



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, January 10, 2024

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

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

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

B. Administrative - 6:30 p.m.

1. Call to Order

Wade Hyde, Board President

2. Reverence

David Roberts, Business Administrator

3. Flag Salute/Pledge of Allegiance

Alyssa Lyman, Student Board Member

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 2-year Contract for Superintendent

Mark Taylor, Executive Director of Human Resources and Title IX

3

F. Information Items - 7:10 p.m.

1. BESD Foundation Presentation

Colleen Shaffer, BESD Foundation Board President

2. AAPPL Data

Jeremy Young, Assessment Director

4

3. Maturation Curriculum Information

Keith Mecham, Asst. Superintendent of Secondary Teaching & Learning
Maturation Curriculum Information Presentation

30

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

31

5. Monthly Financial Report

David Roberts, Business Administrator

35

6. Board Committee Reports

a. Student Board Member Report

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

1. First Reading

a. Policy 2181 District Emergency Response Plan

43

b. Policy 2226 Transportation: Space Available Busing

49

c. Policy 4016 Evaluation and Selection of Instructional Material

51

d. Policy 4017 Evaluation and Selection of Library Material

61

e. Policy 4018 Evaluation and Selection of Supplemental Material

83

f. Policy 4019 Evaluation of Other Learning Materials

95

g. Policy 4028 Special Programs: Education of Youth in Custody

103

h. Policy 4060 High School Graduation Requirements

107

i. Policy 4088 Student Internships

111

j. Policy 4175 Student Data Protection

115

k. Policy 4200 Term of Instruction: School Year & School Day	127
l. Policy 5005 Safe Schools - Student Discipline/Behavior	130
m. Policy 5006 Safe Schools - Discipline of Students with Disabilities	145
n. Policy 5090 Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting	151
o. Policy 5100 Student Records	154
p. Policy 5203 Graduation Attire	174
q. Policy 5227 Concussions and Head Injury	176
r. Policy 5230 School Fees	188
s. Policy 5265 Student Discrimination and Harassment	212
t. Policy 5380 Notification Received from Juvenile Courts	221
u. Policy 6000 Public Records Access and Management	224
v. Policy 6025 Parent Access to District Instructional Material	234
H. <u>Board Discussion Items</u> - 7:50 p.m.	
1. USBA Conference Review	
2. Board of Education Handbook Review Schedule	236
Karen Cronin	
Disciplining Board Members-page 11	
Policies Governing the Board-page 12	
Bryan Smith	
Guidelines and Parliamentary Motions-page 12	
Simplified Chart of Parliamentary Motions-page 13	
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	
Wade Hyde, President	
I. <u>Consent Items</u> - 8:10 p.m.	
1. Minutes	237
2. Claims	245
3. Personnel	258
J. <u>Suggestions for Future Board Meetings</u> - 8:15 p.m.	259
K. <u>Board Handbook</u>	262
L. <u>Adjournment</u> - 8:20 p.m.	
The next Work Session of the Board of Education will be held on Wednesday, January 24, 2024. The next meeting of the Board of Education will be held on Wednesday, February 14, 2024, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.	

Recommendation to approve

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

Recommendation:

It is recommended that the contract for Superintendent Steven E. Carlsen be renewed for the 2024-2025 school year and the 25-26 school year.

Recommended Motion:

I move that the contract be renewed for Superintendent Steven E. Carlsen for the 2024-2025 school year and the 2025-2026 school year.

Background:

School Board Policy 1130 stipulates that the term of office shall be for two years. Superintendent Carlsen's contract expires on June 30, 2024 so it is time to renew the contract.

Policy Implications:

This is in accordance [Policy 1130 - Superintendent - Appointment and Duties](#)

Financial Implications:

See the proposed contract for Employment of Superintendent, Steven E. Carlsen

Staff Implications:

Superintendent Carlsen's will be renewed for the next two school years and his contract will be up for renewal in the spring of 2026.



2023 AAPPL Results

School Board Meeting - Jan. 2024

A Few Reminders for Context

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

4th Grade

2023

4th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
20	48	122
11%	25%	64%
	89%	
Total	190	

4th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
61	70	60
32%	37%	31%
	68%	
Total	191	

4th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
13	85	93
7%	45%	49%
	93%	
Total	191	

2022

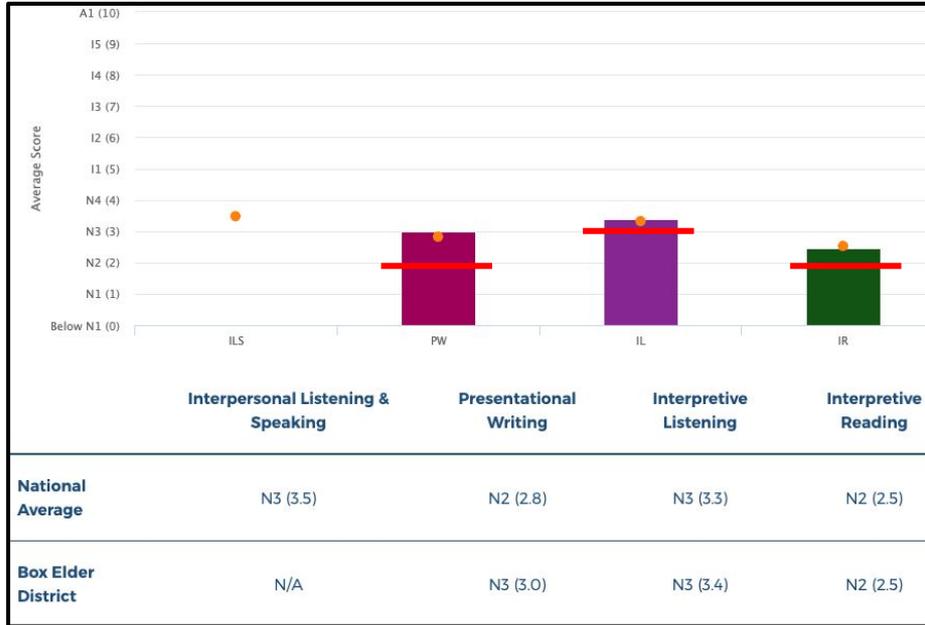
4th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
20	36	124
11%	20%	69%
	89%	
Total	180	

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

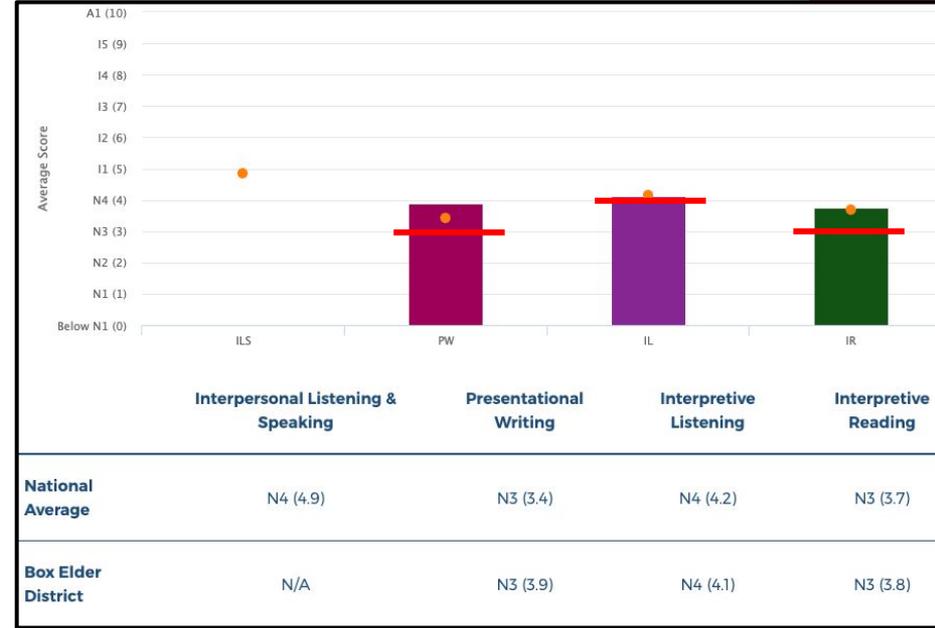
4th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
12	28	140
7%	16%	78%
	93%	
Total	180	

4th Grade

Chinese



Spanish



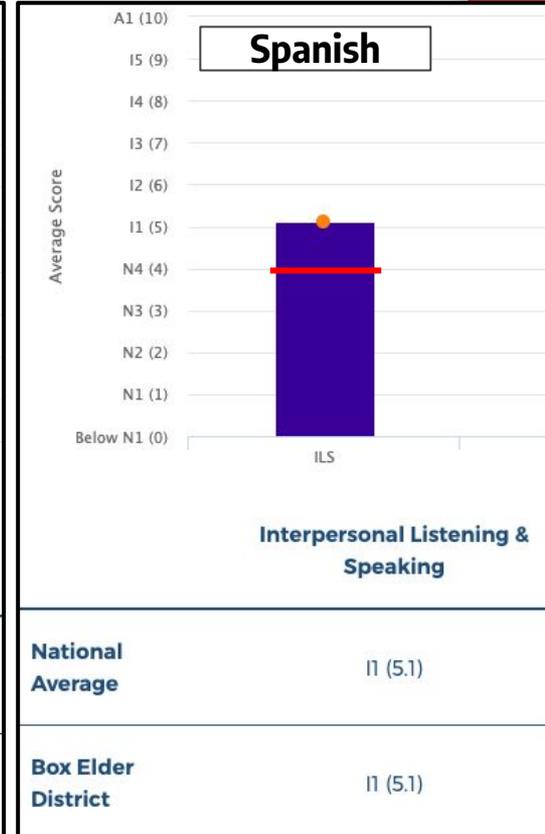
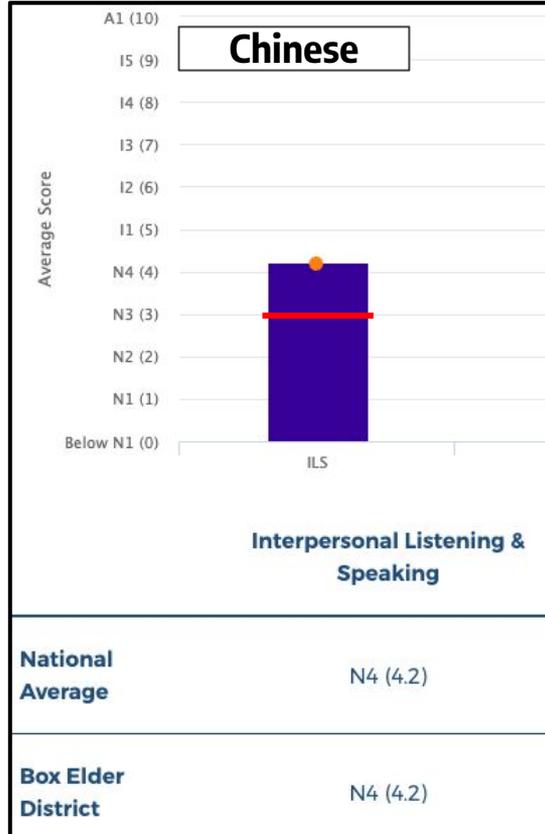
5th Grade

2023

5th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
15	48	113
9%	27%	64%
	91%	
Total	176	

2022

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



6th Grade

2023

6th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
53	53	70
30%	30%	40%
	70%	
Total	176	

6th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
48	25	102
27%	14%	58%
	73%	
Total	175	

6th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
48	30	98
27%	17%	56%
	73%	
Total	176	

2022

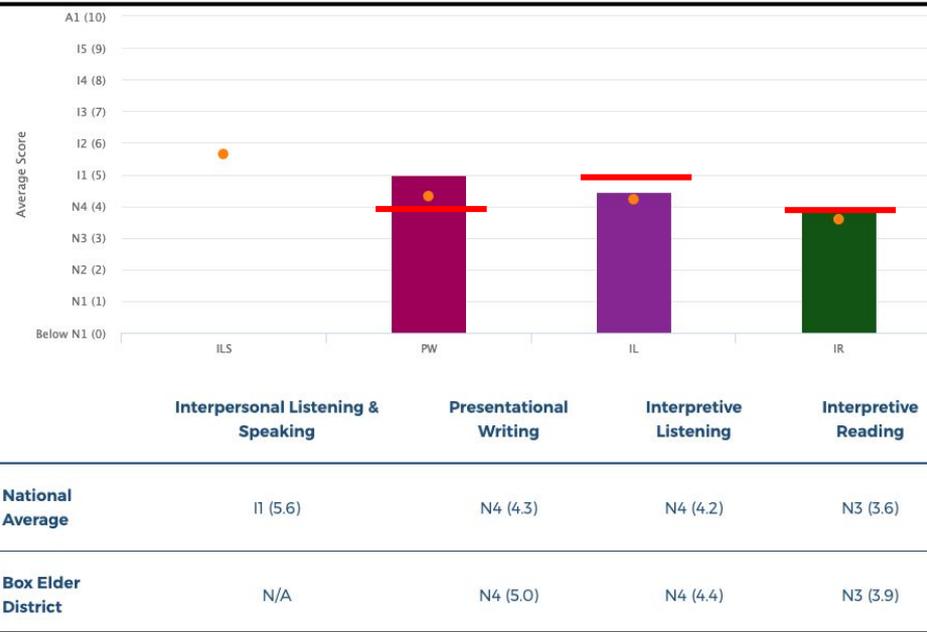
6th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
80	48	61
42%	25%	32%
	58%	
Total	189	

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

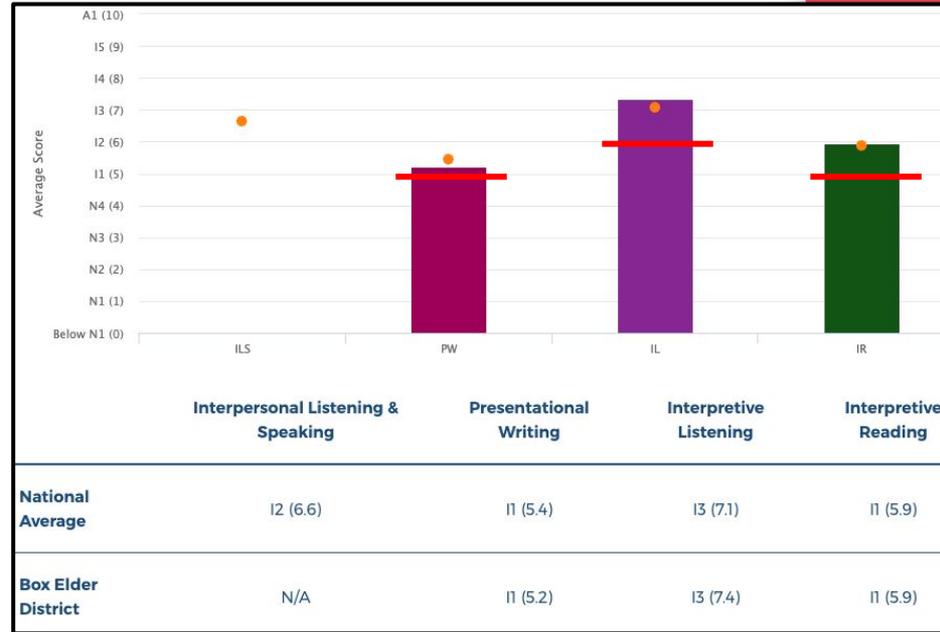
6th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
29	20	142
15%	10%	74%
	85%	
Total	191	

6th Grade

Chinese



Spanish



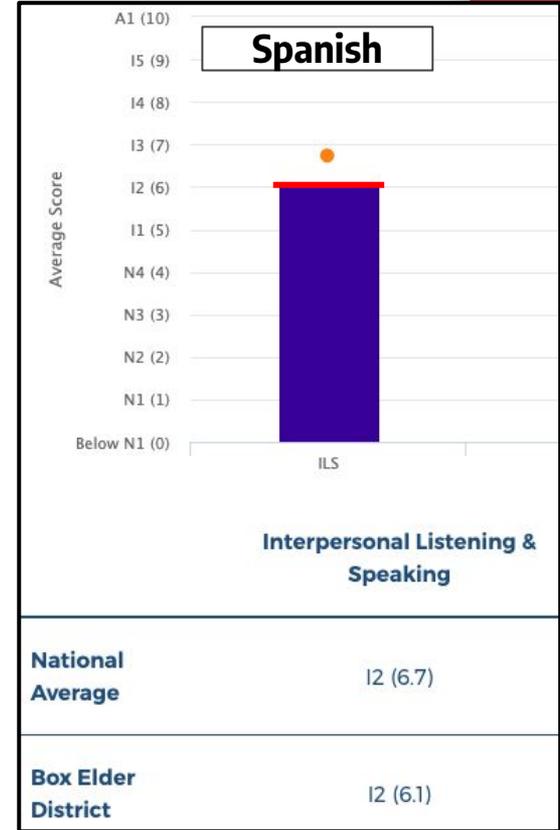
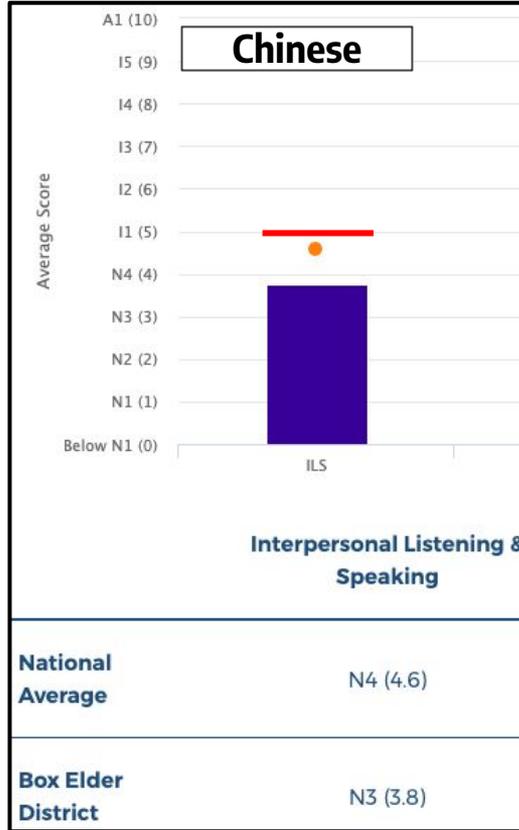
7th Grade

2023

7th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
86	29	77
45%	15%	40%
	55%	
Total	192	

2022

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



8th Grade

2023

8th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
80	14	34
63%	11%	27%
	38%	
Total	128	

8th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
40	10	63
35%	9%	56%
	65%	
Total	113	

8th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
65	7	64
48%	5%	47%
	52%	
Total	136	

2022

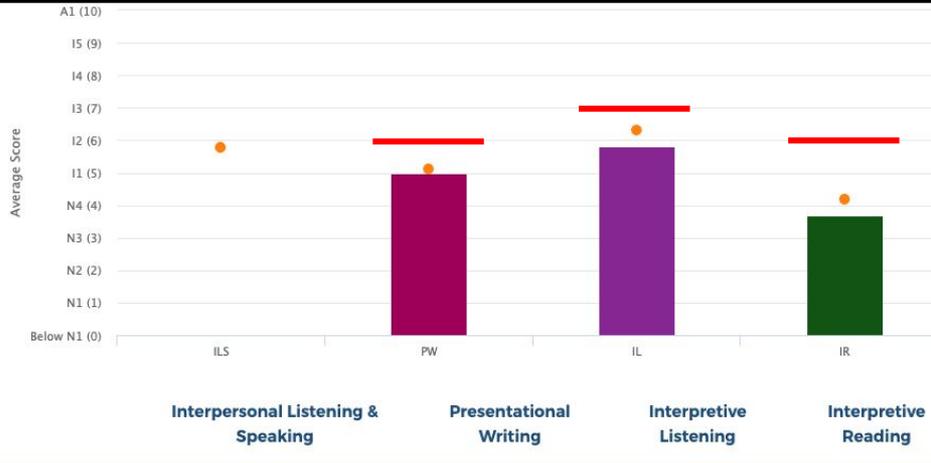
8th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
57	14	57
45%	11%	45%
	55%	
Total	128	

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

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

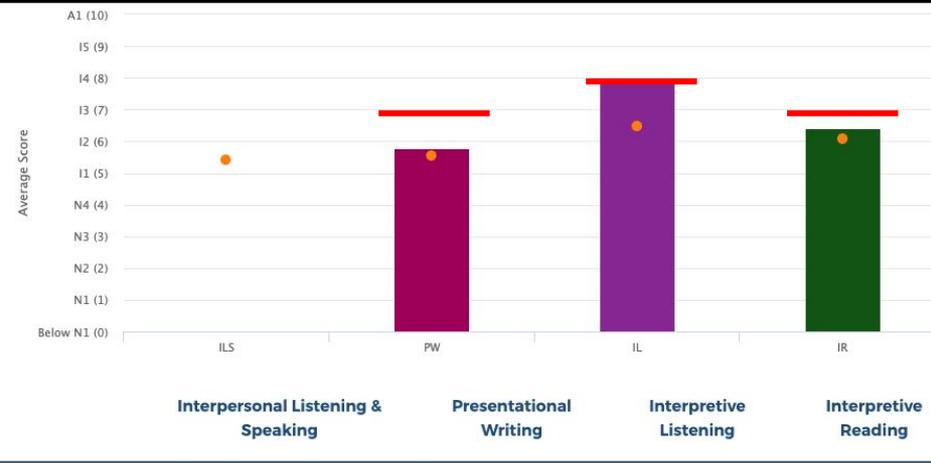
8th Grade

Chinese



National Average	IL (5.8)	II (5.1)	I2 (6.3)	N4 (4.2)
Box Elder District	N/A	N4 (5.0)	II (5.8)	N3 (3.7)

Spanish



National Average	II (5.4)	II (5.5)	I2 (6.5)	I2 (6.1)
Box Elder District	N/A	II (5.8)	I3 (8.0)	I2 (6.4)

9th Grade

2023

9th Grade Writing		
Below Benchmark	At Benchmark	Above Benchmark
59	44	19
48%	36%	16%
	52%	
Total	122	

9th Grade Listening		
Below Benchmark	At Benchmark	Above Benchmark
39	35	47
32%	29%	39%
	68%	
Total	121	

9th Grade Reading		
Below Benchmark	At Benchmark	Above Benchmark
41	6	77
33%	5%	62%
	67%	
Total	124	

2022

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

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

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

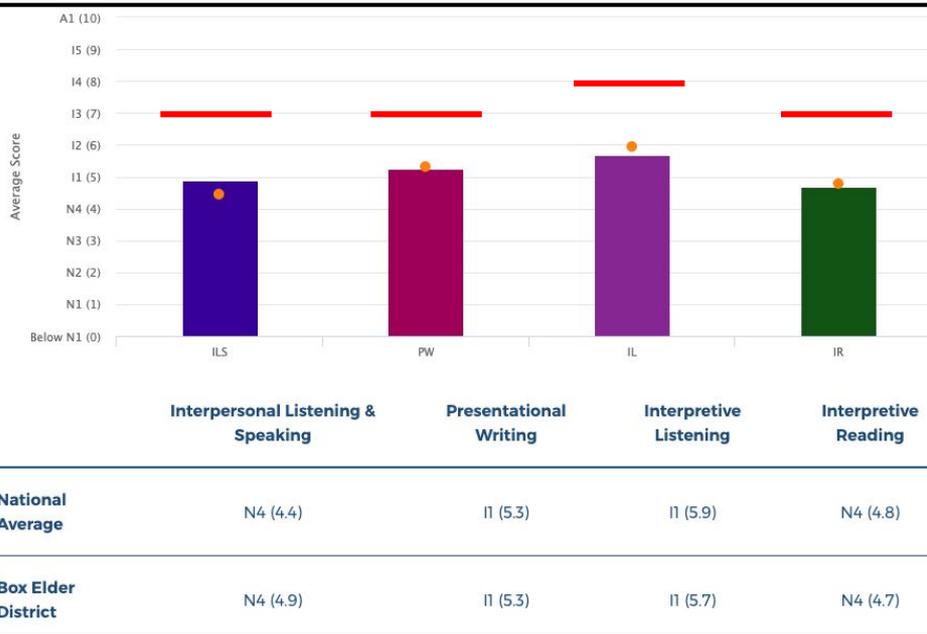
9th Grade

2023

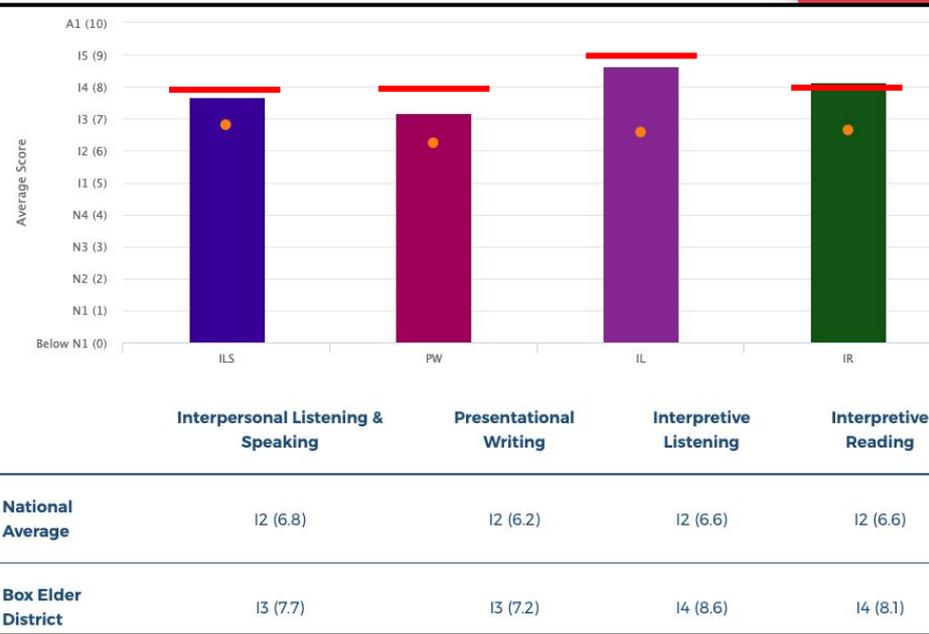
9th Grade Speaking		
Below Benchmark	At Benchmark	Above Benchmark
54	35	30
45%	29%	25%
	55%	
Total	119	

9th Grade

Chinese



Spanish



Cohort Comparison

Comparison by Cohort

Chinese							
	2017	2018	2019	2020	2021	2022	2023
3rd Speaking	2.9	3.4	2.1	2.4	2.7	1.5	2.3
5th Speaking	4.7	4.7	3.4	3.2	3.6	4.0	4.2
7th Speaking		3.9	4.7	4.1	3.8	4.1	3.8
9th Speaking							4.9
4th Writing	1.9	2.1	2.8	2.6	3.1	4.6	3.0
6th Writing	4.3	3.5	3.6	4.5	3.5	3.9	5.0
8th Writing			5.7	4.3	3.9	5.1	5.0
9th Writing				6.6	5.2	5.5	5.3
4th Reading	1.4	2.0	3.5	2.2	2.6	3.4	2.5
6th Reading	2.9	3.3	3.5	3.7	2.9	3.9	3.9
8th Reading			5.6	4.2	4.0	5.5	3.7
9th Reading				6.9	6.1	4.5	4.7
4th Listening	3.4	3.9	4.2	3.1	4.1	3.3	3.4
6th Listening	4.8	8.0	4.6	4.1	4.7	3.8	4.4
8th Listening			7.9	7.4	6.5	4.9	5.8
9th Listening				8.0	8.1	4.8	5.7

Comparison by Cohort

Spanish							
	2017	2018	2019	2020	2021	2022	2023
3rd Speaking	4.3	4.4	4.0	3.9	3.7	3.5	3.4
5th Speaking	6.3	5.9	5.8	6.0	5.4	5.1	5.1
7th Speaking	6.8	6.7	7.2	8.0	6.8	7.4	6.1
9th Speaking							7.7
4th Writing	3.9	4.9	4.5	4.1	3.7	4.0	3.9
6th Writing	4.7	6.5	6.1	6.5	5.1	4.6	5.2
8th Writing		7.1	7.3	7.6	6.7	6.7	5.8
9th Writing			8.0	7.8	7.3	7.6	7.2
4th Reading	3.6	4.8	4.1	4.5	3.9	4.5	3.8
6th Reading	4.2	6.8	6.9	7.2	6.6	7.2	5.9
8th Reading		8.2	8.1	8.5	7.9	8.5	6.4
9th Reading			7.4	7.7	8.7	8.7	8.1
4th Listening	4.7	6.8	4.6	4.4	4.9	4.2	4.1
6th Listening	5.2	8.2	8.4	7.5	7.4	6.4	7.4
8th Listening		8.8	8.6	8.0	8.0	7.9	8.0
9th Listening			8.8	7.7	8.5	8.6	8.6

Comparison by Cohort

A1 (10)

I5 (9)

I4 (8)

I3 (7)

I2 (6)

I1 (5)

N4 (4)

N3 (3)

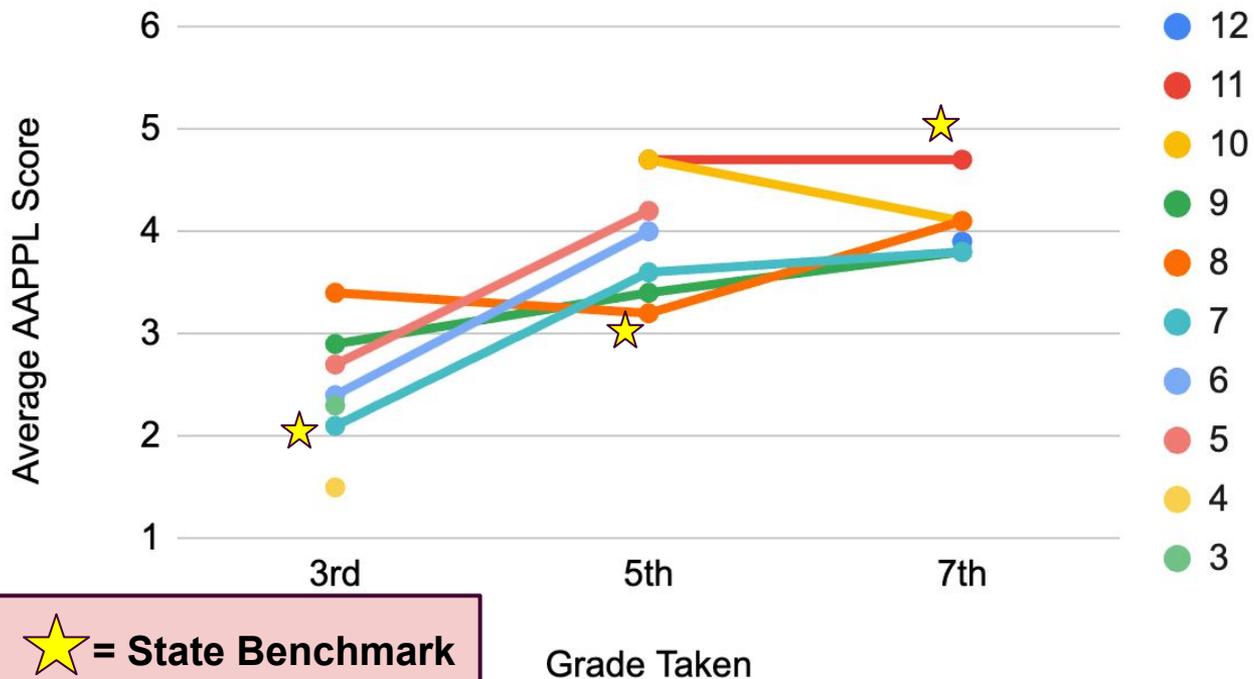
N2 (2)

N1 (1)

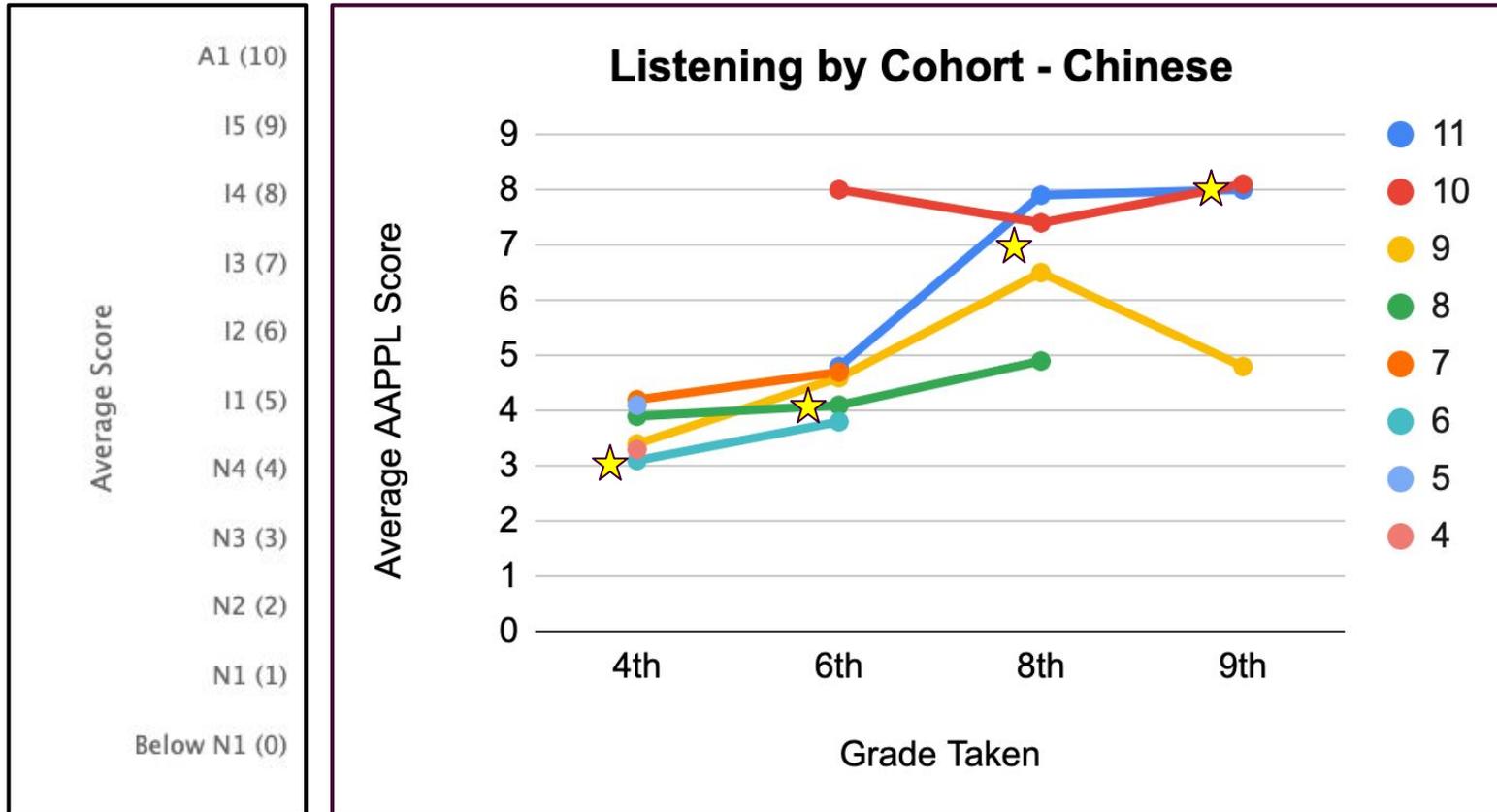
Below N1 (0)

Average Score

Speaking by Cohort - Chinese



Comparison by Cohort



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

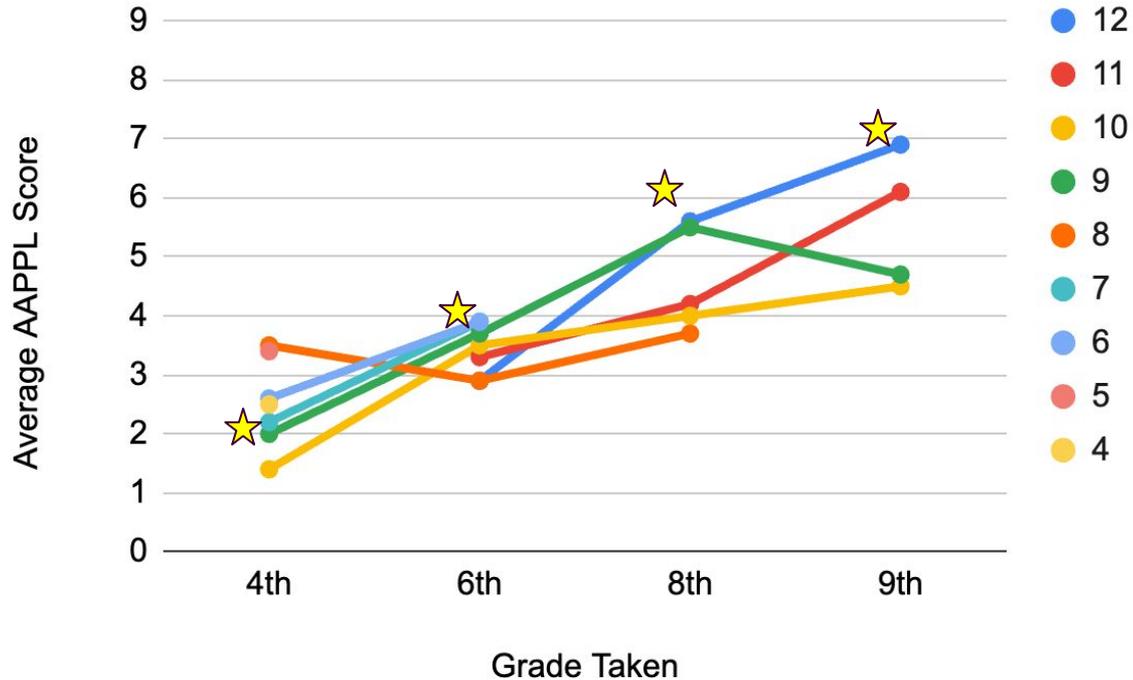
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Reading by Cohort - Chinese



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

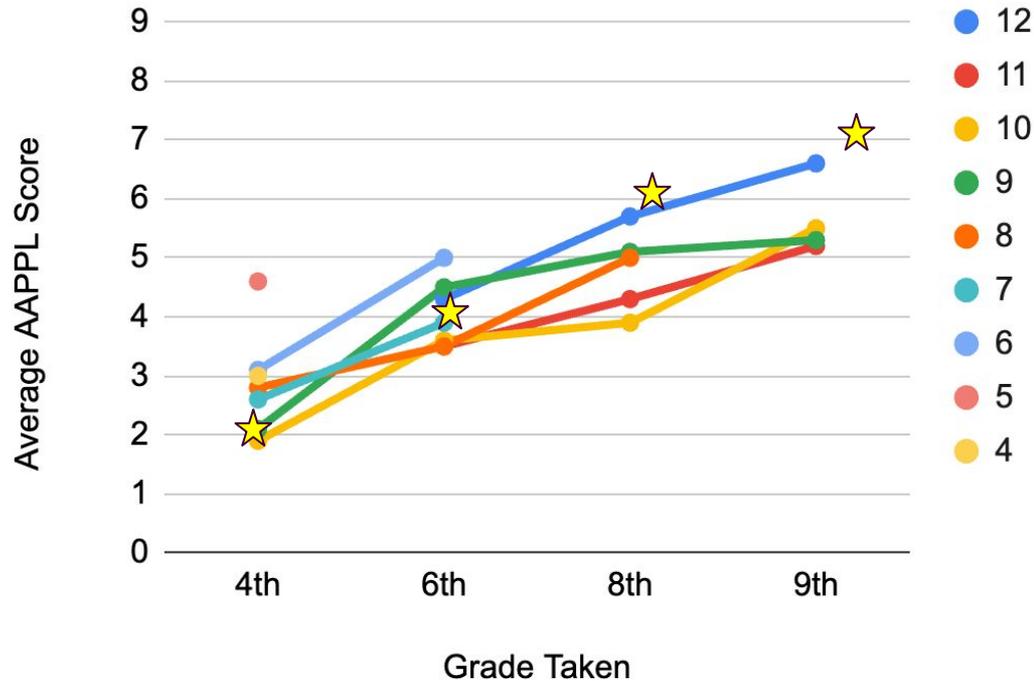
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Writing by Cohort - Chinese



