annually of the prohibited activities list provided previously in this policy and the potential consequences for violation of this policy.
- d. The content of this activity training shall be developed in collaboration with the Utah High School Activities Association (UHSAA) and the training shall also be provided in collaboration with UHSAA. The school shall obtain and keep signature lists of the participants in the activity training.

Utah Admin. Rules R277-613-6 (May 24, 2022)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

- e. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying, harassment, hazing, or cyberbullying.

[Utah Code § 53G-9-605 \(2019\)](#)

- f. The District may also offer voluntary training to parents and students regarding abusing conduct.

[Utah Code § 53G-9-607\(1\)\(b\) \(2020\)](#)

- g. The principal or designee responsible for reviewing and investigating allegations of bullying, cyberbullying, hazing, retaliation, and abusive conduct shall receive training on conducting a review and investigation as provided for in this policy.

Utah Admin. Rules R277-613-5(1)(b) (May 24, 2022)

H. Assessment

1. Subject to the requirements of [Utah Code § 53E-9-203](#) regarding parental consent for certain types of inquiries of students, each school shall regularly (and at least once per year) conduct assessment through student input (surveys, reports, or other methods) of the prevalence of bullying, cyberbullying, and hazing in the school, and specifically in locations where students may be unsafe and adult supervision may be required such as playgrounds, hallways, and lunch areas.

Utah Admin. Rules R277-613-4(4) (May 24, 2022)

[Utah Code § 53E-9-203 \(2022\)](#)

I. Publication and Acknowledgment

1. A copy of this policy shall be included in student conduct handbooks, shall be provided to the parent of each student enrolled in the District, and shall be available on the District website.
2. Each student 8 years of age and older and a parent of each student enrolled in the District shall annually provide a signed statement stating that the student and parent has received a copy of this policy; however, such a statement is not a substitute for having met the training requirements of this policy.

[Utah Code § 53G-9-605\(3\)\(h\), \(4\) \(2019\)](#)

Utah Admin. Rules R277-613-4(1)(d), (2) (May 24, 2022)

J. Parental Notification of Incidents

1. The school shall notify the parent or a student who is involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation (whether as a target or as a perpetrator).
2. The school is also required to notify **and provide suicide prevention information to** the parent of a student who threatens ~~to commit~~ suicide. In addition, the school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above. The record is a private record for purposed of the Government Records Access and Management Act.
 - a. The process for notifying a parent shall consist of:
 - 1) The school principal or designee shall attempt to make personal contact with a parent when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two school people present. If personal contact is not possible, the parent may be contacted by phone. A second school person should witness the phone call.
 - 2) Contact with the parent must be documented in a “Verification of Parent Contact Regarding Threat or Incident”.
3. (A copy of the “Verification of Parent Contact Regarding Threat or Incident” is attached below.) Subject to laws regarding confidentiality of student education records, at the request of a parent, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-604 \(20232\)](#)

Utah Admin Rules R277-613-4(2) (May 24, 2022)

4. The record of parental notification shall be maintained in accordance with the [Utah Code Title 53E, Chapter 9, Part 3 Student Data Protection, Title 53E, Chapter 9, Part 2, Student Privacy, and the Federal Family Educational Rights and Privacy Act \(“FERPA”\)](#). A copy of the record of parental notification shall upon request be provided to the student to whom the record relates. After the student has graduated, the District shall expunge the record of parental notification upon request of the student.

[Utah Code § 53G-9-604\(2\)\(a\)\(ii\) \(2023\)](#)

K. Report to State Superintendent

1. Each year, on or before June 30, the District shall submit a report to the State Superintendent which includes
 - a. a copy of the District's bullying policy;
 - b. confirmation of compliance with the requirement to obtain a signed acknowledgment of the policy from students, parents, and employees;
 - c. verification of required training regarding bullying, cyberbullying, hazing, retaliation, and abusive conduct;
 - d. the number of verified and alleged incidents of bullying, cyberbullying, hazing, and retaliation; and
 - e. the number and type of those incidents that either included a student or employee who is part of a federally protected class or was bullied, cyberbullied, hazed, or retaliated against because of the student's or employee's actual or perceived disability, race, national origin, religion, sex, gender identity, sexual orientation, or other characteristic.

Utah Admin. Rules R277-613-5(11) (May 24, 2022)

**VERIFICATION OF PARENT CONTACT REGARDING
THREAT OR INCIDENT**

I, [Name] _____, principal or principal's designee, contacted [Name of parent] _____ on [Date] _____ and notified him or her that [Name of student] _____ was involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation. Contact was made:

- in person
- by telephone (number used: _____)
- by email (email address used: _____)
- by other method (specify): _____

Notice was given of:

- bullying incident
- cyberbullying incident
- abusive conduct incident
- hazing incident
- retaliation incident

[Name of school staff member] _____, witnessed the contact.

Principal or Principal's Designee Title Date

School Staff Member Title Date

Policy 5272

Transgender Students

A. Definitions

1. ~~“Assigned gender.” This is the gender designated at the time of birth and may also be thought of as the gender corresponding to the individual’s original physiology, or biological gender.~~ “Sex.” This is the biological, physical condition of being male or female, determined by an individual’s genetics and anatomy at birth.

[Utah Code § 53E-9-205\(1\)\(d\) \(2023\)](#)

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

[Utah Code § 34A-5-102 \(1\)\(o\) \(2016\)](#)
[In re Childers-Gray, 2021 UT 13, ¶ 5 & n.7, 487 P.3d 96](#)

B. Records and References

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

with respect to persons other than the student's parent to maintain the confidentiality of a student's transgender status. Official records which reflect a student's sex, gender, or gender identity may not be changed to a gender or gender identity which does not conform with the student's sex without written permission of the student's parent.

[Utah Code § 26-2-11 \(1995\)](#)

[Utah Code § 42-1-1 \(1933\)](#)

[Utah Code § 53E-9-205 \(2023\)](#)

2. The unofficial records of the student shall reflect the preferred name and gender identity of the student. Students shall be addressed or referred to by the pronouns associated with the identified gender: transgender boys shall be referred to using "he" "his" and "him" and transgender girls shall be referred to using "she" and "her." Unofficial records which reflect a student's sex, gender, or gender identity may not be changed to a gender or gender identity which does not conform with the student's sex without written permission of the student's parent.

[Utah Code § 53E-9-205 \(2023\)](#)

3. A student's transgender status shall not be disclosed to individuals other than the student's parent without the student's consent except as expressly authorized by the superintendent following such legal consultation as the superintendent determines is appropriate.

[Utah Code § 53E-9-205 \(2023\)](#)

C. Facilities

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

D. Classes and Activities

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

E. UHSAA Extracurricular Activities

1. Participation by students in activities under the oversight of the Utah High School Activities Association is subject to UHSAA rules and policies. Therefore, participation of transgender students in such activities shall be governed by those rules and policies.

[Utah High Schools Activities Association Handbook 2022-23, Interps. & Guidelines 1.1.4 \(P. 26-27\)](#)

F. Bullying and Harassment

1. [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#), which prohibits bullying, cyberbullying and harassment regardless of the motivation for such misconduct, applies to prohibit bullying, cyberbullying or harassment of students because of their transgender status or gender expression. When the parent of a transgender student is given the required notification of a bullying or harassment incident against a transgender student which is motivated by transgender status or gender expression, care should be taken to avoid disclosing the student's transgender status to the student's parents if the student has not consented to such disclosure.
2. When a student has been bullied, cyberbullied, or harassed because of the student's transgender status or gender expression, consideration should be given to what support, counseling, or other assistance the student may need to prevent such mistreatment from adversely affecting the student's ability to learn and function in the school setting.

Policy 6050

Community Use of School Facilities

- A. Public school buildings and grounds are civic centers and may be used by district residents for supervised recreational activities and meetings, subject to the requirements and restrictions set forth below. Use of school property as a civic center may not interfere with a school function or purpose and is considered a “permit” for governmental immunity purposes.
- B. School buildings and grounds are only available for civic center use to organizers who are residents of the District. Requests for civic center use must be accompanied by appropriate documentation of the requester’s residence within the School District.

[Utah Code § 53G-7-209\(4\) \(2018\)](#)

- C. The Board may set and charge a reasonable fee for such use to compensate the district for the use of school property as a civic center and to fully compensate for any and all expense incurred in that use. The fee charged may take into account increased overhead expense, including utilities, personnel, and other areas affected by use of the facilities. See Policy 2160 for rental procedures and fees.

[Utah Code § 53G-7-209\(2\)\(c\) \(2018\)](#)

- D. The business administrator is designated as the district's special functions officer. The special functions officer shall have charge of the grounds and shall take reasonable measures to protect school property when used for civic center purposes. The business administrator may designate a district employee to serve as special functions officer in connection with particular uses of the facilities for civic center purposes. The school principal will serve as special functions officer for civic center functions held in the school unless otherwise notified by the superintendent.
- E. The Principal shall allow the use of school facilities and shall also be responsible for collection of monies, notification of personnel involved (custodian, lunch manager, or technician), and the determination of free use of the building according to policy and procedures.
- F. The school district shall make all meeting facilities in buildings under its control available to registered political parties, without discrimination, to be used for political party activities if the political party requests the use of the meeting facility before 5:00 p.m. no later than 30 calendar days before the day on which the use by the political party will

take place and the meeting facility is not already scheduled for another purpose at the time of the proposed use. The political party shall pay the District the actual costs incurred by the District for custodial services to clean the meeting facilities after the political party's use. In addition, the political party shall pay the District the actual cost of any services requested by the political party and provided by the District.

[Utah Code § 20A-8-404\(3\) \(2023\)](#)

[Utah Code § 20A-8-404 \(2023\)](#)

- G. The rental of school facilities for other than school use or civic centers shall be according to the following guidelines:
1. Application for rental will be made with the principal of the school. Application requires the signatures of the applicant and the principal. The principal is responsible for the building and the protection and maintenance thereof. The principal of the school shall accept application from only those groups who can assure adherence to the standards of behavior of the school. Tobacco, **intoxicating** drinks, and boisterous conduct are expressly prohibited. The following will not be tolerated and are expressly prohibited by the Board:
 - a. vandalism;
 - b. use without consent, or abuse of school furniture or other school property; and,
 - c. appropriation or abuse of books, supplies, or athletic equipment belonging to the school or to its students. School athletic equipment may only be used with prior approval of the principal.
 - d. Rental rates will be determined according to the rental rate schedule approved by the Board of Education.
 - e. Payments will be collected by the Principal, recorded, and sent to the District Office with a copy of the original application.
 - f. Personnel charges will be added according to the rates listed on the rental schedule.
 - g. Commercial, sports organizations, and non-civic center users must provide a certificate of liability insurance with limits of not less than \$500,000. The District shall be named as an additional insured. (This provision (g) can only be waived in writing by the Board of Education or through use as a civic center.) A Hold Harmless Agreement shall also be entered into.

- H. The principal shall be responsible for adequate supervision of the school during rental hours. Any non-school group occupying school property shall provide adult supervision adequate to maintain order and prevent the destruction of school property. Facilities shall not be available at the time of use unless the supervisor or supervisors are present as agreed. At the time of rental, arrangements shall be made for adequate supervision. School supervision shall consist of a minimum of one designated employee of the district to care for the interest of the district and its property. In the absence of the principal the designee shall be in complete charge of the building and grounds.
- ~~I. Arrangements for adequate supervision shall be made in keeping with the use for which the rental is made to ensure proper conduct in and around the building and the proper care of the school and its equipment.~~
- J. ~~The use of school ground facilities will be allowed at no cost provided fields are not abused or used during extremely wet conditions or other times when the field would be damaged.~~ Community groups such as youth football or soccer will be allowed to use specified areas of the school grounds as approved by the Principal. Groups wishing to reserve specific times for fields must enter into a written rental agreement with the principal ~~provided fields are not abused or used during extremely wet conditions or other times when the field would be damaged.~~
- K. Due to excessive use of the regular playing fields within the regular school program, the necessity of keeping certain playing fields in top condition for school league play makes the regular use of these fields by non-school groups impractical. High school stadiums are available to community organizations for rent; however, the stadiums shall not be used at any time that would interfere with a school function or purpose. Any other equipment rental requests shall be made to the Principal; such requests shall be granted upon the approval of the Principal and may result in a fee for expenses incurred.
- L. A "political sign" is any sign or document that advocates the election or defeat of a candidate for public office or the approval or defeat of a ballot proposition. Schools and the school district are not required to allow the posting of political signs on school property. ~~However, if the district or a district administrator or their designee posts or permits the posting of a political sign on school property, then the district shall also permit the posting of all other political signs, subject to the same requirements and restrictions.~~ Any requirements or restrictions placed on the posting of political signs must be politically neutral and content neutral and therefore are not allowed in Box Elder schools.

