



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, January 8, 2025

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

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

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

1. Review Bond Survey Results

Keith Mecham & Heidi Jo West, Assistant Superintendents of Curriculum

B. Administrative - 6:30 p.m.

1. Call to Order

Wade Hyde, Board President

2. Reverence

Wade Hyde, Board President

3. Flag Salute/Pledge of Allegiance

Julie Taylor, Board Member

4. Recognitions

Julie Taylor, Board Member

a. Amelia Ward, 2nd Grade Teacher at Century Elementary

b. Catherine Runyan - teacher at BRMS

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

D. Administration of Oath of Office

Neil Stevens, Business Administrator

1. Stephanie DeFilippis, New School Board Member

Neil Stevens, Business Administrator

E. 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.

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

1. Elect New Board President and Vice President

2. Approval of 2025-26 District Calendar

Keith Mecham, Asst. Superintendent of Secondary Teaching & Learning

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

1. BESD Foundation Report

Colleen Shaffer, BESD Foundation Board President

2. AAPPL Data

Jeff Morris - Assessment Director

3. Progress Monitoring

Jeff Morris - Assessment Director

4. Qualtrics Surveys

Marci Hatch

5. Review of Policies:

- 1034 Board of Education Code of Conduct
- 1035 Board Member Ethics
- 1036 Conflict of Interest (and complete Conflict of Interest Form)

6. Monthly Financial Report

Neil Stevens, Business Administrator

3

5

9

21

22

34

42

7. Board Committee Reports	
a. Student Board Member Report	
H. Policy Review - 7:50 p.m.	
1. Policy to Delete	
a. Policy 4036 Kindergarten Assessment (Assessments no longer used)	50
2. First Reading	
a. Policy 1210 School Closures and Boundary Changes	52
b. Policy 4068 Special Programs: Alternative Language Program	55
c. Policy 4107 Testing Procedures and Standards	60
d. Policy 4130 Participation in Online Education	65
e. Policy 4170 Participation of Home School, Scholarship, and Private School Students in Statewide Assessments	68
f. Policy 5272 Transgender Students	77
g. Policy 6002 Government Data Privacy	81
h. Policy 6060 Conduct on School Premises	87
3. Second Reading	
a. Policy 1035 Board Member Commitments and Ethics	95
b. Policy 2182 School Safety	98
c. Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements	108
d. Policy 3308 Administrative: Contractual Agreement	114
e. Policy 4061 Curriculum: American Heritage	115
f. Policy 4105 Sex Education	119
g. Policy 4200 Term of Instruction: School Year & School Day	126
h. Policy 5000 Equal Educational Opportunity	129
i. Policy 5027 Foreign Exchange Students	133
j. Policy 5298 Student Courts	138
k. Policy 5310 Fundraising and Donations	141
l. Policy 5312 Non-School and Private Fundraising and Donations	158
m. Policy 6000 Public Records Access and Management	165
n. Policy 6015 School Community Councils	177
I. Board Discussion Items - 8:00 p.m.	
1. Committee Assignments - Policy 1080 Board Committees	191
Steve Carlsen, Superintendent	
2. Review Bond Survey Results	
Keith Mecham & Heidi Jo West, Assistant Superintendents of Curriculum	
J. Consent Items - 8:20 p.m.	
1. Minutes	195
2. Claims	207
3. Personnel	221
4. Clubs	222
K. Suggestions for Future Board Meetings - 8:25 p.m.	224
L. Upcoming Events	
1. USBA Conference - January 9-11, 2025	
M. Board Handbook	227
N. Adjournment - 8:30 p.m.	

The next meeting of the Board of Education will be held on Wednesday, February 12, 2025, with a Work Session at 5:30 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

OATH OF OFFICE

Utah State Archives

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

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

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

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

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

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

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

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

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

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

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

OATH OF OFFICE
STATE OF UTAH

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

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

Signature

State of Utah,
County of _____

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

*Person Administering Oath

Title

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

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

Recommendation to approve

Submitted by: Keith Mecham

Recommendation:

It is recommended that the BESD Board of Education approves the 2025-2026 District calendar.

Recommended Motion:


I move that we approve the BESD 2025-2026 district calendar as presented.