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

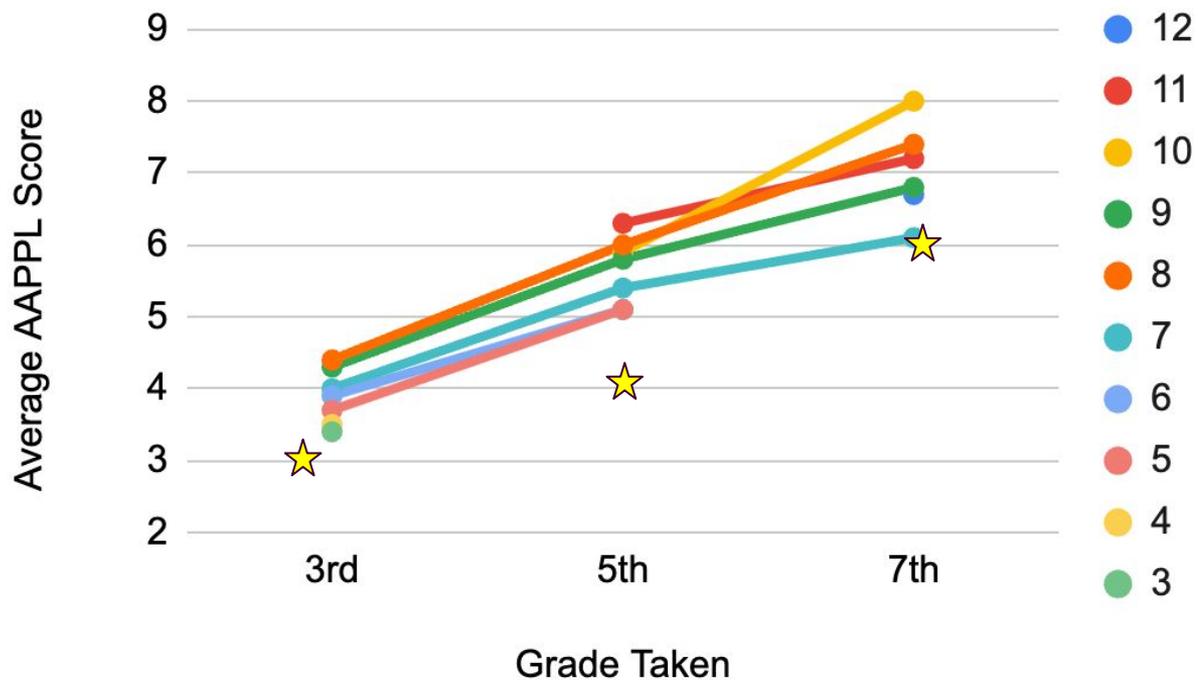
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Speaking by Cohort - Spanish



Comparison by Cohort

A1 (10)

I5 (9)

I4 (8)

I3 (7)

I2 (6)

I1 (5)

N4 (4)

N3 (3)

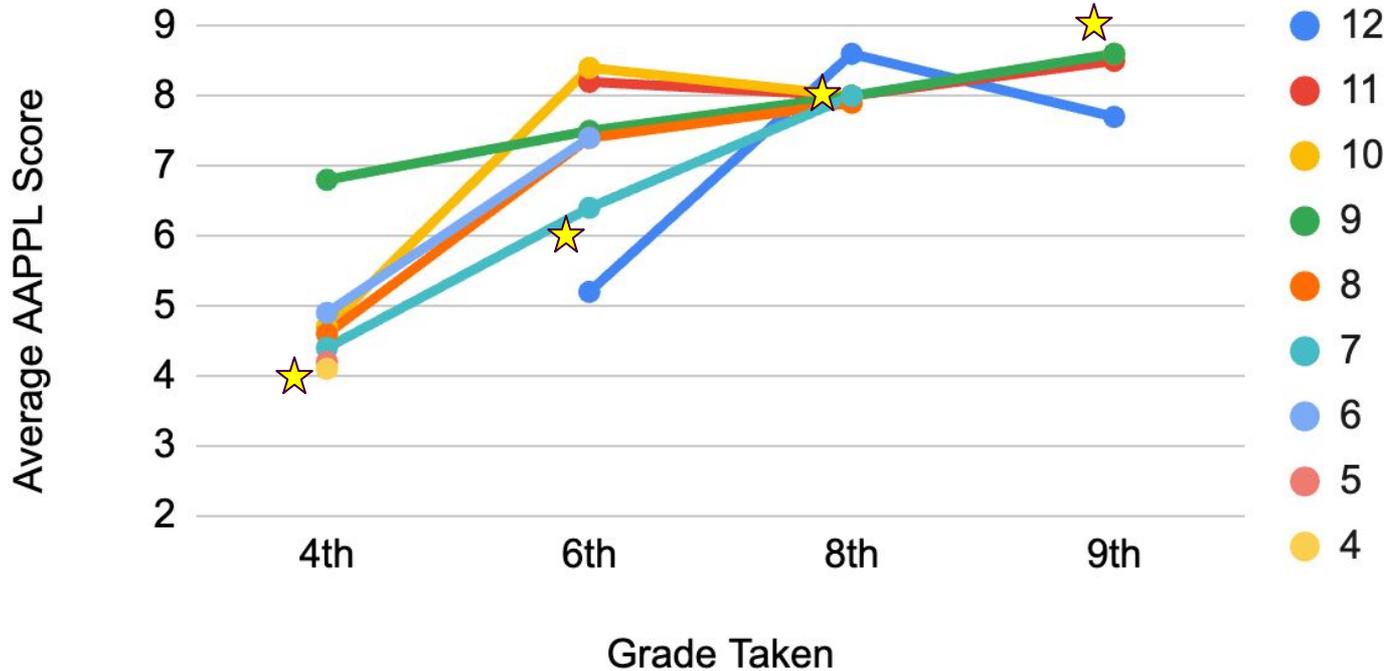
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Listening by Cohort - Spanish



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

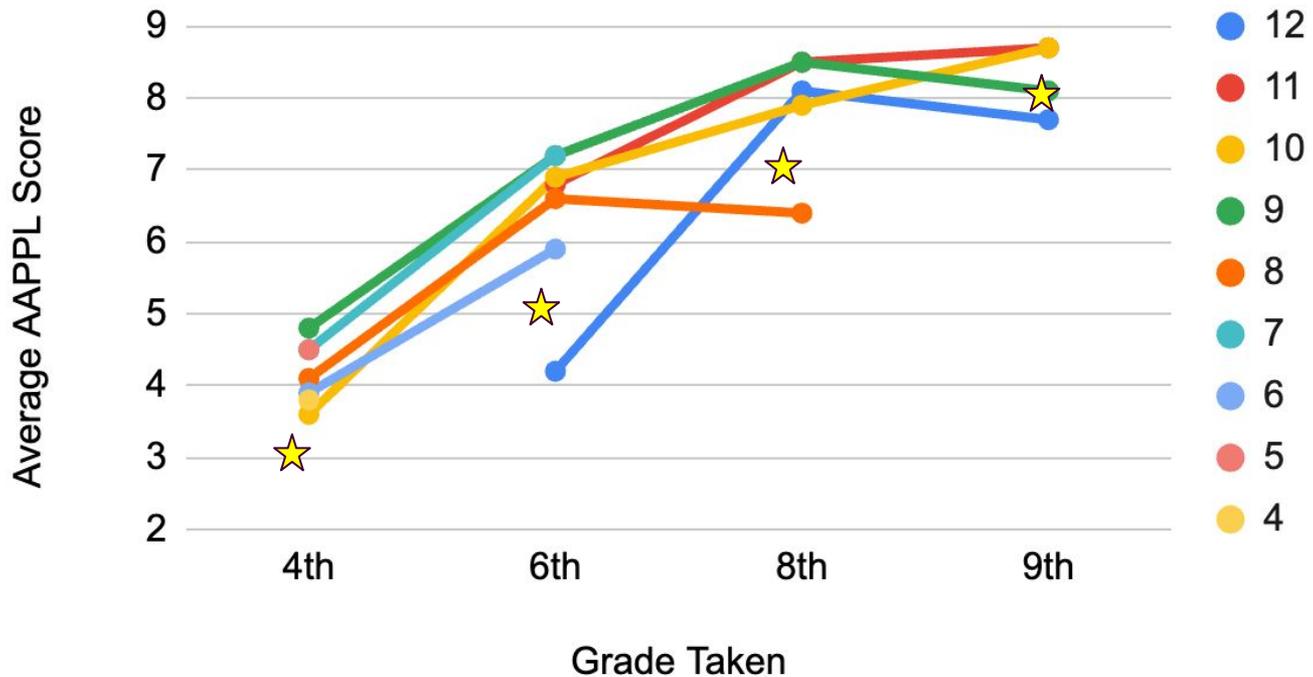
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Reading by Cohort - Spanish



Comparison by Cohort

A1 (10)

15 (9)

14 (8)

13 (7)

12 (6)

11 (5)

N4 (4)

N3 (3)

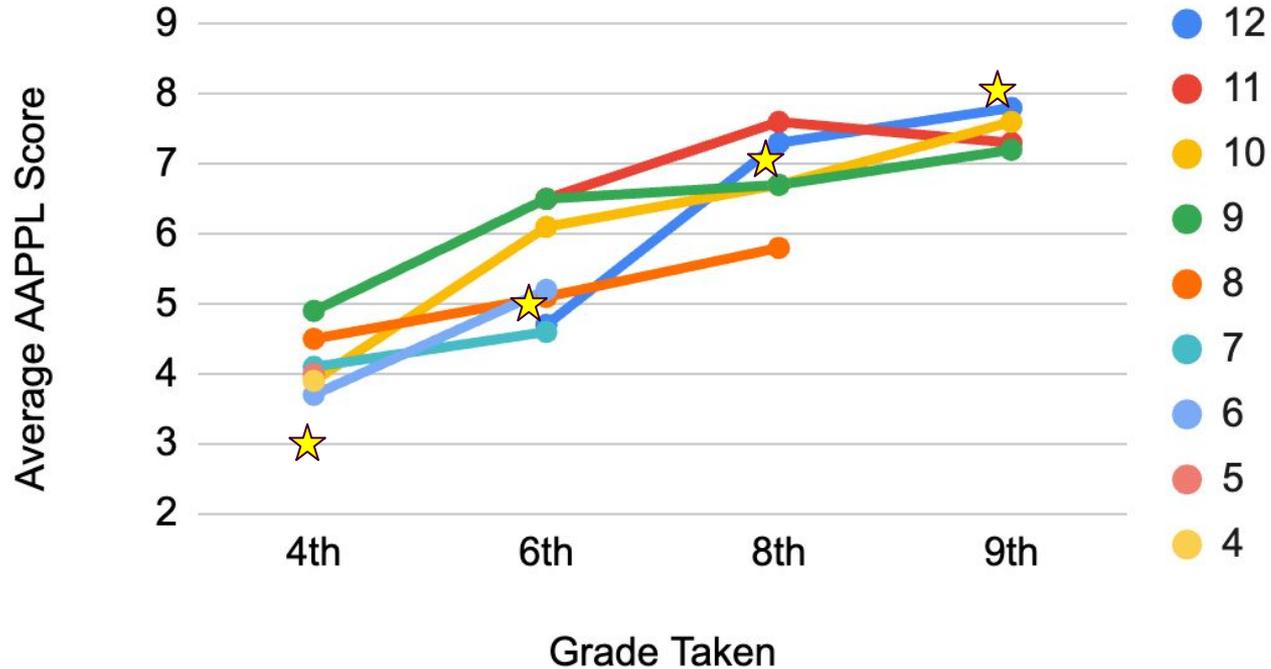
N2 (2)

N1 (1)

Below N1 (0)

Average Score

Writing by Cohort - Spanish





Questions?

Proposed Curriculum for Board Review:

[5th Grade Boys - Maturation Video](#)

[5th Grade Girls - Maturation Video](#)

Parent/Guardian Consent Forms - English & Spanish

[Parent/Guardian Consent Form Maturation Instruction](#)

[Spanish - Formulario de consentimiento del padre / tutor Instrucción de maduración](#)

POLICY 1034

Board of Education Code of Conduct

A. Board members shall:

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

POLICY 1035

Board Member Commitments and Ethics

A. Board of Education Commitments

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

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;
3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see [20 U.S.C. 1681 et seq.](#); [Utah Code § 34A-5 et seq.](#));
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see [20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#); and [Utah Code § 53E-9 et seq.](#));
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;
8. Conduct Board business in compliance with the [Utah Open Meetings Act \(Utah Code § 52-4-1 et seq.\)](#);

9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

B. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in violation of [Utah Code, § 67-16-4](#).
3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of [Utah Code §§ 67-16-5 to 5.6](#)
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of

public funds shall only be made in accordance with federal or state law and District policies.

5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or transaction consistent with [Utah Code §§ 67-16-6 to 8](#). Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their public duties in violation of [Utah Code § 67-16-9](#).
6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.
8. Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	28,900,000	23,640,035	81.8%	79.2%	23,219,107	29,305,305
6	Tuitions	450,000	104,565	23.2%	22.2%	104,552	470,779
7	Inv Earnings	250,000	703,583	281.4%	24.7%	325,731	1,319,767
8	Indirect Costs	325,000		0.0%	0.0%		969,682
9	Rental Fees/Building/Field	90,000	31,062	34.5%	9.6%	8,153	84,848
10	Other	1,090,000	84,316	7.7%	6.3%	49,761	793,712
11	State	90,355,626	52,038,156	57.6%	59.7%	47,414,769	79,395,835
12	Federal	5,750,000	1,900,725	33.1%	3.0%	284,947	9,512,564
13	Misc./ Fund Bal	250,000		0.0%	0.0%		0
14	TOTAL M & O						
15	REVENUE	127,460,626	78,502,442	61.6%	58.6%	71,407,021	121,852,492
16	Beg Balance						1,642,130
17	Less:						
18	Ending Balance						
19	TOTAL M & O FUNDS						
20	available	127,460,626	78,502,442	61.6%	57.8%	71,407,021	123,494,622
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	62,083,815	24,513,329	39.5%	44.7%	21,465,380	47,974,248
24	Benefits	21,205,976	8,256,162	38.9%	47.2%	8,869,852	18,781,014
25	Purchased Serv.	3,824,104	867,803	22.7%	44.1%	1,245,159	2,826,365
26	Supplies/Textbooks	5,385,400	1,322,330	24.6%	58.9%	4,047,754	6,872,811
27	Equipment	1,600,000	22,788	1.4%	6.4%	25,333	393,818
28	Other	715,000	21,531	3.0%	-3.5%	-22,491	633,919
29	Total	94,814,295	35,003,943	36.9%	46.0%	35,630,987	77,482,175
30							
31	Student Services (2100)						
32	Salaries	4,103,024	1,931,792	47.1%	47.7%	1,778,974	3,730,022
33	Benefits	1,500,511	735,090	49.0%	47.7%	694,543	1,456,806
34	Other	410,000	115,492	28.2%	46.2%	224,853	486,996
35	Total	6,013,535	2,782,374	46.3%	47.6%	2,698,370	5,673,824
36							
37	Instructional Staff (2200)						
38	Salaries	1,929,567	827,781	42.9%	49.4%	776,890	1,572,334
39	Benefits	645,466	327,768	50.8%	50.5%	307,738	608,931
40	Other	662,972	402,060	60.6%	36.9%	237,655	643,662
41	Total	3,238,005	1,557,609	48.1%	46.8%	1,322,283	2,824,927

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
42	District Administration (2300)						
43	Salaries	408,979	221,015	54.0%	50.0%	185,899	371,799
44	Benefits	209,100	93,332	44.6%	53.4%	81,108	151,856
45	Purch Services	370,000	117,968	31.9%	54.5%	121,625	223,319
46	Liability Insurance	181,715	182,427	100.4%	100.0%	173,062	173,062
47	Supplies	49,000	20,092	41.0%	51.5%	27,506	53,428
48	Other	50,000	26,673	53.3%	54.5%	27,143	49,848
49	Total	1,268,794	661,507	52.1%	60.2%	616,344	1,023,312
50	School Administration (2400)						
51	Salaries	5,678,870	2,441,220	43.0%	47.3%	2,225,867	4,708,064
52	Benefits	2,187,422	943,371	43.1%	47.7%	898,123	1,880,992
53	Prof Serv/Travel	98,800	31,704	32.1%	11.8%	7,587	64,103
54	Other	16,500	14,169	85.9%	100.0%	12,745	12,745
55	Total	7,981,592	3,430,464	43.0%	47.2%	3,144,322	6,665,904
56							
57	Business & Support (2500)						
58	Salaries	845,411	351,748	41.6%	51.0%	392,898	770,339
59	Benefits	316,780	129,929	41.0%	49.7%	143,127	287,982
60	Purchased Services	244,060	65,362	26.8%	30.2%	57,333	189,625
61	Other	35,000	-117	-0.3%	4.2%	2,311	55,108
62	Total	1,441,251	546,922	37.9%	45.7%	595,670	1,303,053
63							
64	Operation & Maintenance (2600)						
65	Salaries	6,264,165	3,092,477	49.4%	49.8%	2,837,404	5,694,695
66	Benefits	2,350,968	1,172,637	49.9%	51.0%	1,119,165	2,196,585
67	Electricity	1,129,683	462,852	41.0%	43.8%	431,422	984,716
68	Purchased Service	802,000	330,773	41.2%	48.1%	293,329	609,313
69	Telephone	362,130	85,347	23.6%	34.5%	108,574	314,327
70	Natural Gas	958,304	181,764	19.0%	19.4%	165,660	855,629
71	Prop Insurance	345,000	313,870	91.0%	100.0%	317,730	317,730
72	Repair	387,000	503,251	130.0%	52.9%	113,308	214,375
73	Supplies	798,570	476,992	59.7%	56.1%	407,370	725,973
74	Other	2,500		0.0%	100.0%	323	323
75	ESSER III A/C	4,000,000	1,726,815	43.2%	18.5%	420,383	2,268,341
76							
77	Total	17,400,320	8,346,778	48.0%	43.8%	6,214,668	14,182,008
78			TALK ABOUT PREMIUMS				

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
79	Transportation (2700)						
80	Salaries	3,800,436	1,609,909	42.4%	42.1%	1,398,283	3,319,224
81	Benefits	1,008,265	544,944	54.0%	46.9%	429,471	916,070
82	Purch Serv	255,000	223,265	87.6%	50.0%	114,424	228,853
83	Fuel	1,013,018	329,778	32.6%	32.2%	243,533	755,801
84	Supplies	858,036	212,610	24.8%	33.3%	268,683	807,944
85	Other/Property	142,010		0.0%	96.5%	4,228	4,382
86	Total	7,076,765	2,920,507	41.3%	40.8%	2,458,623	6,032,274
87	Community Services (3300)						
88	Salary	721,479	353,112	48.9%	48.6%	318,958	655,890
89	Benefits	213,685	99,602	46.6%	48.9%	91,837	187,913
90	Purchased Serv	30,000	6,891	23.0%	40.7%	5,298	13,030
91	Supplies/Util	110,500	42,808	38.7%	39.0%	27,673	70,938
92	Property	8,500	4,708	55.4%	8.4%	400	4,767
93	Other Objects	15,550	3,284	21.1%	29.8%	1,575	5,277
94	Desig. Fund Bal						
95	Total	1,099,714	510,405	46.4%	47.5%	445,741	937,816
96	Total Expenditures	140,334,271	55,760,509	39.7%	45.7%	53,127,006	116,125,293
97	Interfund Trans		2,127				
98	Change Desig Fund Bal						
99	Other/Budget Cuts						
100	TOTAL EXPENDITURERS						
101	M & O	140,334,271	55,762,636	39.74%	45.7%	53,127,006	116,125,293

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
102	School Activity Fund (21)						
103							
104	REVENUE:						
105	School Deposits	4,500,000	2,564,791	57.0%	53.2%	2,267,615	4,264,562
106							
107	Other					0	
108	Total Revenue	4,500,000	2,564,791	57.0%	53.2%	2,267,615	4,264,562
109	EXPENDITURES:						
110	Purchased Services	860,200	170,147	19.8%	37.0%	215,647	583,560
111	Supplies	3,064,800	1,383,268	45.1%	40.5%	1,334,528	3,299,016
112	Equipment/Property	290,000	450	0.2%	47.1%	18,753	39,796
113	Desig/Other/Adm	285,000	84,891	29.8%	45.8%	90,449	197,681
114	Total Expenditures						
115	School Activity	4,500,000	1,638,756	36.4%	40.3%	1,659,377	4,120,052
116	DEBT SERVICE FUND (31)						
117							
118	REVENUE:						
119	Property Tax	3,351,027	2,816,525	84.0%	76.3%	2,808,564	3,682,041
120	Interest	106,200	179,889	169.4%	21.9%	31,973	145,766
121	Other						
122	Total	3,457,227	2,996,414	86.7%	74.2%	2,840,537	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%	124.1%	5,477,790	4,412,508
126	Funds Available	4,298,485		0.0%	72.7%	5,477,790	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
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
132	CAPITAL OUTLAY FUND (32)						
133							
134	REVENUE:						
135	Property Tax	11,640,438	9,563,668	82.2%	83.7%	9,194,155	10,988,589
136	Interest	170,500	458,417	268.9%	28.9%	221,880	768,832
137	Other	52,000	28,095	54.0%	0.0%	0	116,016
138	State	1,835,469	15,742	0.9%	44.7%	1,679,770	3,754,299
139	Federal /MBA	250,000	15,084	6.0%	0.0%	0	20,112
140	Ins./Prop.Recry	220,000	920,996	418.6%	52.4%	13,100	24,991
141	Total Revenue	14,168,407	11,002,002	77.7%	70.9%	11,108,904	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	11,002,002	75.8%	70.9%	11,108,904	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	11,002,002			11,108,904	30,557,688

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
152	EXPENDITURES:						
153	Oper/Maint		2,606	0.0%	0.0%	0	
154	Other Equipment			0.0%	0.0%	0	
155	Purchased Services	5,000	2,500	50.0%	100.0%	7,188	7,188
156	Technology/Software	2,500,000	628,519	25.1%	54.0%	770,096	1,425,789
157	Improvement						
158	Buildings Maint	2,200,000	978,428	44.5%	84.0%	853,804	1,016,206
159	Vehicles/Buses	1,100,000	47,518	4.3%	96.2%	1,612,038	1,674,969
160	Furniture/Equip	1,600,500	2,104,669	131.5%	28.1%	443,675	1,576,492
161	Other Objects		340	0.0%	0.0%		
162	Vehicle charges						
163	Total Capital	7,405,500	3,764,580	50.8%	64.7%	3,686,802	5,700,646
164	Other/Portables			0.0%	0.0%	0	
165	Grouse Creek	1,850,000	353,800	19.1%	119.4%	1,816,491	1,520,734
166	Golden Spike	2,100,000	429,206	20.4%	20.2%	1,203,839	5,956,980
167	HS Athletic Facilities	1,285,000	1,067,292	83.1%	0.0%	0	0
168	Property/Other	1,500,000	24,711	1.6%	70.2%	232,642	331,633
169	Total Construction	6,735,000	1,875,009	27.8%	41.7%	3,252,972	7,809,347
170	Desig. F Bal						
171	MBA/Bond Fee/Fund 50	1,990,500	1,675,801	84.2%	87.5%	1,661,278	1,897,580
172	Other		426				1,061
173	TOTAL EXPENDITURES C*		PROBABLY DELIVERED IN MAY				
174	OUTLAY	16,131,000	7,315,815	45.4%	55.8%	8,601,052	15,408,634

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
175	SCHOOL FOOD SERVICE FUND (49)						
176							
177	REVENUE:						
178	Lunch Sales	1,371,500	543,575	39.6%	36.0%	495,287	1,374,329
179	State	782,400	523,642	66.9%	34.6%	267,050	772,140
180	Federal	2,545,000	1,127,732	44.3%	27.7%	997,152	3,596,580
181	Other/Inventory Adj	3,500	0			0	
182	TOTAL REVENUE SCHOOL						
183	FOODS	4,702,400	2,194,949	46.7%	30.6%	1,759,489	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	2,194,949	45.1%	29.4%	1,759,489	5,976,071
189	EXPENDITURES:						
190	Salaries	1,925,494	835,655	43.4%	48.1%	804,725	1,674,343
191	Benefits	739,977	252,749	34.2%	52.3%	249,395	477,229
192	Food/Supplies	3,198,000	1,077,730	33.7%	45.5%	1,114,845	2,449,145
193	Equipment	55,000	1,978	3.6%	99.0%	38,612	38,994
194	Other Costs	25,000	31,639	126.6%	69.5%	25,300	36,382
195	Dir/Indirect Costs	325,000	-85,512	-26.3%	0.0%	0	
196	TOTAL EXPENDITURES SCHOOL		OVERCALCULATED FOR THE 2022-2023 YEAR				
197	FOODS	6,268,471	2,114,240	33.7%	47.8%	2,232,876	4,676,093

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2023

	ENDING DEC 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			50%	50%		
	Percent of 9 month contract completed			44%	44%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	350,000	384,179	109.8%	51.4%	181,335	352,508
202	Available Revenue	350,000	384,179	109.8%	51.4%	181,335	352,508
203	EXPENDITURE:						
204	Expenses	292,000	189,501	64.9%	67.1%	173,563	258,570
205	Changes/Desg Fund Bal						0
206	TOTAL EXPENDITURE	292,000	189,501	64.9%	67.1%	173,563	258,570
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	39,500	22,000	55.7%	86.0%	23,960	27,861
211	State	5,000	3,879	77.6%	0.0%		
212	Federal						
213	Other	7,000		0.0%	0.0%	0	
214	TOTAL REVENUE/BB						
215	AGENCY FUND	51,500	25,879	50.3%	86.0%	23,960	27,861
216	EXPENDITURE:						
217	Instruction	7,000	105	1.5%	0.9%	96	10,865
218	NUCC	25,000	28,813	115.3%	74.7%	13,529	18,121
219	Other	5,000	1,072	21.4%	45.6%	1,063	2,330
220	Changes/Desg Fund Bal			0.0%	0.0%	0	
221	TOTAL EXPENDITURES						
222	AGENCY FUND	37,000	29,990	81.1%	46.9%	14,688	31,316
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	155,876,998	97,670,656	62.7%	59.0%	89,588,860	151,741,119
229	GRAND TOTAL EXPENDITURE			41.7%			
230	ALL FUNDS	171,133,992	70,000,712	40.9%	47.7%	68,695,313	143,874,960

POLICY 2181

District Emergency Response Plan

A. Adoption of Plan

1. Pursuant to [Utah Code § 53G-4-402\(20\)](#), the Board shall adopt and implement a comprehensive emergency response plan to prevent and combat violence in the schools, on school grounds, on school vehicles, and in connection with school-related activities and events. Existing plans shall be modified as needed to conform to the requirements of rules issued by the State Board of Education. Plans shall be reviewed at least once every three years and updated as needed.

[Utah Code § 53G-4-402\(20\)\(a\) \(2023\)](#)

Utah Admin. Rules R277-400-3(4) (January 22, 2020)

B. Emergency Response Plan Committee

1. The Board of Education shall appoint a committee to assist with development or revision or review of emergency response plans. The committee shall consist of appropriate school and community representatives and may include administrators, teachers, parents, officers of other governmental entities (municipalities, counties, or others), and fire and law enforcement personnel. The committee shall include representatives of governmental agencies and bodies vested with responsibility for directing and coordinating emergency services on local and state levels.

Utah Admin. Rules R277-400-3(3) (January 22, 2020)

C. Contents of Plan

1. The District Comprehensive Emergency Response Plan shall
 - a. include prevention, intervention, and response components;
 - b. be consistent with the student conduct and discipline policies required for school districts by statute;
 - c. require professional learning for all district and school building staff on **what their the staff's** roles **are** in the emergency response plan;

- d. provide for coordination with local law enforcement and other public safety representatives in preventing, intervening, and responding to violence in the schools, on school grounds, on school vehicles, and in connection with school-related activities and events;
- e. include a process to timely notify staff of a crisis;
- f. include a student and parent notification policy that uses safe messaging;
- g. identify one or more SafeUT liaisons to provide information from SafeUT to relevant stakeholders, communicate with SafeUT concerning updates and feedback, and attend the annual SafeUT training provided by the State Superintendent;
- h. include procedures to notify a student, ~~to the extent practicable~~, who is off-campus at the time of a school violence emergency because the student is either participating in a school-related activity or excused from school for released-time religious instruction;
- i. include, to the extent practicable, standards and protections for participants and attendees at school-related activities, including those off school property;
- j. include measures to assure that during an emergency students receive reasonably adequate educational services and supervision during school hours during an emergency and for education services in an extended emergency situation;
- k. include evacuation procedures to assure reasonable care and supervision of students until the student is released to a responsible party or as is permitted under State Board of Education regulation;
- l. address access to school buildings by specific groups, including students, community members, lessees, invitees, and others;
- m. require individual schools to establish a parent and student reunification plan;
- n. include measures to assure that students receive emergency preparedness training, including age-appropriate training regarding rescue techniques, first aid, safety measures appropriate to specific emergencies, and other emergency skills;

- o. establish a multidisciplinary team to identify interventions for students who may be highly impacted by a crisis;
- p. identify and keep a record of crisis response professionals who may assist in crisis response and resources and community partnerships for follow-up or intensive care after a crisis;
- q. identify resources and materials available for emergency training;
- r. contain procedures for assessing and providing school facilities, equipment, and personnel to meet public emergency needs; and
- s. provide procedures for recording District funds spent for emergencies (including funds spent for assessing and repairing damages) and for seeking reimbursement for such expenditures.

[Utah Code § 53G-4-402\(20\)\(b\) \(2023\)](#)

Utah Admin. Rules R277-400-4(4), -5, -6(1), -6(10), -10(2)(b), -11(1) (January 22, 2020)

D. Formulation and Review of Plan

1. In creating the comprehensive emergency resource plan, the Board shall consider and make use of resources provided by the Utah State Board of Education, including the plan models and other resources prepared by the State Board as provided for in [Utah Code § 53G-4-402\(18\)\(c\)](#), recommendations provided by the emergency response plan committee, and may consider such other resources it finds helpful.

[Utah Code § 53G-4-402\(18\)\(c\) \(2021\)](#)

2. The Board may direct individual schools to develop and implement school-specific emergency response plans to supplement the District's plan according to the needs and features of the school.

Utah Admin. Rules R277-400-3(2) (January 22, 2020)

3. In cooperation with the appropriate local law enforcement agencies, the District shall establish a parent and student reunification plan for each school in the District. Such plan shall provide for reasonable care and supervision of students until the student is released to a responsible party. Schools shall not release students grade 8 or below

unless a parent or other responsible person has been notified and assumed responsibility for the student. A school may release a student grade 9 or above without such notification if a school administrator determines that the student is reasonably responsible and that notification is not practicable.

Utah Admin. Rules R277-400-6(10)(a) (January 22, 2020)

Utah Admin. Rules R277-400-5(1)(b) (January 22, 2020)

4. The District emergency response plan shall be reviewed at least once every three years, with the assistance of the District emergency response plan committee appointed by the Board of Education. As part of the review process, each school shall review existing security measures and procedures within that school and make necessary adjustments as funding permits.

Utah Admin. Rules R277-400-3(4) -7(1)(c) (January 22, 2020)

E. Public Notice of Plan

1. A copy of the District emergency response plan and any school emergency response plans shall be filed in the superintendent's office. At the beginning of each school year, written notice of the pertinent portions of the District plan and any school plan shall be provided to the parents or guardians of students at each school and the staff of each school. Each school shall also designate an Emergency Preparedness/Emergency Response week each year before April 30.

Utah Admin. Rules R277-400-4(1), (2), (3) (January 22, 2020)

2. As part of the District's registration and enrollment process, parents shall annually be given a summary of parental expectations and notification procedures relating to the parent and student reunification plan for each school where the parent has students enrolled. This information shall also be published on each school's website.

Utah Admin. Rules R277-400-6(10)(b), (c) (January 22, 2020)

F. Emergency Preparedness Training

1. The Board of Education shall, by July 1 of each year, certify to the State Superintendent that the District emergency response plan has been practiced at the school level and has been presented to and reviewed by the District's teachers, administrators, students and their parents or guardians, and public safety representatives.

Utah Admin. Rules R277-400-3(1) (January 22, 2020)

2. The District shall provide annual training to District and school staff on their roles, responsibilities, and priorities in the emergency response plan.

Utah Admin. Rules R277-400-7(1)(a) (January 22, 2020)

3. Each school shall conduct emergency drills as required by Utah Admin. Rules R277-400-6 and R277-400-7(1)(b).

Utah Admin. Rules R277-400-6, -7(1)(b) (January 22, 2020)

G. Prevention and Intervention

1. The District shall provide schools with curriculum materials regarding comprehensive violence prevention and intervention strategies such as resource lessons and materials on anger management, conflict resolution, and respect for diversity and other cultures. In so doing, the District shall make use of materials and resources provided by the State Board of Education. Schools may also provide age-appropriate instruction on firearm safety, including appropriate steps to take if a student sees a firearm or facsimile firearm at school.
2. To the extent resources permit, the District shall also develop or incorporate care teams, tiered student assistance programs, social-emotional learning, and support through multidisciplinary teams. Multidisciplinary teams, such as care teams, may review school safety related data, conduct threat assessments, consult on case-specific interventions and disciplinary actions, involve parents in the intervention process, and suggest referrals to resources as appropriate. Such teams may include administration personnel, local law enforcement or student resource officer, a mental health professional, **and** a general or special education teacher, **and others as appropriate in the circumstances.**
3. In developing student assistance programs, the District may coordinate with the State Superintendent and other state agencies.

Utah Admin. Rules R277-400-8 (January 22, 2020)

H. School Safety Specialist

1. Each school shall designate a school employee as the school safety specialist. The school safety specialist is responsible to support school safety initiatives, including performance of the threat assessment and ensuring building security during an incident. The threat assessment and measures for building security shall follow the protocols established in the model critical incident response training program developed by the State Board of Education and the Department of Public Safety.

[Utah Code § 53G-8-701\(4\) \(2023\)](#)

[Utah Code § 53G-8-701.5 \(2023\)](#)

[Utah Code § 53G-8-802\(2\)\(g\)\(i\) \(2023\)](#)

I. School Building Access

1. With respect to building access during an emergency by various groups (including students, employees, community members, lessees, invitees, and others), the emergency response plan shall consider identified time periods and shall address possession and use of school building keys by designated administrators and employees. The plan may include restricted access for some individuals.

Utah Admin. Rules R277-400-5(1)(c) (January 22, 2020)

J. Cooperation With Other Government Entities

1. As appropriate, the Board of Education may enter into cooperative agreements with other governmental entities to establish proper coordination and support during emergencies.
2. The Board shall cooperate with other governmental entities to provide emergency relief services in times of public need. For statewide emergencies or emergencies involving more than one school district, the State Superintendent is the chief officer to coordinate assistance by the schools. For emergencies within the school district, the Board of Education, through the superintendent, is the chief officer to coordinate assistance by the schools.

[Utah Admin. Rules R277-400-10 \(January 22, 2020\)](#)

POLICY 2226

Transportation: Space Available Busing

- A. Regular Education buses with available space may serve ineligible students attending the school served by that bus if agreed upon by the transportation department. An ineligible student is defined as any student that lives within the established distance set by the USBE used to determine bus eligibility (Utah Admin Rule R277-600-4). The following guidelines will apply:
1. If an eligible bus route exists and space is available, ineligible students may ride the bus with approval from a transportation supervisor.
 2. Riders must go to an existing bus stop on an already established bus route. Buses will not stop at other than established stops.
 3. The total of eligible and ineligible riders may not exceed 76 for an elementary run, and 50 for a secondary run. Exceptions may occur based on the conditions, restraints and demographics for any bus route as deemed prudent by the transportation department.
 4. The Transportation Department will administer the space available policy following these guidelines:
 - a. Determine, with the help of the Transportation Route Coordinator, the number of potential seats available for ineligible students.
 - b. Offer a sign-up period for those students interested in space available busing.
 - c. Consideration will be given using the following priorities in order:
 - 1) Student needs (ex: attendance, medical, etc.) based on school administration,
 - 2) Students of district employees,
 - 3) Farthest out, first on,
 - 4) Age of student, younger students given priority, and/or existing siblings in the same household that have already been granted a pass,
 - 5) First to apply, first to be granted a pass.

5. Space available passes will be implemented no later than October 15th, but after the October 1st head count for student ridership.
6. Requests for a space available pass will be available by request between September 15th – September 30th each year at a student's school, on a school-by-school basis.
7. Space available bus passes are for one year only, the current year of application,
8. Bus privileges may be revoked at any time, one and done (rules, behavior, space, etc.).
9. The same rules and conduct are applied to ineligible riders as applies to eligible riders.

POLICY 40167

Literature Selection and Review Evaluation and Selection of Instructional Material

A. Definitions

1. The following definitions apply in this policy:

- a. "Learning material" means any learning material or resource used to deliver or support a student's learning, including textbooks, reading materials, videos, digital materials, websites, and other online applications.

[Utah Code § 53G-4-402\(26\)\(a\)\(i\) \(2023\)](#)

- b. "Instructional material" means learning material which is approved by the Board of Education for use in District schools It does not include learning material used in a concurrent enrollment, advanced placement, or international baccalaureate program or class or another class with required instructional material that is not subject to selection by the Board of Education.

[Utah Code § 53G-4-402\(26\)\(a\)\(ii\) \(2023\)](#)

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

- c. "Supplemental material" means learning material that an educator selects for classroom use which the Board of Education has not considered and adopted, approved, or prohibited for classroom use.

[Utah Code § 53G-4-402\(26\)\(a\)\(iii\) \(2023\)](#)

- d. "School setting" means on school property (including but not limited to classrooms or a school library) or (regardless of location) an activity sponsored by the District or a school but which is conducted by an organization which is not part of the District. Such activities can include but are not limited to an assembly, a guest lecture, a live presentation, or another event.

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

- e. "Pornographic or indecent" means material that meets any of the following:

- 1) Any description or representation, in whatsoever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse which, taken as a whole, appeals to the prurient interest in sex of minors, is patently offensive to the prevailing standards in the adult community as a whole with respect to what is suitable material for minors, and taken as a whole does not have serious value for minors (which includes only serious literary, artistic, political, or scientific value for minors);
- 2) A material or performance which the average person, applying contemporary community standards, finds that, taken as a whole, appeals to prurient interest in sex, is patently offensive in the description of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, or excretion, and does not have serious literary, artistic, political, or scientific value;
- 3) A description or depiction of: human genitals in a state of sexual stimulation or arousal; acts of human masturbation, sexual intercourse, or sodomy; fondling or other erotic touching of human genitals or pubic region; or fondling or other erotic touching of the human buttock or female breast; or
- 4) A description or depiction of a nude or partially denuded figure, which means human male genitals in a discernibly turgid state (even if completely or opaquely covered) or less than completely and opaquely covered human genitals, pubic region, buttock, or female breast below a point immediately above the top of the areola, where the material containing the nudity, taken as a whole, does not have serious literary, artistic, political, or scientific value for minors, taking into consideration the ages of all minors who could be exposed to the material.

[Utah Code § 53G-10-103\(1\)\(g\)\(i\) \(2022\)](#)

[Utah Code § 76-10-1235\(1\)\(a\) \(2007\)](#)

[Utah Code § 76-10-1201\(5\) \(2013\)](#)

[Utah Code § 76-10-1203 \(1977\)](#)

[Utah Code § 76-10-1227 \(2007\)](#)

- f. "Nudity" means the showing of the human male or female genitals, pubic area, or buttocks, with less than an opaque covering, or the showing of the female breast with less than an opaque covering, or any portion of the female breast below the top of the areola; or the depiction of covered male genitals in a discernibly turgid state.