[Utah Code § 20A-17-103 \(2023\)](#)

M. The Board may refuse to permit the use of school property as a civic center if it determines the use to be inadvisable.

[Utah Code § 53G-7-209\(3\) \(2018\)](#)

POLICY 2160

Building & Grounds Rental and Supervision Permit and Use Agreement

- A. The district recognizes the fact that the building and grounds belong to the residents of Box Elder County and thus should be made available for their use. The use of school buildings and grounds is granted by permit pursuant to the Utah Civic Center statutes for non-commercial groups or individuals. The district is immune from liability for Civic Center use by Utah Law.

[Utah Code § 53G-7-209 \(2018\)](#)

[Utah Code § 53G-7-210 \(2018\)](#)

[Utah Code § 63G-7-301 \(2019\)](#)

- B. The district does, however, have the responsibility to protect and maintain the tax payer's investment in facilities for the education of our students. Rental fees are to be sufficient to cover all costs associated with building use, necessary supervision, and liability protection. To this end, the following policy has been adopted. Information regarding rental rates may be found at: [District Property Rentals](#)
1. The school principal is responsible for the buildings, grounds and equipment under his/her jurisdiction. Permission to use any building, grounds, and/or equipment of a school must be secured in advance from the school principal or his/her designee. Requests for use of a building by outside groups must be made in writing on District approved forms. Scheduling of the facility should be done as far in advance as possible. A minimum of one (1) week is required.
 2. Charges in accordance with the fees adopted by the Board will be collected by the school principal or his/her designee. All monies collected, including any money collected for breakage, etc., shall be remitted to the district office. Charges for liability insurance coverage may be waived by permit under Civic Center statutes in Utah law ([Utah Code § 53G-7-209 \(2018\)](#) and [Utah Code § 53G-7-210 \(2018\)](#)). Commercial renters will still be required to provide liability insurance coverage.
 3. The buildings and equipment may be used at no cost for approved student functions, PTA meetings, meetings of teachers and other employees for the improvement of the educational program, and adult/community education programs. In cases of emergency the Red Cross, Civil Defense or other civil emergency agencies may use buildings upon permission of the principal and/or the Superintendent.

4. Requests for rental of facilities will only be considered when not in conflict with regular school related activities or with community/adult education activities. The school district reserves the right to cancel a rental agreement when changes in a school's calendar require the use of the facility by a school sponsored activity. The cancellation of a rental agreement requires a two-week notification.
5. The applicant for the use of the buildings, grounds or equipment shall be responsible to pay all rental fees and enforce all Board policies and rules governing the use of such facilities and equipment. No tobacco or intoxicants will be permitted at any time on school property. The applicant shall agree to pay all damages to buildings, equipment, or grounds that occur due to activities associated with the rental.
6. A facility manager may be required by the principal as part of a rental agreement. The facility manager's responsibility is to be present during use of the building(s). This person has authority to take the necessary steps required to protect the buildings and equipment from improper use. The facility manager is not responsible to supervise rental participants. This additional supervision cost is the responsibility of those renting the facility.
7. The appropriate rental fees must be charged when an employee uses district facilities for outside activities in which the employee gains monetary value. Examples include private instruction and/or lessons, recitals, planning student trips in which the reward is a "free" trip for the employee, and some athletic camps.
8. Outside properties may not be brought into the building without prior approval of the principal. When permission is granted, all property must be removed immediately following its use. No signs, posters, properties, etc., shall be attached to the building by tape, tacks, etc., without permission of the principal. School equipment may not be used except as included in the rental agreement. School supplies may not be used at any time by the renter.
9. The Box Elder County School District, individual members of the Governing Board, and all employees, thereof, shall be held free and harmless from any loss, damage, liability, cost and expense that may exist or arise during or because of the use of school premises by the contracting party from any cause whatsoever.
10. A rental charge, based on the Board adopted rental schedule, is to be made for use of school facilities by all groups, other than those listed in Section C of this policy. A deposit of the estimated rental fee will be required before the facility is actually used. Variance from the published rental schedule must be approved by the Business Administrator.

11. Regardless of the group using the facilities or prior arrangements that have been made, a clean-up fee may be charged at the discretion of the building principal when in his/her opinion, the facility has been left in poor condition.
 12. A facility manager must be provided per non-school group for the use of the following facilities:
 - a. Auditoriums
 - b. Gymnasiums & Showers
 - c. Swimming Pools & Showers
 - d. School Lunch Kitchens & Cafeterias
 13. The District reserves the right to refuse use of a specific facility and/or all facilities to any group requesting permission due to previous misuse of the facility, a lack of payment for rental fees, or other reasons permissible by state or federal law.
- C. The principal shall make buildings available at no charge for registered political parties, without discrimination, to be used for political party activities if:
1. The party requests the use of the meeting facility at least 30 calendar days before the day on which the use by the political party will take place.
 2. The meeting facility is not already scheduled for another purpose at the time of the proposed use.
 3. Schools are discouraged from scheduling other activities on the same evening as an announced party caucus meeting.

The school will make an effort to utilize current staff for building supervision for these activities. Extra supervision costs should be approved by the Business Administrator.

[Utah Code § 20A-8-404 \(2019\)](#)

Policy 6050

Community Use of School Facilities

A. Public school buildings and grounds are civic centers and may be used by district residents for supervised recreational activities and meetings, subject to the requirements and restrictions set forth below. Use of school property as a civic center may not interfere with a school function or purpose and is considered a “permit” for governmental immunity purposes.

B. School buildings and grounds are only available for civic center use to organizers who are residents of the District. Requests for civic center use must be accompanied by appropriate documentation of the requester’s residence within the School District.

[Utah Code § 53G-7-209\(4\) \(2018\)](#)

C. The Board may set and charge a reasonable fee for such use to compensate the district for the use of school property as a civic center and to fully compensate for any and all expense incurred in that use. The fee charged may take into account increased overhead expense, including utilities, personnel, and other areas affected by use of the facilities. See Policy 2160 for rental procedures and fees.

[Utah Code § 53G-7-209\(2\)\(c\) \(2018\)](#)

D. The business administrator is designated as the district's special functions officer. The special functions officer shall have charge of the grounds and shall take reasonable measures to protect school property when used for civic center purposes. The business administrator may designate a district employee to serve as special functions officer in connection with particular uses of the facilities for civic center purposes. The school principal will serve as special functions officer for civic center functions held in the school unless otherwise notified by the superintendent.

E. The Principal shall allow the use of school facilities and shall also be responsible for collection of monies, notification of personnel involved (custodian, lunch manager, or technician), and the determination of free use of the building according to policy and procedures.

F. The school district shall make all meeting facilities in buildings under its control available to registered political parties, without discrimination, to be used for political party activities if the political party requests the use of the meeting facility before 5:00 p.m. no later than 30 calendar days before the day on which the use by the political party will take place and the meeting facility is not already scheduled for another purpose at the time of the proposed use. The political party shall pay the District the actual costs

incurred by the District for custodial services to clean the meeting facilities after the political party's use. In addition, the political party shall pay the District the actual cost of any services requested by the political party and provided by the District.

[Utah Code § 20A-8-404\(3\) \(2019\)](#)

[Utah Code § 20A-8-404 \(2019\)](#)

- G. The rental of school facilities for other than school use or civic centers shall be according to the following guidelines:
1. Application for rental will be made with the principal of the school. Application requires the signatures of the applicant and the principal. The principal is responsible for the building and the protection and maintenance thereof. The principal of the school shall accept application from only those groups who can assure adherence to the standards of behavior of the school. Tobacco, intoxicating drinks, and boisterous conduct are expressly prohibited. The following will not be tolerated and are expressly prohibited by the Board:
 - a. vandalism;
 - b. use without consent, or abuse of school furniture or other school property; and,
 - c. appropriation or abuse of books, supplies, or athletic equipment belonging to the school or to its students. School athletic equipment may only be used with prior approval of the principal.
 - d. Rental rates will be determined according to the rental rate schedule approved by the Board of Education.
 - e. Payments will be collected by the Principal, recorded, and sent to the District Office with a copy of the original application.
 - f. Personnel charges will be added according to the rates listed on the rental schedule.
 - g. Commercial, sports organizations, and non-civic center users must provide a certificate of liability insurance with limits of not less than \$500,000. The District shall be named as an additional insured. (This provision (g) can only be waived in writing by the Board of Education or through use as a civic center.) A Hold Harmless Agreement shall also be entered into.
- H. The principal shall be responsible for adequate supervision of the school during rental hours. Any non-school group occupying school property shall provide adult supervision adequate to maintain order and prevent the destruction of school property. Facilities shall not be available at the time of use unless the supervisor or supervisors are present

as agreed. At the time of rental, arrangements shall be made for adequate supervision. School supervision shall consist of a minimum of one designated employee of the district to care for the interest of the district and its property. In the absence of the principal the designee shall be in complete charge of the building and grounds.

- I. Arrangements for adequate supervision shall be made in keeping with the use for which the rental is made to ensure proper conduct in and around the building and the proper care of the school and its equipment.
- J. The use of school ground facilities will be allowed at no cost provided fields are not abused or used during extremely wet conditions or other times when the field would be damaged. Community groups such as youth football or soccer will be allowed to use specified areas of the school grounds as approved by the Principal. Groups wishing to reserve specific times for fields must enter into a written rental agreement with the principal.
- K. Due to excessive use of the regular playing fields within the regular school program, the necessity of keeping certain playing fields in top condition for school league play makes the regular use of these fields by non-school groups impractical. High school stadiums are available to community organizations for rent; however, the stadiums shall not be used at any time that would interfere with a school function or purpose. Any other equipment rental requests shall be made to the Principal; such requests shall be granted upon the approval of the Principal and may result in a fee for expenses incurred.
- L. A "political sign" is any sign or document that advocates the election or defeat of a candidate for public office or the approval or defeat of a ballot proposition. Schools and the school district are not required to allow the posting of political signs on school property. However, if the district or a district administrator or their designee posts or permits the posting of a political sign on school property, then the district shall also permit the posting of all other political signs, subject to the same requirements and restrictions. Any requirements or restrictions placed on the posting of political signs must be politically neutral and content neutral and therefore are not allowed in Box Elder schools.

[Utah Code § 20A-17-103 \(2023\)](#)

- M. The Board may refuse to permit the use of school property as a civic center if it determines the use to be inadvisable.

[Utah Code § 53G-7-209\(3\) \(2018\)](#)

Box Elder Board of Education Board of Education Handbook Study Review Schedule

October 18, 2023 Wade Hyde

Board of Education Handbook Introduction-page 2

Authority and Responsibilities of the Board-page 2

Principles of Board Leadership-page 2

October 18, 2023-Connie Archibald

Making School Board Decisions-page 3

Holding Closed Meetings-page 4

November 8, 2023-Nancy Kennedy

Collaborative Relationship: Shared Governance-page 6

Essentials of A Professional Learning Community-page 6

November 8, 2023-Tiffani Summers

Authority of Individual Board Members-page 7

Nominations and Elections for Board Leadership-page 7

Board Leadership Responsibilities-page 8

December 13, 2023-Julie Taylor

New Board Member Orientation-page 8

Board of Education Code of Conduct-page 9

December 13, 2023-Danielle Wright

Board Member Commitments and Ethics-page 9

January 10, 2024-Karen Cronin

Disciplining Board Members-page 11

Policies Governing the Board-page 12

January 10, 2024-Bryan Smith

Guidelines and Parliamentary Motions-page 12

Simplified Chart of Parliamentary Motions-page 13

January 10, 2024-Steve Carlsen

Board Policies Relevant to Board of Education Legal Status, Responsibilities,
and Ethics-page 14

Board Policies Relevant to School Board Meetings-page 15

TENTATIVE MINUTES OF A WORK MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
SEPTEMBER 13, 2023

Work Session of the Board of Education, Box Elder School District, held Wednesday evening September 13, 2023 at 5:30 p.m. at Independent Life Skills Center.

Principal Reports to the Board

David Lee, ACHI, presented about PCL models and collaboration.