Background:

[Proposed 2025-2026 District Calendar](#)

Based on the survey result from employees, Fall Break will be held October 16-17, 2025

768 responses

 View in Sheets




Accepting responses

Summary

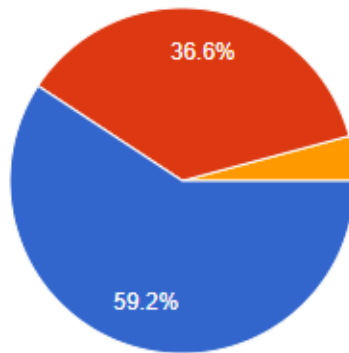
Question




Individual

Check your Employee Classification - (Choose 1)


 Copy chart

768 responses

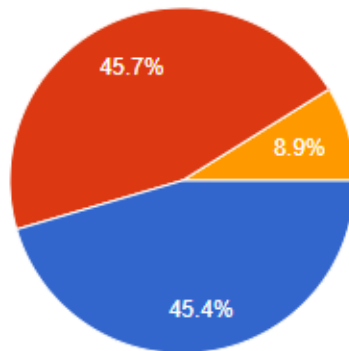





-  Certified:Teacher/Counselor/SLT/OT/LCSW ect..
-  ESP: Para/Secretary/Custodial/Transportation/Child Nutrition/IT/Facilities ect..
-  Administration/Supervisor

Check your work location - (Choose 1)


 Copy chart

768 responses



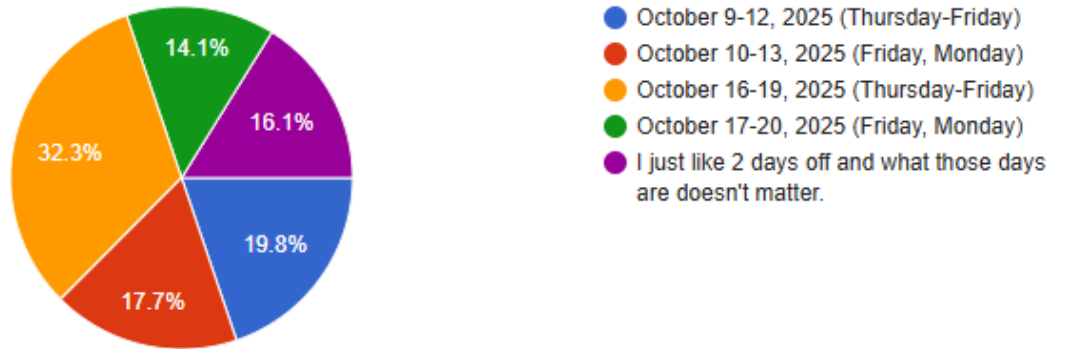
-  Work at an Elementary School
-  Work at a Secondary School
-  Work at other locations

Which 2 day configuration for Fall Break do you support? (Choose 1)

 Copy chart

For your information, Cache and Logan School Districts have chosen October 9-12, 2025 as their fall break. Weber, Davis and Morgan School Districts have chosen October 16-19, 2025.

768 responses



Policy Implications:

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

This calendar would create 174 instructional days plus 4 District/School PD Days and 2 days for parent teacher conferences for a total of 180 days.

Financial Implications:

No additional costs

Staff Implications:

No additional implications

Box Elder School District 2025-2026: DRAFT

July 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
		1	2	3	4 <i>4th of July</i>	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 <i>Pioneer Day</i>	25	26
27	28	29	30	31	0/21	

August 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
					1	2
3	4 Secretary Mtg.	5	6	7 Counselors New Teacher	8 Health Fair	9
10	11 SPED PD CTE PD	12 Staff Mtg PD Bck2Sch 10-12	13 School PD Bck2Sch 6-9	14 School PD Bck2Sch K-5	15	16
17	18 Teacher Prep Day	19 Teacher Prep Day	20 Teacher Prep Day	21 Box Elder County Fair	22	23
24	25 First Day of School, Early Out-Elem	26 Early Out - Elem Only	27 Early Out - Elem	28 Early Out - Elem	29 Early Out - all	30 7/21

September 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
	1 <i>Labor Day</i>	2	3	4	5	6
	No School for Kindergarten Testing by Appointment					
7	8 Kindergarten Open House	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 HS P/T Conf	30 MS P/T Conf				21/21

October 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
			1 Int P/T Conf	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 <i>Fall Break</i>	17 <i>Fall Break</i>	18
19	20	21	22	23	24	25
26	27 Sunrise P/T Conf	28	29	30	31	21/21

November 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
						1
2	3	4	5	6	7	8
9	10	11	12 K-5 P/T Conf Early Out Elem Only	13 K-5 P/T Conf Early Out Elem Only	14 End of Tri 1 (59 days)	15
16	17 Begin 2nd Tri	18	19	20	21	22
23	24	25	26 PTC Comp Day	27 Thanksgiving Break	28 Thanksgiving Break	29 18/18