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

- g. "Sexual conduct" means acts of masturbation, sexual intercourse, or any touching of a person's clothed or unclothed genitals, pubic area, buttocks, or, if the person is a female, breast, whether alone or between members of the

same or opposite sex or between humans and animals in an act of apparent or actual sexual stimulation or gratification.

[Utah Code § 76-10-1201\(14\) \(2013\)](#)

- h. “Sexual excitement” means a condition of the human male or female genitals when in a state of sexual stimulation or arousal, or the sensual experiences of humans engaging in or witnessing sexual conduct or activity.

[Utah Code § 76-10-1201\(15\) \(2013\)](#)

- i. “Sadomasochistic abuse” means flagellation or torture by or upon a person who is nude or clad in undergarments, a mask, or in a revealing or bizarre costume or the condition of being fettered, bound, or otherwise physically restrained on the part of a person clothed in this way.

[Utah Code § 76-10-1201\(13\) \(2013\)](#)

- j. “Appeals to the prurient interest” means erotic in some significant way to the average person and having the capacity to provoke sexual responses over and beyond those that would be characterized as normal.
- k. “Age appropriate” means generally suitable for students of the same age or level of social, emotional, and cognitive development when taking into consideration the ages of all minors who could be exposed to the material.
- l. “Instructional material review committee” means a committee formed at the District or school level, as determined by the Superintendent, appointed as needed and consisting of an administrator or administrators, educators, and at least two parents. An administrator member of the committee shall serve as the committee chair. Parents appointed to an instructional material review committee shall be reflective of the members of the relevant school community and shall have a student who attends a District school.

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

[Utah Admin. Rules R277-468-3\(1\), \(2\) \(November 7, 2022\)](#)

B. Adoption of Instructional Material

1. Except for adoption of instructional material within the scope of [Policy 4105 Sex Education](#), the following process shall be followed in adopting instructional material for use in the District or a particular school in the District. The Superintendent or Superintendent’s designee shall determine what learning material to recommend to the Board of Education for approval for use, taking into consideration recommendations and requests from District and school administrators and educators and after considering input and recommendations

from an instructional material review committee. Depending on where the learning material being considered will be used, the instructional material review committee may be formed for the District as a whole, or for all the schools at a particular level of instruction (elementary, middle school or junior high, or high school), or for a specific school.

2. After receiving recommendations from the Superintendent, the Board shall adopt or approve instructional material in an open and regular meeting of the Board. Before adopting or approving the material, the Board shall hold at least two public meetings on the Superintendent's recommendations at which parents of District students and District educators have the opportunity to express views and opinions on the recommendations. Prior to these meetings, the District shall post the recommended material online to allow public review or (for copyrighted materials) shall make the recommended material available at a District location for public review.
3. Subject to the foregoing hearing process, learning material which has been designated by the State Board of Education as within any of that Board's "Recommended" categories may be approved for use in the District. Learning material which has been designated by the State Board of Education as "Reviewed, but not recommended" may not be approved for use in the District.
 - a. In determining whether to recommend learning material for adoption, the instructional material review committee and the Superintendent may consider whether the learning material:
 - b. is consistent with the Utah core requirements;
 - c. is mapped and aligned to the Utah core and state assessments (if planned for use as primary instructional materials);
 - d. is high-quality, research-based, and proven to be effective in supporting student learning;
 - e. provides an objective and balanced viewpoint on issues;
 - f. includes enrichment and extension possibilities;
 - g. is appropriate to varying levels of learning;
 - h. is accurate and factual;
 - i. is arranged chronologically or systematically, or both;
 - j. reflects the pluralistic character and culture of the American people and provides accurate representation of diverse ethnic groups;

- k. is free from sexual, ethnic, age, gender, or disability bias and stereotyping;
and
- l. is of acceptable technical quality.

[Utah Code § 53E-4-403\(4\) \(2022\)](#)

[Utah Code § 53G-4-402\(26\)\(a\), \(c\) \(2023\)](#)

Utah Admin. Rules R277-468-3(1) (November 7, 2022)

Utah Admin. Rules R277-469-3(2) (February 8, 2023)

Utah Admin. Rules R277-469-6(1) (February 8, 2023)

Utah Admin. Rules R277-469-7(1) (February 8, 2023)

- m. Learning material cannot be approved for use in the District or used in District schools if the material contains any pornographic or indecent material as defined in this policy.

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

[Utah Admin. Rules R277-468-2\(1\) \(November 7, 2022\)](#)

[Utah Admin. Rules R277-469-3\(2\)\(c\) \(February 8, 2023\)](#)

- n. Before purchasing learning material, the District shall require the proposed vendor to provide a detailed core curriculum alignment relating to the material. Contracts with publishers for purchase of learning material shall include National Instructional Materials Accessibility Standard contract language and shall require that the publisher provide material consistent with Utah Code and administrative rules.

Utah Admin. Rules R277-469-3(4) (February 8, 2023)

C. Contract Requirements for Online or Digital Learning Material

- 1. If the District contracts with another party to provide online or digital learning material, the contract shall require the provider to give notice to the District anytime the provider makes a material change to the content of the material (excluding regular informational updates on current events).

[Utah Code § 53G-4-402\(26\)\(e\) \(2023\)](#)

D. Supplemental Material

- 1. Supplemental material shall be selected by educators as provided by **State Policy EEB Internet Policy**.

[Utah Code § 53G-4-402\(26\)\(d\) \(2023\)](#)

E. Review of instructional material

1. Requests for review of instructional material are limited as follows:
 - a. Personal interest requirement. The following may request review of instructional material:
 - 1) A student currently enrolled in and attending a District school;
 - 2) A parent or guardian of a student currently enrolled in and attending a District school;
 - 3) A District employee;
 - 4) A member of the Board of Education; or
 - 5) A current resident of the District.
 - b. Limits on frequency
 - 1) Each individual is limited to three requests to review instructional material per school year.
 - 2) Any item which has been subject to review, reviewed under this policy, and retained may not be subject to another request for review for at least three years.
 - c. Preconditions to request for review
 - 1) Any adult who wishes to file a request for review must first read or review the instructional material as a whole before filing the request (students are not to be required, requested, or encouraged to complete reading or reviewing instructional material in which they have discovered content they believe is pornographic or indecent).
2. If the requirements and conditions for review are met, an individual who desires review must complete the Request for Review of Instructional Material form and provide it to the Superintendent or Superintendent's designee. The Superintendent or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the Superintendent or designee shall establish a District instructional material review committee to conduct the review.
3. In conducting a requested review, the primary purpose of the District instructional material review committee shall be to determine whether the item contains pornographic or indecent material. However, the committee may also evaluate whether the instructional material is age-appropriate and whether the prior

approval of the material should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).

4. After the chair of the District instructional material review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.
5. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition above.
6. If the committee determines that the item contains pornographic or indecent material, then the item shall be designated as no longer approved for use in the District and removed from District schools. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not required to, proceed to other considerations as set out in the following paragraphs.

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

7. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age appropriate use. In this evaluation, the committee shall use the definition of "age appropriate" set forth above in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.
8. The committee may also elect to reconsider the prior District approval of the item. In doing so, the committee shall consider the factors set forth above for initial approval of instructional material.
9. After the committee has made its determinations, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
10. After the committee issues its report, the chair of the committee shall report the results of the review to the Utah State Board of Education using the reporting tool provided by the State Board at [this website](#).

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

11. The determination of the District instructional material review committee is final and may not be further appealed.

~~F. The purpose of this policy is to ensure secondary students at Box Elder School District have the opportunity to experience quality literature that broadens thinking, facilitates learning, and develops life-long reading skills.~~

~~G. Considerations~~

- ~~1. Teachers will use only books on the District Recommended Book List when planning for whole-group reading instruction.~~
- ~~2. The District Literature Selection Committee will consider some or all the following criteria during the review process:~~
 - ~~a. Students' reading, maturity and interest levels;~~
 - ~~b. Instructional purpose i.e., character development, conflict/resolution, genre, writing style, social issues, historical significance;~~
 - ~~c. Literary merit as determined through critical reviews.~~

~~H. Summary~~

- ~~1. To fulfill the responsibility of administering this policy, a District appointed Literacy Consultant will oversee the Literature Selection Committee process. Each time a new book is proposed for student use by a teacher, the committee will convene to approve or deny its use. If approved, it will be added to the District Approved Book List found on the District website under Curriculum.~~

~~I. Committee Members~~

- ~~1. The Literature Selection Committee will consist of:~~
 - ~~a. Two teachers (one language arts teacher and one teacher from another content area, each invited to participate by the District Literacy Specialist)~~
 - ~~b. Two parents (each invited by a different secondary principal)~~
 - ~~c. Two media specialists (each invited to participate by the District Literacy Specialist)~~
 - ~~d. The District appointed Literacy Consultant~~

- ~~2. With the exception of the District Literacy Consultant, the committee members will serve for the duration of two years; after which, new members will be invited to participate. New members will rotate on every other year. In addition, the requesting teacher and the media specialist from that school is invited to attend the review committee meeting to clarify the book's purpose and qualifying attributes, but do not vote.~~

~~J. Protocol~~

- ~~1. Any book intended for whole-class instruction must be approved by the Committee.~~
- ~~2. The Media Specialist of the requesting school in coordination with the District Literacy Consultant will set the date and time and inform the Committee members.~~
- ~~3. All committee members will read and research the title of the submitted book and refer to the District Book Review Form prior to the committee meeting.~~
- ~~4. Each committee member will share their recommendations/concerns with the committee. Once this process is completed, the District consultant calls for a final vote. A simple majority to approve or to reject the book's place on the District Approve Book List determines the outcome. If the book is unanimously approved, an asterisk next to the title on the District Approved Book List indicates that designation.~~

~~K. Reconsideration~~

- ~~1. If after being approved by the committee and implemented in the classroom a parent or student objects to the content of the book, the student will be given an alternative book selection by the teacher. In order to achieve the original learning objective, the alternative book should have a similar theme, degree of difficulty, and learning goal.~~

Request for Review of Instructional Material

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____
2. Qualifying personal interest category or categories: _____
3. Brief statement explaining the request: _____

4. Type of material: Book (Print) E-Book (Digital) Audio Book Movie Magazine
 Other Audio Recording Digital Resource Game Newspaper Other
5. Title: _____
6. Author or Producer: _____
7. Are you a student? Yes No (If yes, do not finish reviewing the material)
8. Have you read or reviewed the entire material? Yes No (Not required of students)
9. Pornographic or indecent material can be found at the following location or locations (page, chapter, link, timestamp, etc.) _____
10. Other reasons (age appropriateness, other) that the item should be removed from use or restricted in use:

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

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

Printed Name _____

Signature _____

POLICY 40178

Evaluation and Selection of Library Material

A. Purpose

- ~~1. The objective of the school library program is to provide students with a variety of informational and educational resources. We strive to provide the school community with a wide range of materials at appropriate levels of difficulty that support the core curriculum. We encourage individual usage and growth in knowledge so that students will become life-long learners, establish a love of reading, and become information literate.~~

B. Definitions

- In addition to the definitions in Policy 4016 Evaluation and Selection of Instructional Material, the following definitions apply in this policy:
 - “Library material” means any digital media (including audio or visual media) or physical text contained within a school library’s collection.
Utah Admin. Rules R277-628-1(1) (May 24, 2022)
 - “School library” means the location, both physical and virtual, where library materials are housed and administered by professional staff hired to oversee the selection, maintenance, and access to school library materials.
Utah Admin. Rules R277-628-1(2) (May 24, 2022)
 - “Self-selection” means the right and responsibility of individual students and the student’s parent or legal guardian to select materials from a school library.
 - “School library material review committee” means a committee formed at the school level, appointed as needed and consisting of a school administrator or administrators, at least one educator with a master’s degree or endorsement in library science, at least one other educator from the school, and at least two parents with students enrolled in and attending the school. An administrator member of the committee shall serve as the committee chair. Parents appointed to a library material review committee shall be reflective of the members of the relevant school community. The school library material review committee considering a particular request may not include either an individual who

originally selected the material for inclusion in the library or the individual who has made the request or a family member of the individual making the request.

Utah Code § 53G-10-103(3) (2022)

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

Utah Code § 53G-10-103(3) (2022)

- ~~f. “Instructional material” means information, regardless of format, which is used either (a) as or in place of textbooks to deliver instruction to students within the state curriculum framework or (b) to support a student’s learning in the school setting. It may include reading materials, handouts, videos, digital materials, websites, online applications, and live presentations.~~

Utah Code § 53G-10-103(1)(a) (2022)

- ~~g. “School setting” means on school property (including but not limited to classrooms or a school library) or (regardless of location) an activity sponsored by the District or a school but which is conducted by an organization which is not part of the District. Such activities can include but are not limited to an assembly, a guest lecture, a live presentation, or another event.~~

Utah Code § 53G-10-103(1)(f) (2022)

2. ~~“Sensitive material” means instructional material that is pornographic or indecent (as defined in this policy) but excludes instructional materials selected (a) following the procedures outlined in Policy ECH, (b) for medical courses, (c) for family and consumer sciences courses, or (d) for other courses identified by State Board of Education Rule.~~

~~Utah Code § 53G-10-103(1)(g) (2022)~~

3. ~~“Pornographic or indecent” means material that meets any of the following:~~
 - a. ~~Any description or representation, in whatsoever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse which, taken as a whole, appeals to the prurient interest in sex of minors, is patently offensive to the prevailing standards in the adult community as a whole with respect to what is suitable material for minors, and taken as a whole does not have serious value for minors (which includes only serious literary, artistic, political, or scientific value for minors);~~
 - b. ~~A material or performance which the average person, applying contemporary community standards, finds that, taken as a whole, appeals to prurient interest in sex, is patently offensive in the description of nudity, sexual conduct, sexual excitement, sadomasochistic abuse, or excretion, and does not have serious literary, artistic, political, or scientific value;~~
 - c. ~~A description or depiction of: human genitals in a state of sexual stimulation or arousal; acts of human masturbation, sexual intercourse, or sodomy; fondling or other erotic touching of human genitals or pubic region; or fondling or other erotic touching of the human buttock or female breast; or~~
 - d. ~~A description or depiction of a nude or partially denuded figure, which means human male genitals in a discernibly turgid state (even if completely or opaquely covered) or less than completely and opaquely covered human genitals, pubic region, buttock, or female breast below a point immediately above the top of the areola, where the material containing the nudity, taken as a whole, does not have serious literary, artistic, political, or scientific value for minors, taking into consideration the ages of all minors who could be exposed to the material.~~

~~Utah Code § 53G-10-103(1)(g)(i) (2022)~~

~~Utah Code § 76-10-1235(1)(a) (2007)~~

~~Utah Code § 76-10-1201(5) (2013)~~

~~Utah Code § 76-10-1203 (1977)~~

~~Utah Code § 76-10-1227 (2007)~~

4. ~~“Nudity” means the showing of the human male or female genitals, pubic area, or buttocks, with less than an opaque covering, or the showing of the female breast~~

~~with less than an opaque covering, or any portion of the female breast below the top of the areola; or the depiction of covered male genitals in a discernibly turgid state.~~

~~Utah Code § 76-10-1201(10) (2013)~~

- ~~5. "Sexual conduct" means acts of masturbation, sexual intercourse, or any touching of a person's clothed or unclothed genitals, pubic area, buttocks, or, if the person is a female, breast, whether alone or between members of the same or opposite sex or between humans and animals in an act of apparent or actual sexual stimulation or gratification.~~

~~Utah Code § 76-10-1201(14) (2013)~~

- ~~6. "Sexual excitement" means a condition of the human male or female genitals when in a state of sexual stimulation or arousal, or the sensual experiences of humans engaging in or witnessing sexual conduct or activity.~~

~~Utah Code § 76-10-1201(15) (2013)~~

- ~~7. "Sadomasochistic abuse" means flagellation or torture by or upon a person who is nude or clad in undergarments, a mask, or in a revealing or bizarre costume or the condition of being fettered, bound, or otherwise physically restrained on the part of a person clothed in this way.~~

~~Utah Code § 76-10-1201(13) (2013)~~

- ~~8. "Appeals to the prurient interest" means erotic in some significant way to the average person and having the capacity to provoke sexual responses over and beyond those that would be characterized as normal.~~
- ~~9. "Age appropriate" means generally suitable for students of the same age or level of social, emotional, and cognitive development when taking into consideration the ages of all minors who could be exposed to the material.~~
- ~~10. "Instructional materials review committee" means a committee formed at the District or school level, as determined by the Superintendent, appointed as needed and consisting of an administrator or administrators, educators, and at least two parents. An administrator member of the committee shall serve as the committee chair. Parents appointed to an instructional materials review committee shall be reflective of the members of the relevant school community.~~

~~Utah Code § 53G-10-103(3) (2022)~~

~~C. Library Policy~~

- ~~1. Box Elder School District school libraries support and enhance student learning. Box Elder School District libraries, media centers, and library staff select, maintain, and preserve rich repositories of balanced, relevant, age appropriate, and varied educational sources for students.~~
- ~~2. This policy specifies the process for identifying materials to be included or disqualified from use in libraries and schools based on Utah Code 53G-10-103, Sensitive Instructional Materials and Utah Admin. Rules 277-217, *Educator Standards and LEA Reporting*, or based on age appropriate content.~~
- ~~3. All employees of Box Elder School District must adhere to this policy.~~

D. Policy Regarding Selection of Library Material

- The Board of Education recognizes that it has broad discretion in managing and operating the schools of the District, including in selecting library material, and that it has delegated authority to District and school administration in this matter. The Board of Education also recognizes the importance of freedom of inquiry and study, the constitutional and First Amendment restrictions on the suppression of ideas, and that school libraries offer a place and opportunity for the exercise of intellectual freedom and the right to read, inquire, study, and evaluate outside of the setting of formal instruction. The Board of Education further recognizes that school libraries are different from public libraries in that they are not open to the public, primarily serve the school's students (who are minors), and are part of the instructional resources of the school. The Board has adopted this policy to serve and balance these interests while taking into account the values of the community.

E. Selection and Deselection of ~~Materials for~~ Library Materials Collection

- The school librarian, subject to the oversight of the principal and working in cooperation with school staff, shall select new library material taking into consideration the following criteria and subject to the overall requirements that the material is age appropriate and does not include pornographic or indecent material as defined in **Policy 4016**:
- ~~The trained library professional under direction of the School Board will select all library materials consistent with this policy, including gifts and donations using the following criteria:~~

- ~~a. consider recommendations and work collaboratively with educators, students, others in the school community during the selection process;~~
 - ~~b. create a collection that reflects diversity of ideas based upon literary value (core curriculum and student interest) within your student age and school community;~~
 - ~~c. create a collection that adheres to the law.~~
3. ~~Electronic databases and other web-based searches and content will be filtered through the Box Elder School District's state-required internet filter.~~
4. ~~The Librarian will make the selections as to which new resources are purchased or included in the collection. It is the responsibility of the school library to provide a wide range of materials on different levels of difficulty, with diversity of appeal, and representing different points of view. The inclusion of any item in a collection does not necessarily mean that the library or school advocates or endorses the contents of that item. (Please note that it is not possible for a librarian to read all library collection items, including but not limited to books, reference sources, magazines and other media materials). The following criteria is used as a guide for selecting the best resources.~~
- a. Overall purpose and educational significance
 - b. Contribution and relevance to core standards
 - c. Teacher, parent, or student request
 - d. Validity, currency and appropriateness
 - e. Accuracy, timeliness and permanence
 - f. Favorable reviews, recommendations and/or award nominees found in standard selection sources or from professional personnel
 - g. Contributes to a balanced perspective
 - h. Potential appeal and interest
 - i. Recreational reading needs of students
 - j. Artistic quality and literary style

- k. Reputation and significance of author, producer, or publisher
 - l. Value commensurate with cost and/or need
 - m. Uniqueness, diversity, and/or heritage of the state, region, or group
 - n. Support of second language learners
 - o. Support of special needs students
 - p. Merit of the work as a whole
5. The school librarian shall periodically review the library collection to determine what material should be removed or replaced (deselected). Criteria may include any of the considerations relating to initial section stated above and may also include:
- a. Poor physical condition
 - b. Superseded by more current information or contains subject matter no longer needed to support the core standards
 - c. Encourages stereotypes or biases
 - d. Receiving little use
 - e. Provides wrong, inaccurate, or dated information

F. Access to Library Material

1. Student access to library material is based primarily on self-selection. Library staff are available to consult with students and with the parent or guardian of students to find appropriate material but are not responsible for final selections of the student. If a student's parent or guardian wishes to restrict that student's access to any particular library item (a specific work or title), the parent or guardian may make a written request to the library staff and the student will then not be allowed to check out that item.

~~G. Parent Restriction of Individual Student Access~~

- ~~1. The District recognizes the right of the parent under state law to restrict their student access to materials they deem inappropriate.~~

2. ~~The parent desiring to restrict their student access to specific library books or materials shall submit the request in writing to the librarian at the school their student is attending.~~

~~H. Library Collection Maintenance~~

1. ~~Library materials will be maintained consistent with the criteria listed in D. 3. above, state and federal laws, including Utah Code 53G-10-103, and represent varying viewpoints.~~
2. ~~The school librarian or designated specialist will inventory the school library collection and equipment periodically.~~
 - a. ~~The inventory process may be used to determine losses and remove damaged or worn materials to be considered for replacement.~~
 - b. ~~The inventory process may be used to deselect and remove materials that are inconsistent with the law, or that are no longer relevant to the curriculum, or of interest to students.~~
 - c. ~~The inventory process may be used to identify gaps or deficits in the library's collection.~~

I. Review of Library Materials ~~(Individual School)~~ in Response to Request

1. Requests for review of library materials are limited as follows:
 - a. Personal interest requirement
 - 1) A student may request review of a particular library item in the library of the school where their student is currently enrolled and attending.
 - 2) A parent **or guardian** may request review of a particular library item in the library of any school where a **child of the parent or guardian student** is currently enrolled and attending.
 - 3) A District employee may request review of a particular library item in the library of a school where the employee has professional responsibilities.

- 4) A member of the ~~School~~ Board of Education may request review of a particular library item ~~in the library of a school within the local school board district the Board member represents.~~
- b. Limits on frequency
- 1) Each individual is limited to ~~two~~ three requests to review library materials per school year.
 - 2) Any item which has been subject to review, reviewed under this policy, and retained may not be subject to another request for review for at least three years within the scope of the review conducted (school or District).
- c. Preconditions to request for review
- 1) Any ~~adult individual~~ who wishes to file a request for review must first read ~~or review~~ the library item ~~as a whole in its entirety~~ before filing the request (students are not to be required, requested, or encouraged to complete reading or reviewing library material in which they have discovered content they believe is ~~pornographic or indecent sensitive material~~).
 - 2) Before filing a request for review regarding a library item, the individual shall first meet with the school librarian, ~~who shall if able explain the intended purpose and use of~~ ~~to discuss~~ the item in question.
 - 3) If the ~~librarian is unable to provide this information or if the~~ individual is not satisfied with the information provided, the individual shall then meet with the principal (~~or a school administrator designated designee by the principal~~) regarding the concern.
- d. If after meeting with the administrator the individual wishes to request review of the item, the individual shall complete the ~~Materials~~ Request for School Review of Library Material form (~~Appendix A~~) and provide it to the principal of the school where the library ~~with the~~ item is located. ~~The principal or principal's designee shall make an initial determination whether the form has been fully completed and the requirements for request review have been met. If so, the principal or designee shall establish a school library materials review committee to conduct the review.~~
- ~~1) A Material Request Review form will be protected and kept confidential from all individuals outside the review process.~~

- ~~e. The principal or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the principal or designee shall establish a School Library Materials Review Committee (LMRC) to conduct the review.~~
- ~~1) A Review Committee will include a reasonable and an odd number of individuals.~~
 - ~~2) Members of the committee will include:
 - ~~a) A facilitator chosen by the LEA;~~
 - ~~b) At least one administrator or designee;~~
 - ~~c) A licensed teacher at the school who is currently teaching English Language Arts or subject relevant to the challenged material.~~
 - ~~d) a licensed teacher-librarian or school librarian; and~~
 - ~~e) parents of current students at the school that number at least one more than the LEA employees on the committee; including parents reflective of the school community.~~~~
- f. An item may not be removed from the library while the review process is pending, though a parent may restrict their student's access to the item by written request to the librarian.
- g. The sole purpose of the ~~Ss~~school ~~LMRG~~ library material review committee shall be to determine whether the item contains pornographic or indecent material as defined ~~above~~ in ~~B.4.a~~ Policy 4016. An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion. The committee's determination shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
- h. After the chair of the ~~School~~LMRC library material review committee has confirmed that all members of the committee have reviewed the item, the chair shall schedule such meetings as necessary for the committee to discuss the item and determine whether it contains pornographic or indecent material.

- i. In determining whether the item contains pornographic or indecent material, the ~~School LMRC committee~~ shall determine whether the material meets any ~~of the qualifications~~ of the ~~three four factor~~ tests for pornographic or indecent material set out in the definition in ~~Policy 4016 B.4.a above~~.
- j. After the ~~School LMRC committee~~ has made its determination, ~~the committee~~ it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
- k. If the ~~School LMRC committee~~ determines that the item ~~contains pornographic or indecent material meets the criteria of B.4.a above~~, then the item shall be removed from the library permanently or pending the outcome of an appeal from the ~~School LMRC school library materials review committee~~ to a District library materials review committee. If the ~~committee School LMRC~~ determines that the item does not contain pornographic or indecent material ~~meet the criteria of B.4.a.~~, then the item shall be retained. A reviewed item which is retained after review ~~for pornographic or indecent material~~ may nevertheless be deselected by the school librarian if the librarian determines that it meets other criteria for deselection ~~per E.2. above~~.

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

- l. If no District Appeal review is requested as described below, the chair of the ~~Sschool library material review committee LMRC~~ shall report the results of the review to the Utah State Board of Education ~~using the reporting tool provided by the State Board at this website~~.

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

~~m. A record of reviewed materials will be maintained by the LEA.~~

J. ~~Appeal~~ Review by ~~(District)~~Library Material Review Committee

1. An individual ~~who obtained review of an item by a school library material review committee and who is dissatisfied with a the school committee's determination or wishes to have a determination that the item contains pornographic or indecent material applied to all schools in the District review of an item~~ may request review by a District library review committee ~~an appeal review through the district~~. The chair of
2. ~~The~~ An individual ~~seeking~~ who obtained review by a District LMRC library material review committee shall complete the ~~Appeal~~ Request for District Material Review of

Library Material form (~~Appendix B~~) and provide it to the Superintendent or designee. The form must be submitted within ~~130 business~~ days of the report from the ~~Sschool LMRG library material review committee~~. The Superintendent or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the Superintendent or designee shall establish a District ~~LMRG library material review committee~~ to conduct the review.

~~a. A Review Committee will include a reasonable and an odd number of individuals.~~

~~b. Members of the committee will include:~~

~~1) A facilitator chosen by the Superintendent;~~

~~2) At least one administrator or designee;~~

~~3) A licensed teacher at the school who is currently teaching English Language Arts or subject relevant to the challenged material.~~

~~4) a licensed teacher-librarian or school librarian; and~~

~~5) parents of current students at the school that number at least one more than the LEA employees on the committee; including parents reflective of the school community.~~

~~6) individuals who served on the School LMRG are not eligible to serve on the district LMRG for the same library item.~~

3. The status of the item as determined by the ~~Sschool LMRG library material review committee~~ (retained or removed) shall remain in place during review by the District ~~LMRG library material review committee~~.

4. The sole purpose of the District LMRG shall be to determine whether the item ~~contains pornographic or indecent material meets the criteria of B.4.a above~~. However, where the item being reviewed is located in a school serving younger students (an elementary school or middle school or junior high school) and the concern relates to nudity, the District ~~LMRG library material review committee~~ may consider whether the item constitutes pornographic or indecent material for older students (students in middle school or junior high or high school as applicable). An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion. The ~~District LMRG committee's~~ determinations shall be made by majority vote of the members of the

committee. Prior to engaging in any discussions with other ~~District LMRC committee~~ members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).

~~a. A Material Request Review form will be protected and kept confidential from all individuals outside the review process.~~

5. After the chair of the District ~~LMRC library material review committee~~ has confirmed that all members of the ~~District LMRC committee~~ have reviewed the ~~library~~ item in question, the chair shall schedule such meetings as necessary for the committee to discuss the ~~library~~ item ~~and determine whether it contains pornographic or indecent material~~.
6. ~~In determining whether the item contains pornographic or indecent material, T~~he ~~District LMRC committee~~ shall determine whether the ~~review item~~ material meets any of the ~~criteria for the three factor four tests for pornographic or indecent material set out in the definition in Policy 4016 in B.4.a (including as appropriate standards relating to nudity with respect to older students)~~. The ~~District LMRC committee~~ may consider the report of the ~~Ss~~school ~~LMRC library material review committee~~ but is not bound by that report and is to conduct an independent review and assessment of the item.
7. After the ~~District LMRC committee~~ has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
8. If the ~~District LMRC committee~~ determines that the item ~~contains pornographic or indecent material meets the criteria for B.4.a.~~, then the committee shall either direct that the item be removed from all school libraries within the District or, if the ~~District LMRC committee~~ determines that an item with nudity is not pornographic or indecent material with regard to older students, may limit the removal to school libraries serving elementary and/or middle or junior high schools, according to the committee's determination. If the ~~District LMRC committee~~ determines that the item does not ~~contain pornographic or indecent material meet the criteria~~, then the item shall be retained and that determination shall apply to all school libraries within the District. A reviewed item which is retained after review for pornographic or indecent material may nevertheless be deselected by a school librarian if the librarian determines that it meets other criteria for deselection ~~per E.2. above~~.

9. After the District **LMRG** library material review committee issues its report, the chair of the committee shall report the results of the review to the Utah State Board of Education **using the reporting tool provided by the State Board at [this website](#)**.
10. The determination of the District **LMRG library material review committee** is final and may not be further appealed.
11. ~~A record of the appeal review materials will be maintained by the Superintendent or designee.~~

~~K. Accessibility~~

1. ~~An accessible web page on the public website for Box Elder School District will be updated and available prior to the beginning of each school year to inform teachers, staff, students, and parents of the following:~~
 - a. ~~This Library Policy~~
 - b. ~~A Materials Review Request Form (See Appendix A)~~
 - c. ~~An Appeal Request Form (See Appendix B)~~
 - d. ~~Application to serve on a Materials Review Committee~~

Request for School Review of Library Material

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____
2. Qualifying personal interest category or categories: _____
3. Brief statement explaining the request: _____

4. Type of material: Book (Print) E-Book (Digital) Audio Book Movie Magazine
 Other Audio Recording Library Digital Resource Game Newspaper Other
5. Title: _____
6. Author or Producer: _____
7. Are you a student? Yes No (If yes, do not finish reviewing the material)
8. Have you read or reviewed the entire material? Yes No (Not required of students)
9. Library material may only be removed because it contains pornographic or indecent material as defined in District Policy EEE and governing law. Library material may not be removed because it contains ideas that individuals disagree with based upon politics, nationalism, religion, or other matters of opinion. I acknowledge and understand that the scope of review will be limited to whether the material contains pornographic or indecent material. Initial: _____
10. The pornographic or indecent material can be found at the following location or locations (page, chapter, link, timestamp, etc.) _____
11. I understand that I must meet the personal interest requirement set out in Policy EEEA in order to obtain review. Initial: _____
12. I have met with the school librarian to discuss the item as required by Policy EEEA. Initial: _____
13. I have made _____ other requests for review of library materials during the current school year.

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

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

Policy 4017
Adopted
October 12, 2022
First Reading
January 10, 2024

Printed Name _____
Signature _____

Request for District Review of Library Material

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____
2. Qualifying personal interest category or categories: _____
3. Purpose of review: Challenge school review result Extend school review result to all schools
4. Date of school library material review committee report: _____
5. Type of material: Book (Print) E-Book (Digital) Audio Book Movie Magazine
 Other Audio Recording Library Digital Resource Game Newspaper Other
6. Title: _____
7. Author or Producer: _____
8. Are you a student? Yes No (If yes, do not finish reviewing the material)
9. Have you read or reviewed the entire material? Yes No (Not required of students)
10. Library material may only be removed because it contains pornographic or indecent material as defined in District Policy EEE and governing law. Library material may not be removed because it contains ideas that individuals disagree with based upon politics, nationalism, religion, or other matters of opinion. I acknowledge and understand that the scope of review will be limited to whether the material contains pornographic or indecent material. Initial: _____
11. The pornographic or indecent material can be found at the following location or locations (page, chapter, link, timestamp, etc.) _____
12. I understand that I must meet the personal interest requirement set out in Policy EEEA in order to obtain review. Initial: _____
13. I have made _____ other requests for review of library material during the current school year.

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

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

state/country)

Printed Name _____

Signature _____

Policy 4017
Adopted
October 12, 2022
First Reading
January 10, 2024

Appendix A: Materials Review Request Form

Title: _____
Author: _____ **Copyright Date:** _____
School: _____ **Date:** _____

Review Request initiated by:

Legal Guardian Name: _____
Telephone: _____
Address: _____
City: _____ Zip: _____
E-Mail: _____

1) Does your child attend this school? _____ YES _____ NO

2) Was this material recommended, assigned, or made available through the student's school? If so, where? _____

3) What concerns you about this material? Please provide examples, page numbers, links, or any other information to help in locating or identifying content of concern. Attach pages as needed. _____

4) Have you read the item in its entirety? _____ YES _____ NO (Not required of students)

5) Library material may only be removed because they contain pornographic or indecent material as defined in District Policy 4018 and governing law. Library materials may not be removed because they contain ideas that individuals disagree with based upon politics, nationalism, religion, or other matters of opinion. I acknowledge and understand that the scope of review will be limited to whether the materials contain pornographic or indecent material. Initial _____

6) I have met with the school librarian to discuss the item as required by Policy 4018. _____

7) What action are you requesting the committee to consider? _____

Signature: _____ Date: _____

*******BELOW IS FOR INTERNAL USE ONLY*******

LEA Appointed Committee Convener/Facilitator (Determined by Box Elder School District's Administration)

Name: _____ Date: _____

Policy 4017
Adopted
October 12, 2022
First Reading
January 10, 2024

Suggested Review Timeline: _____

Appendix B: Appeal Request — Material Review Form

Appeal Instructions:

A requestor will submit the District Appeal Form along with a copy of the School Library Materials Reconsideration decision with 10 business days of receiving the decision of the School Library Material Reconsideration Committee.

Requestor Information:

Date:

Legal Guardian Name: _____

Telephone:

Address:

City: _____ Zip: _____

E-Mail:

School Student is attending with material in review:-

School Challenge Decision Date:

The submission of a District Appeal Form will receive a receipt of notice of submission within ten (10) school calendar days. The receipt of submission will include an estimated time-line for a determination of the District. Appeal to be completed within a reasonable time period not to exceed _____ school days.

Challenged Material Information:

Title: _____ Author: _____

Publisher and date of publication:

Please provide a written statement setting forth your rationale to appeal the School Committee's decision regarding the title (attach additional pages as needed).

Requestors Signature: _____ Date: _____

*******BELOW IS FOR INTERNAL USE ONLY*******

Date Form Received: _____

Superintendent or Designee Signature:

Estimated Timeline for Determination of Appeal:

~~Application to Serve on the Material Review Committee~~

~~Parent Name:
Student School:-
Phone Number(s):
Email:-~~

~~Why do you want to serve on the committee?~~

~~Committee Responsibility (including but not limited to)~~

~~Read and seek to understand Library Policy 4018
Keep material reviews and discussions confidential
Review material(s) in their entirety
Meet with committee to discuss the material in review based upon criteria found in
Library Policy 4018
Vote to determine action of material in review~~

~~Library Policy 4018~~

~~Box Elder School District school libraries support and enhance student learning.
Student access to library materials is based primarily on self-selection.~~

~~This policy specifies the process for identifying materials to be included or
disqualified from use in libraries and schools based on Utah Code 53G-10-103,
Sensitive Instructional Materials, Utah Admin Rules 277-217, *Educator
Standards and LEA Reporting*, or based on age appropriate content.~~

~~As a Materials Review Committee member, I volunteer to participate and will
adhere to Library Policy criteria using the three-factor test as outlines in Utah
Code 76-10-1203~~

~~Three Factor Test~~

~~The work:~~

~~Must contain nudity, sexual conduct, sexual excitement, or sadomasochistic
abuse; AND~~

~~Must appeal to the prurient interest in of minors; AND~~

~~Be patently offensive to prevailing standards in the adult community as a
whole with respect to what is suitable for minors~~

~~(Utah Code 76-10-1201)~~

~~Volunteer Signature: _____ Date: _____~~

POLICY 40189

Evaluation and Selection of Classroom Supplemental and Other Instructional Learning Materials

A. Definitions

1. In addition to the definitions in **Policy 4016 Evaluation and Selection of Instructional Material** the following definitions apply in this policy:

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

~~*Utah Code § 76-10-1201(7) (2013)*~~

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

~~*Utah Code § 53G-10-103(1)(a), (f)(i)(A) (2022)*~~

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

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

~~*Utah Code § 53G-10-103(1)(a), (f) (2022)*~~

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

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

Utah Code § 53G-10-103(3) (2022)

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

Utah Code § 53G-10-103(3) (2022)

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

Utah Code § 53G-10-103(3) (2022)

B. Supplemental material adoption

1. Learning material which contains pornographic or indecent material or which is otherwise prohibited by state law or State Board of Education rule may not be used as supplemental material. Apart from those restrictions, an educator may adopt supplemental material based on the educator's professional judgment that the material is helpful in achieving instructional goals and is appropriate for the class where the material will be used.

[Utah Code § 53G-4-402\(26\)\(d\) \(2023\)](#)

2. In adopting supplemental material, it is recommended that the educator consider whether the material:
 - a. Is consistent with the Utah core requirements;
 - b. Meets an appropriate instructional purpose;
 - c. Is appropriate for the age, emotional development, ability level, and social development of the students being taught;
 - d. Provides an objective and balanced viewpoint on issues;
 - e. Is appropriate to varying levels of learning;
 - f. Is accurate and factual;
 - g. Is arranged chronologically or systematically, or both;
 - h. Reflects the pluralistic character and culture of the American people and provides accurate representation of diverse ethnic groups;
 - i. Is free from sexual, ethnic, age, gender, or disability bias and stereotyping;
and
 - j. Is of acceptable technical quality.

Utah Admin. Rules R277-469-6(1) (February 8, 2023)

C. Parental Exemption from Objectionable ~~and Other Instructional~~ Supplemental Materials

1. Whether or not an item of supplemental material contains pornographic or indecent material, ~~a~~ parent or guardian from may by timely request exempt the

child of the parent **or guardian** from a requirement to read or review an item of **classroom supplemental** material if the parent **or guardian** finds the material objectionable. In that case, the child shall be provided with an alternate selection without penalty.

D. Review of **Classroom Supplemental and Other Instructional Learning** Material in Response to Request

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

a. Personal interest requirement

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

b. Limits on review

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

c. Preconditions to review

- 1) Any adult who wishes to file a request for review of an item under this policy must first read or review the material as a whole before filing the request (students are not to be required, requested, or encouraged to complete reading or reviewing material in which they have discovered content they believe is pornographic or indecent material).

- 2) Before filing a request for review of an item of ~~classroom supplemental or other instructional~~ material, the individual shall first meet with the educator using the material, who shall if able explain the intended purpose and use of the material in question.
 - 3) If the educator is unable to provide this information or the individual is not satisfied with the information provided, the individual shall then meet with the principal or designee regarding the concern.
- d. If after meeting with the administrator the individual wishes to request review of the item, the individual shall complete the Request for Review of ~~Classroom Supplemental Materials~~ form ~~or Request for Review of Other Instructional Materials form~~ and provide it to the principal of the school where the ~~classroom with the~~ material is ~~presented located~~. The principal or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the principal or designee shall establish a ~~classroom supplemental or other instructional materials~~ review committee to conduct the review.
 - e. In conducting a requested review, the primary purpose of the ~~classroom supplemental or other instructional materials~~ review committee shall be to determine whether the item contains pornographic or indecent material. However, the committee may also evaluate whether the materials ~~are is~~ age-appropriate and whether the use of the materials ~~s~~ should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. ~~An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion.~~ Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
 - f. After the chair of the ~~classroom supplemental or other instructional materials~~ review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.
 - g. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in **Policy 4016**.