Mary Heslop, Three Mile Creek, presented student connection plans, baseline and upticks and the need to always include the students from Willard Elementary, and when Three Mile Creek and Willard will apply to be a PLC Model School.

Jerry Jackman, Sunrise High School, presented on focusing on collaboration, upticks focusing on graduation, GED and Adult Ed pods, ongoing goals with a focusing on RISE.

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
SEPTEMBER 13, 2023

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening September 13, 2023 at 6:30 p.m. at Independent Life Skills Center.

Those in attendance at the meeting included Board President Wade Hyde, Vice President Connie Archibald, Tiffani Summers, Julie Taylor, Nancy Kennedy, Karen Cronin, Danielle Wright and Bryan Smith and Student Board Member Alyssa Lyman. Also present were Superintendent Steve Carlsen, Assistant Superintendents Keith Mecham, Heidi Jo West, IT Director Robert Gordon and Business Administrator David Roberts; members of the press, employees and patrons.

President Wade Hyde called the meeting to order, welcomed those in attendance and conducted the business of the meeting.

After the reverence which was offered by Danielle Wright, the pledge of allegiance was led by Wade Hyde.

Recognitions

Board member Julie Taylor recognized the following:

Mentioned KSL BOLD Player of the week Dax Sumko and how he deflects credit and serves in the community.

Selected for the 2023-2025 Cohort of Hope Street Group Utah Teacher Fellows:
Christyn Kendrick - McKinley Elementary
Kelbie Jackson - Bear River High School

Walmart Grants Presentation, represented by Dawn Devoe, HR manager and brought with her three of her coworkers. Grants for a total \$10,500 were presented to 12 different schools and 16 teachers in our schools. Two big tubs of school supplies from their associates were also presented.

Nucor Grants Presentation, represented by JarDee Nessen and Quentin PoVey, thanked the teachers for their efforts both as a company and as parents. Grants were issued to 52 teachers and 18 schools. Grants totaled \$23,551.

Approval of Agenda

Nancy Kennedy made the motion to approve the agenda, second by Connie Archibald. The motion passed unanimously:

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

Swear in Student Board Member, Alyssa Lyman

David Roberts, Business Administrator, gave the oath of office to Alyssa Lyman from Box Elder High School.

Public Comment

No one signed up for public comment.

Action Items

Approval of Sunrise High School Community Council Exemption

Keith Mecham, Assistant Superintendent of Secondary Teaching & Learning

This is a continuation of the exemption of policy from the School Board because of the logistics of the students enrolled at the school.

Karen Cronin made the motion to approve the Exemption of Sunrise High School Community Council, second by Danielle Wright. The motion passed unanimously:

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

Approval of Harassment Free and Discrimination Free Statement and Action Plan

Megan Bushnell, Equity & Student Services Director, presented by Keith Mecham, Assistant Superintendent of Secondary Teaching and Learning, substituting for Megan.

We foster safety for every student regardless of who they are. Students will get every opportunity provided. Working to create a safe environment for all students and getting a policy developed. Comments regarding policy, where the template for the plan was generated and about the presentation being sent out for every student to view at our secondary and elementary levels.

Connie Archibald made the motion to approve the Harassment Free and Discrimination Free Statement and Action Plan, second by Bryan Smith. The motion passed unanimously:

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

Approval of Updated TSSA Framework

Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning

Changes were presented for a funding line for special ed programs at 25% and another line item for 5% for teacher appreciation.

Karen Cronin made the motion to approve the Updated TSSA Framework, second by Julie Taylor. The motion passed unanimously:

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

Approval of Updated Special Education Handbook

Catherine Allen, SpEd Director

The updated Special Education Handbook was presented aligned with the State manual and needs Board approval for adoption.

Nancy Kennedy made the motion to approve the update of the Special Education Handbook, second by Tiffani Summers. The motion passed unanimously:

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

Information Items

Cyber Security

Casey Liljenquist, IT and Robert Gordon, IT Director

K12 Cyber Threat Landscape presented on how there is increases yearly and growing, malware being the major culprit for attacks. K-12 is especially being targeted with malware because of the budget size, weaker security posture, data abundance, etc. Being proactive versus reactive has been monumental shift in a positive direction.

Mission, Vision, Values, and Goals and Portrait of a Graduate

Steve Carlsen, Superintendent presented updated models.

“Always consider the effects on our students.” BESD Mission, Vision, Values, and Goals. *Portrait of a Graduate* model from the State was discussed with our model being “The Box Elder WAY” incorporates wellness, academic mastery, and you.

Organizational Chart

Steve Carlsen, Superintendent, 2023-24 Organization Chart

The new people and position updates are reflected on the Organization Chart.

Monthly Financial Report

David Roberts, Business Administrator review the financial report for the month of August.

Board Committee Reports

Nancy Kennedy mentioned the USU Brigham Bridgerland open house on September 21, 2023 from 5-8 pm, encouraged everyone to attend and mentioned how fun it will be.

Student Board Member Report

This report was explained by Superintendent to our new Student Board Member Alyssa Lyman giving her some direction and ideas to report back to the Board from the two high schools. Alyssa introduced herself and what she is involved in at the high school.

Board Discussion Items

Policy 2160 – Building & Grounds Rental and Supervision Permit and Use Agreement

Policy 6050 – Community Use of School Facilities

Consent Items

Connie Archibald made the motion to approve the consent items, second by Nancy Kennedy. The motion passed unanimously

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

Approval of the minutes of working and regular meeting for August 9, 2023.

Approval of claims: 00045096 - 00045375, 05081023, 07083123, 08083123, 09080423, 09081823, 09082223, 09083123.

Personnel

As detailed in the agenda

Suggestions for Future Board Meetings

October enrollment numbers will be presented in the work session October 4th starting at 6 p.m.

Upcoming Events

September 26th USBA fall conference in Ogden at 6pm and also October 11th in Logan same time.

January 4-6, 2024 – Annual State USBA meeting.

Board Handbook

President Hyde mention going through the handbook throughout the year.

Adjournment:

Karen Cronin made the motion to adjourn the meeting, second by Nancy Kennedy. The motion passed unanimously

Nancy Kennedy – yes

Karen Cronin – yes

Tiffani Summers – yes

Wade Hyde – yes

Connie Archibald – yes

Danielle Wright – yes

Julie Taylor – yes

Bryan Smith – yes

Board meeting ended at 8:22 pm.

The next meeting of the Board of Education will be held on Wednesday, October 4, 2023 with a Work Session at 6:00 p.m. The Regular Session will be held on Wednesday, October 18, 2023 at 6:30 p.m. at the Independent Life Skills Center, 960 S Main Brigham City, Utah.