December 2025						
S	Mon	Tues	Wed	Thurs	Fri	S
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22 Winter Break	23 Winter Break	24 Winter Break	25 Winter Break	26 Winter Break	27
28	29 Winter Break	30 Winter Break	31 Winter Break			15/19

January 2026						
S	Mon	Tues	Wed	Thurs	Fri	S
				1 <i>New Year's Day</i>	2 <i>Winter Break</i>	3
4	5 School Resumes	6	7	8	9	10
11	12 HS P/T Conf	13 MS P/T Conf	14 Int P/T Conf	15	16	17
18	19 <i>Martin-Luther King Jr Day</i>	20	21	22	23	24
25	26	27	28	29	30	31 19/19

February 2026						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2	3	4	5	6	7
8	9 Sunrise P/T Conf	10	11	12	13	14
15	16 <i>President's Day</i>	17	18	19	20	21
22	23	24	25 K-5 P/T Conf Early Out Elem Only	26 K-5 P/T Conf Early Out Elem Only	27 End of Tri 2 (61 days)	28
						19/19

March 2026						
S	Mon	Tues	Wed	Thurs	Fri	S
1	2 Begin 3rd Tri	3	4	5	6	7
8	9	10	11	12	13	14
15	16 District PD No school for students	17	18	19	20	21
22	23	24	25	26	27	28
29	30 ** PTC Comp Day	31 Spring Break				21/22

April 2026						
S	Mon	Tues	Wed	Thurs	Fri	S
			1 Spring Break	2 Spring Break	3 Spring Break	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		19/20

May 2026						
S	Mon	Tues	Wed	Thurs	Fri	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 <i>Memorial Day</i>	26	27 Early Out	28 Last Day of School/ End Tri 3 (60 days)	29 School PD No school for students	30
						20/20

June 2026						
S	Mon	Tues	Wed	Thurs	Fri	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 <i>Juneteenth</i>	20
21	22	23	24	25	26	27
28	29	30				0/21

No School for Students/Work day for 240+ employees
Beginning and End of School
** March 30, 2026 - Designated Snow Day

Kindergarten Testing by appt at each school
Parent Teacher Conferences
Start/End of Trimester

Approved Amended by School Board: _____
*For 12-month & ESP employees, holidays are marked in bold and italicized throughout the year

January Data- AAPP L

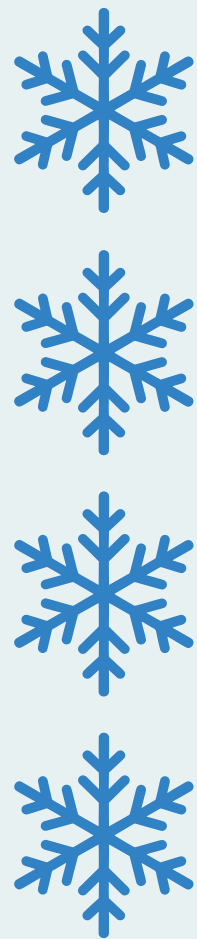
BESD





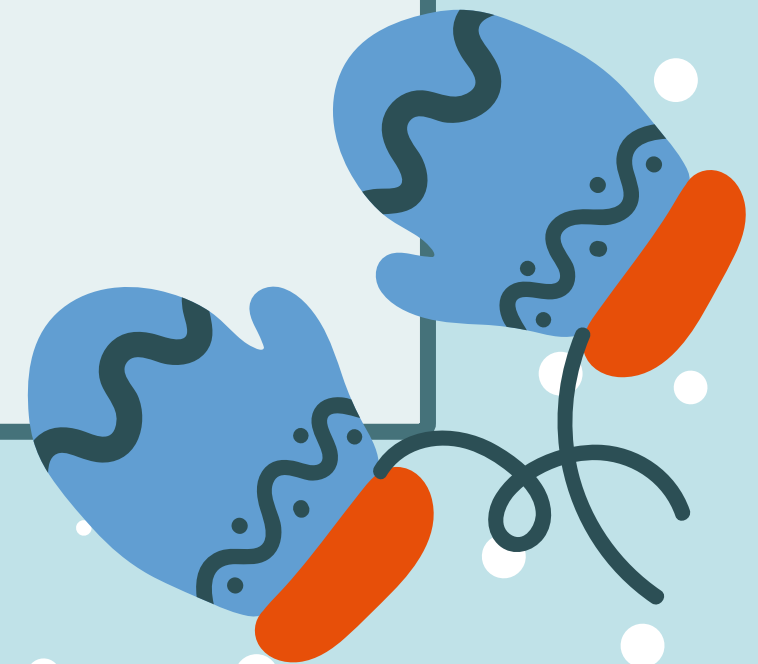
State PM Rates

Acadience Progress Monitoring



Progress Monitoring 90% of students below benchmark:

- 2024 EOY State Rate 33% of schools
- 2024 Fall State Rate 64.1% of schools
 - BESD Rate 100% of schools

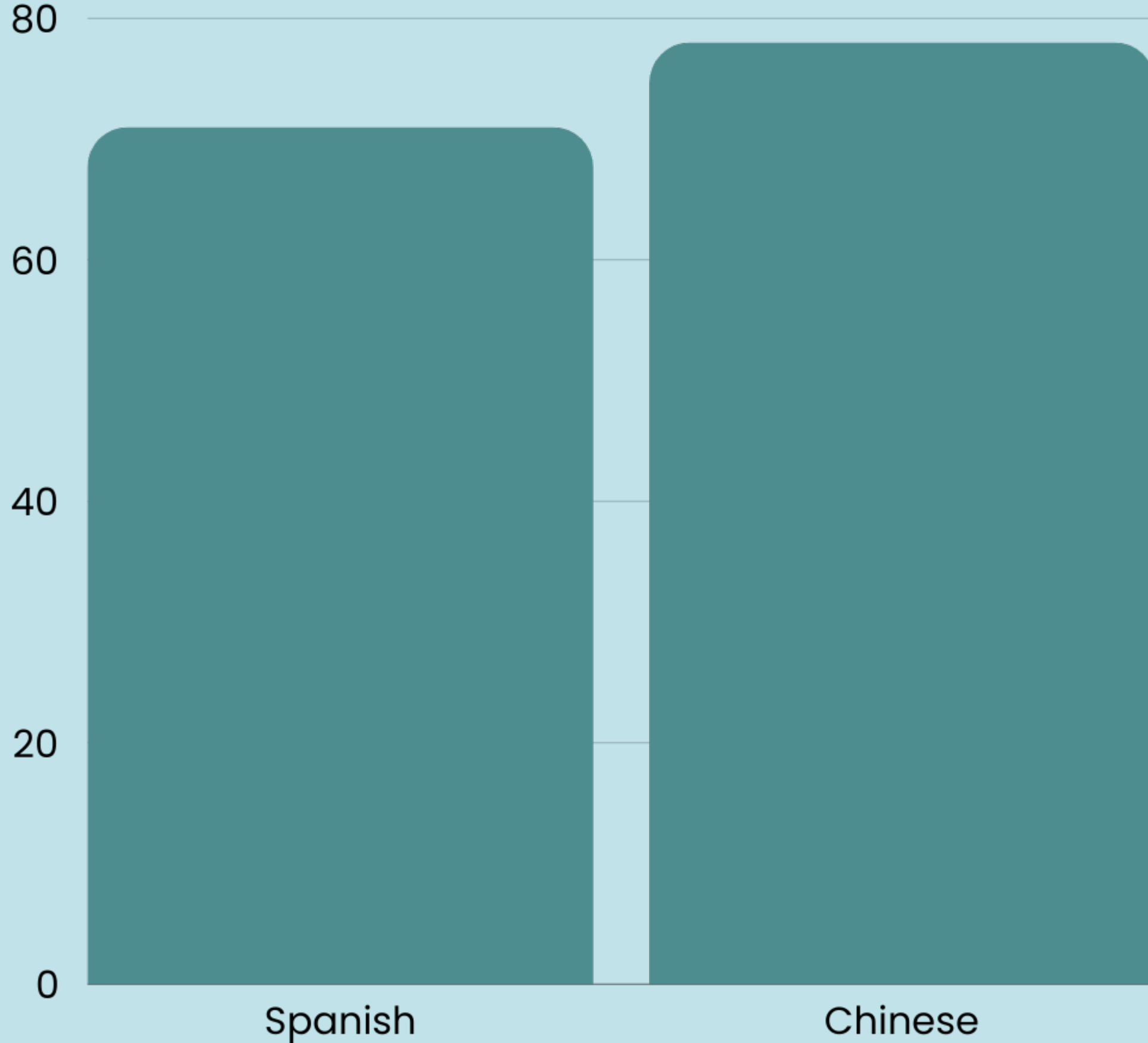


AAPPL Test

- Grades 3–9
 - Speaking Grades 3, 5, 7, 9
 - Reading, Writing, Listening Grades 4, 6, 8, 9
- Spanish and Chinese