- h. If the committee determines that the item contains pornographic or indecent material, then the item shall be designated as no longer approved for use and removed from use. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not required to, proceed to other considerations as set out in the following paragraphs.

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

- i. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age-appropriate use. In this evaluation, the committee shall use the definition of “age appropriate” set forth in **Policy 4016** in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.
- j. The committee may also elect to consider whether the use of the materials should be discontinued in light of all appropriate factors.
- k. After the committee has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
- l. If the committee determines that the item contains pornographic or indecent material, then the item shall be removed from use permanently or pending the outcome of an appeal from the school ~~classroom supplemental~~ or other ~~instructional learning~~ materials review committee to a District other ~~instructional learning~~ materials review committee. If the committee determines that the item does not contain pornographic or indecent material, then the item shall be retained.

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

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

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

~~E.—Review by District Other Instructional Learning Materials Review Committee~~

- ~~1. An individual who obtained review of an item by a school other instructional learning materials review committee and who is dissatisfied with the school committee's determination or wishes to have a determination that the item contains pornographic or indecent material applied to all schools in the District may request review by a District other instructional learning materials review committee. The chair of a school other instructional learning materials review committee may also, upon a determination that it would be beneficial to have a District-wide determination about whether the item contains pornographic or indecent material, request review by a District other instructional learning materials review committee.~~
- ~~2. The individual seeking review by a District other instructional learning materials review committee shall complete the Request for District Review of Other instructional learning Materials form and provide it to the superintendent or designee. The form must be submitted within 30 days of the report from the school other instructional learning materials review committee. The superintendent or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the superintendent or designee shall establish a District other instructional learning materials review committee to conduct the review.~~
- ~~3. The status of the item as determined by the school other instructional learning materials review committee (retained or removed) shall remain in place during review by the District other instructional learning materials review committee.~~
- ~~4. In conducting a requested review, the primary purpose of the District other instructional learning materials review committee shall be to determine whether the item contains pornographic or indecent material. However, where the item being reviewed is located in a school serving younger students (an elementary school or a middle school or junior high school) and the concern relates to nudity, the District other instructional learning materials review committee may consider whether the item constitutes pornographic or indecent material for older students (students in middle school or junior high or high school as applicable). The committee may also evaluate whether the materials are age-appropriate and whether the use of the materials should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee~~

~~member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).~~

- ~~5. After the chair of the District other instructional learning materials review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.~~
- ~~6. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in Policy 4018 (including as appropriate standards relating to nudity with respect to older students). The committee may consider the report of the school other instructional learning materials review committee but is not bound by that report and is to conduct an independent review and assessment of the item.~~
- ~~7. If the committee determines that the item contains pornographic or indecent material, then the committee shall either direct that the item be removed from all schools within the District or, if the committee determines that an item with nudity is not pornographic or indecent material with regard to older students, may limit the removal to elementary and/or middle or junior high schools, according to the committee's determination. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not required to, proceed to other considerations as set out in the following paragraphs.~~

~~Utah Code § 53G-10-103(2) (2022)~~

- ~~8. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age appropriate use. In this evaluation, the committee shall use the definition of "age appropriate" set forth above in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.~~
- ~~9. The committee may also elect to consider whether the use of the materials should be discontinued in light of all appropriate factors.~~

- ~~10. After the committee has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.~~
- ~~11. After the District other instructional learning materials review committee issues its report, the chair of the committee shall report the results of the review to the Utah State Board of Education using the reporting tool provided by the State Board.~~

~~Utah Code § 53G-10-103(4)(b)(iii) (2022)~~

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

Request for Review of Classroom Supplemental Materials

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____
2. Qualifying personal interest category or categories: _____
3. Classroom using materials: _____
4. Brief statement explaining the request: _____

5. Type of material: Book (Print) E-Book (Digital) Audio Book Movie Magazine
 Other Audio Recording Digital Resource Game Newspaper Other
6. Title: _____
7. Author or Producer: _____
8. Are you a student? Yes No (If yes, do not finish reviewing the material)
9. Have you read or reviewed the entire material? Yes No (Not required of students)
10. The pornographic or indecent material can be found at the following location or locations
(page, chapter, link, timestamp, etc.)

11. Other reasons (age appropriateness, other) that the item should be removed from use:

12. I understand that I must meet the personal interest requirement set out in Policy 4019 in
order to obtain review. Initial: _____
13. I have met with the educator using the material as required by Policy 4019. Initial: _____

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

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

state/country)

Printed Name _____

Signature _____

Request for Review of Other Instructional Learning Materials

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____

2. Qualifying personal interest category or categories:

3. Educator using materials:

4. Brief statement explaining the request: _____

5. Type of material: Book (Print) E-Book (Digital) Audio Book Movie Magazine
 Other Audio Recording Digital Resource Game Newspaper Other

6. Title: _____

7. Author or Producer: _____

8. Are you a student? Yes No (If yes, do not finish reviewing the material)

9. Have you read or reviewed the entire material? Yes No (Not required of students)

10. The pornographic or indecent material can be found at the following location or locations
(page, chapter, link, timestamp, etc.)

11. Other reasons (age appropriateness, other) that the item should be removed from use:

12. I understand that I must meet the personal interest requirement set out in Policy 4018 in
order to obtain review. Initial: _____

13. I have met with the educator using the material as required by Policy 4018. Initial: _____

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

Signed on the _____ day of _____, _____ at _____

(Day) (Month) (Year) (City or other location and state/country)

Printed Name _____

Signature _____

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

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____

2. Qualifying personal interest category or categories:

3. Purpose of review: ___ Challenge school review result ___ Extend school review result to all schools

4. Date of school other instructional learning materials review committee report:

5. Type of material: ___ Book (Print) ___ E-Book (Digital) ___ Audio Book ___ Movie ___ Magazine
___ Other Audio Recording ___ Digital Resource ___ Game ___ Newspaper ___ Other

6. Title: _____

7. Author or Producer: _____

8. Are you a student? ___ Yes ___ No (If yes, do not finish reviewing the material)

9. Have you read or reviewed the entire material? ___ Yes ___ No (Not required of students)

10. The pornographic or indecent material can be found at the following location or locations (page, chapter, link, timestamp, etc.)

11. Other reasons (age appropriateness, other) that the item should be removed from use:

12. I understand that I must meet the personal interest requirement set out in Policy 4018 in order to obtain review. Initial: _____

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

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

Printed Name _____

Signature _____

POLICY 4019

Evaluation of Other Learning Materials

A. Definitions

1. In addition to the definitions in **Policy 4016 Evaluation and Selection of Instruction Material**, the following definitions apply in this policy:
 - a. “Other learning material” means learning material made available to students in a school setting but which is not instructional material, supplemental material, or library material as defined under **Policies 4016, 4017, and 4018**.
 - b. “School other learning material review committee” means a committee formed at the school level, appointed as needed and consisting of a school administrator or administrators, two educators from the school, and at least two parents with students enrolled in and attending the school. An administrator member of the committee shall serve as the committee chair. Parents appointed to another learning material review committee shall be reflective of the members of the relevant school community. The school other learning material review committee considering a particular request may not include either an individual who originally selected the material or the individual who has made the request or a family member of the individual making the request.

[Utah Code § 53G-10-103\(3\) \(2022\)](#)
 - c. “District other learning material review committee” means a committee formed at the District level, appointed as needed and consisting of a District administrator or administrators, educators from at least two other schools of the same level (high school, middle or junior high, or elementary) as the school where the request arises, and at least three parents with students enrolled in and attending other District schools of the same level. An administrator member of the committee shall serve as the committee chair. Parents appointed to a District other learning material review committee shall be reflective of the members of the District community. The District other learning material review committee considering a particular request may not include a member of the school other learning material review committee who considered the original request, nor may it include either an individual who originally selected the material or the individual who has made the request or a family member of the individual making the request.

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

B. Parental Exemption from Objectionable Materials

1. Whether or not an item of other learning material contains pornographic or indecent material, a parent or guardian may by timely request exempt the child of the parent or guardian from a requirement to read or review the item if the parent or guardian finds the material objectionable. In that case, the child shall be provided with an alternate selection without penalty.

C. Review of Other Learning Material in Response to Request

1. Requests for review of other learning material are limited as follows:
 - a. Personal interest requirement
 - 1) A student may request review of other learning material presented in a school where the student is currently enrolled and attending.
 - 2) A parent or guardian may request review of other learning material presented in a school where a child of the parent or guardian is currently enrolled and attending.
 - 3) A District employee may request review of other learning material presented in a school where the employee has professional responsibilities.
 - 4) A member of the Board of Education may request review of other learning material presented in a school within the local school board district the Board member represents.
2. Limits on review
 - a. Any item which has been reviewed under this policy and retained may not be subject to another review for at least three years.
3. Preconditions to review
 - a. Any adult who wishes to file a request for review of an item under this policy must first read or review the material as a whole before filing the request (students are not to be required, requested, or encouraged to complete reading or reviewing material in which they have discovered content they believe is pornographic or indecent).

- b. Before filing a request for review of an item of other learning material, the individual shall first meet with the educator using the material, who shall if able explain the intended purpose and use of the material in question.
 - c. If the educator is unable to provide this information or the individual is not satisfied with the information provided, the individual shall then meet with the principal (or a school administrator designated by the principal) regarding the concern.
4. If after meeting with the administrator the individual wishes to request review of the item, the individual shall complete the Request for Review of Other Learning Material form and provide it to the principal of the school where the material is presented. The principal or principal's designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the principal or designee shall establish another learning material review committee to conduct the review.
5. In conducting a requested review, the primary purpose of the other learning material review committee shall be to determine whether the item contains pornographic or indecent material. However, the committee may also evaluate whether the material is age-appropriate and whether the use of the material should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
6. After the chair of the other learning material review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.
7. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in **Policy 4016**.
8. If the committee determines that the item contains pornographic or indecent material, then the item shall be designated as no longer approved for use and removed from use. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not

required to, proceed to other considerations as set out in the following paragraphs.

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

9. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age-appropriate use. In this evaluation, the committee shall use the definition of “age appropriate” set forth in **Policy 4016** in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.
10. The committee may also elect to consider whether the use of the material should be discontinued in light of all appropriate factors.
11. After the committee has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
12. If the committee determines that the item contains pornographic or indecent material, then the item shall be removed from use permanently or pending the outcome of an appeal from the school other learning material review committee to a District other learning material review committee. If the committee determines that the item does not contain pornographic or indecent material, then the item shall be retained.

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

13. If no District review is requested as described below, the chair of the school other learning material review committee shall report the results of the review to the Utah State Board of Education using the reporting tool provided by the State Board at [this website](#).

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

D. Review By District Other Learning Material Review Committee

1. An individual who obtained review of an item by a school other learning material review committee and who is dissatisfied with the school committee’s determination or wishes to have a determination that the item contains pornographic or indecent material applied to all schools in the District may request review by a District other learning material review committee. The chair of a school other learning material review committee may also, upon a determination that it would be beneficial to have a District-wide determination about whether the item contains pornographic or indecent material, request review by a District other learning material review committee.

2. The individual seeking review by a District other learning material review committee shall complete the Request for District Review of Other Learning Material form and provide it to the superintendent or superintendent's designee. The form must be submitted within 30 days of the report from the school other learning material review committee. The superintendent or superintendent's designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the superintendent or designee shall establish a District other learning material review committee to conduct the review.
3. The status of the item as determined by the school other learning material review committee (retained or removed) shall remain in place during review by the District other learning material review committee.
4. In conducting a requested review, the primary purpose of the District other learning material review committee shall be to determine whether the item contains pornographic or indecent material. However, where the item being reviewed is located in a school serving younger students (an elementary school or a middle school or junior high school) and the concern relates to nudity, the District other learning material review committee may consider whether the item constitutes pornographic or indecent material for older students (students in middle school or junior high or high school as applicable). The committee may also evaluate whether the material is age-appropriate and whether the use of the material should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
5. After the chair of the District other learning material review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.
6. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in Policy EEE (including as appropriate standards relating to nudity with respect to older students). The committee may consider the report of the school other learning material review committee but is not bound by that report and is to conduct an independent review and assessment of the item.

7. If the committee determines that the item contains pornographic or indecent material, then the committee shall either direct that the item be removed from all schools within the District or, if the committee determines that an item with nudity is not pornographic or indecent material with regard to older students, may limit the removal to elementary and/or middle or junior high schools, according to the committee's determination. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not required to, proceed to other considerations as set out in the following paragraphs.

Utah Code § 53G-10-103(2) (2022)

8. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age-appropriate use. In this evaluation, the committee shall use the definition of "age appropriate" set forth above in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.
9. The committee may also elect to consider whether the use of the material should be discontinued in light of all appropriate factors.
10. After the committee has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
11. After the District other learning material review committee issues its report, the chair of the committee shall report the results of the review to the Utah State Board of Education using the reporting tool provided by the State Board at [this website](#).

Utah Code § 53G-10-103(4)(b)(iii) (2022)

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

Request for Review of Other Learning Material

Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____

Qualifying personal interest category or categories: _____

Educator using material: _____

Brief statement explaining the request: _____

Type of material: Book (Print) E-Book (Digital) Audio Book Movie Magazine
 Other Audio Recording Digital Resource Game Newspaper Other

Title: _____

Author or Producer: _____

Are you a student? Yes No (If yes, do not finish reviewing the material)

Have you read or reviewed the entire material? Yes No (Not required of students)

The pornographic or indecent material can be found at the following location or locations (page, chapter, link, timestamp, etc.) _____

Other reasons (age appropriateness, other) that the item should be removed from use:

I understand that I must meet the personal interest requirement set out in **Policy 4018** in order to obtain review. Initial: _____

I have met with the educator using the material as required by **Policy 4018**. Initial: _____

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

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

Printed Name _____

Signature _____

Request for District Review of Other Learning Material

Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____

Qualifying personal interest category or categories: _____

Purpose of review: ___ Challenge school review result ___ Extend school review result to all schools

Date of school other learning material review committee report: _____

Type of material: ___ Book (Print) ___ E-Book (Digital) ___ Audio Book ___ Movie ___ Magazine

___ Other Audio Recording ___ Digital Resource ___ Game ___ Newspaper ___ Other

Title: _____

Author or Producer: _____

Are you a student? ___ Yes ___ No (If yes, do not finish reviewing the material)

Have you read or reviewed the entire material? ___ Yes ___ No (Not required of students)

The pornographic or indecent material can be found at the following location or locations (page, chapter, link, timestamp, etc.) _____

Other reasons (age appropriateness, other) that the item should be removed from use:

I understand that I must meet the personal interest requirement set out in **Policy 4018** in order to obtain review. Initial: _____

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

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

Printed Name _____

Signature _____

POLICY 4028

Special Programs: Education of Youth in Custody

A. Contracts With the State to Provide Education for Youth in Custody

1. The District may contract with the State Board of Education to provide for education of persons who are either 21 years or younger or are students with disabilities entitled to a free, appropriate public education and who are receiving services from the Department of Health and Human Services or an agency of a Native American tribe or who are being held in a juvenile detention center. To do so, the District must submit an application and plan to the State Board of Education. The responsibilities of the District, the State Board of Education, and other local service providers regarding serving youth in custody in the District shall be established by the approved application and plan. The District may subcontract with local non-district educational service providers for the provision of educational services.

[Utah Code § 53E-3-503\(1\), \(3\) \(2023\)](#)

Utah Admin. Rules R277-709-3(1), (3) (February 8, 2023)

Utah Admin. Rules R277-709-6(1) (February 8, 2023)

B. Youth in Custody Plan for College and Career Readiness

1. Each student who is a youth in custody shall have a written plan for college and career readiness defining the student's academic achievement, which shall specify known in-school and extra-school factors which may affect the student's school performance. The plan shall be as described in Utah Administrative Rules R277-462-5. The plan shall be developed in cooperation with appropriate representatives of other service agencies working with the student such as the Division of Juvenile Justice and Youth Services, the Division of Child and Family Services, and the Department of Workforce Services. This plan shall be annually reviewed by the student, the student's parent or guardian, and school staff.

Utah Admin. Rules R277-709-4 (February 8, 2023)

Utah Admin. Rules R277-462-5 (December 16, 2020)

C. Education Programs for Youth in Custody

1. The District shall provide the student with an education program which conforms as closely as possible to the student's education plan. Educational services shall be provided in the least restrictive environment appropriate for the student's behavior and educational performance. Youth in custody who do not require

special services beyond those which would be available to them were they not in custody shall be considered part of the District's regular enrollment and treated accordingly.

2. Youth in custody may not be assigned or allowed to remain in a restrictive environment (including separation from general education students and programs) due to their custodial status, their past behavior that does not put others at risk, or the inappropriate behavior of other students.
3. Educational services shall be coordinated with non-custody programs to enable youth in custody to continue their education following discharge from custody.

Utah Admin. Rules R277-709-3(3)(i), (5), (7) (February 8, 2023)

D. Special Education Services for Youth in Custody

1. Youth in custody students shall receive special education evaluation and services according to the requirements of IDEA and Utah State Board of Education rules. Where a youth in custody student qualifies for special education services, the District may provide services to the student through both the youth in custody program and the District's special education program. The District shall not qualify a youth in custody student for special education services based on custodial status alone.

Utah Admin. Rules R277-709-5 (February 8, 2023)

E. Enrollment and Transfers of Youth in Custody

1. Youth in custody shall be admitted to classes within five school days following arrival at a new residential placement. The student may be provided a temporary schedule which may be modified to meet the student's needs after the evaluation and planning process are complete. Each student in a school-based program shall be assigned a mentor using an evidence-based mentoring program. Youth in custody students shall be flagged as such in the District's student information system. Applicable forms relating to the youth in custody designation of the student shall be obtained from the Utah Department of Health and Human Services.

Utah Admin. Rules R277-709-3(3)(a), (b), (c) (February 8, 2023)

2. When a youth in custody student is released from custody or transferred to another program, the sending program shall ensure all available school records are up to date and forward them to the receiving program consistent with Policy FBA and [Utah Code § 53G-6-604](#).

Utah Admin. Rules R277-709-3(11) (February 8, 2023)

F. Records of Youth in Custody Students

1. All information maintained regarding a youth in custody student, regardless of the source of the information, is an educational record for purposes of the Family Educational Rights and Privacy Act and are considered confidential student records. (See [Policy 5100 Student Records](#).) School records which refer to custodial status, juvenile court records, and related matters shall be kept separate from permanent school records, but are nonetheless educational records if retained by the school or District. Members of the interagency team which oversee the student's education plan shall have access, through team member representatives of the participating agencies, to relevant records of the various agencies. However, the records and information obtained from those records remain the property of the supplying agency and shall not be transferred or shared with other persons or agencies without the permission of the supplying agency, the student's parent, or an eligible student as defined by FERPA.

Utah Admin. Rules R277-709-8 (February 8, 2023)

G. Transcripts and Diplomas for Youth in Custody Students

1. Transcripts and diplomas prepared for youth in custody students shall be issued in the name of an existing accredited school in the District and shall not refer in any way to custodial status of the student.

Utah Admin. Rules R277-709-8(1) (February 8, 2023)

H. Interagency Advisory Council

1. If the District has been authorized to provide services for youth in custody, the District shall establish a local interagency advisory council to advise member agencies concerning coordination of youth in custody programs. This council shall include:
 - a. A representative of the Division of Child and Family Services;
 - b. A representative of the Division of Juvenile Justice Services;
 - c. Directors of agencies located in the District such as detention centers, secure lockup facilities, observation and assessment units, and the Utah State Hospital;
 - d. A representative of community-based alternative programs for custodial juveniles; and

- e. A representative of the District.
- 2. The council shall adopt bylaws for its operation and shall meet at least quarterly.

[Utah Code § 53E-3-503\(6\) \(2023\)](#)

Utah Admin. Rules R277-709-10 (February 8, 2023)

POLICY 4060

High School Graduation Requirements

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

Number of Credits Required

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

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

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

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

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

school approval to replace Participation Skills and Individualized Lifetime Activities.)

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

*TOTAL REQUIRED CORE CREDITS 19.5

*REQUIRED ELECTIVE CREDITS – MINIMUM 10.5

*TOTAL CREDITS REQUIRED FOR GRADUATION 24.0 - 30.0

TOTAL CREDIT AVAILABLE 36.0

B. Additional Provisions

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

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

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

3. The District will not enroll a student with intent to award a diploma or certificate of completion after the student has earned a high school equivalence.

Utah Admin. Rules R277-705-4 (January 11, 2023)

On a case-by-case basis (in a PCCR meeting and approval by the principal) if a student has completed the required core credits (18.5) plus at least 5.5 elective credits for a total of 24 credits, the student may receive a Box Elder School District diploma.

Policy 4088

Special Programs: Student Internships

A. Definitions

1. “Intern” means a student enrolled in a school-sponsored work experience and career exploration program involving both classroom instruction and work experience with a cooperating employer, ~~for which~~ regardless of whether the student receives ~~no~~ compensation.
2. “Cooperating employer” means a public or private entity which, as part of a work experience ~~and~~ or career exploration program offered through a school, provides interns with **educational resources**, training, and work experience in activities related to the entity’s ongoing business activities.
3. “Internship” means the work experience segment of an intern’s school-sponsored work experience and career exploration program, performed under the direct supervision of a cooperating employer.
4. “Internship safety agreement” means the agreement between a public or private school and a cooperating employer in accordance which satisfies the requirements set forth below.

[Utah Code § 53G-7-901 \(2023\)](#)

B. Internships Authorized

1. The District may offer internships in connection with work experience and career exploration programs operated in accordance with rules of the State Board of Education.

[Utah Code § 53G-7-902 \(2019\)](#)

C. Internship Standards

1. To be approved, an internship program must meet each of the following requirements:
 - a. It must provide for training for interns, intern supervisors, and cooperating employers regarding health hazards and safety procedures in the workplace;

- b. It must specify standards and procedures for approval of any off-campus work sites;
- c. It must address transportation options for interns to and from the work site;
- d. It must provide for appropriate supervision by employers at the work site;
- e. It must provide for appropriate supervision and assessment of interns by the school;
- f. It must address and identify insurance coverage and adequate insurance coverage must be provided either by the intern, the program, or the District;
- g. It must provide for appropriate involvement in and approval by the intern's parents regarding the program;
- h. It must provide for the risk or liability inherent in the program developed in consultation with State Risk Management or the District's insurance provider; and
- i. It must demonstrate that any credit awarded for participation in the internship maintains the integrity and rigor expected for high school graduation as determined by the State Board of Education.

[Utah Admin. Rules R277-915-3 \(February 7, 2017\)](#)

D. Recognition of Cooperating Employers

- 1. A sponsoring or participating school may give appropriate recognition to a cooperating employer which is participating in an approved internship, including the posting of the employer's name and a short description of the employer's business in an appropriate location on school property, or publication of that information in official publications of the school or of the District.

[Utah Code § 53G-7-905 \(2018\)](#)

E. Workers' Compensation and Risk Management Coverage

- 1. An intern participating in an internship under this policy is considered to be a volunteer government worker of the District, solely for purposes of receiving workers' compensation medical benefits and for coverage by the Risk Management Fund.

2. Receipt of **such workers' compensation** medical benefits shall be the exclusive remedy against the District and the cooperating employer for all injuries and occupational diseases arising from participation in the internship.

[Utah Code § 53G-7-903 \(2023\)](#)

F. Internship Safety Agreement

1. The District shall attempt to establish an internship safety agreement with each cooperating employer. Such an internship safety agreement must include, at a minimum, the cooperating employer's agreement to meet the following requirements:
 - a. To ensure that an adult officer or employee of the cooperating employer is not intentionally alone with an intern for any significant amount of time during the intern's activities;
 - b. To maintain compliance with all applicable state and federal laws relating to workplace and student safety, privacy, and welfare; and
 - c. To provide a safe, educational, courteous, and welcoming professional environment that is free of harassment or discriminatory conduct that may result in a hostile, intimidating, abusive, offensive, or oppressive learning environment.

[Utah Code § 53G-7-904\(1\) \(2020\)](#)

G. Criminal Background Checks of Staff of Cooperating Employer

1. If an internship safety agreement is in place with a cooperating employer, then the officers and employees of the cooperating employer are exempt from the criminal background check requirements set out in [Policy 3035 Employee Criminal Background Checks & Arrest Disclosure Requirements](#).
2. If the District does not have an internship safety agreement with a cooperating employer, then prior to any intern participating in an internship with that employer, each officer and employee of the cooperating employer who will be given significant unsupervised access to a student in connection with the student's activities as an intern shall submit to criminal background checks under [Policy 3035](#).

[Utah Code § 53G-7-904\(2\) \(2020\)](#)

[Utah Code § 53G-11-402\(1\)\(a\)\(iii\) \(2023\)](#)

3. If a required background check of an officer or employee of a cooperating employer discloses any information that calls into question the propriety of that individual having access to an intern, the District shall modify the conditions of the internship or discontinue its participation with the cooperating employer as may be warranted to ensure the safety and well-being of its students.

Policy 4175

Student Data Protection

A. Definitions

1. "Aggregate Data" means data that:
 - a. Are totaled and reported at the group, cohort, school, school district, region, or state level with at least 10 individuals in the level;
 - b. Do not reveal personally identifiable student data; and
 - c. Are collected in accordance with board rule.
2. "Biometric Identifier" means a:
 - a. Retina or iris scan;
 - b. Fingerprint;
 - c. Human biological sample used for valid scientific testing or screening; or
 - d. Scan of hand or face geometry.
3. "Biometric identifier" does not include:
 - a. A writing sample;
 - b. A written signature;
 - c. A voiceprint;
 - d. A photograph;
 - e. Demographic data; or
 - f. A physical description, such as height, weight, hair color, or eye color.
4. "Biometric Information" means information, regardless of how the information is collected, converted, stored, or shared:

- a. Based on an individual's biometric identifier; and
 - b. Used to identify the individual.
5. "Cyber security framework" means:
- a. The cyber security framework developed by the Center for Internet Security found at <https://www.cisecurity.org/controls/>; or
 - b. A comparable IT security framework.
6. "Data Breach" means an unauthorized release of or unauthorized access to personally identifiable student data that is maintained by an education entity.
7. "Data Governance Plan" means a comprehensive plan for managing education data that:
- a. Incorporates reasonable data industry best practices to maintain and protect student data and other education-related data;
 - b. Describes the role, responsibility, and authority of an education entity data governance staff member;
 - c. Provides for necessary technical assistance, training, support, and auditing;
 - d. Describes the process for sharing student data between the District and another person;
 - e. Describes the process for an adult student or parent to request that data be expunged including how to respond to requests for expungement;
 - f. Describes that data breach response process; and
 - g. Is published annually and available on the District's website
8. "Destroy" means to remove data or a record:
- a. In accordance with current industry best practices; and
 - b. Rendering the data or record irretrievable in the normal course of business of the District or a third-party contractor.

9. "Disclosure" means permitting access to, revealing, releasing, transferring, disseminating, or otherwise communicating all or any part of any individual record orally, in writing, electronically, or by any other communication method.
10. "Expunge" means to seal or permanently delete data so as to limit its availability to all except authorized individuals.
11. "Metadata Dictionary" means any tool, document, or display that:
 - a. Defines and discloses all personally identifiable student data collected and shared by the education entity;
 - b. comprehensively lists all recipients with whom the education entity has shared personally identifiable student data, including:
 - 1) The purpose for sharing the data with the recipient;
 - 2) The justification for sharing the data, including whether sharing the data was required by federal law, state law, or a local directive; and
 - 3) How sharing the data is permitted under federal or state law; and;
 - c. Without disclosing personally identifiable student data, is displayed on the education entity's website.
12. "Optional Student Data" means student data that is neither necessary student data nor data which the District is prohibited from collecting (as described in Prohibited Collection of Student Data, below).
 - a. "Optional student data" includes:
 - 1) Information that is related to an IEP or needed to provide special needs services but is not "necessary student data";
 - 2) Biometric information; and
 - 3) Information that is not necessary student data but is required for a student to participate in a federal or other program.
13. "Significant data breach" means a data breach where:
 - a. An intentional data breach successfully compromises student re;
 - b. A large number of student records are compromised;

- c. Sensitive records are compromised, regardless of number; or
- d. The surrounding circumstances make the breach significant as determined by the District.

[Utah Code § 53E-9-301 \(2023\)](#)

B. District Responsibilities

1. The District shall annually provide a training regarding the confidentiality of student data to any employee with access to education records as defined in FERPA.
2. The District shall designate an individual to act as a student data manager to fulfill the responsibilities of a student data manager described in Requirements for Student Data Manager, below.
3. If possible, the District shall designate a records officer pursuant to the Government Records Access and Management Act as defined in [Utah Code § 63G-2-103\(27\)](#), as the student data manager.
4. The District shall designate a District Information Security Officer.
5. The District shall implement a cyber security framework.
6. The District shall create and maintain a District:
 - a. Data governance plan; and
 - b. Metadata dictionary.
7. By October 1 annually, the District shall provide the State Superintendent with the following:
 - a. The name and contact information of the District's Information Security Officer and its Student Data Manager;
 - b. The District's data governance plan;
 - c. The District's annual notification of FERPA rights;
 - d. The District's FERPA directory information notice;
 - e. The District's student data disclosure notice (see below);

- f. The District's metadata dictionary; and
 - g. Evidence that the District has implemented a cyber security framework.
8. The District shall establish an external research review process to evaluate the requests for data for the purpose of external research or evaluation.

[Utah Code § 53E-9-303 \(2019\)](#)

Utah Admin. Rules (November 8, 2019)

Utah Admin. Rules R277-487-3(1) (November 8, 2019)

C. Student Data Ownership and Access

- 1. A student owns the student's personally identifiable student data.
- 2. The District shall allow a student or a student's parent to access the student's student data which is maintained by the District.

[Utah Code § 53E-9-304 \(2020\)](#)

D. Data Retention

- 1. The District shall classify all student data which it collects under an approved records retention schedule. The District shall retain and dispose of all student data in accordance with an approved records retention schedule.
- 2. If no existing retention schedule governs student disciplinary records collected by the District:
 - a. The District may propose to the State Records Committee a retention schedule of up to one year if collection of the data is not required by federal or state law or Board rule; or
 - b. The District may propose to the State Records Committee a retention schedule of up to three years if collection of the data is required by federal or state law or State Board rule, unless a longer retention period is prescribed by federal or state law or State Board rule.
- 3. The District's retention schedules shall take into account the District's administrative need for the data.

4. Unless the data requires permanent retention, the District's retention schedules shall require destruction or expungement of student data after the administrative need for the data has passed.
5. A parent or adult student may request that the District amend, expunge, or destroy any record not subject to an approved retention schedule and believed to be inaccurate, misleading, or in violation of the privacy rights of the student. The District shall process such a request following the same procedures outlined to amend a student education record under FERPA, as set out in Policy FE "Right to Amend Records."

Utah Admin. Rules R277-487-4 (November 8, 2019)

E. Notification in Case of Breach

1. If there is a release of a student's personally identifiable student data due to a significant data breach, the District shall notify:
 - a. The student, if the student is an adult student; or
 - b. The student's parent, if the student is not an adult student.

[Utah Code § 53E-9-304\(2\) \(2020\)](#)

2. Within 10 business days of the discovery of a significant data breach (either by the District or by third parties), the District shall report the significant data breach to the State Superintendent.

Utah Admin. Rules R277-487-3(3) (November 8, 2019)

F. Prohibited Collection of Student Data

1. The District may not collect a student's"
 - a. Social Security number; or
 - b. Criminal record, except as required in [Utah Code § 80-6-103](#) (Minor taken into custody by peace officer, private citizen, or juvenile probation officer).

[Utah Code §53E-9-305\(1\) \(2023\)](#)

G. Student Data Disclosure Statement

1. If the District collects student data into a cumulative record it shall, in accordance with this section, prepare and distribute to parents and students a student data disclosure statement that:
 - a. Is a prominent, stand-alone document;
 - b. Is annually updated and published on the District's website;
 - c. States the necessary and optional student data the District collects;
 - d. States that the District will not collect the student data described in Prohibited Collection of Student Data, above;
 - e. Describes the types of student data that the District may not share without a data authorization;
 - f. Describes how the district may collect, use, and share student data;
 - g. Includes the following statement: "The collection, use, and sharing of student data has both benefits and risks. Parents and students should learn about these benefits and risks and make choices regarding student data accordingly.";
 - h. Describes in general terms how the District stores and protects student data; and
 - i. States a student's rights under the student data protection statutes.
2. The notice may also include additional information relating to student and parent privacy, as determined by the District.

[Utah Code § 53E-9-305\(2\), \(8\) \(2023\)](#)

H. Student Data Disclosure Statement Recipients

1. The District may collect the necessary student data of a student into a cumulative record only if the District provides a student data disclosure statement to:
 - a. The student, if the student is an adult student; or
 - b. The student's parent, if the student is not an adult student.

[Utah Code § 53E-9-305\(4\) \(2023\)](#)

I. Optional Student Data Collection

1. The District may collect optional student data into a cumulative record only if it:
 - a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a student data disclosure statement that includes a description of:
 - 1) The optional student data to be collected; and
 - 2) How the District will use the optional student data; and
 2. Obtains a data authorization to collect the optional student data from an individual described in Student Data Disclosure Statement Recipients, above.

[Utah Code § 53E-9-305\(5\) \(2023\)](#)

J. Student Biometric Identifier and Biometric Information Data Collection

1. The District may collect a student's biometric identifier or biometric information if the District:
 - a. Provides, to an individual described in Student Data Disclosure Statement Recipients, above, a biometric information collection notice that is separate from a student data collection notice and which states:
 - 1) The biometric identifier or biometric information to be collected;
 - 2) The purpose of collecting the biometric identifier or biometric information; and
 - 3) How the District will use and store the biometric identifier or biometric information; and
 - b. Obtains written consent to collect the biometric identifier or biometric information from an individual described in Student Data Disclosure Statement Recipients, above.

[Utah Code § 53E-9-305\(6\) \(2023\)](#)

K. Sharing Student Data

1. The District may not share a student's personally identifiable student data without written consent, except in conformance with the requirements of this policy and with the Family Educational Rights and Privacy Act ("FERPA") and related provisions under [20 U.S.C. §§ 1232g](#) and [1232\(h\)](#).

[Utah Code § 53E-9-308 \(2023\)](#)

L. Requirements for Student Data Manager

1. The District will designate a student data manager who shall:
 - a. Authorize and manage the sharing, outside of the District, of personally identifiable student data for the District as described in this section;
 - b. Act as the primary local point of contact for the state student data officer described in [Utah Code § 53E-9-302](#); and
 - c. Fulfill other responsibilities described in the District's data governance plan.

[Utah Code § 53E-9-308\(2\) \(2022\)](#)

M. Permitted and Prohibited Sharing of Student Data by Student Data Manager

1. A student data manager may share the personally identifiable student data of a student with the student and the student's parent. Otherwise, a student data manager may only share a student's personally identifiable student data from a cumulative record ~~(including sharing student data with a federal agency) in accordance with~~ as required by federal law or as follows. Such data may be shared with:
 - a. A school official;
 - b. An authorized caseworker, in accordance with this policy, or other representative of the Department of Human Services; or
 - c. A person to whom the District has outsourced a service or function:
 - 1) To research the effectiveness of a program's implementation; or
 - 2) That the District's employees would typically perform
2. A student data manager may share a student's personally identifiable student data from a cumulative record with a caseworker or representative of the Department of Health and Human Services if:
 - a. The Department of Health and Human Services is:
 - 1) Legally responsible for the care and protection of the student; or

- 2) Providing services to the student; and
 - b. The student's personally identifiable student data is not shared with a person who is not authorized:
 - 1) To address the student's education needs; or
 - 2) By the Department of Health and Human Services to receive the student's personally identifiable student data; and
 - c. The Department of Health and Human Services maintains and protects the student's personally identifiable student data.
3. A student data manager may share a student's personally identifiable student data to improve educational outcomes for the student where the student is:
 - a. In the custody of or under the guardianship of, the Department of Health and Human Services;
 - b. Receiving services from the Division of Juvenile Justice Services;
 - c. In the custody of the Division of Child and Family Services;
 - d. Receiving services from the Division of Services for People with Disabilities; or
 - e. Under the jurisdiction of the Utah Juvenile Court.
 4. A student data manager may share aggregate data.
 5. A student data manager may not share personally identifiable student data for the purpose of external research or evaluation except as follows: If a student data manager receives a request to share data for the purpose of external research or evaluation, the student data manager shall:
 - a. Verify that the request meets the requirements of [34 CFR § 99.31\(a\)\(6\)](#);
 - b. Submit the request to the District's external research review process; and
 - c. Fulfill the instructions that result from the review process.
 6. If the student data manager is informed that the State Board of Education intends to share student data collected by the District with the Utah Registry of Autism and Developmental Disabilities, the student data manager shall give notice to the parent of each student whose data is to be shared of the State Board's intention to share

the data. This notice shall be provided at least 30 days before the State Board is to share the data. If a parent requests that the State Board not share the data, the student data manager shall relay that request to the State Board.

7. A student data manager may share personally identifiable student data in response to a subpoena issued by a court.
8. In accordance with State Board of Education rule, a student data manager may share personally identifiable information that is directory information.

[Utah Code § 53E-9-308 \(2023\)](#)

N. Third Party Contractors

1. The District may provide a third-party contractor with personally identifiable student data received under a contract with the District strictly for the purpose of providing the contracted product or service within the negotiated contract terms.
2. When contracting with a third-party contractor, the District shall require the following provisions in the contract:
 - a. Requirements and restrictions related to the collection, use, storage, or sharing of student data by the third-party contractor that are necessary for the District to ensure compliance with the provisions of the Student Data Protection Act and State Board of Education rules;
 - b. A description of a person, or type of person, including an affiliate of the third-party contractor, with whom the third-party contractor may share student data;
 - c. Provisions that govern requests by the District for the deletion of the student data received by the third-party contractor from the District;
 - d. Except as provided in this policy and if required by the District, provisions that prohibit the secondary use of personally identifiable student data by the third-party contractor; and
 - e. An agreement by the third-party contractor that, at the request of the District, the District or its designee may audit the third-party contractor to verify compliance with the contract.
3. A third-party contractor's use of personally identifiable student data shall be in accordance with [Utah Code §§ 53E-9-309, 53E-9-310](#) and FERPA.

4. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall monitor and maintain control of the data.
5. If the District contracts with a third-party contractor to collect and have access to the District's student data, the District shall notify a student and the student's parent or guardian in writing that the student's data is collected and maintained by the third-party contractor.

Utah Admin. Rules R277-487-7 (November 8, 2019)

[Utah Code § 53E-9-309 \(2020\)](#)

[Utah Code § 53E-9-310 \(2019\)](#)

POLICY 4200

Term of Instruction: School Year & School Day

A. Length of School Year

1. The schools of the District shall provide educational services over a minimum of 180 school days during each school year, except as follows:

a. The Board may reallocate up to 32 instructional hours or 4 school days for teacher preparation time or professional development by a two-thirds majority vote of the Board in a properly noticed and held public meeting. If a reallocation is made, parents and guardians shall be notified of the school calendar at least 90 days before the beginning of the school year. ~~(During the 2021-2022 and 2022-2023 school years, as needed due to circumstances arising from the COVID-19 pandemic within the District or within a particular school, this notice may be given at least 14 calendar days before the reallocated instructional hours or school days.)~~ Unless the day is

- 1) One which has been reallocated in this way,
- 2) A day on which educational services are being provided to the school's students through distance learning, or
- 3) A day when there is an emergency closure for weather or other emergency, a school that participates in the National School Lunch Program must provide meals on each day that is scheduled toward the 180 school day requirement.

Utah Admin. Rules R277-419-4(1) (July 1, 2023)

[Utah Code § 53F-2-102\(4\)\(d\) \(2022\)](#)

2. The required days of instruction may be provided at any time during the school year as determined by the Board. The Board will approve school calendars providing for instructional time and days in an open meeting.