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	00045334	-67.52	09/01/23	9113 EVA TYGER	CV
01	00045376	42.52	09/01/23	9113 EVA TYGER	C
01	00045377	200.00	09/07/23	1 JADYN OR COLESON CLARK	C
01	00045378	982.99	09/07/23	812477 ALSCO/AMERICAN LINEN	C
01	00045379	105.00	09/07/23	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00045380	1,868.75	09/07/23	85738 BEAR RIVER HIGH SCHOOL	C
01	00045381	255.50	09/07/23	85768 BEAR RIVER SEWER DEPT	C
01	00045382	263.96	09/07/23	87120 BEEHIVE TELEPHONE CO	C
01	00045383	114.00	09/07/23	104370 BOX ELDER NEWS JOURNAL	C
01	00045384	876.00	09/07/23	109398 BRIGHAM CITY COMMUNITY HOSP	C
01	00045385	1,961.54	09/07/23	3271 CANON SOLUTIONS AMERICA	C
01	00045386	540.00	09/07/23	40363 CIO MEDICAL SERVICES	C
01	00045387	46.00	09/07/23	111191 AARON CRAWFORD	C
01	00045388	968.56	09/07/23	162470 CRUS OIL INC	C
01	00045389	5,580.00	09/07/23	56197 DENTONS DURHAM JONES PINEGAR PC	C
01	00045390	5,690.48	09/07/23	143160 FRONTIER COMMUNICATION	C
01	00045391	5,214.93	09/07/23	304217 GARLAND CITY	C
01	00045392	4,910.26	09/07/23	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00045393	100.00	09/07/23	66737 INSTITUTIONAL COMPLIANCE SOLUTIONS	C
01	00045394	4,731.61	09/07/23	61530 INTELEPEER CLOUD COMMUNICATIONS, LLC	C
01	00045395	752.00	09/07/23	111125 IML SECURITY SUPPLY	C
01	00045396	434.13	09/07/23	62197 MARIA MARGARITA JEIDE	C
01	00045397	550.00	09/07/23	467700 JOHNSON ELECTRIC MOTORS	C
01	00045398	1,176.27	09/07/23	110259 KONE INC	C
01	00045399	1,533.48	09/07/23	94170 KELLY J KUNZLER	C
01	00045400	166.40	09/07/23	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00045401	4,207.97	09/07/23	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00045402	69.75	09/07/23	62081 NICOLE HESS VINYL	C
01	00045403	5,435.18	09/07/23	111273 NUCO2 LLC	C
01	00045404	6,637.44	09/07/23	46477 NUTRISLICE, INC	C
01	00045405	4,945.19	09/07/23	66435 OBSERVERTAB, LLC	C
01	00045406	242.69	09/07/23	700077 PERRY CITY	C
01	00045407	3,735.99	09/07/23	892645 ROCKY MOUNTAIN POWER	C
01	00045408	165.00	09/07/23	110840 RUSH TRUCK CENTER OF UTAH	C
01	00045409	46.00	09/07/23	27324 MICHELLE SMITH	C
01	00045410	570.00	09/07/23	7323 SQUARE ONE PRINTING	C
01	00045411	35.95	09/07/23	110914 SUPERIOR WATER AND AIR INC	C
01	00045412	3,343.49	09/07/23	66729 TK ELEVATOR CORPORATION	C
01	00045413	6,944.00	09/07/23	891125 UAESP/UTAH ASSOCIATION ELEMENTARY PRIN	C
01	00045414	7,225.00	09/07/23	863370 UASSP/UTAH ASSOCIATION OF	C
01	00045415	90,332.12	09/07/23	102558 UTAH DEPARTMENT OF HEALTH	C
01	00045416	97.50	09/07/23	891185 UTAH TAXPAYERS ASSOC	C
01	00045417	150.00	09/07/23	63177 VALANT MEDICAL SOLUTIONS, INC	C
01	00045418	43.59	09/07/23	24580 VERIZON WIRELESS	C
01	00045419	8,147.09	09/07/23	924155 WASTE MGMT OF UTAH INC	C
01	00045420	204.92	09/07/23	941217 WILLARD CITY CORP	C
01	00045421	13,891.75	09/07/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045422	1,623.99	09/07/23	108543 B & H PHOTO VIDEO	C
01	00045423	1,737.20	09/07/23	47937 BOYLE APPLIANCE LLC	C
01	00045424	15,445.00	09/07/23	5568 CANNON SALES INC	C
01	00045425	2,992.42	09/07/23	158220 COVER UP	C
01	00045426	1,330.00	09/07/23	100293 DELL INC	C
01	00045427	1,107.88	09/07/23	62235 DEX IMAGING LLC	C
01	00045428	1,785.29	09/07/23	386370 HYKO SUPPLY CO	C
01	00045429	45,030.00	09/07/23	3026 INTERMOUNTAIN HYDRONIC SPECIALTIES	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00045430	6,064.80	09/07/23	45560 LAKESHORE LEARNING MATERIALS	C
01	00045431	349.00	09/07/23	16543 LANGUAGE DYNAMICS GROUP	C
01	00045432	2,757.24	09/07/23	52035 LITERACY RESOURCES, LLC	C
01	00045433	8,722.00	09/07/23	37010 MANDARIN MATRIX INC	C
01	00045434	16,160.37	09/07/23	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00045435	2,634.74	09/07/23	633340 OFFICE DEPOT	C
01	00045436	8,415.00	09/07/23	43460 ONIX NETWORKING CORP	C
01	00045437	419.71	09/07/23	699420 PERMA BOUND BOOKS	C
01	00045438	682.26	09/07/23	35955 PROMO PLUS	C
01	00045439	517.33	09/07/23	100683 REALLY GOOD STUFF INC	C
01	00045440	1,135.19	09/07/23	759360 ROTO AIRE	C
01	00045441	1,827.34	09/07/23	103604 SCHOLASTIC MAGAZINES	C
01	00045442	200.91	09/07/23	54313 SCHOOL SPECIALTY, LLC	C
01	00045443	39.95	09/07/23	110789 CORE BUSINESS TECHNOLOGIES (SIP)	C
01	00045444	15,309.41	09/07/23	786410 SHIFFLER EQUIP	C
01	00045445	786.88	09/07/23	38601 SUMMIT PARTNERS UTAH LLC	C
01	00045446	6,301.00	09/07/23	110040 WALL 2 WALL	C
01	00045447	4,649.03	09/07/23	109702 WENGER CORPORATION	C
01	00045448	518.56	09/07/23	36501 WILKINSON SUPPLY INC	C
01	00045449	62.00	09/14/23	1 AVERY RADER	C
01	00045450	192.20	09/14/23	1 JOLENE KAWA	C
01	00045451	47.85	09/14/23	1 KATRINA HINRICHSEN	C
01	00045452	55.89	09/14/23	1 MICHAELA ARCHER	C
01	00045453	1,718.01	09/14/23	29998 4IMPRINT INC	C
01	00045454	65.31	09/14/23	14010 AED EVERYWHERE	C
01	00045455	120.00	09/14/23	38040 AMERICAN SIGN LANGUAGE COMMUNICATION	C
01	00045456	77.24	09/14/23	110066 NANCY ANDERSON	C
01	00045457	59.00	09/14/23	101302 ASCD/MEMBERSHIP PROCESSING CTR	C
01	00045458	3,125.00	09/14/23	53457 BLACK STITCH LLC	C
01	00045459	4,986.00	09/14/23	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00045460	76,476.65	09/14/23	108217 BRIGHAM CITY CORPORATION	C
01	00045461	5,796.40	09/14/23	113116 BRYSON SALES & SERVICE	C
01	00045462	141.00	09/14/23	107994 CERTIFIED SHRED	C
01	00045463	125.00	09/14/23	111223 COUNTRY CARPET CLEANING LLC	C
01	00045464	82.10	09/14/23	14958 CULLIGAN	C
01	00045465	57,000.00	09/14/23	63835 EAB GLOBAL, INC	C
01	00045466	5,530.91	09/14/23	729332 ECONO WASTE INC	C
01	00045467	2,000.00	09/14/23	64084 ALDER EDUCATION LAW	C
01	00045468	192.58	09/14/23	66788 OAKLEY HANCOCK	C
01	00045469	631.21	09/14/23	8966 TRACY HANSEN	C
01	00045470	600.00	09/14/23	66737 INSTITUTIONAL COMPLIANCE SOLUTIONS	C
01	00045471	307.13	09/14/23	361 INTERMOUNTAIN HEALTHCARE	C
01	00045472	8,751.58	09/14/23	455120 JACKS TIRE & OIL INC	C
01	00045473	23,323.74	09/14/23	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00045474	1,953.46	09/14/23	58246 LINDE GAS & EQUIPMENT INC	C
01	00045475	199.66	09/14/23	543168 MADDOX RANCH HOUSE	C
01	00045476	1,760.00	09/14/23	38695 NEWSELA INC	C
01	00045477	8.00	09/14/23	62081 NICOLE HESS VINYL	C
01	00045478	7,783.77	09/14/23	49859 JACKSON GROUP LOCKBOX	C
01	00045479	1,560.00	09/14/23	100987 PEARSON EDUCATION CENTER	C
01	00045480	655.80	09/14/23	732367 RAFT RIVER RURAL	C
01	00045481	1,065.18	09/14/23	25976 SHERWIN-WILLIAMS	C
01	00045482	1,055.25	09/14/23	802087 SNOWVILLE WATERWORKS INC	C
01	00045483	2,183.47	09/14/23	65374 SUMMIT FIRE & SECURITY LLC	C
01	00045484	155.80	09/14/23	111790 SUNSTONE POTTERY	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00045485	46.00	09/14/23	48186 COREY THOMPSON	C
01	00045486	2,833.65	09/14/23	111109 TOM RANDALL DIST	C
01	00045487	1,140.87	09/14/23	109356 TRANSPORT DIESEL	C
01	00045488	54.95	09/14/23	44512 THE HERALD JOURNAL	C
01	00045489	28,921.87	09/14/23	892916 DGO FUEL NETWORK TEAM	C
01	00045490	1,284.97	09/14/23	140 VALLEY BUSINESS MACHINES	C
01	00045491	450.00	09/14/23	110931 WEESE GLASS LLC	C
01	00045492	20,816.29	09/14/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045493	149.00	09/14/23	106497 APPLE STORE	C
01	00045494	1,717.00	09/14/23	47937 BOYLE APPLIANCE LLC	C
01	00045495	2,805.00	09/14/23	43370 BRAINPOP, LLC	C
01	00045496	3,000.00	09/14/23	108911 BUTTARS TRACTOR	C
01	00045497	364.00	09/14/23	108473 CENGAGE LEARNING	C
01	00045498	399.80	09/14/23	59048 CHROMEBOOKPARTS.COM	C
01	00045499	985.96	09/14/23	66176 CREATIVE SAFETY SUPPLY	C
01	00045500	67.68	09/14/23	62235 DEX IMAGING LLC	C
01	00045501	730.95	09/14/23	386370 HYKO SUPPLY CO	C
01	00045502	31,600.00	09/14/23	53082 LEXIA LEARNING SYSTEMS LLC	C
01	00045503	15,136.71	09/14/23	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00045504	1,682.67	09/14/23	633340 OFFICE DEPOT	C
01	00045505	555.46	09/14/23	699420 PERMA BOUND BOOKS	C
01	00045506	1,085.45	09/14/23	48283 PHOENIX TREE PUBLISHING INC	C
01	00045507	872.03	09/14/23	100683 REALLY GOOD STUFF INC	C
01	00045508	1,912.38	09/14/23	66460 SCHOOL THREAT ASSESSMENT CONSULTANTS, LL	C
01	00045509	1,066.64	09/14/23	157371 STAPLES	C
01	00045510	1,948.75	09/14/23	38601 SUMMIT PARTNERS UTAH LLC	C
01	00045511	3,648.48	09/14/23	981 TARO COMMUNICATION SITES LLC	C
01	00045512	863.67	09/14/23	39845 TOLEDO PHYSICAL EDUCATION SUPPLY INC	C
01	00045513	1,273.25	09/14/23	861085 TV SPECIALISTS INC	C
01	00045514	868.94	09/14/23	43753 VISTA HIGHER LEARNING, INC.	C
01	00045515	285.86	09/14/23	109804 WARD'S NATURAL SCIENCE	C
01	00045516	356.75	09/14/23	32824 YES PRINT COPY N MORE, LLC	C
01	00045517	7.50	09/21/23	1 BRANDON BOYLE	C
01	00045518	1,200.36	09/21/23	6617 ACME WATER CO	C
01	00045519	2,527.00	09/21/23	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00045520	161.34	09/21/23	102956 BEAR RIVER MENTAL HEALTH	C
01	00045521	200.00	09/21/23	54119 JUSTIN BISHOP	C
01	00045522	1,000.00	09/21/23	12033 BOB'S BODY SHOP	C
01	00045523	400.00	09/21/23	104338 BOX ELDER HIGH SCHOOL	C
01	00045524	78.00	09/21/23	6319 MEGAN BUSHNELL	C
01	00045525	641.07	09/21/23	890740 CENTURYLINK LONG DISTANCE	C
01	00045526	156.83	09/21/23	158220 COVER UP	C
01	00045527	529.00	09/21/23	10774 CRUMP MOTORS	C
01	00045528	8,226.34	09/21/23	56197 DENTONS DURHAM JONES PINEGAR PC	C
01	00045529	698.25	09/21/23	62235 DEX IMAGING LLC	C
01	00045530	45.46	09/21/23	186330 DISCOVERY SCHOOL	C
01	00045531	200.00	09/21/23	16276 EMERY SCHOOL DISTRICT	C
01	00045532	78.00	09/21/23	14672 COLLEEN HANCEY	C
01	00045533	921.55	09/21/23	103070 HEYWOOD ENGINEERING & CONSULT	C
01	00045534	3,103.67	09/21/23	49026 IVY LANE PEDATRICS	C
01	00045535	20,403.44	09/21/23	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00045536	40.00	09/21/23	66826 WILLIARD K PARKER	C
01	00045537	30,231.59	09/21/23	892645 ROCKY MOUNTAIN POWER	C
01	00045538	1,879.49	09/21/23	60020 RON KELLER TIRE INC	C