Utah Admin. Rules R277-419-4(2), (6)(g) (July 1, 2023)

3. If a school is using a modified 45-day/15-day year-round schedule initiated prior to July 1, 1995, it is in compliance with State Board of Education regulations if the school's schedule includes a minimum of 990 hours of time the school will provide educational services over a minimum of 172 days.

Utah Admin. Rules R277-419-11(2) (July 1, 2023)

B. Term Basis

1. The District shall operate on a quarter, semester, or trimester basis and shall adhere to the requirements of the appropriate curriculum prepared by the State Board of Education.

C. Beginning Date

1. Student attendance for the first quarter, semester, or trimester of the regular school term shall be established by the Board pursuant to a calendar adopted annually.

D. Emergency/Activity Days

1. The annual school calendar adopted by the Board shall include exigency time for closures for emergencies, activities, or extreme weather conditions. If school is closed for these or any other reason, the instructional time missed shall be made up under the exigency time so that the minimum school program instructional requirements are met. However, the Board may request a waiver from the State Superintendent from the instructional day requirement as provided for in Utah Administrative Rules R277-121-5.

Utah Admin. Rules R277-121-5 (October 10, 2022)

Utah Admin. Rules R277-419-4(3) (July 1, 2023)

E. Parent-Teacher and Student Plan Conferences

1. With Board approval, schools may conduct parent-teacher and student Plan for College and Career Readiness conferences during the day and the time for those conferences may be counted as instructional time up to the equivalent of three full school days during a school year.

Utah Admin. Rules R277-419-4(6)(b) (July 1, 2023)

F. Kindergarten Assessment

1. The Board may designate up to 12 educational service days at either or both the beginning or end of the school year for assessment of students entering or completing kindergarten. Assessments shall be conducted by qualified school employees. The assessment time per student must be adequate to justify the amount of instruction time used for assessment. Such action must be taken in a properly noticed public meeting and the parents of these students shall be given

notice and an explanation of the assessment well in advance of the assessment period.

Utah Admin. Rules R277-419-4(6)(d), (e) (July 1, 2023)

G. Length and Schedule Per Day

1. A school day is a day where the school provides educational services to students consistent with the requirements of Utah Admin. Rules R277-419-5.

Utah Admin. Rules R277-419-2(31) (July 1, 2023)

H. Exceptions for Students with Compelling Circumstances

1. In the Board's discretion, the length of the time an individual student is required to be in school on instructional days may be varied for students with compelling circumstances. Such variance will be established on an individual basis according to the student's IEP or Plan for College and Career Readiness.

Utah Admin. Rules R277-419-14(1) (July 1, 2023)

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

mentor teacher or student to regularly monitor the student, or other activities specific to the student.

- 2) Remediation efforts may include evaluating the student for services under [IDEA](#) or Section 504.
 - b. Policies that allow a student to remain in school under an in-school suspension program or under a program allowing the parent, with the consent of the student's teacher or teachers, to attend class with the student for a period of time specified by a designated school official; and
 - c. Enlisting the cooperation of the Division of Child and Family Services, the juvenile court, or other appropriate state agencies, if necessary, in dealing with a student's suspension.
6. Appeals: A student or parent on behalf of a student may appeal the determination of the Superintendent **or designee** to the Board of Education by filing a written notice of appeal with the Superintendent **or designee** within 10 days of the date the decision of the Superintendent **or designee** is mailed to the student. No further hearing will be held.
 - a. The Board shall review the evidence submitted to the Superintendent **or designee** and the written determination of the Superintendent **or designee**.
 - b. The Board may affirm the Superintendent **or designee** decision or modify the Superintendent **or designee** decision.
 - c. The Board's written decision shall be issued within 30 days of receipt of the student's written notice of appeal.
- K. Expulsion: If the Superintendent **or designee** recommends expulsion for an indefinite or definite period of time, then the Superintendent **or designee** will transmit that recommendation to the Board of Education along with the record of evidence submitted to the Superintendent **or designee**.
 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 **or designee**, 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 **or designee**, then the Superintendent **or designee** 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 minor is found in possession of a dangerous weapon on school grounds when school is in session property during school hours or at a school sponsored activity and that information is reported to or known by a school employee, the school employee shall notify the principal. After receiving such a notification, 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, determines** 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

1. 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
 - a. suspension or expulsion of a student, or
 - b. arrest of a minor or
 - c. “other law enforcement activities” (defined below).
2. 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
 - a. a search and seizure by an SRO,
 - b. issuance of a criminal citation,
 - c. issuance of a ticket or summons,
 - d. filing a delinquency petition, or
 - e. referral to a probation officer.
3. 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.
4. The District shall report the data to the State Superintendent in a timely manner as required by the State Superintendent. The District shall report the data compiled for each school year to the State Superintendent on or before September 1 of the year in which the school year ended.

[Utah Code § 53E-3-516 \(2022\)](#)

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

POLICY 5006
Safe Schools
Discipline of Students with Disabilities

- A. Federal and state laws preclude disciplining a student for conduct which is a manifestation of a disability. Therefore, where a student who has been identified as eligible for special education services engages in conduct which is a violation of school rules or in conduct subject to discipline under this general policy, additional procedures will apply. If the student has not previously been identified as eligible for special education, but asserts that he or she should receive the procedural protections, application of the procedural protections will depend on the criteria set forth below.
1. For purposes of removals of a student with a disability from the student's current educational placement, a change of placement occurs if:
 - a. The removal is for more than ten (10) consecutive school days, **including shortened school days**.
 - b. The student is subjected to a series of removals that constitute a pattern because they cumulate to more than ten (10) school days in a school year, **including shortened school days**, because the student's behavior is substantially similar to behavior in prior incidents resulting in removal, and because of additional factors such as the length of each removal, the total amount of time each student is removed, and the proximity of the removals to one another. The District shall determine whether a pattern of removals constitutes a change in placement on a case-by-case basis.

[34 CFR § 300.536](#)
[Utah Admin. Rules R277-750-2 \(January 11, 2023\)](#)
[State Board of Education Special Education Rules V.D.](#)
 - c. **Shortened school days occur when a student's school day is reduced by school personnel solely in response to the student's behavior for disciplinary purposes (rather than by the IEP team or placement team for the student to receive a FAPE).**

[Utah Admin. Rules R277-750-2 \(January 11, 2023\)](#)
[State Board of Education Special Education Rules V.D.2](#)
 2. Identified Eligible Students with a Disability – Short Term Suspension

- a. The school District may suspend students with disabilities from school for a period not to exceed ten (10) official school days if it is determined that:
 - 1) Maintaining the student in a current placement is substantially likely to result in injury to self or to other persons.
 - 2) The student has engaged in conduct which would otherwise warrant suspension or removal for a non-handicapped student.
- b. The ten (10) days suspension is considered on a cumulative basis within one school year. The number of days should be only as many as are necessary in the specific case. Other options should be considered before using out-of-school suspension with a disabled student. Any suspension should consider the least restrictive environment.

Utah Admin. Rules R277-750-2 (January 11, 2023)
[State Board of Education Special Education Rules V.B.2](#)
[34 CFR § 300.530](#)
[20 U.S.C. § 1415\(k\)\(1\)\(B\)](#)

3. Change in Placement - Long-Term Suspension or Expulsion

- a. Any suspension of a student with disabilities for more than 10 days constitutes a change in placement, as does a change in the student's educational program (classroom assignment). Prior to a change in placement, parents of the student must be notified of the proposed change and a group of persons' knowledgeable about the student must conduct a Manifestation Determination meeting in order to establish whether the behavior is related to the student's disability.
- b. A student with disabilities may not be expelled. However, the student may be otherwise disciplined if the student's conduct is not a manifestation of the disability, and the student's educational placement may be changed by the IEP Team after a hearing under this policy.
- c. If the parent contests the change in placement, notice of due process right must be given to the parent and the student shall "stay put" in the educational placement at the time the parents contest the placement change pending completion of the due process hearing.

[34 CFR § 300.530](#)

4. Manifestation Determination

- a. A student with a disability may be disciplined for engaging in conduct that would warrant such action for a non-handicapped student only if the IEP Team determine the misconduct is not a manifestation of the disability or the result of inappropriate placement.
- b. In determining whether a student's behavior is a manifestation of a student's disability, the IEP Team shall base its decision on current evaluation and assessment data as well as on the current IEP documentation. The IEP Team shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement or an interim alternative placement after ten days while additional assessments are being conducted.
- c. If the school, the parent or guardian or adult student, and relevant members of the IEP Team determine that the misconduct was the direct result of the school's failure to implement the IEP, the school must take immediate steps to remedy those deficiencies.
- d. If the IEP Team determines that the student's disruptive behavior is a manifestation of the disability, the IEP Team must either (1) conduct a functional behavior assessment (FBA) (unless the school conducted an FBA before the behavior) and implement a behavior intervention plan (BIP) for the student or (2) if a BIP has already been developed, review the BIP and modify it as necessary to address the behavior. ~~or the result of inappropriate placement, the student may not be disciplined for the conduct, however the student may be placed in an appropriate interim alternative setting for not more than 45 days. If the student's behavior indicates an inappropriate placement, the IEP Team shall review the placement and recommend alternatives. If the IEP Team determines that the behavior was a manifestation of the disability, it shall either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider the extension of an emergency removal.~~ The student must then be returned to the placement from which the student was removed unless the specific conduct provisions below apply or the school and the parent or guardian or adult student agree to a change of placement as part of the modification of the BIP.
- e. If the IEP Team determines that the conduct is not a manifestation of the disability ~~or the direct result of a failure to implement the IEP or a result of inappropriate placement~~, then the student may be disciplined under the same standards as are applied to non-disabled students. However, if the student is suspended for more than 10 days in a given school year, the District still must provide services to the disabled student to the extent necessary to enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals set out in the student's IEP. The IEP Team

shall determine the instructional and related services to be provided during the time of suspension. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

- f. If the student's parent disagrees with the IEP Team's manifestation determination, or regarding decisions for the student's placement, the parents may request a due process hearing pursuant to the policies governing students with disabilities.

[34 CFR § 300.121](#)

[34 CFR § 300.530\(e\)](#)

Utah Admin. Rules R277-750-2 (January 11, 2023)

[State Board of Education Special Education Rules V.E.](#)

5. Students Not Identified as Eligible for Special Education

- a. If a student has not been previously identified as eligible for special education services, or the student's parents assert that the student is entitled to the special discipline procedures applicable to students with disabilities, then those procedures shall apply to the student if any of the following conditions are satisfied, subject to paragraph (4) below.
 - 1) The student's parent **or guardian or adult student** has previously expressed in writing to the student's teacher or to supervisory or administrative personnel or the District that the student needs special education **and related** services.
 - 2) The student's parent **or guardian or adult student** has previously requested that the student be evaluated for eligibility for special education services.
 - 3) The student's teacher or other school personnel have previously expressed specific concerns about a pattern of behavior demonstrated by the student **directly** to the special education director of the school or to other supervisory personnel.
 - 4) If, prior to the conduct for which discipline is contemplated, (a) the student's parent **or adult student** has not allowed an evaluation of the student for eligibility for special education services, (b) the student's parent **or adult student** refused special education services for the student, or (c) the District evaluated the student and determined that the student was not a child with a disability, then the special discipline procedures for students with disabilities shall not apply to the student, and the student shall be disciplined in accordance with the procedures for non-disabled students.

- b. If, during the period of time in which a student is subject to disciplinary sanctions, the student's parent requests that the student be evaluated for eligibility for special education services, an evaluation shall be conducted on an expedited basis. Until the evaluation is complete, the student's educational placement shall remain the same (if the child has been suspended or expelled, for example, the suspension or expulsion shall remain in effect).

[34 CFR § 300.534](#)

Utah Admin. Rules R277-750-2 (January 11, 2023)

[State Board of Education Special Education Rules V.J.](#)

6. Removal of Disabled Students for Specific Conduct

- a. In the following circumstances, regardless of whether the student's action was a manifestation of the student's disability, the student may be placed in an interim alternative educational setting for a period to be determined but not to exceed 45 days.
 - 1) The student carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of the **State board of Education or the** District;
 - 2) The student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function under the jurisdiction of the **State Board of Education or the** District;
 - 3) The student has inflicted serious bodily injury on another person while at school, on school premises, or at a school function under the jurisdiction of the **State Board of Education or the** District.
- b. For purposes of determining if the applicable circumstances are present, the following definitions apply:
 - 1) "Controlled substance" means a drug or other substance that cannot be distributed without a prescription, identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act ([21 USC § 812\(c\)](#)).
 - 2) "Illegal drug" means a controlled substance but does not include a drug controlled, possessed, or used under the supervision of a licensed health-care professional or one legally possessed or used under state or federal law.
 - 3) "Serious bodily injury" means bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or

protracted loss or impairment of the function of a bodily member, organ, or mental faculty. It excludes a cut, abrasion, bruise, burn, disfigurement, physical pain, illness, or a temporary impairment of the function of a bodily member, organ or mental faculty.

- 4) "Weapon" means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury.

[34 CFR § 300.530\(g\)](#)

Utah Admin. Rules R277-750-2 (January 11, 2023)

[State Board of Education Special Education Rules V.E.5.](#)

- c. If the circumstances warranting an interim alternative educational setting are present, then:
 - 1) The appropriate interim alternative education setting shall be determined by the IEP Team.
 - 2) If the student's parent requests a due process hearing, the student shall remain in the alternative educational setting during the phase of any due process proceedings unless the parents and the special educational director agree otherwise.
 - 3) The IEP Team must convene prior to the end of the period of removal to the alternative educational setting to determine the least restrictive environment in which the student may be placed when the period of removal is concluded.

POLICY 5090

Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting

A. Reporting of Child Abuse

1. Whenever any employee of the District knows or reasonably believes that a child has been neglected, or physically or sexually abused, such employee shall immediately notify the nearest peace officer, law enforcement agency or office of the State Division of Child and Family Services (DCFS). Under such circumstances, the employee shall **also** notify the building principal. Such a report to the principal does not satisfy the employee's personal duty to report to law enforcement or DCFS. It is not the responsibility of school employees to prove that the child has been abused or neglected, or determine whether the child is in need of protection. Investigations are the responsibility of the division of Child and Family Services. Investigation by education personnel prior to submitting a report should not go beyond that necessary to support a reasonable belief that a reportable problem exists.
2. School officials shall cooperate appropriately with DCFS and law enforcement agency employees authorized to investigate charges of child abuse and neglect, assisting as asked as members of interdisciplinary child protection teams in providing protective, diagnostic, assessment, treatment, and coordination services, including:
 - a. Allowing appropriate access to students;
 - b. allowing authorized agency employees to interview children consistent with DCFS and local law enforcement protocols;
 - c. making no contact with parent of children being questioned by DCFS or local law enforcement; and
 - d. cooperating with ongoing investigations and maintaining appropriate confidentiality.
3. The employee shall maintain the confidentiality of and not disclose any information learned in connection with an investigation except with those persons with whom the employee is required to cooperate, including the Division, law enforcement, the State Board of Education, or supervisory District officials. Persons making reports or participating in an investigation of alleged child abuse or neglect in good faith are

immune from any civil or criminal liability that otherwise might arise from such actions, as provided by law.

4. The anonymity of those reporting or investigating child abuse or neglect will be preserved an information provided pursuant only to the manner provided for in [Utah Code § 80-2-1005](#).

Utah Admin. Rules R277-401-3 (September 21, 2017)

[Utah Code § 80-2-602 \(2022\)](#)

[Utah Code § 80-2-1005 \(2023\)](#)

B. Reporting of Child Abuse by a School Employee

1. An employee who has reasonable cause to believe that a student may have been physically or sexually abused by a school employee shall immediately report that belief to the nearest peace officer, law enforcement agency, or office of the State Division of Child and Family Services and to **both** the school principal **and** the Superintendent. A District administrator including the Superintendent, who has received such a report or who otherwise has reasonable cause to believe that a student may have been physically or sexually abused by an educator shall immediately report that information to the State Board of Education and to the Utah Professional Practices Advisory Commission.

Utah Admin. Rules RR277-217-3(5) (February 7, 2020)

[Utah Code § 53E-6-701 \(2022\)](#)

C. School Personnel Education Regarding Child Sexual Abuse and Human Trafficking

1. The District shall provide every other year training to all school personnel on responding to a disclosure of child sexual abuse in a supportive, appropriate manner and on the mandatory reporting requirements of [Utah Code § 53E-6-701](#) (regarding abuse by school personnel) and Utah Code § 80-2-602 (regarding reporting of child abuse). The training shall also address human trafficking and identifying children who are victims or may be at risk of becoming victims of human trafficking or commercial sexual exploitation. "School personnel" to receive training include all school employees, whether licensed, part-time, contract, or non-licensed.

[Utah Code § 53G-9-207\(3\)\(a\)\(i\) \(2022\)](#)

2. The District shall provide, **every other year, annual** instruction to the parents of elementary school students in the District on recognizing warning signs of a child who is being sexually abused or who is a victim or may be at risk of becoming a victim of human trafficking or commercial sexual exploitation and on effective, age-appropriate methods for discussing the topic of child sexual abuse with a child.

[Utah Code § 53G-9-207\(3\)\(a\)\(ii\) \(2022\)](#)

D. Training Materials

1. The training required under this policy for both school personnel and parents of elementary school students shall use the instructional materials prepared and approved by the State Board of Education.

[Utah Code § 53G-9-207\(3\)\(b\) \(2022\)](#)

E. Evidence of Compliance

1. The District must provide evidence of compliance with these training and instructional materials requirements upon request of the State Board of Education.

[Utah Code § 53G-9-207\(7\) \(2022\)](#)

POLICY 5100

Student Records

A. Definition/Types

1. For the purposes of this policy, the term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution.
2. The term “education records” does not include:
 - a. Records that contain only information about a student after he or she is no longer a student in the district.
 - b. Records made by district personnel that are kept in the sole possession of the maker and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
 - c. Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement.
 - d. Records relating to an individual who is employed by an educational agency or institution, that:
 - 1) Are made and maintained in the normal course of business;
 - 2) Relate exclusively to the individual in that individual's capacity as an employee; and
 - 3) Are not available for use for any other purpose.
 - a) Records relating to an individual in attendance at the school who is employed as a result of his or her status as a student are education records and not excepted under paragraph (d).
 - e. Records on a student who is eighteen (18) years of age or older that are:

- 1) Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
- 2) Made, maintained, or used only in connection with treatment of the student; and
- 3) Disclosed only to individuals providing the treatment.
 - a) For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.

[20 U.S.C. § 1232g](#)
[34 CFR § 99.3](#)
[Utah Code § 53E-9-202 \(2019\)](#)
[Utah Code § 53E-9-204\(1\) \(2019\)](#)

B. Notification of Significant Data Breach

1. The District shall notify the parent of a student (or the student if the student is an adult) if there is a significant data breach (as defined by the State Board of Education) at the District or a District school.

[Utah Code § 53E-9-304\(2\) \(2020\)](#)

C. Student Identification Number

1. The District shall notify the parent of a student if there is a release of the student's personally identifiable student data due to a security breach.

[Utah Code § 53E-9-304\(2\) \(2019\)](#)

2. The District will not use a social security number as a student's identification number with the District.

[Utah Code § 63G-15-201 \(2012\)](#)

D. Screening Records

1. The principal of each school shall maintain records of screening for special senses and communication disorders and spinal screening for each student in the school. Records shall be open for inspection by the state or local health department.

Individual screening records may be transferred among schools in accordance with provisions below concerning ACCESS BY OTHER PERSONS.

[20 U.S.C. § 1232g](#)

E. Immunization Records

1. The District shall maintain an individual immunization record during the period of attendance for each student admitted. The records shall be open for inspection at all reasonable times by representatives of local health departments or the Utah Department of Health. The District shall cooperate with other districts in transferring students' immunization records between schools. Specific approval from students or parents is not required prior to making such record transfers.

F. Assessment Transfers

1. The results of individual student performance on basic skills assessment instruments or other achievement tests administered by the District are confidential and may be made available only to the student, the student's parent, and to the school personnel directly involved with the student's educational program. However, overall student performance data shall be aggregated by school and District and made available to the public, with appropriate interpretations, at regularly scheduled Board meetings. The information may not contain the names or other identifying information of individual students or teachers.

G. Academic Achievement Record

1. The District shall maintain a student academic achievement record on each student enrolled in the District. This record shall reflect courses of studies completed and shall substantiate the fulfillment of course requirements toward qualifying for high school graduation. A copy of this record shall be furnished to each student transferring to another school district.

H. Access to Education Records

1. Access to the education records of a student who is or has been in attendance at a school in the District shall be granted to the parent of the student who is a minor or who qualifies as a dependent for tax purposes. "Parent" includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent.

[34 CFR § 99.3](#)
[Utah Code § 53E-9-205 \(2023\)](#)

2. The District shall presume that a parent has authority to inspect and review the student's records unless it has been provided with evidence that there is a court order, state statute, or legally binding document that specifically revokes these rights.

[34 CFR § 99.4](#)

3. Except as provided for by [Utah Code § 53E-9-203\(6\)](#), or unless a parent's right of access has been specifically revoked by a state statute, court order, or other legally binding document, schools must provide a parent access to the education records of the parent's student.

[Utah Code § 53E-9-205\(2\) \(2023\)](#)

4. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

[34 CFR § 99.5 \(a\)\(1\)](#)

[34 CFR § 99.3](#)

5. If material in the education record of a student includes information on another student, only the portion of the material relating to the student whose records were requested may be inspected and reviewed.

[34 CFR § 99.12\(a\)](#)

I. Request Procedure

1. Upon request of a properly qualified individual, access to a student's education record shall be granted within a reasonable period of time, not to exceed forty-five (45) days. The District shall respond to reasonable requests for explanations and interpretations of the records.

[34 CFR § 99.10](#)

J. Access by Other Persons

1. Personally identifiable information in education records shall not be released without the written consent of the student's parents, except to the following:

- a. School officials including teachers, who have legitimate educational interests. An administrator or teacher is entitled to access to a student's medical records maintained by the District only if he or she has completed in-service training.
 - 1) In addition, a school employee may only access a student's records if that employee is included on the list of authorized employees and if federal and state privacy laws otherwise authorize the access.

[Utah Code § 53E-9-204\(4\)\(a\) \(2019\)](#)

- b. Officials of other schools or school systems in which the student seeks or intends to enroll, provided that the District either:
 - 1) Includes in its policies a statement that notifies the parent or student that it forwards education records on request of the other school to such officials; or
 - 2) Makes a reasonable attempt to notify the parent (unless the record transfer is initiated by the parent.)
 - a) In either case, the District shall furnish a copy of the transferred records to the parent if requested, and give the parent an opportunity for a hearing to challenge the content of the record.
- c. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or state and local educational authorities who require access to student or other records necessary in connection with the audit and evaluation of federal or state-supported education programs or in connection with the enforcement of or compliance with federal legal requirements that relate to such programs.

[34 CFR § 99.31](#)

[34 CFR § 99.35](#)

- d. Personnel involved with a student's application for, or receipt of, financial aid.
- e. State and local officials to whom such information is specifically required to be reported or disclosed by state statute.
- f. Organizations conducting studies for educational agencies or for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the

studies. Such information must be destroyed when no longer needed for the original purposes of the studies.

- g. Accrediting organizations that require the information for purposes of accreditation.
- h. Parents of a student who qualifies as a dependent for tax purposes.
- i. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person.
- j. Any person requesting directory information, as defined in local policy, after the District has given public notice of that definition.

[34 CFR § 99.31](#)
[34 CFR § 99.37](#)

- 2. In order for personally identifiable information in education records to be released to any individual, agency, or organization other than to the student and those listed above, written consent must be obtained from the student's parent. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released. Such information may also be released in compliance with a judicial order or subpoena provided that the District makes a reasonable effort to notify the parent and student of the order or subpoena in advance of compliance.

[34 CFR § 99.31](#)

K. Transfer Not Permitted

- 1. Personal information from student education records shall be transferred to a third party only on the condition that such party will not permit any other party to have access to such information without the written consent of the student's parent.

L. Notice of Behavior that may Threaten Safety

- 1. Notwithstanding any other provision of this policy, in the event a student is expelled for a period of more than ten (10) days for use or distribution of alcohol or a controlled substance, or for possession of an incendiary device or firearm, a record stating the cause of expulsion shall be created and provided only to the following persons:
 - a. The principal and vice-principal over students in any alternative educational setting where the student will be educated;

- b. Any teachers of the student in the alternative education placement; and
 - c. Counselors in any school where the student attends who may provide counseling services to the student.
2. If appropriate, the record shall state also any appropriate precautions to be observed in the education of the student.
 3. The Board finds that dissemination of such information to those persons identified is necessary to provide an appropriate and safe education to the student of the District. The District shall not provide copies of such private records to any persons except those identified and the parent of the student without a court order.
 4. If the student is education pursuant to an Individual Education Program, then the record shall be considered by the Individual Education Program Team to determine an appropriate placement in the least restrictive environment consistent with safety and well-being of all students in the District.
 5. A copy of this policy shall be made available to parents and students upon request.

M. Record of Access to Student Record

1. Each school shall maintain a record, kept with the education record of each student that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records. The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record will be maintained as long as the District maintains the student's education record. The record of access shall be available only to parents, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the system.

[20 U.S.C. § 1232g](#)
2. The record shall not include requests for access by, or access granted to, parents of the student or officials of the District, requests accompanied by prior written consent of the parent, requests for directory information, or a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the

contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

[34 CFR § 99.32](#)

N. Right to Amend Records

1. The parent of a student whose records are covered by this policy may ask the District to amend the student's record if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights. If, after a reasonable time, the District decides not to amend the education records requested, it shall inform the parent of its decision and his right to a hearing to challenge the content of the student's education records.
2. If the District decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, the District decides not to amend the records, it shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. Any explanation shall be maintained with the contested part of the record as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

[34 CFR § 99.20](#)

[34 CFR § 99.21](#)

O. Restriction on Gender Identity Changes in Student Records

1. "Gender identity" has the meaning provided in the Diagnostic and Statistical Manual (DSM-5). A person's gender identity can be shown by providing evidence, 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. "Sex" means the biological, physical condition of being male or female, determined by an individual's genetics and anatomy at birth. Written parental consent is required to change the gender or gender identity in an education record to a gender or gender identity that does not conform with the student's sex.

[Utah Code § 53E-9-205 \(2023\)](#)

P. Annual Notification of Rights

1. The District shall give parents of in-attendance students or the in-attendance students themselves annual notification of their rights under the [Family Educational](#)

[Rights and Privacy Act of 1974](#) and of the places where copies of this policy may be located. The District shall effectively notify parents or eligible students who are disabled. The District shall effectively notify parents who have a primary or home language other than English. The notice must include:

- a. The procedure for exercising the right to inspect and review education records.
- b. The procedure for requesting amendment of records.
- c. A specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest.

[20 U.S.C. § 1232g\(e\)](#)
[34 CFR § 99.7](#)

Q. Directory of Information

1. The District may release information if it has given public notice of:
 - a. The types of personally identifiable information that it has designated as directory information.
 - b. The right of the parent to refuse to permit the District to designate any or all of that information about the student as directory information.
 - c. The period of time within which the parent must notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information.

[34 FR § 99.37](#)

R. Directory Information

1. Directory information may include a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received, and the most recent previous school attended by a student.
2. Directory information shall be released to any individual or organization that files a written request with the Superintendent or designee.

[20 U.S.C. § 1232g](#)
[34 CFR § 99.3](#)

S. Fee for Copies

1. No fee shall be charged to search for or to retrieve the education records of a student. A fee may be charged for copies of education records that are made for the parents or students under this policy provided that the fee does not effectively prevent them from exercising their right to inspect and review those records. Hardship cases shall be dealt with on an individual basis.

[20 U.S.C. § 1232g](#)
[34 CFR § 99.11](#)

T. Records of Students with Disabilities

1. The District shall permit parents to inspect and review education records collected, maintained, or used for purposes of identifying, evaluating, placing, or educating students with disabilities.

[34 CFR § 300.501\(a\)](#)
[State Board of Education Special Education Rules IV.A.1](#)

U. Access Rights

1. In addition to policies applicable to all student records, the following guidelines shall apply when parents request to review or inspect District records relating to the education of their child:
2. Parents may request that a representative inspect and review the records.

[34 CFR § 300.613\(b\)\(3\)](#)
[State Board of Education Special Education Rules IV.V.4](#)

3. The District shall comply to requests without unnecessary delay and before any meeting regarding an individual education plan (IEP) or hearing relating to the identification, evaluation, or placement of the child.

[34 CFR § 300.613\(a\)](#)
[State Board of Education Special Education Rules IV.V.4](#)

4. The District shall keep a record of persons obtaining access to these student records (except access by parents and authorized employees) including name, date of access, and the purpose for which the person is authorized to use the records.

[34 CFR § 300.614](#)
[State Board of Education Special Education Rules IV.V.5](#)

V. Parental Consent

1. Parental consent must be obtained before personally identifiable information is used for any purpose other than meeting a requirement under the [Individuals with Disabilities Education Act \(IDEA\)](#) or disclosed to anyone other than officials of agencies collecting or using this information. The District may not release information from these records without parental consent except as provided in the [Family Educational Rights and Privacy Act \(FERPA\)](#).

[34 CFR § 300.622](#)

2. No student shall be required without parental consent to submit to testing or treatment or psychiatric examination of which the primary purpose is to reveal information concerning:
 - a. political affiliations or philosophies (except as provided in Policy ECF);
 - b. mental or psychological problems;
 - c. sexual behavior, orientation, and/or attitudes/
 - d. illegal, anti-social, self-incriminating or demeaning behavior;
 - e. critical appraisals of close family members;
 - f. any legally privileged information;
 - g. income (except as required to receive financial assistance or fee waivers);
and
 - h. religious affiliations or beliefs.
3. The parent shall be notified in writing of the means and purposes of the testing and the person(s) doing the testing at least two weeks, but not more than five months, before information protected by this policy is sought. This written notice must include an internet address where the parent can view the exact test or survey to be administered.

4. The data collected through an authorized test or survey is a private record which may not be shared except in accordance with the Family Educational Rights and Privacy Act ("FERPA").

[20 USC § 1232h](#)
[Utah Code § 53E-9-203 \(2022\)](#)

W. Confidentiality

5. The District shall protect the confidentiality of personally identifiable information in collection, storage, disclosure, and destruction of records. One official in the District shall assume responsibility for ensuring confidentiality of personally identifiable information. All persons collecting or using this information shall receive training or instruction concerning the legal requirements involved in handling these records. The District shall maintain for public inspection a current listing of the names and positions of employees who may have access to this information.

[34 CFR § 300.623](#)

X. Destruction of Information

1. The District shall inform parents when personally identifiable information pertaining to students with disabilities education is no longer needed to provide educational services to the student. Such information shall be destroyed on request of the parent. A permanent record of the student's name, address, and phone number, grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limit.

[34 CFR § 300.624](#)

Y. Comprehensive System

1. The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.
2. A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.
3. This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for non-enrolled students shall be retained for the period of time required by law. No

permanent records may be destroyed without explicit permission from the Superintendent.

Z. Custodian of Records

1. The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of records for students who have withdrawn or graduated. The student handbook distributed annually to all students and parents shall contain a listing of the addresses of District schools, as well as the Superintendent's business address.

AA. Types and Locations of Records

1. Each record custodian, at the location listed in the student handbook, shall be responsible for the education records of the District. These records may include:
 - a. Admissions data, personal and family data, including certification of date of birth.
 - b. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
 - c. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
 - d. Health services records, including:
 - 1) The results of any tuberculin tests administered by the District.
 - 2) The findings of screening or health appraisal programs the District conducts or provides.
 - 3) Information and follow-up to ensure that parents have been notified of identified problems and of how they can obtain needed services for the students.
 - 4) Immunization records.
 - 5) Attendance records.
 - 6) Student questionnaires.
 - 7) Records of teacher, counselors or administrative conferences with the student or pertaining to the student.

- 8) Verified reports of serious or recurrent behavior patterns.
- 9) Copies of correspondence with parents and others concerned with the student.
- 10) Records transferred from other districts the student has been enrolled in.
- 11) Records pertaining to participation in extracurricular activities.
- 12) Information relating to student participation in special programs.
- 13) Records of fees assessed and paid.
- 14) Other records that may contribute to an understanding of the student.

BB. Request Procedures

1. The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, Principal's, or counselor's office, or other restricted area designated by the record custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

CC. Student Rights

1. Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to, and consent required of, parents transfer from the parents to the student.

[34 CFR § 99.5\(a\)\(1\)](#)

[34 CFR § 99.3](#)

[34 CFR § 300.625](#)

[Utah Code § 53E-9-204\(4\)\(b\)\(ii\) \(2019\)](#)

DD. Access by School Officials

1. For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with

disabilities. The term also includes attorneys, consultants, and independent contractors who are retained by the District, by cooperatives of which the District is a member, or by facilities with which the District contracts for placement of students with disabilities.

2. School officials have a "legitimate educational interest" in a student's records when they are working with the student, considering disciplinary or academic actions, or developing a student with disabilities' individual education plan; compiling statistical data; or investigating or evaluating programs.

[34 CFR § 300.622\(b\)\(1\)](#)

EE. Access by Parents

1. Parents may be denied copies of records after the student reaches age eighteen (18) and no longer qualifies as a dependent for tax purposes, when the student is attending an institution of post-secondary education, or if the parents fail to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record shall be provided at no charge.

FF. Access by School Employees

1. Each school within the District shall create and maintain a list that includes the name and position of each school employee who is authorized to have access to student education records. This list shall be provided to the Board of Education and whenever the list is updated the updated list shall be provided to the Board of Education.
2. Each person included on the list of employees authorized to have access to student education records shall complete training on student privacy laws and upon completion of such training shall sign a statement certifying that the employee completed the training and that the employee understands student privacy requirements. Each employee training certification statement shall be provided to the Board of Education
3. Unless written consent has been given by the student's parent (or the student is over 18 years of age) the school may only share student education records with or allow access to such records by those school employees included on the list of employees authorized to access student education records.

[Utah Code § 53E-9-204 \(2019\)](#)

GG. Transcripts and Transfers of Records

1. A school shall request a certified copy of a transfer student's record, directly from the transfer student's previous school, within fourteen (14) days after enrolling the transfer student unless the student is a military child (see below).
2. The District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll within thirty (30) school days of the request, unless the student is a military child (see below).

[Utah Code § 53G-6-604 \(2018\)](#)

HH. Military Child's Records

1. If the parent of a military child requests an official education record and the school is unable to release the official education record, the school shall provide the parent of the military child with an unofficial education record.
2. If a school requires an official education record in order to enroll a student, the school shall enroll and appropriately place a military child based on information in an unofficial record pending validation by an official record.
3. A school that enrolls a military child shall request a certified copy of a military child's official education record, directly from the military child's previous school, simultaneously with enrolling the military child.
4. If a school receives a request to forward a certified copy of a military child's official education record, the school shall comply within ten (10) days of the request.
5. "Military child" means a child enrolled in kindergarten through grade 12 who is in the household of an active duty service member. An "active duty service member" is an individual on full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders.

[Utah Code § 53E-3-903\(1\) \(2019\)](#)

[Utah Code § 53E-3-905\(1\), \(2\) \(2018\)](#)

II. Records of a Missing Child

1. Upon notification by the Criminal Investigations and Technical Services Division of the Department of Public Safety ("division") of a missing child, the school in which

that child is currently or was previously enrolled shall flag the record of that child in a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing child.

2. The school shall immediately report any request concerning flagged records or knowledge as to the whereabouts of any missing child to the division. The school may not forward the record to the new school.
3. Upon notification by the division that a missing child has been recovered, the school shall remove the flag from that child's record.

[Utah Code § 53G-6-602 \(2018\)](#)

JJ. The Records Responsibility for Students with Disabilities

1. The official responsible for ensuring the confidentiality of any personally identifiable information in student with disabilities records shall be the Superintendent.
2. A current listing of names and positions of persons who have access to student with disabilities records is maintained at the office of the Superintendent.

KK. Procedure to Amend

1. Within fifteen (15) school days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received. Parents shall be notified in advance of the date, time, and place of the hearing.
2. An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence, and at their own expense, may be assisted or represented at the hearing. The parents shall be notified of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 school days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

I. Notice of Parent and Student Rights

[Family Education Rights and Privacy Act, 20 U.S.C. § 1232g](#)

1. The Box Elder School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.
2. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are eighteen (18) years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.
3. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: 960 South Main, Brigham City, UT 84302.
4. The addresses of the Principals' offices are:

Bear River High School	1450 S Main, Garland, UT 84312
Bear River Middle School	300 E 1500 S, Garland, UT 84312
Alice C. Harris Intermediate School	515 N 800 W, Tremonton, UT 84337
Box Elder High School	380 S 600 W, Brigham City, UT 84302
Box Elder Middle School	18 S 500 E, Brigham City, UT 84302
Adele C. Young Intermediate School	830 Law Dr., Brigham City, UT 84302
Sunrise High School	230 W 200 S, Brigham City, UT 84302
Early Learning Center	2275 N 3900 W, Corinne, UT 84307
Century Elementary	5820 N 4800 W, Bear River City, UT 84301
Discovery Elementary	820 N 500 W, Brigham City, UT 84302
Fielding Elementary	50 W Main, Fielding, UT 84311
Garland Elementary	450 S 100 W, Garland, UT 84312
Golden Spike Elementary	730 E 300 N, Brigham City, UT 84302
Grouse Creek Elementary and Secondary	76785 W 11900 N, Grouse Creek, UT 84313
Lake View Elementary	851 S 200 W, Brigham City, UT 84302
McKinley Elementary	120 W 500 S, Tremonton, UT 84337
North Park Elementary	50 E 700 N, Tremonton, UT 84337
Park Valley Elementary and Secondary	788 Education Dr., Park Valley, UT 84329
Snowville Elementary	PO Box 669, Snowville, UT 84336
Three Mile Creek Elementary	2625 S 1050 W, Perry, UT 84302

Willard Elementary

40 W 50 S, Willard, UT 84340

5. Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Board Members of the District, or of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a student with disabilities' individual education plan; (3) compiling statistical data; or (4) investigating or evaluating programs.
6. Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches eighteen (18) years of age, he or she has the right to consent to release of records transfers to the student.
7. The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as, but not limited to, teachers' personal notes on a student that are shared only with a substitute teacher and records on former students do not have to be made available to the parents or students.
8. Students over eighteen (18) and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.
9. Copies of student records are available at the reasonable current rate per page, payable in advance. Parents may be denied copies of student's records (1) after the student reaches age eighteen (18) and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to

view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

10. Certain information about District students is considered directory information. This information will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about his child. In connection with receiving federal funding, the District is also required by law to provide requesting military recruiters with secondary student names, addresses and telephone numbers unless the parent objects to the release of that information. (The same objection may be used for both general directory information release and release to military recruiters.) This objection must be made in writing to the Principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.
11. The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

[20 U.S.C. § 1232g\(e\)](#)
[Utah Code § 53E-9-202\(2\) \(2019\)](#)
[20 U.S.C. § 7908](#)

POLICY 5203

Graduation Attire

A. Definitions

1. “Adornment” means something that a student attaches to or wears with, but does not replace, graduation attire.
2. “Cultural” means recognized practices and traditions of a certain group of people.
3. “Graduation ceremony” means a high school graduation ceremony.
4. “Graduation attire” means the attire that is required to be worn by students at a graduation ceremony, according to the dress code established by the District and an individual high school.
5. “Tribe” means a tribe, band, nation, or Alaskan Native village that is recognized by federal law or formally acknowledged by a state.
6. “Tribal regalia” means a tribe’s traditional dress or recognized objects of religious or cultural significance, including tribal symbols, beads, and feathers.
7. “Qualifying student” means a student who is enrolled as a member of a tribe or eligible to be so enrolled.

[Utah Code § 53G-4-412\(1\) \(2022\)](#)

[Utah Code § 53G-4-414 \(1\) \(2023\)](#)

B. General Graduation Attire

1. Except as provided below, graduating students shall comply with the graduation attire and other dress code requirements of the student’s high school and the District.