01	00045539	33,500.00	09/21/23	112080 SQUIRE & COMPANY	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00045540	5.25	09/21/23	47686 TNT ENGRAVING	C
01	00045541	2,734.04	09/21/23	852617 TREMONTON CITY CORP	C
01	00045542	1,291.25	09/21/23	23507 CORINNE UDY	C
01	00045543	2,998.45	09/21/23	55034 UTAH PARENT CENTER, INC	C
01	00045544	19,493.75	09/21/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045545	229.00	09/21/23	106497 APPLE STORE	C
01	00045546	18,878.75	09/21/23	110412 BARBIZON LIGHT	C
01	00045547	56.00	09/21/23	108473 CENGAGE LEARNING	C
01	00045548	2,108.80	09/21/23	49158 COMMERCIAL TIRE INC	C
01	00045549	1,425.00	09/21/23	100293 DELL INC	C
01	00045550	234.09	09/21/23	180241 DEMCO INC	C
01	00045551	547.32	09/21/23	62235 DEX IMAGING LLC	C
01	00045552	952.56	09/21/23	57207 FILTERBUY INC.	C
01	00045553	318.48	09/21/23	286060 FLINN SCIENTIFIC	C
01	00045554	268.00	09/21/23	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00045555	19,370.00	09/21/23	106378 GOLDEN SPIKE EQUIPMENT	C
01	00045556	2,311.80	09/21/23	110014 INTERNATIONAL GREENHOUSE CO	C
01	00045557	1,272.40	09/21/23	386370 HYKO SUPPLY CO	C
01	00045558	10,196.98	09/21/23	102697 INTERCONNECT SERVICES INC	C
01	00045559	526.70	09/21/23	45560 LAKESHORE LEARNING MATERIALS	C
01	00045560	447.42	09/21/23	33430 LEADING EDGE LAMINATING	C
01	00045561	470.40	09/21/23	53082 LEXIA LEARNING SYSTEMS LLC	C
01	00045562	9,097.69	09/21/23	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00045563	1,550.93	09/21/23	633340 OFFICE DEPOT	C
01	00045564	363.90	09/21/23	699420 PERMA BOUND BOOKS	C
01	00045565	12,122.00	09/21/23	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00045566	939.20	09/21/23	157371 STAPLES	C
01	00045567	2,175.50	09/21/23	861085 TV SPECIALISTS INC	C
01	00045568	242.50	09/21/23	866716 UCI ACCOUNTS RECEIVABLE	C
01	00045569	21,697.38	09/21/23	109355 VOYAGER SOPRIS LEARNING	C
01	00045570	188.76	09/21/23	109804 WARD'S NATURAL SCIENCE	C
01	00045571	47,518.00	09/21/23	102737 YOUNG CHEVROLET CO	C
01	00045572	881.92	09/27/23	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00045573	4,263.15	09/27/23	999014 AMERICAN FAMILY LIFE COMP	C
01	00045574	80.00	09/27/23	999027 B E SCHOOL BOARD FUND	C
01	00045575	527.34	09/27/23	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00045576	234.00	09/27/23	999055 BOX ELDER FOUNDATION	C
01	00045577	1,721.00	09/27/23	999033 BUREAU CHILD SUPPORT SERV	C
01	00045578	32,004.66	09/27/23	65781 DELTA DENTAL INSURANCE COMPANY	C
01	00045579	5,850.00	09/27/23	999021 ELEVATE CREDIT UNION	C
01	00045580	593.98	09/27/23	999019 EMI HEALTH	C
01	00045581	69.12	09/27/23	999017 GLOBE LIFE INSURANCE CO	C
01	00045582	23,582.28	09/27/23	999035 HORACE MANN INSURANCE COMPANY	C
01	00045583	461.00	09/27/23	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00045584	394.71	09/27/23	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00045585	437.82	09/27/23	999111 MEADE RECOVERY SERVICES LLC	C
01	00045586	1,170.84	09/27/23	55727 MOUNTAIN PEAK LAW GROUP PC	C
01	00045587	8,930.00	09/27/23	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00045588	5,794.39	09/27/23	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00045589	3,679.93	09/27/23	999008 OPTICARE	C
01	00045590	311.07	09/27/23	999038 OUTSOURCE RECEIVABLES	C
01	00045591	753,596.42	09/27/23	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00045592	1,294.95	09/27/23	999032 PRE-PAID LEGAL SERVICES	C
01	00045593	21,053.93	09/27/23	999018 THE HARTFORD	C
01	00045594	484.06	09/27/23	48119 TITANIUM FUNDS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00045595	490.00	09/27/23	999012 UESP	C
01	00045596	6,313.23	09/27/23	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00045597	247,217.84	09/27/23	999003 UTAH STATE TAX COMMISSION	C
01	00045598	213.40	09/28/23	1 MICHELLE FALDMO	C
01	00045599	82.10	09/28/23	1 RAINA JONES	C
01	00045600	33.15	09/28/23	1 SUNEE FREEBAIRN	C
01	00045601	387.00	09/28/23	11088 AMERICAN SCHOOL COUNSELOR ASSOC	C
01	00045602	200.00	09/28/23	50237 RACHAEL BARKER	C
01	00045603	118.00	09/28/23	85738 BEAR RIVER HIGH SCHOOL	C
01	00045604	4,648.25	09/28/23	100913 BORDER STATES INDUSTRIES, INC	C
01	00045605	613.67	09/28/23	104338 BOX ELDER HIGH SCHOOL	C
01	00045606	341.25	09/28/23	13293 ROBERT BREITENBEKER	C
01	00045607	1,678.00	09/28/23	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00045608	1,505.51	09/28/23	890740 CENTURYLINK	C
01	00045609	425.00	09/28/23	40363 CIO MEDICAL SERVICES	C
01	00045610	235.00	09/28/23	50644 LONDON CLARKE	C
01	00045611	800.00	09/28/23	44504 CROWN EQUIPMENT CORP	C
01	00045612	16.40	09/28/23	32387 MARY EWING	C
01	00045613	618.65	09/28/23	104881 FERGUSON ENTERPRISES INC	C
01	00045614	235.00	09/28/23	49557 MAYRA GARZA	C
01	00045615	4,865.58	09/28/23	65293 ASHLEE HENDRICKS	C
01	00045616	13,581.78	09/28/23	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00045617	235.00	09/28/23	62162 LAUNA JULANDER	C
01	00045618	890.26	09/28/23	106477 JUNIOR LIBRARY GUILD	C
01	00045619	412.50	09/28/23	66982 MARKERBOARD PEOPLE	C
01	00045620	235.00	09/28/23	49042 CHELSEA MONTGOMERY	C
01	00045621	5,284.27	09/28/23	66435 OBSERVERTAB, LLC	C
01	00045622	235.00	09/28/23	62251 DACIA PITCHER	C
01	00045623	17,293.59	09/28/23	892645 ROCKY MOUNTAIN POWER	C
01	00045624	768.07	09/28/23	762360 RUPP WASTE CONTAINERS INC	C
01	00045625	235.00	09/28/23	48976 DIANNA SERFUSTINI	C
01	00045626	1,800.00	09/28/23	44210 SHAFFER FARMS, INC.	C
01	00045627	30,390.00	09/28/23	66575 SNOWDEN MEATS, LLC	C
01	00045628	185.00	09/28/23	45756 KELLY SORENSEN	C
01	00045629	1,312.85	09/28/23	46272 ELIZABETH STRONG	C
01	00045630	368.00	09/28/23	804825 SUNRISE HIGH SCHOOL	C
01	00045631	50.00	09/28/23	4448 MARK TAYLOR	C
01	00045632	104.00	09/28/23	108116 JANETTE TOMKINSON	C
01	00045633	300.00	09/28/23	511570 UTAH LABOR COMMISSION DIVISION OF	C
01	00045634	5,305.15	09/28/23	24580 VERIZON WIRELESS	C
01	00045635	2,704.70	09/28/23	31364 95 PERCENT GROUP	C
01	00045636	13,483.36	09/28/23	38032 AMAZON CAPITAL SERVICES INC	C
01	00045637	3,388.28	09/28/23	110241 ANVIL CABINET & MILL	C
01	00045638	1,579.00	09/28/23	106497 APPLE STORE	C
01	00045639	2,811.19	09/28/23	110509 AUDIO ENHANCEMENT	C
01	00045640	1,310.00	09/28/23	33316 NCS PEARSON INC	C
01	00045641	360.00	09/28/23	64017 COPPER CANYON APPAREL	C
01	00045642	630.00	09/28/23	55271 CINGLETREE LEARNING LLC	C
01	00045643	1,237.60	09/28/23	35939 CORE	C
01	00045644	735.25	09/28/23	180241 DEMCO INC	C
01	00045645	2,820.00	09/28/23	587760 MSR WEST INC / E3 DIAGNOSTICS	C
01	00045646	5,925.00	09/28/23	212299 EDUTEK CORPORATION	C
01	00045647	6,240.00	09/28/23	104881 FERGUSON ENTERPRISES INC	C
01	00045648	1,064.24	09/28/23	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00045649	667.11	09/28/23	50059 FRANK MAY SKI-DOO	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00045650	2,669.70	09/28/23	100148 HIGH NOON BOOKS	C
01	00045651	160.20	09/28/23	422180 INDUSTRIAL TOOL & SUPPLY	C
01	00045652	1,500.00	09/28/23	1821 IXL LEARNING	C
01	00045653	50,266.04	09/28/23	45560 LAKESHORE LEARNING MATERIALS	C
01	00045654	936.35	09/28/23	21296 LINCOLN ELECTRIC CO	C
01	00045655	18,252.00	09/28/23	49387 LUCID SOFTWARE INC	C
01	00045656	1,040.00	09/28/23	66818 MLC CAD SYSTEMS	C
01	00045657	952.00	09/28/23	105708 NICKYS FOLDERS/ROCHESTER 100	C
01	00045658	579.90	09/28/23	633340 OFFICE DEPOT	C
01	00045659	3,498.04	09/28/23	100987 PEARSON EDUCATION CENTER	C
01	00045660	9,997.92	09/28/23	4987 PICTURELINE INC	C
01	00045661	1,987.50	09/28/23	709060 PITSCO EDUCATION, LLC	C
01	00045662	1,495.88	09/28/23	714550 POSITIVE PROMOTIONS	C
01	00045663	39.52	09/28/23	35955 PROMO PLUS	C
01	00045664	1,122.88	09/28/23	60291 RENEGADE RENTALS LLC	C
01	00045665	3,972.29	09/28/23	108663 SCHOOL OUTFITTERS	C
01	00045666	4,274.22	09/28/23	157371 STAPLES	C
01	00045667	122.70	09/28/23	50695 TEACHER SYNERGY LLC	C
01	02091523	1,986.38	09/11/23	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05091123	120,606.35	09/10/23	888540 US BANK	M
01	07093023	153,333.32	09/27/23	999070 HEALTH EQUITY INC	M
01	08093023	1,566,898.00	09/27/23	999005 UTAH STATE RETIREMENT FUND	M
01	09090523	1,336.26	09/27/23	999140 BANK OF UTAH	M
01	09091223	1,249.31	09/27/23	999140 BANK OF UTAH	M
01	09092023	126,206.74	09/27/23	999140 BANK OF UTAH	M
01	09092123	1,565.25	09/27/23	999140 BANK OF UTAH	M
01	09093023	1,312,816.67	09/27/23	999140 BANK OF UTAH	M
Total Bank No 01		5,622,303.61			
02	00101212	2,088.30	09/07/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101213	1,665.78	09/07/23	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101214	137.00	09/07/23	698980 PEPSI-COLA OF OGDEN	C
02	00101215	82.71	09/14/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101216	500.00	09/14/23	104338 BOX ELDER HIGH SCHOOL	C
02	00101217	275.30	09/14/23	45560 LAKESHORE LEARNING MATERIALS	C
02	00101218	740.00	09/14/23	108663 SCHOOL OUTFITTERS	C
02	00101219	1,307.76	09/21/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101220	12,000.00	09/21/23	104338 BOX ELDER HIGH SCHOOL	C
02	00101221	200.00	09/21/23	304218 GARLAND SCHOOL	C
02	00101222	1,000.00	09/21/23	11827 SNOW COLLEGE	C
02	00101223	180.00	09/21/23	47686 TNT ENGRAVING	C
02	00101224	6,080.00	09/21/23	52140 TRACER GOLF ACCESSORIES	C
02	00101224	-6,080.00	09/21/23	52140 TRACER GOLF ACCESSORIES	CV
02	00101225	6,080.00	09/21/23	52140 EAGLE MOUNTAIN GOLF COURSE	C
02	00101226	183.86	09/28/23	38032 AMAZON CAPITAL SERVICES INC	C
02	00101227	261.11	09/28/23	110509 AUDIO ENHANCEMENT	C
02	00101228	643.04	09/28/23	85738 BEAR RIVER HIGH SCHOOL	C
02	00101229	1,862.33	09/28/23	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101230	1,000.00	09/28/23	111004 BRIDGERLAND APPLIED TECH/BATC	C
02	00101231	120.00	09/28/23	804825 SUNRISE HIGH SCHOOL	C
02	00101232	4,006.01	09/29/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 02		34,333.20			
11	01105000	173.90	09/07/23	101520 BELL JANITORIAL	A
11	01105001	40.00	09/07/23	64467 DAVE BINGHAM	A
11	01105002	40.00	09/07/23	48011 GAILE BINGHAM	A

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
11	01105003	64.00	09/07/23	60933 MICHAEL BIRD	A
11	01105004	207.75	09/07/23	102177 BRADY INDUSTRIES LLC	A
11	01105005	332.23	09/07/23	106437 CARSON ELEVATOR CO INC	A
11	01105006	76.00	09/07/23	31380 JOSE M CEDILLO	A
11	01105007	395.00	09/07/23	108940 CERTIFIED INSPECTION SERVICES/ C MAEDGEN	A
11	01105008	74.00	09/07/23	64424 D'JEAN CORNISH	A
11	01105009	7,750.00	09/07/23	60500 DOABLE WELLNESS	A
11	01105010	739.28	09/07/23	728870 DOMINION ENERGY UTAH	A
11	01105011	94.00	09/07/23	106815 MAILEE FORREST	A
11	01105012	2,150.01	09/07/23	322776 GRAINGERS INC	A
11	01105013	42.00	09/07/23	37664 ASHLEY JENSEN	A
11	01105014	75.64	09/07/23	56669 SHEA L JENSEN	A
11	01105015	40.00	09/07/23	52493 ROBERT KENNER	A
11	01105016	995.00	09/07/23	32816 KLEO INC / CLASS WALLET	A
11	01105017	60.00	09/07/23	21610 STEVE LEGGETT	A
11	01105018	94.00	09/07/23	10936 JONI MITCHELL	A
11	01105019	30.00	09/07/23	25640 RAMONA MORA	A
11	01105020	94.00	09/07/23	56103 KARA MORRIS	A
11	01105021	40.00	09/07/23	18317 SALLY NOBLE	A
11	01105022	3,140.99	09/07/23	35718 O C TANNER RECOGNITION COMPANY	A
11	01105023	96.00	09/07/23	58858 ANNA SHERMAN	A
11	01105024	40.00	09/07/23	58866 RACHEL SMITH	A
11	01105025	92.00	09/07/23	102033 SCOTT STAHELI	A
11	01105026	244.02	09/07/23	100590 WAXIE SANITARY SUPPLY	A
11	01105027	10,609.00	09/14/23	56766 ATOMIC JOLT INC	A
11	01105028	12,420.49	09/14/23	104132 BEAZER LOCK & KEY	A
11	01105029	155.90	09/14/23	101520 BELL JANITORIAL	A
11	01105030	1,305.10	09/14/23	102177 BRADY INDUSTRIES LLC	A
11	01105031	1,426,002.64	09/14/23	105301 CACHE VALLEY ELECTRIC INC	A
11	01105032	1,448.00	09/14/23	53473 CHARLIE'S PRODUCE	A
11	01105033	1,520.62	09/14/23	728870 DOMINION ENERGY UTAH	A
11	01105034	102,487.63	09/14/23	12688 SYSCO	A
11	01105035	4,359.13	09/14/23	100590 WAXIE SANITARY SUPPLY	A
11	01105036	37,800.00	09/21/23	107034 CHARIOT GROUP INC	A
11	01105037	9,923.60	09/21/23	53473 CHARLIE'S PRODUCE	A
11	01105038	5,534.90	09/21/23	728870 DOMINION ENERGY UTAH	A
11	01105039	1,051.11	09/21/23	322776 GRAINGERS INC	A
11	01105040	90.00	09/21/23	111750 MARCI HATCH	A
11	01105041	16,841.58	09/21/23	32816 KLEO INC / CLASS WALLET	A
11	01105042	181.26	09/21/23	6009 IRLANDA STEVENS	A
11	01105043	84.24	09/28/23	101520 BELL JANITORIAL	A
11	01105044	59.55	09/28/23	102177 BRADY INDUSTRIES LLC	A
11	01105045	1,552.75	09/28/23	53473 CHARLIE'S PRODUCE	A
11	01105046	280.98	09/28/23	322776 GRAINGERS INC	A
11	01105047	43,101.80	09/28/23	27243 KELLY SERVICES INC	A
11	01105048	6,982.76	09/28/23	35718 O C TANNER RECOGNITION COMPANY	A
11	01105049	58.19	09/28/23	6009 IRLANDA STEVENS	A
11	01105050	367.56	09/28/23	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		1,701,438.61			
20	10400510	164.73	09/06/23	103778 SCHOLASTIC BOOK CLUBS	C
20	10400511	208.78	09/13/23	45500 BOX ELDER SCHOOL DISTRICT	C
20	10400512	53.90	09/20/23	103604 SCHOLASTIC MAGAZINES	C
20	10400513	151.55	09/20/23	103604 SCHOLASTIC MAGAZINES	C
Total Bank No 20		578.96			