C. Qualifying Students May Wear Tribal Regalia

1. Any qualifying student may wear tribal regalia during a graduation ceremony, including decorating the student’s other graduation attire with tribal regalia, notwithstanding any provision or policy of the high school conducting the ceremony or any other dress code policy.

[Utah Code § 53G-4-412\(2\), \(3\) \(2022\)](#)

D. Religious or Cultural Attire

1. A student may wear recognized items of cultural or religious significance as an adornment at a graduation ceremony subject to the following: the District or a school may prohibit a student from wearing an item of adornment that is likely to cause a substantial disruption of or material interference with the graduation ceremony. Any such prohibition shall be by the least restrictive means necessary to accomplish a specifically identified compelling governmental interest.

[Utah Code § 53G-4-414\(2\), \(3\), \(4\) \(2023\)](#)

Policy 5227

Concussions and Head Injury

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

Utah Admin. Rules R277-614-4 (November 7, 2022)

1. The District seeks to provide a safe return to activity for all students following any injury, but particularly after a traumatic head injury or concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in ensuring that concussed students are identified, treated, referred appropriately, receive appropriate follow-up medical care during the school day, and are fully recovered prior to returning to activity.
 2. District leadership shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff including coaches and other appropriate school personnel in writing.
 3. All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related traumatic head injuries and concussions are discussed.
1. All athletic coaches shall annually receive training on responding to concussions and head injuries as provided in this policy.

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

D. Definitions

1. "Traumatic head injury" means an injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury:
 - a. Transient confusion, disorientation, or impaired consciousness;

- b. Dysfunction of memory;
- c. Loss of consciousness; or
- d. Signs of other neurological or neuropsychological dysfunction, including:
 - 1) Seizures;
 - 2) Irritability;
 - 3) Lethargy;
 - 4) Vomiting;
 - 5) Headache;
 - 6) Dizziness; or
 - 7) Fatigue.

[Utah Code § 26B-4-401\(18\) \(2023\)](#)

2. “Head injury” means any injury to the head NOT a “traumatic head injury” as defined above, including a mild bump.

Utah Admin. Rules R277-614-2(3) (November 7, 2022)

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

[Utah Code § 26B-4-401\(16\) \(2023\)](#)

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

Utah Admin. Rules R277-614-2(6) (November 7, 2022)

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

Utah Admin. Rules R277-614-2(2) (November 7, 2022)

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

[Utah Code § 26B-4-401\(14\) \(2023\)](#)

7. “Written statement of a qualified health care provider” means a written statement from a qualified health care provider which state that:
 - a. The health care provider has, within three years before the date of the statement, successfully completed a continuing education course in the evaluation and management of a concussion; and
 - b. That the student to whom the statement relates is cleared to resume participation in the District sporting event.

[Utah Code § 26B-4-404\(1\)\(b\)\(ii\) \(2023\)](#)

8. “Agent of the District” mean a coach, teacher, employee, representative, or volunteer of the District.

[Utah Code § 26B-4-401\(1\) \(2023\)](#)

E. Requirements

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

this policy. Before a student may participate in any District sporting event, the student's parent must be provided a written copy of this policy and the student's parent must sign an acknowledgment that the parent has read, understands, and agrees to abide by this policy.

[Utah Code § 26B-4-403\(2\), \(3\) \(2023\)](#)

[Utah Code § 26B-4-404\(1\) \(2023\)](#)

F. Evaluation by a School Nurse

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

[Utah Code § 26-53-401 \(2014\)](#)

G. Notice to Parent of Head Injury

1. The District shall notify a parent if **District staff become aware that** a student is reported or suspected to have experienced a head injury during school hours or during a school-sanctioned activity, **including free play**.

Utah Admin. Rules R277-614-4(5) (November 7, 2022)

H. Documentation of Head Injury

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

I. Annual Notice to Student and Parents

1. Notice and a written copy of this policy shall be provided at least annually to parents of students who participate in District sporting events and students may not

participate in such events until the District receives a signed written acknowledgement that the parent has read, understands, and agrees to abide by this policy.

[Utah Code § 26B-4-403\(3\) \(2023\)](#)

J. Posting of Policy on Website

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

Utah Admin. Rules R277-614-4(4) (November 7, 2022)

K. Recognition of a Concussion

1. A concussion is a type of traumatic brain injury that interferes with normal function of the brain and is clinically referred to as mild Traumatic Brain Injury (mild TBI). It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a student does not lose consciousness from the head injury. (NFHS "[Suggested Guidelines for Management of Concussion in Sports](#)".)
2. Common signs and symptoms of a concussion (observed by others):
 - a. Student appears dazed or stunned
 - b. Confusion
 - c. Forgets plays
 - d. Unsure about game, score, opponent
 - e. Moves clumsily (altered coordination)
 - f. Balance problems
 - g. Personality change
 - h. Responds slowly to questions
 - i. Forgets events prior to hit

- j. Forgets events after the hit
 - k. Loss of consciousness (any duration)
 - l. Vomiting
3. Symptoms (reported by student):
- a. Headache or pressure in the head
 - b. Balance problems or dizziness
 - c. Fatigue or feeling tired
 - d. Does not “feel right”
 - e. More emotional than usual
 - f. Irritable or sad
 - g. Nausea or vomiting
 - h. Double vision, blurry vision
 - i. Sensitive to light or noise
 - j. Feels sluggish
 - k. Feels “foggy”
 - l. Problems concentrating
 - m. Problems remembering
4. These signs and symptoms following a witnessed or suspected blow to the head or body should be considered a probable concussion. A student who has suffered with a concussion (mild TBI) may have one or many of these signs and symptoms. Symptoms may progress or change in the days and weeks following an injury, including trouble sleeping, emotional distress, and academic difficulty. Any student suspected of having sustained a concussion or traumatic brain injury shall be immediately removed from the District sporting event and shall not return to participation ~~play~~ until cleared by an appropriate health care professional (provides

the District with a written statement of a qualified health care provider as defined in this policy).

L. Management and Referral Guidelines for All Staff

1. The following situations indicate a medical emergency and require activation of the Emergency Medical System (EMS):
 - a. Any student with a witnessed loss of consciousness of any duration shall be transported immediately to the nearest emergency department via emergency vehicle. Staff shall remain in contact with 911 and stabilize the student while waiting for EMS to arrive.
 - b. Any student who has symptoms of a concussion and who is not stable (i.e., whose condition is worsening) is to be transported immediately to the nearest emergency department via emergency vehicle.
 - c. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:
 - 1) Deterioration of neurological function (i.e., pupil changes or responses, muscle weakness, increased difficulty with response to questions)
 - 2) Decreasing level of consciousness
 - 3) Decrease or irregularity in respirations
 - 4) Any signs of symptoms of associated injuries, spine or skull fracture, or bleeding
 - 5) Mental status changes including:
 - a) lethargy
 - b) difficulty staying awake/alert
 - c) confusion
 - d) agitation
 - 6) Seizure activity
 - d. A student who is symptomatic but stable, may be transported by his or her parent. The parent should be advised to contact the student's health care

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

M. Guidelines and Procedures for Coaches and Teachers Supervising Physical Education Classes, Athletic Contests and Games

1. Recognizing concussions
 - a. All educators and agents of the District should become familiar with the signs and symptoms of concussion that are described above.
 - b. Educators and agents of the District shall have appropriate training about recognizing and responding to traumatic head injuries consistent with the employees' responsibilities for supervising students and athletes.
 - c. Training can be found through the [CDC website](#).
2. Removing from activity
 - a. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion shall be immediately removed from the activity and shall not return to play until cleared by an appropriate health care provider.
3. Referring the Athlete/Student for Medical Evaluation
 - a. The District agent is responsible for notifying the student's parent of the injury. Contact the parent to inform a parent of the injury. Depending on the injury, transport can be provided by either an emergency vehicle or parent.
 - 1) A medical evaluation by **and a written statement from** an appropriate health care provider is required before returning to play.
 2. In the event that a student's parent cannot be reached, and the student is able to be sent home (rather than directly to a health care provider):
 - a. The District's agents should ensure that the student will be with a responsible individual capable of monitoring the student and understanding the home care instructions before allowing the student to go home.
 - b. The District's agent should continue efforts to reach a parent.
 3. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency

Department for evaluation. A District agent should accompany the student and remain with the student until a parent arrives.

4. A District agent shall provide for supervision of the other students for whom the agent is responsible when accompanying the injured student.
5. Students with a suspected concussion should not be permitted to drive home.
6. A District agent should seek assistance from the host site's certified athletic trainer (ATC) or team physician, if available, if the injury occurs during an athletic event.

N. Free-Play concussion and Head Injury Management

1. While many head injuries that happen at school are minor, school staff shall follow these steps when a student has a bump, blow, or jolt to the head or body:
 - a. Observe the student for signs and symptoms of concussion for at least 30 minutes.
 - b. Ask people who saw the injury occur about how the injury happened and any concussion signs they observed.
 - c. Complete the [Concussion: Signs and Symptoms Checklist](#).
 - d. Notify the student's parent that their child had a head injury and give the parent the [Parent Notification of Head Injury During School Hours](#) document.
2. If the student has concussion signs or symptoms:
 - a. Tell the parent that the student needs to see a health care provider experienced in concussion management.
 - b. Give the parent a copy of the completed [Concussion: Signs and Symptoms Checklist](#) for the health care provider to review.
 - c. Ask for written guidance from the student's health care provider about when the student can return to school and physical activity.
3. If the student does not have concussion signs or symptoms:
 - a. Have the student return to class but do not allow the student to return to sports or recreational activities on the same day of the injury.

- b. Send a copy of the completed [Concussion: Signs and Symptoms Checklist](#) and the [Parent Notification of Head Injury During School Hours](#) document home with the student for the parent to review.
- c. Ask the parent to continue to observe the student for any changes.
- d. Tell the parent that if concussion signs or symptoms appear, the student should be seen right away by a health care provider with experience in concussion management.

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

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

P. Return to Play (RTP) Procedures After Concussion

1. Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:
 - a. Asymptomatic at rest and with exertion (including mental exertion in school)
 - b. Have successfully returned to regular academic activities, and
 - c. Have written clearance from an appropriate health care provider (**a written statement from a qualified health care provider as defined above**).
2. Once the above criteria are met, the student will be progressed to full activity while following the stepwise process detailed below. (This progression must be closely supervised by a District staff and agents. If the school does not have an athletic trainer, then the coach must have a very specific plan to follow as directed by the appropriate health-care provider).
3. Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include:

- a. previous history of concussion
 - b. duration and type of symptoms
 - c. age of the student, and
 - d. sport/activity in which the student participates.
4. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly.
 5. Stepwise progression is described below.
 - a. Step 1. Cognitive rest which may include staying home from school or limiting school hours (and studying) for a few days. Any period longer than this should be under the supervision of a qualified health care provider. Activities requiring concentration and attention immediately after the injury may worsen symptoms and delay recovery. Light activity including walks may be encouraged at this level, provided that the activity is tolerated by the student without a significant exacerbation of symptoms.
 - a. Step 2. Return to school, during which the District will follow health care provider's protocol on return to learn.
 - b. Step 3. Light exercise. At this point the athlete may engage in brisk walking, riding an exercise bike, or other light exertional activities with supervision. NO weightlifting.
 - a. Step 4. Running in the gym or on the field may be engaged in, but with no helmet or other equipment.
 - b. Step 5. Non-contact training drills in full equipment or weight training can begin.
 - c. Step 6. Full contact practice or training may be engaged in.
 - d. Step 7. Play in game. Must be cleared by an appropriate health care provider before returning to play.
 6. The student should spend at least one to two days at each step before advancing to the next unless prescribed differently by the health care provider. If post-concussion symptoms occur at any step, the student must stop the activity and the treating health care provider must be contacted. Depending upon the specific type and severity of

the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

7. If athletic staff or other school staff conclude that a student continues to display significant symptoms of concussion after being cleared to return to play based on a written statement from a qualified health care provider, the student may not return to play until the student's parents have obtained and provided to the school a written statement from a different qualified health care provider selected by the District. The District shall confirm that the health care provider is qualified (as defined above) and that the provider specializes in concussion evaluation and treatment. If the different qualified health care provider clears the student to return to play, then the student may return to play.

~~Q. While current Utah law designates that a student may be returned to play by "an appropriate health care provider," it is the prerogative of the District to designate the credentials of the providers from whom it will accept clearance. This is a very important decision and will be made after careful consideration by the athletic director, principal, Superintendent, teacher (elementary), school nurse, and parent. The District's liability carrier may also be consulted. The District will designate specific individuals (preferably an expert in the field of concussion management— typically a licensed athletic trainer, physician or neuropsychologist) who shall evaluate the athlete and make the final decision regarding return to play.~~

POLICY 5230

School Fees

A. Purpose.....	2
B. Policy	2
C. Establishing a Fee Schedule	2
D. “Fee” includes:	3
E. “Fee” does not include:	3
F. Fee Setting Process.....	4
G. Board Approval of Fee Schedules and Policies	4
H. Fee Schedule Requirements	4
I. Fees for Classes and Activities During the Regular School Day	6
J. Project Related Courses	8
K. School Activities Outside of the Regular School Day	8
L. Notice to Parents	9
M. Fee Waivers	9
N. Collection of School Fees	16
O. Fundraising	17
P. Donations in Lieu of Fees	17
Q. School Reporting Requirements	18
R. Training	19
S. Penalties for Violation of School Fee Policy	19
T. Definitions	19
U. References.....	24
V. Forms	24

A. Purpose

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

B. Policy

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

C. Establishing a Fee Schedule

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

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

D. "Fee" includes:

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

E. "Fee" does not include:

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

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

F. Fee Setting Process

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

G. Board Approval of Fee Schedules and Policies

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

H. Fee Schedule Requirements

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

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

“Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.”
 - c. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.
 2. Secondary Schools
 - a. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.

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

- 1) "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
- 2) "Instructional equipment" includes course related tools or instruments.
 - i. BESD may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

J. Project Related Courses

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

K. School Activities Outside of the Regular School Day

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

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

L. Notice to Parents

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

M. Fee Waivers

1. General Fee Waiver Provisions
 - a. "Waiver" or "fee waiver" means a full or partial release from the requirement or payment of a fee and from any provision in lieu of a fee payment.

- b. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or Utah Admin Code R277-407.
- c. A school is not required to waive a non-waivable charge.
- d. To ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee, each school will provide for adequate waivers or other provisions in lieu of fee waivers.
- e. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
- f. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
- g. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

2. Fee Waiver Eligible Charges

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

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

- 1) Non-waivable charges include a personal discretionary charge or purchase for:
 - a) insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - b) college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
 - c) a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.

- 2) Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
 - a) tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
 - b) a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in [Utah Code Title 53G, Chapter 7, Part 7, Student Clubs](#);
 - c) a charge for a school breakfast or lunch;
 - d) a fine for improper use of school property, including a parking violation; or
 - e) a fine for replacement of damaged or lost school property in accordance with [Utah Code § 53G-7-501\(6\)\(c\), \(9\) \(2020\)](#).
 - i. If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
 - ii. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

4. Fee Waiver Administrator

- a. The principal in each school shall designate at least one person at the appropriate administrative level to act as the “Fee Waiver Administrator.” The designated individual shall:
 - 1) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
 - 2) work in an appropriate setting to facilitate confidential conversations and documents.
 - b. The Fee Waiver Administrator shall be responsible to:
 - 1) review fee waiver applications and verification documents;
 - 2) grant or deny fee waiver requests;
 - 3) compile all logs and maintain fee waiver documents in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#); and
 - 4) report fee waiver information.
 - c. The Fee Waiver Administrator’s contact information will be available on the school’s website with other school fee information and in student registration materials.
 - d. A student may not assist in the fee waiver approval process.
5. Fee Waiver Application Process
- a. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
 - b. The application for fee waiver shall be included on each school’s website.
 - c. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
 - d. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.
 - e. Fee waiver eligibility begins July 1 and continues through June 30 and must be completed annually.

6. Fee Waiver Eligibility Verification

- a. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:
 - 1) The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
 - a) these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/school fees](https://schools.utah.gov/school-fees) on the fee waiver application form;
 - b) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
 - 2) The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
 - 3) If the student's family receives Temporary Assistance for Needy Families (TANF) or Supplemental Nutrition Assistance Program (SNAP) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
 - 4) The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
- b. Fees may be retroactively waived if eligibility is determined to exist before the date of the fee waiver application.

Utah Admin. Rules R277-407-11(6) (July 11, 2023)

- c. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.

- 1) A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances, is not reasonably capable of paying the fee.
- 2) An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.
- 3) Verification may be collected as appropriate for the situation.

7. Notification of Eligibility

- a. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
- b. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
 - 1) That the student's eligibility was verified;
 - 2) The name and position of the person who reviewed the verification documents;
 - 3) The date it was verified; and
 - 4) The type of documentation used to verify eligibility.
- c. The Fee Waiver Administrator shall maintain documentation of the following:
 - 1) The school year the request was submitted;
 - 2) The type and amount of fees requested to be waived;
 - 3) Whether the request was approved or denied;
 - 4) If approved, the type and amount of fees which were waived.
- d. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.

- e. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

8. Appeal of Fee Waiver Denial

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

N. Collection of School Fees

- 1. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
- 2. A student may not collect or receive student fees from other students or parents.
- 3. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
 - a. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or BESD;
 - b. refuse to issue a course grade; or
 - c. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, **class schedules**, diplomas, or transcripts.
- 4. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.

5. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.
6. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with [Utah Code § 53G-8-212\(2\)\(a\)](#).
7. BESD may exclude a student from participating in the graduation ceremony for unpaid fees.

O. Fundraising

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

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

P. Donations in Lieu of Fees

1. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or BESD and receipt of the donation will not affect participation by an individual student.
2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

3. BESD level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
4. The BESD foundation may raise money to offset the cost attributed to granting fee waivers to students throughout BESD.
5. BESD shall direct donations provided to BESD through the BESD foundation in accordance with policies governing the BESD foundation.
6. BESD or a school may not accept a donation that would create a significant inequity among the schools within the BESD.

Q. School Reporting Requirements

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

- e. number of students who worked in lieu of fee waivers
- f. dollar amount of fees collected from students
- g. dollar amount of fees collected from students for curricular activities
- h. dollar amount of fees collected from students for co-curricular activities
- i. dollar amount of fees collected from students for extra-curricular activities

R. Training

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

S. Penalties for Violation of School Fee Policy

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

T. Definitions

1. Definitions applicable to this policy are intended to be consistent with Utah Admin. Code R277-407. In the case of a discrepancy, the administrative code shall prevail.
 - a. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum and which is:

- 1) an extension of a curricular activity,
 - 2) included in an instructional plan, and
 - 3) conducted by a teacher or education professional.
- b. "Curricular activity" means an activity, a course, or a program that is:
- 1) provided, sponsored, or supported by BESD; and
 - 2) conducted only during school hours.
- c. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
- 1) Is provided, sponsored or supported by BESD but is neither
 - a) Directly related to delivering instruction; nor
 - b) A curricular activity or a co-curricular activity.
 - 2) supplements or compliments, but is not part of, BESD's required program or regular curriculum.
- d. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
- 1) provide financial support to a school or any of the school's classes, groups, teams, or programs; or
 - 2) benefit a particular charity or for other charitable purposes.
- e. "Fundraiser," "fundraising," or "fundraising activity" may include:
- 1) the sale of goods or services;
 - 2) the solicitation of monetary contributions from individuals or businesses; or
 - 3) other lawful means or methods that use students to generate funds.

- f. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- g. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.
- h. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- i. "Noncurricular club" has the same meaning as that term is defined in [Section 53G-7-701](#).
- j. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
 - 1) is authorized by BESD or school, according to local education board policy; or
 - 2) satisfies at least one of the following conditions:
 - a) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an BESD or school, or a BESD or school employee in the capacity of their District employment;
 - b) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, BESD or school's facilities, equipment, or other school resources; or
 - c) the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- k. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in [Title 53G, Chapter 7, Part 7, Student Clubs](#).
- l. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- m. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

- n. "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2(30) (May 22, 2023).
- o. "Requested or required by BESD as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
 - 1) fully participate in school or in a school activity, class, or program;
 - 2) successfully complete a school class for the highest grade; or
 - 3) avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
 - a) peer pressure, shaming, stigmatizing, bullying, or the like; or
 - b) withholding or curtailing any privilege that is otherwise provided to any other student.
- p. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- q. "Something of monetary value" includes:
 - 1) charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - 2) payments made to a third party that provide a part of a school activity, class, or program;
 - 3) classroom supplies or materials; and
 - 4) a fine, except for a student fine specifically approved by BESD for:
 - a) failing to return school property;
 - b) losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
 - c) improper use of school property, including a parking violation

- d) It does not include a payment or charge for damages which may be reasonably attributed to normal wear and tear.

Utah Admin. Rules R277-407(20)(c) (July 11, 2023)

- r. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.
- s. "Student supplies" include:
- 1) pencils;
 - 2) paper;
 - 3) notebooks;
 - 4) crayons;
 - 5) scissors;
 - 6) basic clothing for healthy lifestyle classes;
 - 7) clothing that is commonly found in students' homes, and
 - 8) similar personal or consumable items over which a student retains ownership.
- t. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

U. References

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

V. Forms

[Fee Waiver Forms](#)

POLICY 5265

Student Discrimination and Harassment

A. Purpose and Philosophy

1. The purpose of this policy is to establish a secure and all-embracing environment within Box Elder School District ("District"), wherein the richness of diversity is acknowledged. Our objective is to inspire every student and staff member to attain, flourish, evolve, and fostering a sense of empowerment to actively counteract all forms of intolerance, prejudice, bigotry, and injustice. This policy serves as a comprehensive response to instances of discrimination and harassment within the District's educational institutions, falling under the purview of Title IV, Title VI, Title IX, or [Section 504 of the Rehabilitation Act of 1973](#). The District is firmly committed to cultivating an atmosphere where students, educators, and other personnel engage in conduct free from discrimination or harassment. The District seeks to cultivate an environment that assures the well-being and inclusivity of all members, fostering a strong sense of security and belonging across all facets of the educational landscape. Embedded within the District's educational mission, equity, and inclusivity stand as paramount principles. The Board holds the expectation that every educational initiative and endeavor within the District reverberates with the essence of equity and inclusiveness.
2. It is the purpose of the policy to establish a proactive approach to discrimination, in collaboration with students and teachers.

B. Policy Statement of Non-Discrimination

1. The District prohibits discrimination, harassment, and related misconduct based on the protected characteristics of race, color, national origin, sex¹ (including sexual orientation and gender identity), disability, and religion. The District prohibits discrimination and discriminatory harassment, and related misconduct on school property, at District or school activities, or off-campus if the conduct has a sufficient nexus to or continuing effect on the school or District. Students in

¹ Sexual harassment, as defined in [Policy 5275/3015](#), is prohibited under [Policy 5275/3015](#), and procedures for investigating allegations of sexual harassment are found in [Policy 5275/3015](#).

the District shall not be subject to discrimination, harassment, and related misconduct, excluded from participation in, or denied the benefits of school programs or activities on the basis of their actual or perceived protected characteristic (i.e., their actual or perceived membership in a “Protected Class”). The District will promptly investigate all allegations of discrimination, harassment, and related misconduct according to the procedures outlined in this Policy, and a violation of the policy will result in remedial and corrective action, which may include discipline. The District is committed to working with students and parents to prevent all discrimination, harassment, and related misconduct and provide equal access to educational programs and a safe learning environment for all students.

C. Definitions and Examples

1. “Discrimination” means the unjust or prejudicial treatment of individuals or groups based on an actual or perceived membership in a Protected Class (race, color, national origin, sex, including sexual orientation and gender identity, disability, and/or religion. When the conduct is based on a person or group’s actual or perceived membership in a Protected Class, the following are examples of discrimination. This is not an exhaustive or comprehensive list and is not intended to cover all acts of discrimination.
 - a. Disciplining a student more harshly than other students who engage in similar conduct based on a protected class.
 - b. Denying privileges or opportunities to students, such as the opportunity to form a club or to participate in extracurricular activities
 - c. Denying students with a disability access to Free Appropriate Public Education (FAPE)
 - d. Assigning students of a particular race, color, national origin, sex, sexual orientation, gender identity, religion, or disability to an inadequate or inferior building, facility, bus, program, class, project, teachers, activity, school, or grouping of any kind
 - e. Denying access to programs or facilities, including access facilitated by appropriate interpretation and translation services
 - f. Denying reasonable accommodations to students with disabilities

2. “Discriminatory Harassment” is harassment based on a person’s race, skin color, national origin, or sex, including sexual orientation and gender identity, or disability. Discriminatory harassment that denies a person access to education programs or activities may also constitute a civil rights violation. The following are examples of discriminatory harassment. This is not an exhaustive or comprehensive list and is not intended to cover all acts of discriminatory harassment.
- a. Threatening or intimidating conduct directed at a student because of the student’s race, color, religion, sex, national origin, physical or mental disability
 - b. Use of discriminatory language, when targeted at a student or group of students, including epithets, slurs, negative stereotypes, name-calling, verbal abuse, derogatory comments, degrading descriptions, and hostile acts that are based upon a student’s race, color, religion, sex² (including sexual orientation and gender identification) national origin, physical or mental disability
 - c. Verbal, written, or graphic material containing comments or stereotypes aimed at degrading students or members of protected classes
 - d. Aggressive conduct towards a student motivated by race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law
 - e. Graffiti containing offensive or derogatory language, symbols, or pictures in the context any of the legally protected classifications
 - f. Any unwelcome communication (whether written, verbal, or sent by electronic or other means) that is offensive or degrading and motivated by a student’s race, color, religion, sex, national origin, physical or mental disability, or other classification protected by law
 - g. Jokes, notes, stories, drawings or pictures, gestures, or the display or distribution of offensive or degrading material based upon any of the legally protected classifications

² Discriminatory harassment based on sex that meets the definition of Sexual Harassment under Title IX is addressed in [Policy 5275/3015](#).

- h. Displaying words, pictures, or symbols on clothing that are offensive or degrading based upon any of the legally protected classifications
 - i. Engaging in any of the foregoing types of discriminatory or harassing behavior outside of school or outside of school-related activities and events, but which materially disrupt the educational environment at school
 - j. Mocking someone's speech, clothes, hairstyle, customs on the basis of race, color, religion, national origin, sex, or disability or other classification protected by law.
3. "Discriminatory language" consists of slurs, epithets, phrases, nicknames, expressions, labels, name-calling, or any similar language that has a history of being discriminatory or is often used in a derogatory way, targeted at a protected class, regardless of whether the speaker intended the language to be discriminatory. The use of the "N" word will always be discriminatory language, no matter the context in which the word is used.

D. Discrimination

1. Prohibited Conduct

- a. Discrimination as defined in this policy is strictly prohibited. Students and/or parents who feel they have been subjected to discrimination should follow the reporting procedures set forth below.

2. Procedures for Reporting and Investigating

- a. Parents or students who feel they have been subject to discrimination as defined here may submit a complaint in writing to the principal of the school, the Equity Director, or the Title IX Coordinator.

- 1) An appeal from a written determination by the District's Directors will be heard by the Superintendent.

- b. A complaint does not have to be in writing in order to begin an investigation, but parents/students are encouraged to submit written complaints to ensure the principal is adequately informed of all details relevant to the complaint.

- c. A principal who receives a verbal complaint will document the complaint in the district's behavior reporting system (DBRS) and obtain all relevant information to allow for a thorough investigation.
- d. The principal will notify the appropriate District director before beginning an investigation.
- e. The principal or his/her delegates, will conduct an impartial investigation into the complaint.
- f. The principal will notify the appropriate District director immediately after an impartial investigation.
- g. The investigation will be conducted in a timely manner. If the investigation takes longer than five school days to gather all relevant data, the principal will notify the complainant of the status of the investigation and when he/she can expect a resolution.
- h. At the conclusion of the investigation the principal will respond in writing to the written complaint with the outcome of the investigation.
- i. The parent may appeal the principal's response (or failure to respond) in writing to the appropriate District level coordinator.
- j. At any time, a student and/or parent is entitled to file a complaint with the Office for Civil Rights, which contact information is found at the end of this policy.

3. Remediation

- a. Following a determination of discrimination, BESD will take prompt and effective steps to remedy the discriminatory conduct and eliminate it from BESD's programs and activities.

E. Discriminatory Harassment

1. Prohibited Conduct

- a. Discriminatory harassment is strictly prohibited in BESD schools, on BESD property, and at any school event.

- b. Discriminatory harassment that occurs off school grounds or outside a school event is also strictly prohibited if the harassment has a nexus to the school.
- c. To support an educational environment free from harassment and discrimination, any conduct that is derisive, degrading, or demeaning and on the basis of actual or perceived membership in a Protected Class, regardless of whether it is directed at a person in that Protected Class, is prohibited under this policy because it creates an unwelcome environment that is disruptive to the educational process.

2. Procedures for reporting and investigating

- a. All District employees are mandatory reporters of student-on-student and staff-on-student harassment and discrimination. All District employees are required to report information of harassment or discrimination that is known to them or of which they become aware, regardless of whether the information is from a student, parent, third party, or another staff member and regardless of whether the employee witnessed the incident or learned of the event from someone else. Employees may report harassment or discrimination directly through the DBRS as an office referral or may report to their supervisor.
 - b. Administrators who receive a report of discriminatory harassment that meets the definition of Bullying in Policy 5270 will follow the investigative procedures outlined in BESD's Policy 5270. Discriminatory harassment will meet the definition of Bullying if there is an identifiable target or targets.
 - c. Administrators who receive a report of discriminatory harassment that does not meet the definition of Bullying in Policy 5270 will document the harassment and take prompt and effective steps to investigate and stop the discriminatory harassment.
- 1) Examples of discriminatory harassment that do not meet the definition of bullying include, but not limited to:
- a) use of discriminatory language with one another without intent to intimidate or harass
 - b) clothing (t-shirts or hats) with messages that may be offensive to others based on race, color, national origin or disability

- c) display of Confederate or Nazi flag, or other emblems that have a history or association with prejudicial discrimination and/or racism
 - d) social media posts of pictures, poems, songs, or quotes that have discriminatory language when the post has a nexus to school or is posted in violation of an extracurricular contract
 - e) telling of jokes targeting a particular group based on race, gender, color, national origin, or disability
 - f) any other display (pictures, videos, recordings of any kind) of conduct that is disparaging, threatening, or demeaning to a particular group based on race, color, national origin, or disability.
- 2) Administrators will immediately address the discriminatory harassment with all students engaging in discriminatory harassment, and will teach students why the conduct is prohibited.
 - 3) Administrators will document reports of discriminatory harassment in the DBRS and check the “L3 Discriminatory Harassment” offense.
 - 4) Administrators will take prompt and effective steps to eliminate the discriminatory harassment, including, but not limited to:
 - a) Disciplining students who demonstrate knowledge of the offensiveness of the conduct
 - b) Restorative justice practices
 - c) Professional Development for teachers to incorporate lessons on equity, justice, and inclusion into the classroom
 - d) Classroom lessons and/or school-wide assemblies addressing equity, justice, and inclusion

F. Discipline and Remedial Measures

- 1. Violations of this policy will result in measures intended to end the harassment and/or discrimination and to prevent it from happening again to ensure the complainant and all students have equal access to educational opportunities.

Throughout all investigations of allegations under this policy, the standard of proof shall be the preponderance of the evidence.

- a. Students who violate this Policy will be disciplined in accordance with the procedures in [Policy 5005](#).
 - b. Employees who violate this Policy will be disciplined subject to the recommendation of the ACT (Administrative Corrective Team) upon receipt of the district investigative report.
2. Disciplinary and remedial measures that may be taken for a violation of this Policy include, but are not limited to:
- a. Exclusionary removal of Respondent from school (e.g., suspension)
 - b. Regular observation of the Complainant's or Respondent's classes and activities
 - c. Changes in the supervision of the activity in which the harassment occurred, including increased adult supervision or video monitoring
 - d. Transfer or change of transportation, class, or school assignment for Respondent
 - e. Exclusion of Respondent from or limitations on Respondent's participation in particular extracurricular activities
 - f. Increased parental involvement for Respondent, requiring parent-administrator conference weekly to review the Respondent's conduct
 - g. Required sensitivity training (for the Respondent, a class, or the entire grade or school)
 - h. Counseling, including specialized counseling for students who have experienced trauma from racial harassment and a hostile educational environment
 - i. An apology from the Respondent
 - j. Community service

- k. Psychological or medical assessment of Respondent with the financial responsibility of the respondent, or the respondent's guardians.
- l. No contact order
- m. Additional opportunities for Complainant to participate in or try out for activities, programs, sports, or to form student groups

G. Retaliation

1. The District will not tolerate retaliation or intimidation of any kind towards anyone making a complaint of harassment and/or discrimination or participating in an investigation of such an allegation. Such retaliation and intimidation not only violate District policy but also may violate state and federal law. All parties shall be informed of their right to be free from retaliation and intimidation.
2. Complaints of retaliation will be investigated in accordance with the procedures outlined in Section C of this policy.
3. The District will take swift and strict disciplinary action against any individual who retaliates against a Complainant, or any other person who testifies, assists, or participates in an investigation, proceeding, or hearing in connection with a complaint.

H. Who to Contact

1. The Director of Equity and Student Services may be contacted for complaints of discrimination or discriminatory harassment on the basis of race, color, sex, religion, national origin, or disability.
Email: megan.bushnell@besd.net
Phone: (435)515-5370
2. The Office for Civil Rights, Denver Office U.S. Department of Education
Cesar E. Chavez Memorial Building
1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: (303) 844-5695
Facsimile: (303) 844-4303
Email: OCR.Denver@ed.gov

POLICY 5380

Notification Received from Juvenile Courts

A. Superintendent to Notify Principal

1. Within three days of receiving a notification from juvenile court or a law enforcement agency that a student of the district has been taken into temporary custody ~~or admitted to a detention facility~~ for a violent felony as defined by [Utah Code § 76-3-203.5](#), or a violation of Title 76, Chapter 10, Part 5, Weapons, the superintendent shall notify the principal of the school that the juvenile attends or last attended. The superintendent shall inform the principal:
 - a. The name of the student;
 - b. The offense for which the student was taken into custody or admitted to detention; and
 - c. If available, the name of the victim, if the victim is a student of the School District and:

B. Resides in the district; or

C. Attends the same school as the student in custody.

1. Within three days of receiving notification of a juvenile court's disposition and orders following a detention hearing for a student of the District who is alleged to have committed a violent felony as defined by [Utah Code § 76-3-203.5](#) or a violation of [Utah Code Title 76, Chapter 10, Part 5, Weapons](#), the Superintendent shall inform the principal of the court's disposition and orders.
2. Upon receipt of the information from the superintendent, the principal shall make a notation in a secure file other than the student's permanent file and shall, with the school multidisciplinary team, use the information to assess the level of threat the student poses, including potential for self-harm, suicide ideation, harm to others, or harm to school property. In making this assessment, the principal and multidisciplinary team shall use an evidence-based threat assessment approved by the State Board of Education.

[Utah Code § 53G-8-402 \(2023\)](#)

[Utah Code § 53G-8-403 \(2023\)](#)
[Utah Code § 80-6-102\(20\) \(2022\)](#)
[Utah Code § 80-6-103 \(2023\)](#)

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

D. Dissemination of Information to School Staff

1. The principal and multidisciplinary team shall determine, based on the level of threat posed by the student, the appropriate school staff who should receive the information about the student. In cases where the information demonstrates possible imminent harm to the student or others, the principal may share information as necessary to ensure the safety of the student, the victim, and the school's general population without first consulting with the multidisciplinary team. In determining what information should be shared and which staff members should receive the information, the principal and multidisciplinary team should share only the information and data needed to ensure the safety of the student, the victim, and the school's general population.

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

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

E. Student Reintegration Plan

1. Within five days of receiving a notification from juvenile court or a law enforcement agency that a student of the district has been arrested for, charged with, or adjudicated in juvenile court for a violent felony as defined by [Utah Code § 76-3-203.5](#) or a violation of [Utah Code Title 76, Chapter 10, Part 5, Weapons](#), the school shall develop a reintegration plan for the student with a multidisciplinary team, the student, and the student's parent or guardian. The plan must address a behavioral intervention for the student, a short-term mental health or counseling service for the student, and an academic intervention for the student. The school may deny admission to the student until the reintegration plan is completed. The multidisciplinary team involved in developing the reintegration plan will consist of the District, the juvenile court, the Division of Juvenile Justice Services and (if applicable) a school resource officer and any other relevant party that should be involved in a reintegration plan.

[Utah Code § 53G-8-213 \(2023\)](#)

F. Action Against Student Based on Information

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

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

POLICY 6000

Public Records Access and Management

- A. This policy is adopted pursuant to the Government Records Access and Management Act [Utah Code § 63G-2-701](#) (“GRAMA”) and applies to district records relating to information practices, including classification, access, appeals, management and retention of documents. [Note: Upon adoption, a school district GRAMA policy must be filed with the state archives within 30 days of the policy’s effective date.]

[Utah Code § 63G-2-701 \(2019\)](#)

- B. The District reserves the right to claim a privilege with respect to all documents which are subject to attorney work product, attorney-client, physician-patient, psychiatrist-patient or other statutory privilege.
- C. A person may request access to the district's records free of charge, if that person meets the requirements set forth in this policy.
- D. The district business administrator is hereby designated as the Records Officer as the Superintendent’s appointed “records officers” he/she is to work with Division of Archives and Records Service in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records. Each records administrator shall, on an annual basis, successfully complete online training and obtain certification from Division of Archives and Records Service.

[Utah Code § 63G-2-103 \(24\) \(2018\)](#)

[Utah Code § 63G-2-108 \(2012\)](#)

- E. Public records shall include official minutes, actions and decisions of the Board of Education and District Administration unless the record involves information which is classified as private, controlled or protected. Public records also include official district and school policies, contracts, minutes, accounts, employment records to the extent they disclose only names, gender, job titles, job descriptions, business addresses, business telephone numbers, gross salaries, working hours and dates of employment. Public records shall also include formal criminal charges or disciplinary actions against a current or former employee if the disciplinary action has been completed, all time periods for administrative appeal have expired, and the charges on which the disciplinary action was based were sustained. [Utah Code § 63G-2-301 \(2018\)](#)

1. For purposes of this policy, “records” do not include: temporary drafts or other materials prepared for the originator's personal use or for the personal use of another, personal notes, notes kept in personal journals, diaries or other day timers, notes of informal observations, notes of evaluations or materials owned by the originator in his or her private capacity, documents relating to the Board of Education's actions in a quasi-judicial capacity, books or other items catalogued in District libraries, copyrighted material (unless copyrighted by a government entity), or computer programs or software. In addition, GRAMA does not apply to District documents and information relating to security plans (including plans to prepare for or mitigate terrorist activity or for emergency and disaster response and recovery); security codes, combinations, and passwords; passes and keys; security procedures; results of or data collected from a risk assessment or security audit; and building and public works designs to the extent that those relate to ongoing security measures.

[Utah Code § 63G-2-204\(1\) \(2023\)](#)

[Utah Code § 63G-2-201\(3\) \(2023\)](#)

[Utah Code § 63G-2-106 \(2022\)](#)

- F. Public records shall be open for public inspection during regular office hours, subject to compliance with the procedures set forth in this policy. A “public record” generally means any record that is not private, controlled, or protected. However, a “public record” does not include a record to which access is restricted pursuant to a court rule, a federal regulation, another statute, or records to which access is restricted or governed as a condition of participation in a state or federal program or for receiving state or federal funds.
- G. Private documents shall include all documents identified in [Utah Code § 63G-2-302\(1\)\(a\) through \(c\), \(g\) through \(i\), \(n\), \(w\) and 302\(2\)](#), personnel files including but not limited to applications, nominations, recommendations, any formal employee evaluation signed by the employee, proposals for advancement or appointment, all documents related to eligibility for unemployment benefits, social services, welfare benefits, personal finances, individual medical conditions and military status. Any record the disclosure of which would constitute a clearly unwarranted invasion of personal privacy. Exceptions include information provided to the Board for the purpose of complying with a financial assurance requirement, or records that must be disclosed pursuant to another statute and those portions of personnel records identified as public above.
- H. All student records are designated as "education records" and the disclosure of such education records is not governed under GRAMA but under [20 USC § 1232g](#) and [34 CFR § 99 et seq.](#) and [34 CFR § 300 et seq.](#) The district may not release information related to educational records without parental consent, except as provided in the

Family Educational Rights and Privacy Act (FERPA). (See [Policy 5100 Student Records](#))

- I. Private records shall be open only to the subject of the record, or the parent of an unemancipated minor who is the subject of the private record or the legal guardian of a legally incapacitated individual who is the subject of the private record, or any individual who has a power of attorney from the subject of the record, or who submits a notarized release from the subject of the record, or his legal representative which is dated not more than ninety (90) days before the date the request is made, or pursuant to an order of a court of competent jurisdiction to disclose such record.

[Utah Code § 63G-2-302\(1\) \(2023\)](#)

- J. Controlled records shall include medical, psychiatric or physiological data of an individual which, if disclosed, could be detrimental to the individual's mental health or safety or releasing the information would constitute a violation of normal professional practice and medical ethics; and, the district has properly classified the record.
 1. Records showing medical or psychological tests of a student may be disclosed to persons within the school district who are members of that student's individual education program (IEP) team.

[Utah Code § 63G-2-304 \(2008\)](#)

2. Upon proper request, the District shall disclose a controlled record to, a physician, physician assistant, nurse practitioner, psychologist, certified social worker, insurance provider or producer, or a government public health agency upon submission of a release from the subject of the record that is dated no more than 90 days prior to the date the request is made; and a signed acknowledgment of the terms of disclosure of controlled information or any person to whom the record must be disclosed pursuant to a court order or legislative subpoena.

[Utah Code § 63G-2-202\(2\)\(a\) \(2023\)](#)

- K. Protected records include all records identified in [Utah Code § 63G-2-305](#) information that, if disclosed, would jeopardize the life or safety of an individual or security of district property or program. Protected records also may include information such as a trade secret as defined in [Utah Code § 13-24-2](#), or commercial information or non-individual financial information from a person if disclosure of that information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the District to obtain necessary information in the future; or the person submitting the information has a greater interest in prohibiting access than

the public in obtaining access if the person submitting that information to the District has provided the District with the information specified in [Utah Code § 63G-2-309](#);

1. Documents that, if disclosed, would place the district at a disadvantage in contract negotiations, property transactions, or bargaining positions or could enable circumvention of an audit; records related to potential litigation or personnel or hearing; records of investigations of loss occurrences and analyses of loss occurrences that may be covered by the Risk Management Fund, the Employer's Reinsurance Fund, the Uninsured Employers' Fund, or similar divisions in other governmental entities; records generated in meetings which are closed in accordance with the [Utah Open Public Meetings Law](#); and test questions.
2. Records, other than personnel evaluations, that contain a personal recommendation concerning an individual if disclosure would constitute a clearly unwarranted invasion of personal privacy, or disclosure is not in the public interest;
3. Materials to which access must be limited for purposes of securing or maintaining the District's proprietary protection of intellectual property rights including patents, copyrights, trademarks and trade secrets;
4. A statement that a District employee provides to the district in the course of a District personnel or administrative investigation into potential misconduct involving the employee when the District
 - a. Requires the statement to be given under threat of employment disciplinary action and
 - b. Gives the employee assurance that the statement cannot be used against the employee in any criminal proceeding.
5. Records showing medical or psychological tests of a student may be disclosed to persons within the school district who are members of that student's individual education program (IEP) team.

[Utah Code § 63G-2-305 \(2023\)](#)

- L. Protected records shall only be open to authorized individuals and agencies or in response to court order.

[Utah Code § 63G-2-202\(4\) \(2023\)](#)

- M. Exempt records include student records which are protected by the Family Educational Rights and Privacy Act.
- N. Any document which is copyrighted, either by formal filing under federal copyright laws or by informal claim of copyright, or which is covered by a patent, trademark or other protected designation, shall not be copied or provided to any person without an order of a court of competent jurisdiction ordering such disclosure or written permission from the author of the record.

[Utah Code § 63G-2-103\(25\)\(b\)\(iv\) \(2023\)](#)
[Utah Code § 63G-2-305\(36\) \(2023\)](#)

- O. Access to district records may be obtained under the following procedures:
1. The District shall provide a private, controlled, or protected record to another governmental entity if it is entitled by law to inspect the record; or is required to inspect the record as a condition of participating in a state or federal program or for receiving state or federal funds.
 2. The District may provide a record that is private, controlled, or protected to another governmental entity, that serves as a repository, enforce or litigates law, authorized to audit, or directed by the legislature. The agency must provide written assurances that meet the above policy and state law with regard to records management.

[Utah Code § 63G-2-206 \(2019\)](#)

3. The request to view district records should be addressed to the appropriate records officer during the regular business hours. The requester must submit a written request containing the requester's name, mailing address, daytime telephone number, a specific description of the records requested. The request shall specifically state whether:
 - a. the requester seeks only to inspect the records;
 - b. the requester seeks to inspect and obtain copies of records; or
 - c. the requester seeks to have the District identify and provide copies of the requested records, without prior inspection by the requester.
 - d. In submitting the records request, the requester shall also state if the requester desires copies of the records in electronic format.

[Utah Code § 63G-2-201\(13\) \(2023\)](#)

4. Individuals requesting to view records classified as "Private, Controlled and Protected" must prove their right to access to the records through personal identification, written release from the subject of the record, power of attorney, court order or other appropriate means.
5. The records officer shall determine whether access to the requested records is to be granted or denied.
 - a. If the request is approved, the record shall be provided as soon as possible and not more than ten (10) working days from the date the request is received. If the requester seeks an expedited response, the time for response to the request shall be five (5) business days if the requester demonstrates that the request benefits the public rather than the requester. This public benefit is presumed if the request is made to obtain information for a story or report for publication or broadcast to the general public. The District shall promptly evaluate all requests for expedited responses and if the District determines that the requester has not demonstrated that the request is for public benefit and that the response to the request will therefore not be expedited, the District shall so inform the requester within five (5) business days of the request.
 - b. If the request is denied, the records officer must specify the reason in writing and specify the record denied and the regulation, exempting the record. The requestor shall be informed of the right to appeal which must be made within 30 days after the denial is sent. The name and address of the superintendent where the appeal must be sent. If the records are not maintained by the District, the requester should be informed that the records cannot be provided for that reason.

[Utah Code § 63G-2-205 \(2008\)](#)

- c. If the District determines that extraordinary circumstances as identified in [Utah Code § 63G-2-204\(6\)](#) require a longer time for response, the District shall notify the requester of that determination within ten business days (five for public benefit requests) and shall describe in the notice the circumstances which constitute the extraordinary circumstances and shall inform the requester when the records or shall be available or response shall be made consistent with [Utah Code § 63G-2-204\(7\)](#).

[Utah Code § 63G-2-204 \(2023\)](#)

6. A fee shall be charged for the district's actual cost of duplicating a requested record and also for the personnel time in compiling and obtaining the record. The fee schedule for this service shall be the same as currently charged to employees for personal copies and the hourly rate of lane 1 step 1 of the secretary salary schedule to the closest dollar. Rates for other manipulation or research of data will be determined by the salary of the person who must do the work. No fee may be charged for the time and work required to determine whether the record is subject to disclosure or the requester's inspection of the record. An additional charge of \$1 shall be charged per each page of a document which has been requested to be certified.
7. The district shall require all fees of the requestor to be paid before copying if fees are expected to exceed \$50.00, or if the requestor has not paid fees from a previous request.
8. The District shall charge for the first quarter hour of staff time spent in responding to a records request if the requester is not a Utah media representative and has previously submitted a separate request within the 10-day period immediately before the date of the request the District is responding to. (A "media representative" is a person who requests a record to obtain information for a story or report for publication or broadcast to the general public. "Media representative" does not include a person who requests a record to obtain information for a blog, podcast, social media account, or other means of mass communication generally available to a member of the public.)

[Utah Code § 63G-2-203 \(2022\)](#)

- P. An appeal of an access denial may be made by the requester or by any interested party. (An "interested party" is a person other than the requester who is aggrieved by an access denial. An "access denial" is the complete or partial refusal to disclose a record or the failure to respond or to timely respond to a records request.) The requester may also appeal a denial of a request to waive fees or the records officer's determination that extraordinary circumstances exist justifying additional time for responding and the date determined for response.

[Utah Code § 63G-2-203\(6\) \(2022\)](#)

[Utah Code § 63G-2-400.5 \(2019\)](#)

[Utah Code § 63G-2-401 \(2019\)](#)

1. An appeal is made by filing a notice of appeal with the superintendent within 30 days after (1) the District sends or delivers the notice of denial or denies a request to waive fees, (2) the records request is considered denied because the

District has not timely responded to the request, or (3) the District gives notice of the claim of extraordinary circumstances justifying a longer time for responding.

[Utah Code § 63G-2-401\(1\) \(2019\)](#)

2. The notice of appeal must include (1) the name, mailing address, and daytime telephone number of the requester or interested party and (2) the relief sought. The appealing party may also file a short statement of facts, reasons, and legal authority in support of the appeal.

[Utah Code § 63G-2-401\(2\), \(3\) \(2019\)](#)

3. If the appeal involves a record which is subject to a claim of business confidentiality, then the superintendent shall send notice of the appeal to the person claiming business confidentiality within three business days after receiving the notice of appeal (or, if the notice has to be given to more than 35 persons, as soon as reasonably possible). The superintendent shall also send notice to the appealing party of the business confidentiality claim and the schedule for deciding the appeal within three business days after receiving the notice of appeal. The business confidentiality claimant has seven business days after the superintendent sends notice to the claimant in which to submit further support of the claim of confidentiality.

[Utah Code § 63G-2-401\(4\) \(2019\)](#)

4. The superintendent shall rule on the appeal within five business days of receiving the notice of appeal unless the record is subject to a claim of business confidentiality. In that case, the superintendent shall rule on the appeal within twelve business days after the superintendent sends the notice of appeal to any individual asserting a claim of business confidentiality. If the superintendent does not rule on the appeal within these time periods, then the superintendent is deemed to have affirmed the access denial or the claim of extraordinary circumstances requiring additional time to respond or the extended date to respond.

[Utah Code § 63G-2-401\(5\) \(2019\)](#)

5. The District shall send written notice of the superintendent's decision to all participants. If the superintendent in whole or in part affirms the access denial, this notice shall state (1) that the appealing party has the right to appeal the decision to the State Records Committee or to a state district court, and (2) the name and business address of the executive secretary of the State Records Committee. The time for filing an appeal to the State Records Committee is thirty

days after the superintendent's decision is issued. However, if the issue was a claim of extraordinary circumstances or an extended response date based on extraordinary circumstances and if the superintendent does not make a decision, then the appeal to the State Records Committee may be filed within forty-five days of the original records request. If the appeal is by filing a petition for judicial review in district court, the petition must be filed within thirty days of the superintendent's decision.

[Utah Code § 63G-2-401\(7\) \(2019\)](#)

[Utah Code § 63G-2-403\(1\) \(2019\)](#)

[Utah Code § 63G-2-404\(1\)\(a\) \(2023\)](#)

6. An individual who is aggrieved by the District's classification or designation of records for GRAMA purposes (but who is not requesting access to the records) may appeal the District's action to the superintendent following these procedures. However, if the non-requesting party is the only party appealing, the decision on the appeal is to be made within thirty days of the notice of appeal.

[Utah Code § 63G-2-401\(8\) \(2019\)](#)

- Q. The district shall adhere to the general schedule for records retention approved by the State Records Committee. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.
- R. If an appropriate requestor requests to have copies of more than fifty (50) pages of records, the district may in its sole discretion provide the requestor with facilities to make copies and require the requestor to make copies him or herself at his or her own expense.
- S. An individual may contest the accuracy or completeness of any public, or private, or protected record concerning him/her by requesting the school district to amend the record. However, this provision does not affect the right of access to private or protected records. This provision does not apply to records relating to title of real property, medical records, judicial case files, or any other records that the school district determines must be maintained in their original form to protect the public interest or preserve the integrity of the record keeping system.
 1. The request to amend shall contain the requester's name, mailing address, day time telephone number and a brief description explaining why the specific record should be amended.

[Utah Code § 63G-2-603\(2\)\(b\) \(2008\)](#)

2. The school district shall issue an order either approving or disapproving the request to amend no later than thirty (30) days after the request is made. The order shall state reasons for the decision. If the request is denied, the requester may submit a written statement contesting the information in the record. The school district shall place the statement with the record, if possible, and disclose the statement whenever the contested record is disclosed. [Utah Code § 63G-2-603\(5\), \(6\) \(2008\)](#)
- T. The District shall ~~post~~ **provide** notice **of the following** and explain upon request to a person who is asked to furnish information that could be classified as a private or controlled record:
1. **The record series that includes the information;**
 2. The reasons the person is asked to furnish information that could be classified as a private or controlled record;
 3. The intended uses of the information;
 4. The consequences for refusing to provide the information; **and**
 5. **The classes of the persons and the governmental entities that currently share the information with the District or receive the information from the District on a regular or contractual basis; and**
 6. The reasons and circumstances under which the information may be shared with or provided to other persons or governmental agencies.
 7. **The notice shall be included as part of the documents or forms that the District uses to collect the information.**

[Utah Code § 63G-2-601\(2\), \(3\) \(2023\)](#)

Policy 6025

Parent Access to District ~~Curriculum~~ Instructional Material

A. Definitions

1. “Learning material” means textbooks, reading materials, videos, digital materials, websites, online applications or any other material or resource used to deliver or support a student’s learning.
2. “Instructional material” means learning material that is adopted and approved by the Board of Education for use in the District. It does not include learning material that is not subject to selection by the Board of Education, such as learning material used in a concurrent enrollment, advanced placement, or international baccalaureate program or class or used in another class with required instructional material that is not subject to selection by the Board of Education.

[Utah Code § 53G-4-402\(26\)\(a\)\(i\), \(ii\) \(2023\)](#)

B. Access to ~~Curriculum~~ Instructional Material

1. The ~~curriculum~~ instructional material used by the District and the schools in the District shall be made readily accessible and available for parents to view. Parents of students enrolled in the District shall be given notice each year of how they may access and view the District’s ~~curriculum~~ instructional materials. The information on how to access and view the ~~curriculum~~ instructional materials shall also be posted on the District’s website.

[Utah Code § 53G-4-402\(26\)\(b\) \(2023\)](#)

C. Parent Access to Online Course Learning Management Systems

1. For purposes of this policy, the following definitions apply:
 - a. A “learning management system” is a software application for the administration, documentation, tracking, reporting, automation, or delivery of an online course.
 - b. An “online course” is a course that the District provides to a student over the Internet.

[Utah Code § 53G-6-804\(1\) \(2021\)](#)

2. The District shall provide to a parent of any student enrolled in an online course access to the learning management system for the course. The materials and information that the parent shall have access to shall include, at a minimum, the curriculum used for the course and information about the progress and learning of the parent's student, including assessment results. The District shall also provide the student and a student's parent with training or orientation to help them understand how to access the online management system, the online course, and any online tools used to deliver the online course or instruction.

[Utah Code § 53G-6-804\(2\) \(2021\)](#)

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
DECEMBER 13, 2023

Work Session of the Board of Education, Box Elder School District, held Wednesday evening December 13, 2023 at 5:00 p.m. at Independent Life Skills Center.

Meet with Legislators

Representatives Thomas Peterson and Senator Scott Sandall. Legislative priorities from the USBA, USSA and UASBO was shared. Conversations about eliminating requirements on public education to make it less burdensome. Conversations about funding, constitutional amendment, bonding, local control, school grading were some of the topics discussed.

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

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

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

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

After the reverence which was offered by Keith Mecham, the pledge of allegiance was led by Karen Cronin.

Recognitions:

Julie Taylor recognized the following:

- Johanna Schaub, Art Teacher - Gail Halvorson Art Project at BRHS Presentation
- Jeremy Webb - Lacrosse Coach at BRHS
- Teachers who have earned STEM Endorsements:
 - Robert Franckowiak, Sunrise High School - Earth Science and Science Core
 - Peter Watkins, BRHS -CTE Robotics

- Corey Thompson, BEHS - Exploring Computer Science
- David Blake, DO - Ed Tech
- Tawnie Bowcutt, McKinley - Elementary Math Specialist
- Andrew Cobabe, BRHS - Math Level IV
- Marissa Storey, BEMS - Math Sped
- Jessica Nye, BRHS - Med Anta & Phy, Health Sci Intro, Bio Tech
- Shaylyn Black, BRMS - SCI Core, Chem, Bio
- Marcus Leonard, BRMS - Math II
- Zihang Liu, ACYI - Ed Tech
- Ben Dean, Harris and Hart Sheet Metal Contractors - donated \$5,002 to Lake View Elementary to help assist 27 families.

Also, recognized Melanie Day, Box Elder High and Allison Liljenquist, Bear River High, for their productions and the great efforts put forth at their respective schools.

Approval of Agenda:

Karen Cronin made the motion to approve the agenda, second by Bryan Smith. The motion passed unanimously.

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

Public Comment:

Parent Jared Turner spoke on behalf of a group of parents in support of the Chinese DLI and also employed in the Chinese sphere addressed the Chinese DLI program for the group. Mentioned the concerns and alternatives to help the Chinese DLI in the district.

Parent Jordan Riley, student Dallan Davidson, student Adella Turner, student Kyden Cefalo, teacher Shizhong “John” Zang, student Lilian Barfuss, student Rhyker Cook, parent Daniel Cook, parent Julia Andersen, parent Taylor Venable, parent Tosh Farr, student Nathan Jenkins, parent Darren Bauer, Elle Anderson, spoke on behalf of the Chinese DLI program.

Information Items:

Audit Report

Matt Geddes and Trae Johansson, Squire Co. presented as the District's external auditors. They met with the audit committee ahead of time and gave a more in-depth report. Financial audit opinion is the District presented fairly and clean in all material respects, an unmodified opinion. Compliance audit is the District presented in all material respects except in school fees and the district reserve. Audit covers federal, state and local revenue and expenses in financial and compliance requirements.

Some Board Members would like a hard copy.

Action Items:

Chinese DLI

Jeremy Young, Director of Assessment, presented information regarding the enrollment, cost, progress, and trajectory of the Chinese DLI program. Recommendation for a minimum enrollment of 60 students.

Karen Cronin made the motion to approve for enrollment of 50 and extending the deadline to January 31, second by Bryan Smith. Vote was as follows:

Karen Cronin – Yes
Julie Taylor – No
Tiffani Summers – No
Wade Hyde – No
Connie Archibald – No
Danielle Wright – No
Nancy Kennedy – No
Bryan Smith – Yes

Motion fails 2 yes, 6 no.

Nancy Kennedy made a motion for enrollment of 50 by January 15, second by Karen Cronin. Vote was as follows:

Karen – Yes
Julie – Yes
Tiffani Yes
Wade – No
Connie Archibald – No
Danielle Wright – No
Nancy – Yes
Bryan – Yes

Motion passes 5 yes, 3 no.

Information Items:

Monthly Financial Report

David Roberts, Business Administrator: everything looks good and in line with the budget. An update for the amount on line 167.

Busing Protocol for Courtesy Riders

David Roberts, Business Administrator and Jason Sparks, Director of Transportation, shared their ideas and suggestions when sharing the draft of a policy for space available busing. Recommendation from the State Board of Education is that we not implement a policy for space available students. Less crowded and shorter bus routes this year have shown a positive direction decline with regards to safe school violations.

Building and Ground Rental and Supervision Policies

David Roberts, Business Administrator and Corey Thompson, Director of Facilities, addressed the concern of allowing public access to buildings and grounds of property that is not currently being occupied and/or vacant.

Board Committee Reports

“Always consider the effects on our students.”

Student Board Member Report

Alyssa Lyman, reported on Bear River High School fundraiser week in behalf of refugees and included a big fundraiser assembly. Box Elder High School is in the middle of Christmas assistance in partnership with Make-a-Wish for a student. Alyssa talked about winter sports.

Box Elder and Bear River girls wrestling dual meet is Tuesday, December 19th. Box Elder and Bear River boys’ and girls’ basketball is on Wednesday, December 20th @ BEHS.

Action Items:

Approval of New Courses

Keith Mecham, Asst. Superintendent of Secondary Teaching & Learning

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

Karen Cronin – Yes

Julie Taylor – Yes

Tiffani Summers – Yes

Wade Hyde – Yes

Connie Archibald – Yes

Danielle Wright – Yes

Nancy Kennedy – Yes

Bryan Smith - Yes

Policy Review:

First & Second Reading

Karen brought up some concerns about 8 items. Karen Cronin made motion to table first reading until next Board Meeting, second by Connie Archibald. The motion passed unanimously.

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

First Reading

Policy 2181 District Emergency Response Plan
Policy 4060 High School Graduation Requirements
Policy 4200 Term of Instruction: School Year & School Day
Policy 5005 Safe Schools - Student Discipline/Behavior
Policy 5100 Student Records
Policy 5203 Graduation Attire
Policy 5227 Concussions and Head Injury
Policy 5380 Notification Received from Juvenile Courts
Policy 6000 Public Records Access and Management

Nancy Kennedy made the motion to approve the policies on Second Reading, second by Bryan Smith. The motion passed unanimously.

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

Second Reading

Policy 1037 Employment/Assignment of Relatives (Nepotism)
Policy 1071 Electronic Meetings
Policy 1210 School Closures and Boundary Changes

Policy 3010 Employee Bullying and Hazing
Policy 3032 Employment: Student Support Scope of Practice
Policy 3047 Reemployment of Retirees
Policy 4064 Curriculum: Honors Courses
Policy 5064 Medical Recommendations by School Personnel to Parents
Policy 5228 Athletic Uniforms

Board Discussion Items:

Board of Education Handbook Review Schedule

Julie Taylor –
New Board Member Orientation, page 8
Board of Education Code of Conduct, page 9

Danielle Wright –
Board Member Commitments and Ethics, page 9

Karen Cronin, Bryan Smith and Superintendent Carlsen will present for the January 10, 2024 Board Meeting.

Consent Items:

Karen Cronin made the motion to approve consent items, seconded by Bryan Smith. The motion passed unanimously with the votes as follows:

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

The Consent items included the following items:

Approval of the minutes of working and regular meeting November 13, 2023.

Approval of claims 00045384- 00046283, 02111023, 05111023, 08113032, 09112023, 09113023.

Personnel Actions

See attachment to agenda.

Suggestions for Future Board Meetings:

- Update on the Chinese DLI because January 15th is after the January Board Meeting
- Evaluations after the end of the calendar year.
- Fieldhouse by Mountain Crest High School in Cache County. Superintendent Carlsen will talk to the Superintendent of Cache School District.

Upcoming Events:

- USBA Conference in January 4-6, 2024 in Salt Lake City.
- Work Session Wednesday, January 24, 2024 6:00-7:00pm

Closed Session to Discuss Personnel

Steve Carlsen, Superintendent

Karen Cronin made the motion to go into closed session to discuss personnel, seconded by Nancy Kennedy at 9:41 pm, the motion passed.

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

Bryan Smith made the motion to leave closed session, second by Julie Taylor, the motion passed.

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

Adjournment:

Bryan Smith made the motion to adjourn, second by Julie Taylor. The motion passed.

Karen Cronin – Yes
Julie Taylor – Yes
Tiffani Summers – Yes

Wade Hyde – Yes
Connie Archibald – Yes
Danielle Wright – Yes
Nancy Kennedy – Yes
Bryan Smith - Yes

With the announcement that the next meeting will be held on Wednesday, January 10, 2024, a Work Session will be held at 5:30 p.m. and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah., President Wade Hyde adjourned the meeting at 9:51 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator

President, Board of Education

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00046284	C	12/07/2023	61530	INTELEPEER CLOUD COMMUNICATIONS, LLC	4,734.47
01	00046285	C	12/07/2023	1	TARRAH MONTGOMERY	20.00
01	00046286	C	12/07/2023	812477	ALSCO/AMERICAN LINEN	1,093.69
01	00046287	C	12/07/2023	38040	AMERICAN SIGN LANGUAGE COMMUNICATION	240.00
01	00046288	C	12/07/2023	110066	NANCY ANDERSON	107.82
01	00046289	C	12/07/2023	67679	MELISSA BAKER	58.24
01	00046290	C	12/07/2023	50237	RACHAEL BARKER	129.00
01	00046291	C	12/07/2023	102956	BEAR RIVER MENTAL HEALTH	248.43
01	00046292	C	12/07/2023	85748	BEAR RIVER MIDDLE SCHOOL	7,781.31
01	00046293	C	12/07/2023	85768	BEAR RIVER SEWER DEPT	255.50
01	00046294	C	12/07/2023	87120	BEEHIVE TELEPHONE CO	265.77
01	00046295	C	12/07/2023	95835	JASON V BINGHAM	387.00
01	00046296	C	12/07/2023	111287	BOWCUTT'S FLOWERS & GIFTS	180.00
01	00046297	C	12/07/2023	54020	TAWNIE BOWCUTT	400.00
01	00046298	C	12/07/2023	104348	BOX ELDER MIDDLE SCHOOL	586.01
01	00046299	C	12/07/2023	57991	EMILEE BURNHAM	104.57
01	00046300	C	12/07/2023	67660	JESSICA BUSBY	50.00
01	00046301	C	12/07/2023	11223	CALI BYWATER	364.52
01	00046302	C	12/07/2023	3271	CANON SOLUTIONS AMERICA	80.00
01	00046303	C	12/07/2023	162470	CRUS OIL INC	2,391.52
01	00046304	C	12/07/2023	67318	DANIELLE BARFUSS	107.00
01	00046305	C	12/07/2023	65013	MARK DAVIS	45.76
01	00046306	C	12/07/2023	56197	DENTONS DURHAM JONES PINEGAR PC	690.00
01	00046307	C	12/07/2023	32263	TIFFANY EDDINGTON	757.48
01	00046308	C	12/07/2023	58955	BECKY EZOLA	359.10
01	00046309	C	12/07/2023	67407	MALISSA FREEZE	79.23
01	00046310	C	12/07/2023	304217	GARLAND CITY	755.88
01	00046311	C	12/07/2023	324430	GRAYBAR ELECTRIC COMPANY INC	6,828.81
01	00046312	C	12/07/2023	63428	CATHERINE HANSON	166.08
01	00046313	C	12/07/2023	19976	HOPE4UTAH	7,500.00
01	00046314	C	12/07/2023	361	INTERMOUNTAIN HEALTHCARE	257.13
01	00046315	C	12/07/2023	111125	IML SECURITY SUPPLY	386.83
01	00046316	C	12/07/2023	49026	IVY LANE PEDATRICS	23,904.45
01	00046317	C	12/07/2023	455120	JACKS TIRE & OIL INC	3,695.90
01	00046318	C	12/07/2023	67644	JENSEN, MICHELLE	449.82
01	00046319	C	12/07/2023	62006	JENSON REFRIGERATION INC	1,870.74
01	00046320	C	12/07/2023	110259	KONE INC	1,211.55
01	00046321	C	12/07/2023	57568	LANGUAGE ACCESS NETWORK LLC	132.00
01	00046322	C	12/07/2023	67709	PROMISE LARSEN	166.08
01	00046323	C	12/07/2023	67024	ROBERT LEE	120.64
01	00046324	C	12/07/2023	63673	SHAUNIECE MACKEY	131.56
01	00046325	C	12/07/2023	42064	JENNIE MONSEN-HANSEN	454.86
01	00046326	C	12/07/2023	57622	DAVID MORRIS	742.36
01	00046327	C	12/07/2023	29858	MOUNTAINLAND SUPPLY COMPANY	1,294.66
01	00046328	C	12/07/2023	43133	NATIONAL FOOD GROUP	6,132.00
01	00046329	C	12/07/2023	57860	BAILEY NESSEN	338.66
01	00046330	C	12/07/2023	49859	JACKSON GROUP LOCKBOX	2,146.97
01	00046331	C	12/07/2023	700077	PERRY CITY	284.19
01	00046332	C	12/07/2023	110789	CORE BUSINESS TECHNOLOGIES (SIP)	39.95
01	00046333	C	12/07/2023	58920	ANGIE SMOOT	132.96
01	00046334	C	12/07/2023	67687	ALYSSA STAGG	173.16
01	00046335	C	12/07/2023	109177	STATE OF UTAH DEPARTMENT ADM	558,087.00
01	00046336	C	12/07/2023	110914	SUPERIOR WATER AND AIR INC	35.95
01	00046337	C	12/07/2023	60909	TRINA THOMSON	7.80
01	00046338	C	12/07/2023	111109	TOM RANDALL DIST	4,718.74
01	00046339	C	12/07/2023	109356	TRANSPORT DIESEL	556.88
01	00046340	C	12/07/2023	44512	THE HERALD JOURNAL	54.95
01	00046341	C	12/07/2023	8613	ANNE TURNER	14.21
01	00046342	C	12/07/2023	891133	UTAH/YAMAS CONTROLS INC	420.00
01	00046343	C	12/07/2023	24580	VERIZON WIRELESS	44.21
01	00046344	C	12/07/2023	924155	WASTE MGMT OF UTAH INC	8,125.55
01	00046345	C	12/07/2023	63410	CLAYTON WELCH	166.08

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00046346	C	12/07/2023	941217	WILLARD CITY CORP	190.21
01	00046347	C	12/07/2023	14222	CARLA ZUNDEL	163.28
01	00046348	C	12/07/2023	31364	95 PERCENT GROUP	105.00
01	00046349	C	12/07/2023	108969	ACP DIRECT	556.61
01	00046350	C	12/07/2023	38032	AMAZON CAPITAL SERVICES INC	4,689.23
01	00046351	C	12/07/2023	106497	APPLE STORE	358.00
01	00046352	C	12/07/2023	61832	CONTENTKEEPER TECHNOLOGIES LLC	34,300.00
01	00046353	C	12/07/2023	62235	DEX IMAGING LLC	932.80
01	00046354	C	12/07/2023	57207	FILTERBUY INC.	342.00
01	00046355	C	12/07/2023	109704	FOLLETT SCHOOL SOLUTIONS	512.84
01	00046356	C	12/07/2023	108301	HERITAGE CHRYSLER DODGE JEEP RAM	2,865.00
01	00046357	C	12/07/2023	386370	HYKO SUPPLY CO	546.60
01	00046358	C	12/07/2023	901150	IMT COMPANIES LLC	9,716.13
01	00046359	C	12/07/2023	11894	LIBRARY STORE	107.41
01	00046360	C	12/07/2023	44172	NORCO INC	636.00
01	00046361	C	12/07/2023	633340	OFFICE DEPOT	59.49
01	00046362	C	12/07/2023	699420	PERMA BOUND BOOKS	1,621.46
01	00046363	C	12/07/2023	106641	PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	676.00
01	00046364	C	12/07/2023	103604	SCHOLASTIC MAGAZINES	4,590.66
01	00046365	C	12/07/2023	157371	STAPLES	608.35
01	00046366	C	12/07/2023	65374	SUMMIT FIRE & SECURITY LLC	2,911.36
01	00046367	C	12/07/2023	50695	TEACHER SYNERGY LLC	81.00
01	00046368	C	12/07/2023	866716	UCI ACCOUNTS RECEIVABLE	337.00
01	00046369	C	12/07/2023	40193	WHEELWRIGHT LUMBER COMPANY INC	1,147.60
01	00046370	C	12/07/2023	109463	WOODWIND AND BRASSWIND	3,907.75
01	00046371	C	12/14/2023	66192	3STRANDS GLOBAL FOUNDATION	4,237.50
01	00046372	C	12/14/2023	6617	ACME WATER CO	120.00
01	00046373	C	12/14/2023	347560	ALICE C HARRIS INTERM SCH	1,830.14
01	00046374	C	12/14/2023	25909	AMERIGAS PROPANE	5,592.09
01	00046375	C	12/14/2023	109929	ASHA / AMERICAN SPEECH LANGUAGE	2,407.00
01	00046376	C	12/14/2023	85556	BEAR RIVER HEALTH DEPARTMENT	105.00
01	00046377	C	12/14/2023	61441	APRIL BLAKELEY	300.00
01	00046378	C	12/14/2023	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	2,402.00
01	00046379	C	12/14/2023	108217	BIRGHAM CITY CORPORATION	182.50
01	00046380	C	12/14/2023	24236	BRODY CHEMICAL	877.99
01	00046381	C	12/14/2023	113116	BRYSON SALES & SERVICE	6,089.35
01	00046382	C	12/14/2023	3271	CANON SOLUTIONS AMERICA	9,888.63
01	00046383	C	12/14/2023	14958	CULLIGAN	30.00
01	00046384	C	12/14/2023	59269	CUMMINS SALES AND SERVICE	1,507.00
01	00046385	C	12/14/2023	729332	ECONO WASTE INC	5,530.91
01	00046386	C	12/14/2023	64084	ALDER EDUCATION LAW	1,000.00
01	00046387	C	12/14/2023	143160	FRONTIER COMMUNICATION	5,833.15
01	00046388	C	12/14/2023	110559	HARMONY HOME HEALTH LLC	2,322.00
01	00046389	C	12/14/2023	49026	IVY LANE PEDATRICS	22,719.85
01	00046390	C	12/14/2023	62006	JENSON REFRIGERATION INC	6,657.63
01	00046391	C	12/14/2023	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	12,631.22
01	00046392	C	12/14/2023	58246	LINDE GAS & EQUIPMENT INC	4,841.32
01	00046393	C	12/14/2023	543168	MADDOX RANCH HOUSE	254.01
01	00046394	C	12/14/2023	62081	NICOLE HESS VINYL	75.00
01	00046395	C	12/14/2023	111273	NUCO2 LLC	3,719.24
01	00046396	C	12/14/2023	66435	OBSERVERTAB, LLC	3,639.62
01	00046397	C	12/14/2023	633340	OFFICE DEPOT	1,077.55
01	00046398	C	12/14/2023	104992	PRINT SHOP	217.50
01	00046399	C	12/14/2023	732367	RAFT RIVER RURAL	1,706.67
01	00046400	C	12/14/2023	60291	RENEGADE RENTALS LLC	1,698.55
01	00046401	C	12/14/2023	55336	S & D CARWASH MANAGEMENT, LLC	191.92
01	00046402	C	12/14/2023	67776	SIMPLY SWEET	180.00
01	00046403	C	12/14/2023	802087	SNOWVILLE WATERWORKS INC	37.00
01	00046404	C	12/14/2023	45756	KELLY SORENSEN	286.73
01	00046405	C	12/14/2023	7323	SQUARE ONE PRINTING	1,271.58
01	00046406	C	12/14/2023	112080	SQUIRE & COMPANY	5,000.00
01	00046407	C	12/14/2023	43451	SARAH STRINGHAM	1,187.55

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00046408	C	12/14/2023	9113	EVA TYGER	400.00
01	00046409	C	12/14/2023	892918	USBA / UTAH SCHOOL BOARDS ASSN	7,750.00
01	00046410	C	12/14/2023	55034	UTAH PARENT CENTER, INC	2,893.94
01	00046411	C	12/14/2023	999009	UTAH RETIREMENT SYSTEMS	791.54
01	00046412	C	12/14/2023	892916	DGO FUEL NETWORK TEAM	86,494.49
01	00046413	C	12/14/2023	21393	UTAH THEATRE ASSOCIATION	45.00
01	00046414	C	12/14/2023	42439	LAURA VALLEJO	518.53
01	00046415	C	12/14/2023	62510	JESSICA WAITE	91.00
01	00046416	C	12/14/2023	110931	WEESE GLASS LLC	1,293.44
01	00046417	C	12/14/2023	66753	ABLE ACCESS ELEVATOR & LIFT	373.00
01	00046418	C	12/14/2023	38032	AMAZON CAPITAL SERVICES INC	6,115.57
01	00046419	C	12/14/2023	106497	APPLE STORE	279.00
01	00046420	C	12/14/2023	110509	AUDIO ENHANCEMENT	3,139.17
01	00046421	C	12/14/2023	108911	BUTTARS TRACTOR	1,850.00
01	00046422	C	12/14/2023	49158	COMMERCIAL TIRE INC	2,108.80
01	00046423	C	12/14/2023	11517	COMPUNET, INC	322,173.14
01	00046424	C	12/14/2023	61930	CONTINENTAL	9,030.00
01	00046425	C	12/14/2023	62235	DEX IMAGING LLC	67.68
01	00046426	C	12/14/2023	212299	EDUTEK CORPORATION	381.18
01	00046427	C	12/14/2023	58475	EMS LINQ, INC	38,999.98
01	00046428	C	12/14/2023	57207	FILTERBUY INC.	975.24
01	00046429	C	12/14/2023	109704	FOLLETT SCHOOL SOLUTIONS	193.24
01	00046430	C	12/14/2023	109704	FOLLETT SOFTWARE COMPANY	23,333.20
01	00046431	C	12/14/2023	59463	FS.COM INC	79.50
01	00046432	C	12/14/2023	778870	GOPHER SPORT	1,746.92
01	00046433	C	12/14/2023	386370	HYKO SUPPLY CO	568.15
01	00046434	C	12/14/2023	67237	JEX ENVIRONMENTAL SOLUTIONS	1,865.73
01	00046435	C	12/14/2023	586159	MOUNTAIN STATE TEXTBOOK DEP	2,535.28
01	00046436	C	12/14/2023	111637	OASIS STAGE WERKS	38,623.00
01	00046437	C	12/14/2023	633340	OFFICE DEPOT	2,931.73
01	00046438	C	12/14/2023	699420	PERMA BOUND BOOKS	1,072.90
01	00046439	C	12/14/2023	103778	SCHOLASTIC BOOK CLUBS	108.87
01	00046440	C	12/14/2023	111356	SONNTAG RECREATION LLC	687.50
01	00046441	C	12/14/2023	157371	STAPLES	1,770.04
01	00046442	C	12/14/2023	822122	SUMMERHAYS MUSIC CENTER	4,848.00
01	00046443	C	12/14/2023	38989	TALES FOR TEACHING LLC	3,599.00
01	00046444	C	12/14/2023	866716	UCI ACCOUNTS RECEIVABLE	327.25
01	00046445	C	12/14/2023	66915	VENTRIS LEARNING	90.00
01	00046446	C	12/14/2023	110040	WALL 2 WALL	53,017.00
01	00046447	C	12/14/2023	109463	WOODWIND AND BRASSWIND	42.00
01	00046448	C	12/14/2023	107998	WORK4ORCE SYSTEMS GROUP	8,894.00
01	00046449	C	12/18/2023	108217	BRIGHAM CITY CORPORATION	59,762.53
01	00046450	C	12/18/2023	45047	MARINE TOYS FOR TOTS FOUNDATION	1,200.00
01	00046451	C	12/19/2023	999014	AFLAC / AMERICAN FAMILY LIFE ASSURANCE	858.76
01	00046452	C	12/19/2023	999014	AMERICAN FAMILY LIFE COMP	4,191.21
01	00046453	C	12/19/2023	999027	B E SCHOOL BOARD FUND	80.00
01	00046454	C	12/19/2023	999024	BOSTON MUTUAL LIFE INS CO - W	527.34
01	00046455	C	12/19/2023	999055	BOX ELDER FOUNDATION	234.00
01	00046456	C	12/19/2023	999023	BOX ELDER SCHOOL DISTRICT	100.00
01	00046457	C	12/19/2023	999033	BUREAU CHILD SUPPORT SERV	1,721.00
01	00046458	C	12/19/2023	65781	DELTA DENTAL INSURANCE COMPANY	32,379.76
01	00046459	C	12/19/2023	999077	DENTAL SELECT	53.74
01	00046460	C	12/19/2023	999021	ELEVATE CREDIT UNION	6,300.00
01	00046461	C	12/19/2023	999019	EMI HEALTH	638.52
01	00046462	C	12/19/2023	999017	GLOBE LIFE INSURANCE CO	69.12
01	00046463	C	12/19/2023	999035	HORACE MANN INSURANCE COMPANY	28,351.52
01	00046464	C	12/19/2023	51080	IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	615.00
01	00046465	C	12/19/2023	999113	JENSEN & SULLIVAN LLC	229.38
01	00046466	C	12/19/2023	5851	JOHNSON MARK ATTORNEYS LLC	103.38
01	00046467	C	12/19/2023	999111	MEADE RECOVERY SERVICES LLC	543.84
01	00046468	C	12/19/2023	999084	NATIONAL BENEFITS SERVICES LLC	10,009.00
01	00046469	C	12/19/2023	999081	NATIONAL BENEFITS SERVICES LLC	9,662.64