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
21	12500803	197.98	09/08/23	38032 AMAZON CAPITAL SERVICES INC	C
21	12500804	45.46	09/15/23	489250 KENTS MARKET PL/BRIGHAM	C
21	12500805	603.22	09/18/23	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500806	71.27	09/25/23	111839 LORI KORTH	C
Total Bank No 21		917.93			
22	13200726	188.06	09/13/23	38032 AMAZON CAPITAL SERVICES INC	C
22	13200727	639.07	09/13/23	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200728	60.33	09/19/23	489240 KENTS MARKET PL/TREMONTON	C
22	13200729	1,085.00	09/19/23	891125 UAESP/UTAH ASSOCIATION ELEMENTARY PRIN	C
Total Bank No 22		1,972.46			
24	13601091	1,210.00	09/12/23	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601092	1,325.01	09/15/23	999023 BOX ELDER SCHOOL DISTRICT	C
24	13601093	495.57	09/22/23	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 24		3,030.58			
25	15000740	73.69	09/14/23	157371 STAPLES ADVANTAGE (BEHS)	C
25	15000741	109.65	09/14/23	5223 SWIRE COCA-COLA	C
Total Bank No 25		183.34			
26	16401101	37.87	09/11/23	1724 ACE HARDWARE TREMONTON	C
26	16401102	156.54	09/11/23	43567 PENCIL WHOLESALE LLC	C
26	16401103	4,386.00	09/11/23	66630 PILGRIM TRADE	C
26	16401104	65.00	09/11/23	39667 SIGN GYPSIES BOX ELDER	C
26	16401105	30.00	09/11/23	110914 SUPERIOR WATER AND AIR INC	C
26	16401106	390.51	09/11/23	830460 TACO TIME/TREMONTON	C
26	16401107	957.46	09/20/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 26		6,023.38			
28	16701218	715.00	09/12/23	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701219	139.95	09/12/23	14958 CULLIGAN	C
28	16701220	1,401.48	09/12/23	103604 SCHOLASTIC MAGAZINES	C
28	16701221	140.00	09/12/23	39667 SIGN GYPSIES BOX ELDER	C
Total Bank No 28		2,396.43			
30	17200644	478.43	09/21/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 30		478.43			
31	18800380	78.14	09/07/23	66796 BALDWIN, HEATHER	C
Total Bank No 31		78.14			
32	20000298	289.76	09/18/23	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000299	167.50	09/18/23	830461 TACO TIME/BRIGHAM	C
32	20000300	252.00	09/19/23	22756 DREAM BY DESIGN VINYL	C
Total Bank No 32		709.26			
33	30402922	543.64	09/08/23	38032 AMAZON CAPITAL SERVICES INC	C
33	30402923	269.88	09/08/23	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
33	30402924	756.18	09/08/23	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402925	7.50	09/08/23	327480 GREER'S HARDWARE	C
33	30402926	1,051.25	09/08/23	109248 J W PEPPER MUSIC	C
33	30402927	590.73	09/08/23	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402928	10.00	09/14/23	1 BROOKE ANDERSON	C
33	30402929	29.00	09/14/23	1 JONATHAN MENDEZ	C
33	30402930	50.00	09/14/23	1 JULIA WILCOX	C
33	30402931	50.00	09/14/23	1 KRISTY JENSEN	C
33	30402932	50.00	09/14/23	1 NICOLE RICHARDS	C
33	30402933	2,445.50	09/14/23	158220 COVER UP	C
33	30402934	569.32	09/14/23	489240 KENTS MARKET PL/TREMONTON	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
33	30402935	100.00	09/18/23	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402936	50.00	09/22/23	1 DEATRA FAWCETT	C
33	30402937	573.49	09/22/23	38032 AMAZON CAPITAL SERVICES INC	C
33	30402938	1,948.75	09/22/23	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402939	590.00	09/22/23	10804 MUSIC THEATRE INTERNATIONAL	C
33	30402940	300.00	09/22/23	12190 STERLING PETERSEN	C
Total Bank No 33		9,985.24			
34	30803414	40.00	09/08/23	1 APRIL MILLER	C
34	30803415	40.00	09/08/23	1 FAAVAE POUTOA	C
34	30803416	150.70	09/08/23	38032 AMAZON CAPITAL SERVICES	C
34	30803417	316.00	09/08/23	158220 COVER UP	C
34	30803418	319.20	09/08/23	830461 TACO TIME/BRIGHAM	C
34	30803419	90.00	09/08/23	47686 TNT ENGRAVING	C
34	30803420	123.70	09/08/23	5908 WALMART COMMUNITY	C
34	30803421	3,736.00	09/18/23	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803422	390.00	09/18/23	57789 DO GOOD DESIGNS UTAH	C
34	30803423	864.00	09/18/23	106568 IRON GATE CATERING	C
34	30803424	148.99	09/18/23	109248 J W PEPPER MUSIC	C
34	30803425	140.99	09/18/23	109248 J W PEPPER MUSIC	C
34	30803426	502.95	09/18/23	489250 KENTS MARKET PL/BRIGHAM	C
34	30803427	599.10	09/18/23	11711 SOUTHWEST STRINGS	C
34	30803428	25.00	09/22/23	1 MONICA GODFREY	C
34	30803429	5.00	09/22/23	1 QUINN DAVIDSON	C
34	30803430	167.20	09/22/23	38032 AMAZON CAPITAL SERVICES INC	C
34	30803431	643.00	09/22/23	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803432	864.00	09/22/23	106568 IRON GATE CATERING	C
34	30803433	1,787.82	09/22/23	100241 S&S WORLDWIDE	C
34	30803434	364.00	09/22/23	5070 SAVON	C
34	30803435	42.00	09/22/23	50695 TEACHER SYNERGY LLC	C
34	30803436	375.00	09/22/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 34		11,734.65			
35	40403190	19.00	09/25/23	1 ZITA WALTERS	C
35	40403191	3,642.41	09/25/23	38032 AMAZON CAPITAL SERVICES INC	C
35	40403192	1,495.83	09/25/23	106055 BLICK ART MATERIALS	C
35	40403193	183.09	09/25/23	104321 BOX ELDER SCHOOL DISTRICT	C
35	40403194	758.32	09/25/23	109248 J W PEPPER MUSIC	C
35	40403195	363.04	09/25/23	489240 KENTS MARKET PL/TREMONTON	C
35	40403196	1,000.00	09/25/23	61794 GOGUARDIAN	C
35	40403197	1,026.00	09/25/23	709060 PITSCO EDUCATION, LLC	C
35	40403198	39.95	09/25/23	110914 SUPERIOR WATER AND AIR INC	C
35	40403199	63.04	09/25/23	830460 TACO TIME/TREMONTON	C
35	40403200	1,284.97	09/25/23	140 VALLEY BUSINESS MACHINES	C
35	40403201	1,283.80	09/26/23	157371 STAPLES	C
Total Bank No 35		11,159.45			
36	40804253	100.64	09/15/23	1 VICTOR GARCIA	C
36	40804254	25.00	09/15/23	1 VICTORIA COCHRANE	C
36	40804255	1,760.43	09/15/23	38032 AMAZON CAPITAL SERVICES INC	C
36	40804256	957.55	09/15/23	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804257	17,304.40	09/15/23	3271 CANON SOLUTIONS AMERICA	C
36	40804258	20.69	09/15/23	39284 CHESBRO MUSIC CO	C
36	40804259	532.83	09/15/23	158220 COVER UP	C
36	40804260	203.18	09/15/23	109248 J W PEPPER MUSIC	C
36	40804261	236.39	09/15/23	489250 KENTS MARKET PL/BRIGHAM	C
36	40804262	132.81	09/15/23	25119 SIZZLING PLATTER	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
36	40804263	529.93	09/15/23	19879 SHEET MUSIC PLUS	C
36	40804264	103.15	09/15/23	51063 SHRED IT STERICYCLE, INC	C
36	40804265	238.39	09/15/23	10731 SMITH'S CUSTOMER CHARGES	C
36	40804266	102.60	09/15/23	924370 WATKINS PRINTING	C
36	40804267	2,250.40	09/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
36	40804268	450.00	09/19/23	109476 UTAH FCCLA	C
36	40804269	33.67	09/26/23	1 REBECCA LINDGREN	C
36	40804270	2,094.42	09/26/23	38032 AMAZON CAPITAL SERVICES INC	C
36	40804271	400.21	09/26/23	106895 BADGER SCREEN PRINTING CO	C
36	40804272	67.99	09/26/23	109248 J W PEPPER MUSIC	C
36	40804273	34.00	09/26/23	66834 MOUNTAIN VALLEY PRINTING	C
36	40804274	27.72	09/26/23	4960 OLD GRIST MILL BREAD	C
36	40804275	48.94	09/26/23	19879 SHEET MUSIC PLUS	C
36	40804276	1,182.75	09/26/23	111790 SUNSTONE POTTERY	C
36	40804277	495.00	09/26/23	7609 UTAH FBLA-PBL	C
36	40804278	55.00	09/29/23	1 ASHLYN ANDERSON	C
36	40804279	111.96	09/29/23	1 BEN KUNZLER	C
36	40804280	22.98	09/29/23	38032 AMAZON CAPITAL SERVICES INC	C
36	40804281	69.90	09/29/23	25119 SIZZLING PLATTER	C
36	40804282	60.00	09/29/23	27383 UTAH RESTAURANT ASSOCIATION	C
36	40804283	120.00	09/29/23	36161 UTAH TSA	C
Total Bank No 36		29,772.93			
37	70413523	7,357.00	09/06/23	104321 BOX ELDER SCHOOL DISTRICT	C
37	70413524	371.10	09/07/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413525	87.60	09/07/23	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70413526	6,109.05	09/07/23	31658 BSN SPORTS	C
37	70413527	112.00	09/07/23	107994 CERTIFIED SHRED	C
37	70413528	535.00	09/07/23	66532 CLOVER PRESS	C
37	70413529	249.00	09/07/23	109873 COLORADO TIME SYSTEMS	C
37	70413530	1,082.00	09/07/23	158220 COVER UP	C
37	70413531	507.92	09/07/23	327480 GREER'S HARDWARE	C
37	70413532	300.00	09/07/23	57959 TRISTON HARTFIEL	C
37	70413533	805.56	09/07/23	58033 HOLIDAY INN EXPRESS OF OREM	C
37	70413534	626.40	09/07/23	107027 HOUGHTON MIFFLIN HARCOURT	C
37	70413535	250.37	09/07/23	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
37	70413536	8,333.33	09/07/23	361 INTERMOUNTAIN HEALTHCARE	C
37	70413537	551.98	09/07/23	109248 J W PEPPER MUSIC	C
37	70413538	2,860.91	09/07/23	100550 JOSTENS INC	C
37	70413539	139.96	09/07/23	33430 LEADING EDGE LAMINATING	C
37	70413540	587.96	09/07/23	101405 NAPA AUTO PARTS	C
37	70413541	406.80	09/07/23	4960 OLD GRIST MILL BREAD	C
37	70413542	166.16	09/07/23	109721 RMT EQUIPMENT	C
37	70413543	1,023.34	09/07/23	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70413544	300.00	09/07/23	29408 SHARON SMOOT	C
37	70413545	570.00	09/07/23	7323 SQUARE ONE PRINTING	C
37	70413546	1,684.10	09/07/23	157371 STAPLES	C
37	70413547	4,457.40	09/07/23	111790 SUNSTONE POTTERY	C
37	70413548	300.00	09/07/23	63789 TWISTED SUGAR TREMONTON	C
37	70413549	130.00	09/07/23	34185 UTAH DANCE & DRILL ASSOCIATION	C
37	70413550	35.00	09/07/23	43869 UTAH VOLLEYBALL COACHES ASSOCIATION	C
37	70413551	80.00	09/12/23	1 JESSICA JEPPSON	C
37	70413552	405.02	09/12/23	1724 ACE HARDWARE TREMONTON	C
37	70413553	449.99	09/12/23	4545 AL'S SPORTING GOODS	C
37	70413554	104.96	09/12/23	104321 BOX ELDER SCHOOL DISTRICT	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
37	70413555	1,213.04	09/12/23	6742 CLARION SUITES	C
37	70413556	156.96	09/12/23	6831 FASTENAL COMPANY	C
37	70413557	1,511.12	09/12/23	65072 HAMPTON INN	C
37	70413558	300.00	09/12/23	27618 PAROWAN HIGH SCHOOL	C
37	70413559	199.15	09/12/23	51764 JONES SHIRTS & SIGNS	C
37	70413560	1,983.60	09/12/23	48194 SARANONI	C
37	70413561	925.00	09/12/23	66800 SILVER ANT PRODUCTS	C
37	70413562	157.90	09/12/23	7439 SUNRISE ENVIRONMENTAL	C
37	70413563	496.21	09/12/23	111790 SUNSTONE POTTERY	C
37	70413564	35.00	09/12/23	110914 SUPERIOR WATER AND AIR INC	C
37	70413565	102.90	09/12/23	63789 TWISTED SUGAR TREMONTON	C
37	70413566	250.00	09/12/23	109476 UTAH FCCLA	C
37	70413567	94.84	09/12/23	924370 WATKINS PRINTING	C
37	70413568	100.00	09/14/23	1 NANETTE GAMBLE	C
37	70413569	35.00	09/14/23	1 SUZETTE WILLMORE	C
37	70413570	970.65	09/14/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413571	525.00	09/14/23	111287 BOWCUTT'S FLOWERS & GIFTS	C
37	70413572	525.00	09/14/23	66834 MOUNTAIN VALLEY PRINTING	C
37	70413573	1,959.60	09/14/23	25453 PRIDE EMBROIDERY & SCREEN PRINTING	C
37	70413574	531.17	09/14/23	13021 ROGUE FITNESS	C
37	70413575	800.00	09/14/23	66850 DALLEN SPENCER	C
37	70413576	275.82	09/14/23	16535 VEX ROBOTICS	C
37	70413577	14.25	09/14/23	32824 YES PRINT COPY N MORE, LLC	C
37	70413578	137.90	09/19/23	106055 BLICK ART MATERIALS	C
37	70413579	12,923.61	09/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
37	70413580	1,200.00	09/19/23	66893 SADIE CHRISTENSEN	C
37	70413581	500.00	09/19/23	6858 DIXIE HIGH SCHOOL	C
37	70413582	500.00	09/19/23	47635 EPIC PRODUCTIONS LLC	C
37	70413583	308.00	09/19/23	32115 HOODOO ORIGINALS	C
37	70413584	3,206.44	09/19/23	100550 JOSTENS INC	C
37	70413585	6,489.01	09/19/23	489240 KENTS MARKET PL/TREMONTON	C
37	70413586	3,500.00	09/19/23	33251 KATHRYN ROSE	C
37	70413587	200.00	09/19/23	27383 UTAH RESTAURANT ASSOCIATION	C
37	70413588	235.00	09/19/23	66885 WILDFLOWER BOKAYS	C
37	70413589	106.27	09/21/23	1 ANDREA HINTZE	C
37	70413590	1,479.09	09/21/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413591	3,444.26	09/21/23	106895 BADGER SCREEN PRINTING CO	C
37	70413592	100.00	09/21/23	470448 BURLEY HIGH SCHOOL	C
37	70413593	2,700.00	09/21/23	108473 CENGAGE LEARNING	C
37	70413594	250.00	09/21/23	12734 CITY OF ST GEORGE	C
37	70413595	1,450.00	09/21/23	65315 ANDI GARDNER	C
37	70413596	2,414.77	09/21/23	64823 JO AND JAX LLC	C
37	70413597	140.00	09/21/23	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70413598	1,568.67	09/21/23	157371 STAPLES	C
37	70413599	394.00	09/21/23	35335 TECHNOLOGY STUDENT ASSOCIATION	C
37	70413600	9,726.15	09/21/23	18244 TENNIS WAREHOUSE	C
37	70413601	600.00	09/21/23	66940 SARAH THOMAS	C
37	70413602	906.59	09/21/23	861085 TV SPECIALISTS INC	C
37	70413603	101.76	09/26/23	1 BRANDON BOYLE	C
37	70413604	2,092.54	09/26/23	38032 AMAZON CAPITAL SERVICES INC	C
37	70413605	431.56	09/26/23	45535 HYATT PLACE PROVO/DOWNTOWN	C
37	70413606	2,889.78	09/26/23	66834 MOUNTAIN VALLEY PRINTING	C
37	70413607	380.00	09/26/23	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70413608	2,575.40	09/26/23	48194 SARANONI	C
37	70413609	142.80	09/26/23	830460 TACO TIME/TREMONTON	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
37	70413610	124.50	09/26/23	63789 TWISTED SUGAR TREMONTON	C
Total Bank No 37		117,360.22			
38	70813426	228.00	09/07/23	1 SAUL GAMINO	C
38	70813427	2,096.58	09/07/23	38032 AMAZON CAPITAL SERVICES INC	C
38	70813428	2,016.80	09/07/23	45500 BOX ELDER SCHOOL DISTRICT	C
38	70813429	373.23	09/07/23	16705 BIGFOOT GRAFIX	C
38	70813430	3,767.75	09/07/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813431	3,961.28	09/07/23	31658 BSN SPORTS	C
38	70813432	1,262.00	09/07/23	3271 CANON SOLUTIONS AMERICA	C
38	70813433	958.42	09/07/23	64017 COPPER CANYON APPAREL	C
38	70813434	645.00	09/07/23	66702 TODD CHRISTENSEN	C
38	70813435	250.00	09/07/23	12734 CITY OF ST GEORGE	C
38	70813436	58.00	09/07/23	109652 DREWES FLORAL & GIFTS	C
38	70813437	290.00	09/07/23	51977 HONEYBUCKET	C
38	70813438	77.00	09/07/23	109248 J W PEPPER MUSIC	C
38	70813439	254.00	09/07/23	50601 JUAB HIGH SCHOOL	C
38	70813440	372.91	09/07/23	489250 KENTS MARKET PL/BRIGHAM	C
38	70813441	1,100.00	09/07/23	52817 ALEXIS LABRUM	C
38	70813442	105.00	09/07/23	102451 LAF GRAPHICS	C
38	70813443	64.91	09/07/23	25119 SIZZLING PLATTER	C
38	70813444	926.66	09/07/23	110154 MEDCO SCHOOL	C
38	70813445	58.66	09/07/23	6017 NELSEN SHEET METAL	C
38	70813446	339.00	09/07/23	4960 OLD GRIST MILL BREAD	C
38	70813447	80.00	09/07/23	39667 SIGN GYPSIES BOX ELDER	C
38	70813448	848.62	09/07/23	5193 STEVE REGAN CO	C
38	70813449	20.00	09/07/23	804825 SUNRISE HIGH SCHOOL	C
38	70813450	739.00	09/07/23	19488 T SHIRT CHOP SHOP	C
38	70813451	247.00	09/07/23	47686 TNT ENGRAVING	C
38	70813452	98.75	09/07/23	5932 VARSITY SPIRIT FASHIONS	C
38	70813453	112.50	09/07/23	5355 WHIPPLE SOUND LLC	C
38	70813454	600.00	09/15/23	1 CALEB MARX	C
38	70813455	129.00	09/15/23	1 JESSICA STRALEY	C
38	70813456	55.00	09/15/23	1 RUTHANN RILEY	C
38	70813457	99.94	09/15/23	1 TIFFANIE BROWNE	C
38	70813458	6,487.47	09/15/23	38032 AMAZON CAPITAL SERVICES INC	C
38	70813459	264.94	09/15/23	35777 AUTOZONE	C
38	70813460	548.33	09/15/23	16705 BIGFOOT GRAFIX	C
38	70813461	47.19	09/15/23	23698 BIO CORPORATION	C
38	70813462	304.76	09/15/23	106055 BLICK ART MATERIALS	C
38	70813463	4,089.96	09/15/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813464	4,717.95	09/15/23	31658 BSN SPORTS	C
38	70813465	420.00	09/15/23	61646 BUTTERFLY NETWORK INC	C
38	70813466	15.19	09/15/23	230 CAROLINA BIOLOGICAL	C
38	70813467	1,128.00	09/15/23	64017 COPPER CANYON APPAREL	C
38	70813468	4,552.17	09/15/23	158220 COVER UP	C
38	70813469	136.94	09/15/23	109652 DREWES FLORAL & GIFTS	C
38	70813470	720.72	09/15/23	103987 EWING IRRIGATION	C
38	70813471	290.00	09/15/23	51977 HONEYBUCKET	C
38	70813472	973.75	09/15/23	103961 INTERMOUNTAIN WOOD PRODUCTS	C
38	70813473	1,049.39	09/15/23	4839 INTSEL STEEL WEST LLC	C
38	70813474	402.00	09/15/23	109248 J W PEPPER MUSIC	C
38	70813475	4,065.00	09/15/23	52515 JODIE'S CUSTOM DANCEWEAR	C
38	70813476	691.60	09/15/23	489250 KENTS MARKET PL/BRIGHAM	C
38	70813477	548.00	09/15/23	543168 MADDOX RANCH HOUSE	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70813478	140.00	09/15/23	11924 MOUNTAIN CREST HIGH SCHOOL	C
38	70813479	83.98	09/15/23	4960 OLD GRIST MILL BREAD	C
38	70813480	410.00	09/15/23	104992 PRINT SHOP	C
38	70813481	1,800.00	09/15/23	66842 RYLEIGH CHOREOGRAPHY	C
38	70813482	1,031.00	09/15/23	10731 SMITH'S CUSTOMER CHARGES	C
38	70813483	7,420.20	09/15/23	33014 SPECTATOR BLANKET II LLC	C
38	70813484	58.60	09/15/23	326670 STOTZ EQUIPMENT	C
38	70813484	-58.60	09/25/23	326670 STOTZ EQUIPMENT	CV
38	70813485	140.00	09/15/23	804825 SUNRISE HIGH SCHOOL	C
38	70813486	1,097.25	09/15/23	111790 SUNSTONE POTTERY	C
38	70813487	277.76	09/15/23	5223 SWIRE COCA-COLA	C
38	70813488	2,686.32	09/15/23	66656 THE LOCKER ROOM	C
38	70813489	569.64	09/15/23	6149 THE LOGO SHOP	C
38	70813490	792.00	09/15/23	1457 U S POSTMASTER	C
38	70813491	2,030.00	09/15/23	100686 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70813492	250.00	09/15/23	109476 UTAH FCCLA	C
38	70813493	486.00	09/15/23	30872 UTAH VALLEY UNIVERSITY	C
38	70813494	11,673.72	09/19/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813495	2,364.32	09/21/23	38032 AMAZON CAPITAL SERVICES INC	C
38	70813496	70.00	09/21/23	45500 BOX ELDER SCHOOL DISTRICT	C
38	70813497	22.02	09/21/23	106055 BLICK ART MATERIALS	C
38	70813498	13,134.59	09/21/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813499	1,392.74	09/21/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813500	1,800.00	09/21/23	14583 CASTLE MANOR LLC	C
38	70813501	216.00	09/21/23	64017 COPPER CANYON APPAREL	C
38	70813502	7,389.50	09/21/23	4618 COLEMAN KNITTING MILL	C
38	70813503	3,255.12	09/21/23	61980 COURTYARD BY MARRIOTT BOISIE WEST/MERIDI	C
38	70813504	500.00	09/21/23	6858 DIXIE HIGH SCHOOL	C
38	70813505	55.92	09/21/23	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70813506	1,000.00	09/21/23	58157 GIMKIT, INC	C
38	70813507	65.00	09/21/23	109248 J W PEPPER MUSIC	C
38	70813508	20.97	09/21/23	25119 SIZZLING PLATTER	C
38	70813509	160.00	09/21/23	110154 MEDCO SCHOOL	C
38	70813510	4,075.00	09/21/23	10804 MUSIC THEATRE INTERNATIONAL	C
38	70813511	66.30	09/21/23	111637 OASIS STAGE WERKS	C
38	70813512	47.26	09/21/23	698980 PEPSI-COLA OF OGDEN	C
38	70813513	1,397.09	09/21/23	4987 PICTURELINE INC	C
38	70813514	536.25	09/21/23	64513 STONE MOUNTAIN EDUCATIONAL PRODUCTS	C
38	70813515	40.00	09/21/23	804825 SUNRISE HIGH SCHOOL	C
38	70813516	8.50	09/21/23	47686 TNT ENGRAVING	C
38	70813517	825.00	09/21/23	7609 UTAH FBPA-PBL	C
38	70813518	4,637.02	09/21/23	5908 WALMART COMMUNITY	C
38	70813519	1,493.70	09/21/23	27812 WEISSMAN'S THEATRICAL SUPPLY	C
38	70813520	425.00	09/29/23	1 RHETT UDY	C
38	70813521	3,826.88	09/29/23	38032 AMAZON CAPITAL SERVICES INC	C
38	70813522	390.00	09/29/23	45500 BOX ELDER SCHOOL DISTRICT	C
38	70813523	92.97	09/29/23	104321 BOX ELDER SCHOOL DISTRICT	C
38	70813524	6,148.31	09/29/23	31658 BSN SPORTS	C
38	70813525	149.70	09/29/23	64017 COPPER CANYON APPAREL	C
38	70813526	2,058.19	09/29/23	158220 COVER UP	C
38	70813527	4,200.00	09/29/23	52140 TRACER GOLF ACCESSORIES	C
38	70813528	60.00	09/29/23	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70813529	100.00	09/29/23	106202 JOHN FINDLAY	C
38	70813530	1,048.62	09/29/23	4715 FREESTYLE PHOTO SUPPLIES	C
38	70813531	595.00	09/29/23	66990 FRENDR THEATRICAL PROJECTIONS, LLC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70813532	486.00	09/29/23	13846 HERRIMAN HIGH SCHOOL	C
38	70813533	150.00	09/29/23	16314 HOSA-FUTURE HEALTH PROFESSIONALS	C
38	70813534	633.12	09/29/23	422180 INDUSTRIAL TOOL & SUPPLY	C
38	70813535	1,414.70	09/29/23	4839 INTSEL STEEL WEST LLC	C
38	70813536	583.23	09/29/23	489250 KENTS MARKET PL/BRIGHAM	C
38	70813537	13,888.56	09/29/23	66320 KSA EVENTS	C
38	70813538	41.94	09/29/23	25119 SIZZLING PLATTER	C
38	70813539	172.67	09/29/23	4960 OLD GRIST MILL BREAD	C
38	70813540	700.54	09/29/23	698980 PEPSI-COLA OF OGDEN	C
38	70813541	267.99	09/29/23	5010 RED MOUNTAIN WHOLESALE	C
38	70813542	531.00	09/29/23	58386 ROCKY MOUNTAIN DRILL INVITATIONAL	C
38	70813543	256.65	09/29/23	804825 SUNRISE HIGH SCHOOL	C
38	70813544	3,682.65	09/29/23	19488 T SHIRT CHOP SHOP	C
38	70813545	500.00	09/29/23	20494 UTAH HOSA	C
Total Bank No 38		171,552.26			
39	77800580	2,000.00	09/18/23	104321 BOX ELDER SCHOOL DISTRICT	C
39	77800581	540.43	09/18/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 39		2,540.43			
40	11500035	1,913.00	09/06/23	64017 CHEAPER THAN SHIRT	C
40	11500036	1,526.00	09/21/23	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 40		3,439.00			

Total Manual Checks	3,285,998.28
Total Computer Checks	2,750,757.74
Total ACH Checks	1,701,438.61
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-6,206.12
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total **7,731,988.51**
Number of Checks **706**

Batch Yr	Batch No	Amount
24	000104	1,574.50
24	000167	1,232.21
24	000199	685.84
24	000242	344.33
24	000305	-67.52
24	000308	124,168.70
24	000392	42.52
24	000396	145,011.44
24	000397	16,347.75
24	000398	34,685.68
24	000399	81,262.15
24	000400	814.75
24	000401	3,891.08
24	000408	7,357.00
24	000409	164.73
24	000420	1,913.00
24	000421	2,000.00
24	000425	21,351.07

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
				24	000427	32,582.94
				24	000428	3,219.18
				24	000435	1,079.60
				24	000437	78.14
				24	000438	197.98
				24	000451	134,833.91
				24	000452	181,882.40
				24	000453	47,726.31
				24	000454	1,570,936.75
				24	000455	285.86
				24	000456	1,598.01
				24	000464	5,065.92
				24	000473	8,465.69
				24	000476	1,210.00
				24	000478	2,396.43
				24	000485	208.78
				24	000487	827.13
				24	000493	3,203.82
				24	000511	183.34
				24	000513	5,736.49
				24	000515	51,551.45
				24	000518	22,247.99
				24	000520	1,325.01
				24	000523	45.46
				24	000530	102,909.52
				24	000531	40,341.96
				24	000532	2,577.74
				24	000533	214,270.65
				24	000534	188.76
				24	000535	14,687.76
				24	000537	540.43
				24	000539	603.22
				24	000541	6,382.03
				24	000542	457.26
				24	000543	100.00
				24	000548	1,145.33
				24	000550	29,199.96
				24	000551	252.00
				24	000553	11,673.72
				24	000554	2,700.40
				24	000560	957.46
				24	000562	53.90
				24	000567	151.55
				24	000573	44,572.30
				24	000576	25,279.80
				24	000577	1,526.00
				24	000578	.00
				24	000579	6,080.00
				24	000581	9,875.65
				24	000584	3,462.24
				24	000585	478.43
				24	000587	3,898.02
				24	000588	375.00
				24	000589	120,606.35
				24	000594	495.57
				24	000595	82,651.51
				24	000596	24,104.25
				24	000597	40,941.17
				24	000598	63,359.84
				24	000599	5,179.70
				24	000600	4,070.34
				24	000602	71.27
				24	000609	4,384.70

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
					24 000611 8,738.34
					24 000613 4,284,843.19
					24 000616 1,283.80
					24 000632 42,403.72
					24 000637 439.84
					24 000641 4,006.01

For October 18, 2023 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Snowville	Kristine Winward	3-5 Teacher	Resigned
Discovery	Sandra Boam	Secretary	
BEHS	Nancy Carver	Copy Aide	
Snowville	Alexey Jones	Instructional Para	
Sunrise	Jessica Grant	Instructional Para/Mentor	
District Office	Jennifer Green	Nurse	

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
Transportation	Julie Saxton	ED Para
Transportation	Michael Bird	Bus Driver
Transportation	Jesse Chapman	Bus Driver
Transportation	Shea Lynn Jensen	Bus Driver
Transportation	Brittnee Christensen	Bus Driver
Transportation	Gary Collier	Bus Driver
Transportation	Karlene Farley	Bus Driver
Transportation	Jayne Goodsell	Bus Driver
Transportation	Donald 'Mike' Goodsell	Bus Driver
Transportation	Gregory Haigh	Bus Driver
Transportation	Maury Wheatley	Bus Driver
Transportation	James May	Bus Driver
Transportation	McKellen Rader	Bus Driver
Transportation	Cynthia Page	Bus Driver
Transportation	Leslie Jo Young	Bus Driver
Transportation	McKenzie Anderson	Bus Driver
Transportation	Bret Rohde	Bus Driver
Snowville	Sheryl Rohde	Bus Driver
Transportation	Kharisa Spendlove	Functional Skills Para
Transportation	Donniel Andersen	Bus Driver
Transportation	Rachel Smith	Bus Driver
Transportation	Sharon Balls	Bus Driver
Transportation	Kaylee Silvester	Bus Driver
Transportation	Dennis Dewey Pierson	Bus Driver
Transportation	Michael Bird	Bus Driver
Transportation	Christina Riser	Preschool/Bus Para
Transportation	Nateasha Bingham	Preschool/Bus Para
Transportation	Trini Tracy	Bus Driver
Transportation	Monica Grover	Bus Driver
Transportation	Landyn Clawson	Bus Para
Transportation	Flora Reiter	Bus Para
Transportation	Koebrie Martin	Bus Para
Transportation	Shane Page	Bus Driver
Transportation	Curtis Egbert	Bus Driver
Transportation	Gary Mortensen	Bus Driver
Transportation	Brianna Jones	Bus Driver
Transportation	Jacob Hansen	Bus Driver
BEHS	Piper Roper	Bus Driver
Transportation	Nathan Miller	Custodian
Discovery	Henry Baker	Bus Driver

PERSONNEL ACTION

BRHS	Britni Roberts	Elementary Principals Secretary
	Julia Hawkes	Math Aide
Snowville	Tayla Marcotte	Secretary/Instructional Para/Media Para

Suggestions for Future Board Meetings

November 8, 2023 – (tentative)

- Audit Report – David Roberts
- Policy Review
- Report on BESD Foundation – Colleen Shaffer

December 13, 2023 – (tentative)

- Approval of New Courses – Keith Mecham
- Approval of 2023-24 School District Calendar – Mark Taylor
- Policy Review

January 10, 2024 – (tentative)

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

February 14, 2024 – (tentative)

- Second Public Comment on School Fees
- Approval of School Fees – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review

March 13, 2024 – (tentative)

- Negotiations Team Approval – Mark Taylor
- Legislative Update – Steve Carlsen
- Policy Review

April 10, 2024 – (tentative)

- ESP Recognitions – Mark Taylor
- 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 8, 2024 – (tentative)

- Retirement Recognitions – Mark Taylor
- Administrative Association Recognitions - BEAA
- Approval of School Land Trust Plans –Keith Mecham and Heidi Jo West
- Approval of PBS (HB 58) Plans – Megan Bushnell
- Approval of 2023-2024 Board Meeting Calendar – Steve Carlsen
- Policy Review

June 12, 2024 – (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 – Mark Taylor
- Tentative Ratification of Negotiated Agreement with BEEA – Mark Taylor
- Tentative Ratification of Negotiated Agreement with BESPAs – Mark Taylor
- Declaration of Open Enrollment Schools – Mark Taylor
- Approval of TSSA Plans – Keith Mecham and Heidi Jo West
- Policy Review
- Sunrise High School Schedule Discussion

July 9, 2025 – (tentative)

- Approval of Sex Education Committee – Keith Mecham
- 2021-22 TSSA Plan Results – Keith Mecham and Heidi Jo West
- Bullying Report

August 14, 2024 – (tentative)

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

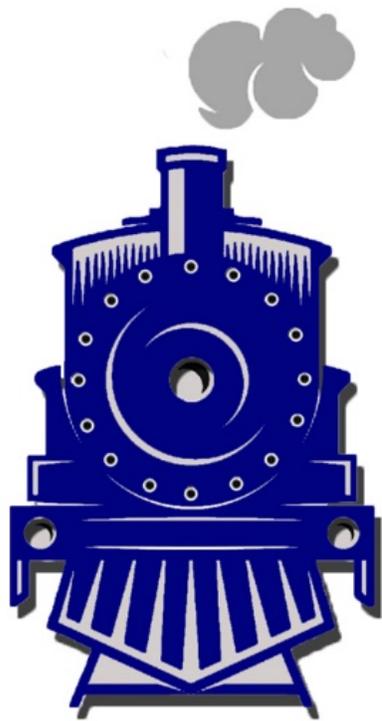
September 11, 2024 – (tentative)

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

October 9, 2024 – (tentative)

- October 1 Enrollment Report – Mark Taylor
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- Approval of PBS Plans – Megan Bushnell
- 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