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00046470	C	12/19/2023	999156	OLSON SHANER	855.51
01	00046471	C	12/19/2023	999008	OPTICARE	3,693.24
01	00046472	C	12/19/2023	999079	PUBLIC EMPLOYEES HEALTH P	757,742.88
01	00046473	C	12/19/2023	999032	PRE-PAID LEGAL SERVICES	1,294.95
01	00046474	C	12/19/2023	999018	THE HARTFORD	22,183.26
01	00046475	C	12/19/2023	48119	TITANIUM FUNDS	484.06
01	00046476	C	12/19/2023	999012	UESP	490.00
01	00046477	C	12/19/2023	999007	UTAH EDUCATION ASSOCIATION	17,621.01
01	00046478	C	12/19/2023	999025	UTAH SCHOOL EMPLOYEES ASSOCIATION	7,237.28
01	00046479	C	12/19/2023	999003	UTAH STATE TAX COMMISSION	257,244.47
01	00046480	C	12/20/2023	1	ELIZABETH KAY	56.40
01	00046481	C	12/20/2023	1	LUCINDA GELLENZ	110.00
01	00046482	C	12/20/2023	1	MELISSA BISHOP	53.40
01	00046483	C	12/20/2023	1	STUART EGBERT	29.60
01	00046484	C	12/20/2023	1724	ACE HARDWARE TREMONTON	10.77
01	00046485	C	12/20/2023	11762	PHILLIP ALBRIGHT	140.00
01	00046486	C	12/20/2023	67814	COLBY ANDERSEN	90.00
01	00046487	C	12/20/2023	23132	CORY BALLARD	128.00
01	00046488	C	12/20/2023	4260	BCI / UTAH BUREAU OF CRIMINAL IDENTIF	1,463.00
01	00046489	C	12/20/2023	67822	KELLY BENNETT	140.00
01	00046490	C	12/20/2023	14630	MARY BEUTLER	140.00
01	00046491	C	12/20/2023	68098	SHARICE BLACKER	126.26
01	00046492	C	12/20/2023	67830	STEPHANIE BORGER	140.00
01	00046493	C	12/20/2023	6580	JEFF BRADSHAW	50.00
01	00046494	C	12/20/2023	61964	GLENN BRANDT	140.00
01	00046495	C	12/20/2023	123130	CACHE COUNTY SCHOOL DISTRICT	34,450.96
01	00046496	C	12/20/2023	109337	VAL CALL	140.00
01	00046497	C	12/20/2023	890740	CENTURYLINK	967.90
01	00046498	C	12/20/2023	890740	CENTURYLINK LONG DISTANCE	0.96
01	00046499	C	12/20/2023	64173	ANGELA CHRISTENSEN	1,498.19
01	00046500	C	12/20/2023	40363	CIO MEDICAL SERVICES	690.00
01	00046501	C	12/20/2023	18643	MARIA CONTRERAS	140.00
01	00046502	C	12/20/2023	67105	DEANNA CROCKETT	122.46
01	00046503	C	12/20/2023	62626	ANN DAVIS	128.34
01	00046504	C	12/20/2023	65013	MARK DAVIS	140.00
01	00046505	C	12/20/2023	67849	ISSAC DELGADO	140.00
01	00046506	C	12/20/2023	62235	DEX IMAGING LLC	342.25
01	00046507	C	12/20/2023	67857	DAVID DICKEY	140.00
01	00046508	C	12/20/2023	67865	IWALANI DIPRIMA	140.00
01	00046509	C	12/20/2023	67873	BROOKE DRAPER	140.00
01	00046510	C	12/20/2023	107136	ERS HEATING & COOLING	3,190.69
01	00046511	C	12/20/2023	13382	AGUSTIN ESCOBAR	140.00
01	00046512	C	12/20/2023	28053	JOHNNY FORSGREN	140.00
01	00046513	C	12/20/2023	60950	ROBERT FRANCKOWIAK	218.92
01	00046514	C	12/20/2023	11509	JENNIFER FRANCOM	36.61
01	00046515	C	12/20/2023	68063	MATT GARCIA	128.66
01	00046516	C	12/20/2023	111417	ROBBIE GUNTER	134.16
01	00046517	C	12/20/2023	67881	BRANDON HARPER	131.04
01	00046518	C	12/20/2023	32280	BRUCE D HIRSCHI	220.08
01	00046519	C	12/20/2023	68080	CHRISTINA HUFF	77.53
01	00046520	C	12/20/2023	67890	ALVIN HUNSAKER	137.92
01	00046521	C	12/20/2023	67644	JENSEN, MICHELLE	449.82
01	00046522	C	12/20/2023	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	32,312.49
01	00046523	C	12/20/2023	14427	JEANNIE JOHNSON	5,832.85
01	00046524	C	12/20/2023	67350	JILLIAN JOHNSON	380.52
01	00046525	C	12/20/2023	67903	WENDY JOHNSON	85.00
01	00046526	C	12/20/2023	111807	JAMIE KENT	364.00
01	00046527	C	12/20/2023	67911	SHANE LARSEN	140.00
01	00046528	C	12/20/2023	67806	KIMBER LEAR	982.47
01	00046529	C	12/20/2023	530755	LOGAN SCHOOL DISTRICT	24,676.85
01	00046530	C	12/20/2023	62944	JENNIFER MANNING	153.92
01	00046531	C	12/20/2023	39551	SHAWN MARBLE	136.96

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00046532	C	12/20/2023	60941	NATALIE MCGUIRE	71.76
01	00046533	C	12/20/2023	67920	NOAH MERRELL	140.00
01	00046534	C	12/20/2023	67938	ERIC MEUNIER	140.00
01	00046535	C	12/20/2023	67946	NATHAN MILLER	140.00
01	00046536	C	12/20/2023	68071	MISTY MOESSER	445.22
01	00046537	C	12/20/2023	67954	DAVIN MONSEN	140.00
01	00046538	C	12/20/2023	58823	HUNTER MORGAN	140.00
01	00046539	C	12/20/2023	67962	THERESA MORRIS	125.00
01	00046540	C	12/20/2023	66834	MOUNTAIN VALLEY PRINTING	4,140.00
01	00046541	C	12/20/2023	19399	SHAWN MOYES	140.00
01	00046542	C	12/20/2023	31917	HEATHER MYERS	7.80
01	00046543	C	12/20/2023	67970	MYERS, ROBIN	140.00
01	00046544	C	12/20/2023	67989	JERIANNE PARKINSON	105.00
01	00046545	C	12/20/2023	999079	PUBLIC EMPLOYEES HEALTH P	992.77
01	00046546	C	12/20/2023	67997	DAVID POULSON	139.75
01	00046547	C	12/20/2023	104436	POWER ENGINEERING INC	4,038.00
01	00046548	C	12/20/2023	58599	THOMAS RAISOR	140.00
01	00046549	C	12/20/2023	21202	TIFFANY RHODES	515.72
01	00046550	C	12/20/2023	68004	KELLY RICKS	140.00
01	00046551	C	12/20/2023	892645	ROCKY MOUNTAIN POWER	36,413.60
01	00046552	C	12/20/2023	60020	RON KELLER TIRE INC	4,812.65
01	00046553	C	12/20/2023	68012	JUSTYN ROSE	140.00
01	00046554	C	12/20/2023	762360	RUPP WASTE CONTAINERS INC	466.00
01	00046555	C	12/20/2023	62138	DAX SEDERHOLM	67.52
01	00046556	C	12/20/2023	48666	SEFAC USA, INC	3,134.00
01	00046557	C	12/20/2023	68020	JOSHUA SEPULVEDA	95.21
01	00046558	C	12/20/2023	38024	STEVEN SIMPSON	140.00
01	00046559	C	12/20/2023	11274	JONATHAN SMITH	140.00
01	00046560	C	12/20/2023	44040	LISA SMITH	120.02
01	00046561	C	12/20/2023	852617	TREMONTON CITY CORP	905.19
01	00046562	C	12/20/2023	891181	LB 410027	28,241.50
01	00046563	C	12/20/2023	68039	ESTELA VELASCO	140.00
01	00046564	C	12/20/2023	24580	VERIZON WIRELESS	6,260.72
01	00046565	C	12/20/2023	27480	LINDA WILCOX	105.00
01	00046566	C	12/20/2023	68047	BRENDA WILDE	140.00
01	00046567	C	12/20/2023	61972	JANET WOOD	140.00
01	00046568	C	12/20/2023	68055	ANDREW WORKMAN	140.00
01	00046569	C	12/20/2023	52337	PHILLIP ZOBEL	105.98
01	00046570	C	12/20/2023	66753	ABLE ACCESS ELEVATOR & LIFT	876.89
01	00046571	C	12/20/2023	38032	AMAZON CAPITAL SERVICES INC	7,674.06
01	00046572	C	12/20/2023	106497	APPLE STORE	1,347.00
01	00046573	C	12/20/2023	106895	BADGER SCREEN PRINTING CO	247.53
01	00046574	C	12/20/2023	38237	COLE PARMER INSTRUMENT CO	933.73
01	00046575	C	12/20/2023	100293	DELL INC	1,500.00
01	00046576	C	12/20/2023	62235	DEX IMAGING LLC	91.22
01	00046577	C	12/20/2023	57207	FILTERBUY INC.	2,372.32
01	00046578	C	12/20/2023	109704	FOLLETT SCHOOL SOLUTIONS	357.07
01	00046579	C	12/20/2023	59463	FS.COM INC	207.27
01	00046580	C	12/20/2023	386370	HYKO SUPPLY CO	265.80
01	00046581	C	12/20/2023	3026	INTERMOUNTAIN HYDRONIC SPECIALTIES	1,436.00
01	00046582	C	12/20/2023	100550	JOSTENS INC	2,219.40
01	00046583	C	12/20/2023	33430	LEADING EDGE LAMINATING	419.88
01	00046584	C	12/20/2023	545971	MARC / MID AMERICAN RESEARCH	1,770.50
01	00046585	C	12/20/2023	633340	OFFICE DEPOT	1,878.04
01	00046586	C	12/20/2023	699420	PERMA BOUND BOOKS	328.42
01	00046587	C	12/20/2023	4987	PICTURELINE INC	3,577.00
01	00046588	C	12/20/2023	759360	ROTO AIRE	1,224.24
01	00046589	C	12/20/2023	105185	RURAL WATER ASSOCIATION	700.00
01	00046590	C	12/20/2023	53953	SANITY SOLUTIONS, INC	135,986.00
01	00046591	C	12/20/2023	54313	SCHOOL SPECIALTY, LLC	3,563.49
01	00046592	C	12/20/2023	157371	STAPLES	1,945.93
01	00046593	C	12/20/2023	110040	WALL 2 WALL	2,195.00

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	02121323	M	12/08/2023	109177	UTAH DEPARTMENT OF WORKFORCE SERVICES	1,987.48
01	05121123	M	12/10/2023	888540	US BANK	128,500.80
01	07122023	M	12/19/2023	999070	HEALTH EQUITY INC	144,307.91
01	08122023	M	12/19/2023	999005	UTAH STATE RETIREMENT FUND	1,741,489.69
01	09122023	M	12/19/2023	999140	BANK OF UTAH	247,152.50
01	9122023A	M	12/19/2023	999140	BANK OF UTAH	1,310,901.79
Total Bank: 01						\$6,654,330.77
02	00101267	C	12/07/2023	14575	AIRMOTIVE SERVICE	140.00
02	00101268	C	12/07/2023	111004	BRIDGERLAND APPLIED TECH/BATC	2,000.00
02	00101269	C	12/07/2023	53937	GENERATION GENIUS, INC	224.00
02	00101270	C	12/07/2023	109248	J W PEPPER MUSIC	1,683.49
02	00101271	C	12/07/2023	67245	TOYBOX LABS INC	579.10
02	00101272	C	12/07/2023	891181	UTAH STATE UNIVERSITY- THE JUNCTION	2,246.50
02	00101273	C	12/14/2023	38032	AMAZON CAPITAL SERVICES INC	750.53
02	00101274	C	12/14/2023	104321	BOX ELDER SCHOOL DISTRICT	6,323.57
02	00101275	C	12/14/2023	109248	J W PEPPER MUSIC	274.99
02	00101276	C	12/14/2023	10804	MUSIC THEATRE INTERNATIONAL	590.00
02	00101277	C	12/20/2023	286060	FLINN SCIENTIFIC	20.95
02	00101278	C	12/20/2023	109248	J W PEPPER MUSIC	176.00
Total Bank: 02						\$15,009.13

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
11	01105173	A	12/07/2023	109024	ARBITERPAY TRUST ACCOUNT	20,000.00
11	01105174	A	12/07/2023	29785	HENRY BAKER	42.00
11	01105175	A	12/07/2023	101520	BELL JANITORIAL	45.01
11	01105176	A	12/07/2023	48011	GAILE BINGHAM	70.20
11	01105177	A	12/07/2023	60933	MICHAEL BIRD	52.00
11	01105178	A	12/07/2023	39616	JOHN BRYAN	34.00
11	01105179	A	12/07/2023	106437	CARSON ELEVATOR CO INC	1,109.93
11	01105180	A	12/07/2023	66958	CDW GOVERNMENT, LLC	6,650.00
11	01105181	A	12/07/2023	31380	JOSE M CEDILLO	32.00
11	01105182	A	12/07/2023	134250	CEM SALES & SERVICE	2,021.75
11	01105183	A	12/07/2023	105340	PEGGY CHAMBERS	960.60
11	01105184	A	12/07/2023	4090	MARY CLARK	40.00
11	01105185	A	12/07/2023	60500	DOABLE WELLNESS	7,750.00
11	01105186	A	12/07/2023	728870	DOMINION ENERGY UTAH	48,304.92
11	01105187	A	12/07/2023	108590	CINDY GIBBS	43.60
11	01105188	A	12/07/2023	322776	GRAINGERS INC	1,648.68
11	01105189	A	12/07/2023	56669	SHEA L JENSEN	32.60
11	01105190	A	12/07/2023	27243	KELLY SERVICES INC	104,852.60
11	01105191	A	12/07/2023	52493	ROBERT KENNER	37.52
11	01105192	A	12/07/2023	66699	CHET KUNZLZER	614.20
11	01105193	A	12/07/2023	63932	NICK KUNZLER	107.12
11	01105194	A	12/07/2023	59129	DESI LARSEN	550.62
11	01105195	A	12/07/2023	21610	STEVE LEGGETT	32.60
11	01105196	A	12/07/2023	43982	MIKE MOORE	483.84
11	01105197	A	12/07/2023	25640	RAMONA MORA	32.60
11	01105198	A	12/07/2023	54356	MARISSA NELSON	66.60
11	01105199	A	12/07/2023	35718	O C TANNER RECOGNITION COMPANY	289.62
11	01105200	A	12/07/2023	21130	AMBER ROSE	772.60
11	01105201	A	12/07/2023	58858	ANNA SHERMAN	52.00
11	01105202	A	12/07/2023	12793	SONYA SPACKMAN	741.52
11	01105203	A	12/07/2023	806251	BETTY JO SPENCER	45.76
11	01105204	A	12/07/2023	54364	SPENCER, SHERRY	156.00
11	01105205	A	12/07/2023	852290	SANDIE TRAPP	32.00
11	01105206	A	12/07/2023	100590	WAXIE SANITARY SUPPLY	5,339.60
11	01105207	A	12/14/2023	109023	ARBITERPAY TRUST ACCOUNT	25,000.00
11	01105208	A	12/14/2023	53473	CHARLIE'S PRODUCE	1,783.08
11	01105209	A	12/14/2023	728870	DOMINION ENERGY UTAH	58,832.55
11	01105210	A	12/14/2023	322776	GRAINGERS INC	424.75
11	01105211	A	12/14/2023	111750	MARCI HATCH	90.00
11	01105212	A	12/14/2023	56103	KARA MORRISS	68.00
11	01105213	A	12/14/2023	102033	SCOTT STAHELI	84.00
11	01105214	A	12/14/2023	12688	SYSCO	190,391.61
11	01105215	A	12/14/2023	47686	TNT ENGRAVING	27.50
11	01105216	A	12/14/2023	100590	WAXIE SANITARY SUPPLY	406.30
11	01105217	A	12/20/2023	101520	BELL JANITORIAL	142.64
11	01105218	A	12/20/2023	53473	CHARLIE'S PRODUCE	1,874.18
11	01105219	A	12/20/2023	27243	KELLY SERVICES INC	43,764.80
11	01105220	A	12/20/2023	6009	IRLANDA STEVENS	90.00
11	01105221	A	12/20/2023	107454	MARIETTA VEEDER	120.64
11	01105222	A	12/20/2023	100590	WAXIE SANITARY SUPPLY	1,407.13
Total Bank: 11						\$527,551.27
20	10400518	C	12/01/2023	45500	BOX ELDER SCHOOL DISTRICT	87.72
20	10400519	C	12/04/2023	104321	BOX ELDER SCHOOL DISTRICT	170.00
Total Bank: 20						\$257.72
22	13200758	C	12/07/2023	38032	AMAZON CAPITAL SERVICES	367.87
22	13200759	C	12/12/2023	45500	BOX ELDER SCHOOL DISTRICT	200.00
22	13200760	C	12/12/2023	38032	AMAZON CAPITAL SERVICES	29.99
Total Bank: 22						\$597.86

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
24	13601107	C	12/01/2023	111287	BOWCUTT'S FLOWERS & GIFTS	80.00
24	13601108	C	12/05/2023	281678	FIELDING SCHOOL	109.30
24	13601109	C	12/05/2023	66834	MOUNTAIN VALLEY PRINTING	1,214.87
24	13601110	C	12/05/2023	43567	PENCIL WHOLESALE LLC	161.88
Total Bank: 24						\$1,566.05
26	16401125	C	12/05/2023	104321	BOX ELDER SCHOOL DISTRICT	999.52
26	16401126	C	12/05/2023	104321	BOX ELDER SCHOOL DISTRICT	96.57
26	16401127	C	12/05/2023	66834	MOUNTAIN VALLEY PRINTING	149.99
26	16401128	C	12/05/2023	110914	SUPERIOR WATER AND AIR INC	30.00
Total Bank: 26						\$1,276.08
29	16800540	C	12/04/2023	104321	BOX ELDER SCHOOL DISTRICT	316.80
Total Bank: 29						\$316.80
31	18800385	C	12/04/2023	104321	BOX ELDER SCHOOL DISTRICT	22.50
Total Bank: 31						\$22.50
32	20000303	C	12/13/2023	104321	BOX ELDER SCHOOL DISTRICT	67.11
Total Bank: 32						\$67.11
33	30402983	C	12/05/2023	38032	AMAZON CAPITAL SERVICES INC	95.10
33	30402984	C	12/05/2023	56332	CENTER FOR THE COLLABORATIVE CLASSROOM	891.00
33	30402985	C	12/05/2023	327480	GREER'S HARDWARE	307.28
33	30402986	C	12/14/2023	769715	SAM'S CLUB BUSINESS PAYMENTS	89.21
Total Bank: 33						\$1,382.59
34	30803478	C	12/01/2023	112046	ACE HARDWARE - BRIGHAM	62.93
34	30803479	C	12/01/2023	347560	ALICE C HARRIS INTERM SCH	139.17
34	30803480	C	12/01/2023	106895	BADGER SCREEN PRINTING CO	64.52
34	30803481	C	12/01/2023	103289	BERT MURDOCK MUSIC	185.00
34	30803482	C	12/01/2023	633340	OFFICE DEPOT	291.59
34	30803483	C	12/01/2023	5908	WALMART COMMUNITY	671.29
34	30803484	C	12/08/2023	1	HITOMI COMPTON	46.39
34	30803485	C	12/08/2023	1	SANDRA ABELLO QUINTERO	56.96
34	30803486	C	12/08/2023	1	TASHINA OWEN	15.00
34	30803487	C	12/08/2023	38032	AMAZON CAPITAL SERVICES INC	376.48
34	30803488	C	12/08/2023	489250	KENTS MARKET PL/BRIGHAM	39.28
Total Bank: 34						\$1,948.61
35	40403242	C	12/14/2023	104321	BOX ELDER SCHOOL DISTRICT	238.48
Total Bank: 35						\$238.48
36	40804345	C	12/04/2023	38032	AMAZON CAPITAL SERVICES INC	99.99
36	40804346	C	12/04/2023	4960	OLD GRIST MILL BREAD	209.58
36	40804347	C	12/04/2023	1864	UTAH COUNCIL OF TEACHERS OF MATHEMATICS	180.00
36	40804348	C	12/04/2023	5908	WALMART COMMUNITY	730.01
Total Bank: 36						\$1,219.58
37	70413667	CV	12/04/2023	67121	BEAR RIVER BAKERY	-140.00
37	70413804	C	12/05/2023	1	DEBBIE MURRAY	61.18
37	70413805	C	12/05/2023	1	JACKIE POTTER	61.18
37	70413806	C	12/05/2023	1	JENNIFER POULTER	61.18
37	70413807	C	12/05/2023	1	JENNIFER STEPP	61.18
37	70413808	C	12/05/2023	1	RAYANNE REISNER	61.18
37	70413809	C	12/05/2023	1	RUSTY SCOFFIELD	61.18
37	70413810	C	12/05/2023	1	SONI SPENCER	61.18
37	70413811	C	12/05/2023	1	TAYLOR CORDOVA	61.18
37	70413812	C	12/05/2023	1	TOBEY WILLDEN	61.18
37	70413813	C	12/05/2023	107102	BEAR RIVER BOWLING CENTER / THE GRILL	1,602.00
37	70413814	C	12/05/2023	106055	BLICK ART MATERIALS	663.63
37	70413815	C	12/05/2023	14176	BOUNTIFUL HIGH SCHOOL	558.00
37	70413816	C	12/05/2023	104321	BOX ELDER SCHOOL DISTRICT	582.40
37	70413817	C	12/05/2023	104321	BOX ELDER SCHOOL DISTRICT	3,563.00
37	70413818	C	12/05/2023	489240	KENTS MARKET PL/TREMONTON	1,325.00
37	70413819	C	12/05/2023	59196	LITTLE CAESARS TREMONTON	209.70
37	70413820	C	12/05/2023	46965	LITTLE REDS LLC	480.00
37	70413821	C	12/05/2023	66834	MOUNTAIN VALLEY PRINTING	19,665.45

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70413822	C	12/05/2023	769715	SAM'S CLUB BUSINESS PAYMENTS	5,105.19
37	70413823	C	12/05/2023	157371	STAPLES	588.11
37	70413824	C	12/05/2023	111790	SUNSTONE POTTERY	4,567.02
37	70413825	C	12/05/2023	21393	UTAH THEATRE ASSOCIATION	1,140.00
37	70413826	C	12/05/2023	102864	WALKER CINEMAS	1,680.00
37	70413827	C	12/05/2023	34568	X-GRAIN SPORTS	2,885.00
37	70413828	C	12/07/2023	1	CANDY BARLOW	61.18
37	70413829	C	12/07/2023	1	DANIELLE BOREN	61.18
37	70413830	C	12/07/2023	1	JANA BROWN	61.18
37	70413831	C	12/07/2023	1	JENNIFER PETERSON	61.18
37	70413832	C	12/07/2023	1	LEZLIE ASHBY	61.18
37	70413833	C	12/07/2023	1	RACHEL WILLIAMS	63.20
37	70413834	C	12/07/2023	38032	AMAZON CAPITAL SERVICES INC	2,151.70
37	70413835	C	12/07/2023	1228	COLLEGE BOARD	136.08
37	70413836	C	12/07/2023	31160	HAMPTON INN PROVO	2,223.33
37	70413837	C	12/07/2023	100550	JOSTENS INC	260.61
37	70413838	C	12/07/2023	47414	JEREMY ROSE	2,235.30
37	70413839	C	12/07/2023	33251	KATHRYN ROSE	3,235.00
37	70413840	C	12/07/2023	7595	UTAH COLOR GUARD CIRCUIT	800.00
37	70413841	C	12/07/2023	39900	VALLEY IMPLEMENT & MOTOR CO INC	1,500.00
37	70413842	C	12/12/2023	50601	JUAB HIGH SCHOOL	600.00
37	70413843	C	12/12/2023	1724	ACE HARDWARE TREMONTON	238.33
37	70413844	C	12/12/2023	106895	BADGER SCREEN PRINTING CO	475.26
37	70413845	C	12/12/2023	104321	BOX ELDER SCHOOL DISTRICT	15,050.22
37	70413846	C	12/12/2023	327480	GREER'S HARDWARE	1,051.50
37	70413847	C	12/12/2023	58033	HOLIDAY INN EXPRESS OF OREM	1,241.10
37	70413848	C	12/12/2023	21539	PREMIER FOODS	451.14
37	70413849	C	12/12/2023	64122	TRU BY HILTON-LEHI	1,641.25
37	70413850	C	12/12/2023	20494	UTAH HOSA	250.00
37	70413851	C	12/12/2023	27383	UTAH RESTAURANT ASSOCIATION	80.00
37	70413852	C	12/14/2023	1	DIANNE KELSEY	199.56
37	70413853	C	12/14/2023	38032	AMAZON CAPITAL SERVICES INC	2,107.85
37	70413854	C	12/14/2023	64459	AU CONCEPTS & DESIGNS, LLC	2,508.75
37	70413855	C	12/14/2023	104321	BOX ELDER SCHOOL DISTRICT	928.77
37	70413856	C	12/14/2023	230	CAROLINA BIOLOGICAL	274.18
37	70413857	C	12/14/2023	102017	FARMINGTON HIGH SCHOOL	700.00
37	70413858	C	12/14/2023	65315	ANDI GARDNER	1,250.00
37	70413859	C	12/14/2023	67784	ANNIE HAVILAND	500.00
37	70413860	C	12/14/2023	64823	JO AND JAX LLC	506.40
37	70413861	C	12/14/2023	7161	MILLER GAS CO, INC	80.29
37	70413862	C	12/14/2023	44172	NORCO INC	308.50
37	70413863	C	12/14/2023	16497	ROCKY MOUNTAIN AIR SOLUTIONS	131.00
37	70413864	C	12/14/2023	38687	ROYAL SWIMMING	480.00
37	70413865	C	12/14/2023	110914	SUPERIOR WATER AND AIR INC	35.00
37	70413866	C	12/14/2023	18392	USA WRESTLING UTAH	825.00
37	70413867	C	12/14/2023	14273	VIEWMONT HIGH SCHOOL	700.00
37	70413868	C	12/18/2023	489240	KENTS MARKET PL/TREMONTON	4,816.27
37	70413869	C	12/18/2023	10804	MUSIC THEATRE INTERNATIONAL	3,770.93
37	70413870	C	12/18/2023	106055	BLICK ART MATERIALS	811.66
37	70413871	C	12/18/2023	31658	BSN SPORTS	6,805.80
37	70413872	C	12/18/2023	22950	OGDEN HIGH SCHOOL	300.00
37	70413873	C	12/18/2023	66834	MOUNTAIN VALLEY PRINTING	1,225.00
37	70413874	C	12/18/2023	38032	AMAZON CAPITAL SERVICES INC	582.43
37	70413875	C	12/18/2023	1627	DOMINO'S PIZZA / TREMONTON	2,616.05
Total Bank: 37						\$111,478.48
38	70813604	CV	12/05/2023	20010	SWIM CAPZ	-937.20
38	70813701	C	12/05/2023	1	OLIVER CAPENER	1,200.00
38	70813702	C	12/05/2023	58211	ARTS PEOPLE	505.21
38	70813703	C	12/05/2023	50083	B & B SUPPLY CO	93.01
38	70813703	CV	12/06/2023	50083	B & B SUPPLY CO	-93.01
38	70813704	C	12/05/2023	50660	BEST WESTERN PARADISE INN NEPHI	1,109.46
38	70813705	C	12/05/2023	104321	BOX ELDER SCHOOL DISTRICT	400.00

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70813706	C	12/05/2023	9032	TANIA BURNINGHAM	421.50
38	70813707	C	12/05/2023	14052	MARK DANIELS	750.00
38	70813708	C	12/05/2023	102017	DAVIS HIGH SCHOOL	465.00
38	70813709	C	12/05/2023	38644	GREEN CANYON HIGH SCHOOL	580.00
38	70813710	C	12/05/2023	31003	HOLIDAY INN EXPRESS/SANDY	1,802.88
38	70813711	C	12/05/2023	36200	RIVERTON HIGH SCHOOL	324.00
38	70813712	C	12/05/2023	50601	JUAB HIGH SCHOOL	800.00
38	70813713	C	12/05/2023	67695	LAURALYN KOFFORD	237.00
38	70813714	C	12/05/2023	4987	PICTURELINE INC	167.20
38	70813715	C	12/05/2023	110642	AMANDA MAREE SHAFFER	500.00
38	70813716	C	12/05/2023	804825	SUNRISE HIGH SCHOOL	80.00
38	70813717	C	12/05/2023	19488	T SHIRT CHOP SHOP	10,692.06
38	70813718	C	12/05/2023	47686	TNT ENGRAVING	129.65
38	70813719	C	12/05/2023	31658	BSN SPORTS	13,820.77
38	70813720	C	12/05/2023	40363	CIO MEDICAL SERVICES	1,120.00
38	70813721	C	12/05/2023	23736	WEISSMAN	3,709.52
38	70813722	C	12/05/2023	62855	BROOKE DEWBERRY	465.00
38	70813723	C	12/05/2023	109652	DREWES FLORAL & GIFTS	145.46
38	70813724	C	12/05/2023	25119	SIZZLING PLATTER	97.86
38	70813725	C	12/05/2023	44172	NORCO INC	393.87
38	70813726	C	12/05/2023	5045	RSM FOOD SERVICE	3,975.95
38	70813727	C	12/05/2023	28495	SYRACUSE HIGH SCHOOL	23.00
38	70813728	C	12/08/2023	804825	SUNRISE HIGH SCHOOL	20.00
38	70813729	C	12/14/2023	111790	SUNSTONE POTTERY	2,058.24
38	70813730	C	12/15/2023	14273	VIEWMONT HIGH SCHOOL	900.00
38	70813731	C	12/18/2023	104321	BOX ELDER SCHOOL DISTRICT	17,357.22
38	70813732	C	12/18/2023	32522	BEST WESTERN PLUS PARK PLACE INN	7,140.40
38	70813733	C	12/19/2023	5908	WALMART COMMUNITY	9,214.08
38	70813734	C	12/19/2023	38032	AMAZON CAPITAL SERVICES INC	5,284.95
38	70813735	C	12/19/2023	110889	THE DUTCH OVEN SHOPPE / M BODILY	2,880.00
38	70813736	C	12/19/2023	67768	JED CRANER MEDIA	1,500.00
38	70813737	C	12/19/2023	104320	BOX ELDER COUNTY TREASURER	850.00
38	70813738	C	12/19/2023	37672	EWELL EDUCATIONAL SERVICES INC	125.00
38	70813738	CV	12/19/2023	37672	EWELL EDUCATIONAL SERVICES INC	-125.00
38	70813739	C	12/19/2023	37672	EWELL EDUCATIONAL SERVICES INC	125.00
38	70813740	C	12/19/2023	31658	BSN SPORTS	4,325.59
38	70813741	C	12/20/2023	47686	TNT ENGRAVING	925.90
38	70813742	C	12/20/2023	104992	PRINT SHOP	165.00
38	70813743	C	12/20/2023	102864	WALKER CINEMAS	2,060.00
38	70813744	C	12/20/2023	5290	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	30.00
38	70813745	C	12/20/2023	110154	MEDCO SCHOOL	114.48
38	70813746	C	12/20/2023	6157	ARES SPORTSWEAR	422.65
38	70813747	C	12/20/2023	85738	BEAR RIVER HIGH SCHOOL	226.05
38	70813748	C	12/20/2023	543168	MADDOX RANCH HOUSE	1,565.01
38	70813749	C	12/20/2023	103961	INTERMOUNTAIN WOOD PRODUCTS	1,003.04
38	70813750	C	12/20/2023	110378	JESSE THOMAS ROBERTS	379.50
38	70813751	C	12/20/2023	25119	SIZZLING PLATTER	125.82
38	70813752	C	12/21/2023	698980	PEPSI-COLA OF OGDEN	112.47
38	70813753	C	12/21/2023	810361	STANDARD PLUMBING SUPPLY	53.60
38	70813754	C	12/21/2023	64017	COPPER CANYON APPAREL	168.00
38	70813755	C	12/21/2023	67741	CORA MAE EDWARDS	250.00
38	70813756	C	12/21/2023	10804	MUSIC THEATRE INTERNATIONAL	344.26
38	70813757	C	12/21/2023	489250	KENTS MARKET PL/BRIGHAM	693.93
38	70813758	C	12/21/2023	33936	JILL WALLENTINE	238.00
38	70813759	C	12/21/2023	422180	INDUSTRIAL TOOL & SUPPLY	45.85
38	70813760	C	12/21/2023	5932	VARSITY SPIRIT FASHIONS	708.49
38	70813761	C	12/21/2023	16705	BIGFOOT GRAFIX	209.94
38	70813762	C	12/21/2023	104321	BOX ELDER SCHOOL DISTRICT	3,245.90
38	70813763	C	12/21/2023	45500	BOX ELDER SCHOOL DISTRICT	165.00
38	70813764	C	12/21/2023	14613	UIAAA / UTAH INTERSCHOLASTIC ATHLETIC AD	120.00
38	70813765	C	12/21/2023	13846	HERRIMAN HIGH SCHOOL	270.00
38	70813766	C	12/21/2023	804825	SUNRISE HIGH SCHOOL	240.00

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70813767	C	12/21/2023	102017	FARMINGTON HIGH SCHOOL	540.00
38	70813768	C	12/21/2023	21296	LINCOLN ELECTRIC CO	976.00
38	70813769	C	12/21/2023	4880	LOUIS & COMPANY	685.13
38	70813770	C	12/21/2023	102451	LAF GRAPHICS	1,745.00
38	70813771	C	12/21/2023	4960	OLD GRIST MILL BREAD	297.93
Total Bank: 38						\$112,760.62

Total Computer Checks:	\$3,329,427.42
Total Manual Checks:	\$3,574,340.17
Total ACH Checks:	\$527,551.27
Total Other Checks:	\$0.00
Total Electronic Checks:	\$0.00
Total Computer Voids:	-\$1,295.21
Total Manual Voids:	\$0.00
Total ACH Voids:	\$0.00
Total Other Voids:	\$0.00
Total Electronic Voids:	\$0.00
Grand Total:	\$7,430,023.65
Number of Checks:	561

Batch Year	Batch	Amount
24	000533	174.48
24	000724	5,090.00
24	000765	-140.00
24	000843	-937.20
24	000987	3,770.00
24	001071	136.06
24	001183	15,806.89
24	001234	87.72
24	001235	739,797.31
24	001236	56,400.76
24	001237	39,825.03
24	001238	249,244.94
24	001239	311.23
24	001240	7,148.08
24	001244	80.00
24	001247	1,414.50
24	001255	316.80
24	001270	1,219.58
24	001273	22.50
24	001279	170.00
24	001285	20,163.96
24	001287	45,165.12
24	001289	161.88
24	001291	1,293.38
24	001292	1,276.08
24	001296	109.30
24	001298	1,214.87
24	001306	23,751.43
24	001322	4,734.47
24	001323	12,911.12
24	001324	367.87
24	001325	20.00
24	001327	197,167.78
24	001328	256,920.98
24	001329	42,101.60
24	001330	493,105.91
24	001331	3,599.00
24	001332	7,664.10
24	001335	534.11
24	001342	600.00

Check Register Summary

Batch Year: 24 Bank: All Date Range: 12/01/2023 - 12/31/2023

Batch Year	Batch	Amount
24	001343	200.00
24	001345	29.99
24	001349	20,478.80
24	001358	67.11
24	001360	2,058.24
24	001365	89.21
24	001371	11,535.30
24	001375	238.48
24	001379	900.00
24	001386	193,704.71
24	001387	45,378.71
24	001388	12,383.59
24	001389	23,398.50
24	001391	196.95
24	001392	60,962.53
24	001401	17,357.22
24	001403	4,816.27
24	001404	3,770.93
24	001406	811.66
24	001407	6,805.80
24	001409	300.00
24	001411	4,609,366.76
24	001412	1,225.00
24	001413	582.43
24	001415	2,616.05
24	001416	7,140.40
24	001421	9,214.08
24	001422	5,284.95
24	001426	2,880.00
24	001427	1,500.00
24	001431	850.00
24	001433	125.00
24	001434	4,325.59
24	001435	128,500.80
24	001442	925.90
24	001443	165.00
24	001444	2,060.00
24	001447	30.00
24	001448	114.48
24	001450	422.65
24	001451	226.05
24	001453	1,565.01
24	001454	1,003.04
24	001455	379.50
24	001456	125.82
24	001457	112.47
24	001458	53.60
24	001459	168.00
24	001460	250.00
24	001461	344.26
24	001462	693.93
24	001463	238.00
24	001464	45.85
24	001465	708.49
24	001466	209.94
24	001467	3,245.90
24	001468	165.00
24	001469	120.00
24	001470	270.00
24	001471	240.00
24	001472	540.00
24	001473	976.00
24	001474	685.13
24	001475	1,745.00
24	001476	297.93

For January 10, 2024 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
North Park	Carol L. Anderson	Para	Retiring
BEHS	Bryce Nelson	Custodian	
BRHS	Chris Haltiner	Custodian	
Grouse Creek	Alexis Tibitts	Secretary/SpEd Para	Resigned
ACHI	Heather Crozier	Language Arts Para	
BEHS	Preston Thomas	Asst Head Custodian	

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
Century	Douglas Ayotte	5th Grade Teacher
Three Mile Creek	Tia Paxton	Counselor
Garland	Lisa Harros	ED Para
BRHS	Richard Colvin	Custodian
Grouse Creek	Maisey Judd	Secretary/HQ

Suggestions for Future Board Meetings

February 14, 2024 – *(tentative)*

- Approval of Human Sexuality Curriculum – Keith Mecham
- Public Comment on School Fees
- Update on Chinese DLI – Jeremy Young
- Legislative Update – Steve Carlsen
- Policy Review

March 13, 2024 – *(tentative)*

- Second Public Comment on School Fees
- Approval of School Fees – Keith Mecham
- 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 BESPA – 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

November 13, 2024 – (tentative)

- Policy Review
- Report on BESD Foundation – Colleen Shaffer
- Complete MBA

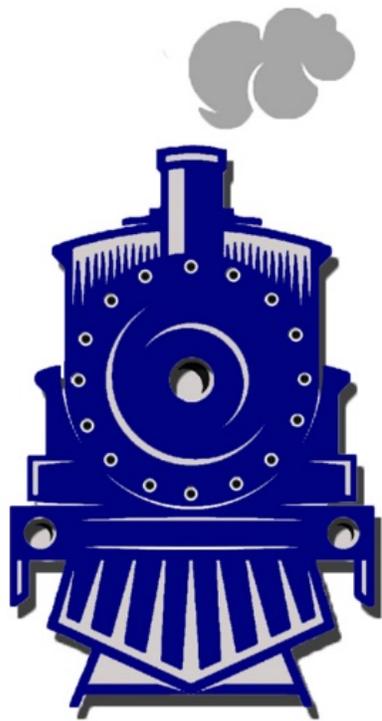
December 11, 2024 – (tentative)

- Meeting with Legislators
- Approval of New Courses – Keith Mecham
- Audit Report – David Roberts
- Policy Review
- Busing Protocol for Courtesy Riders – David Roberts
- Building and Ground Rental and Supervision Policies – David Roberts

January 8, 2025 – (tentative)

- Approval of 2-year contract for Business Administrator
- First public comment on School Fees
- School Fees – Keith Mecham (Information Item)
- BESD Foundation Presentation – Colleen Shaffer
- 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

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