3rd Grade

Speaking



3rd Grade

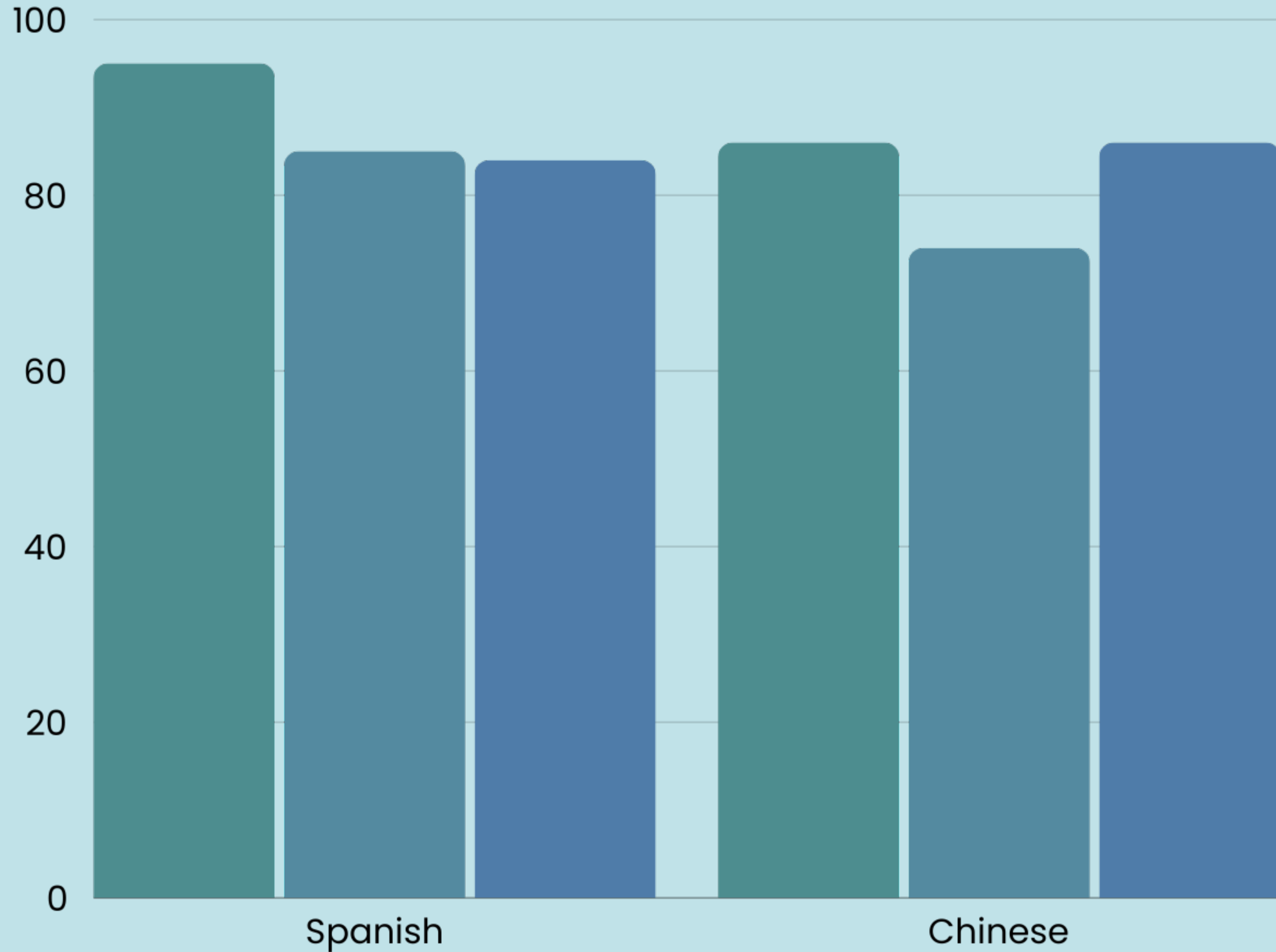
Speaking

Spanish 71%

Chinese 78%

4th Grade

Reading Writing Listening



4th Grade

Spanish

Reading 95%

Writing 85%

Listening 84%

Chinese

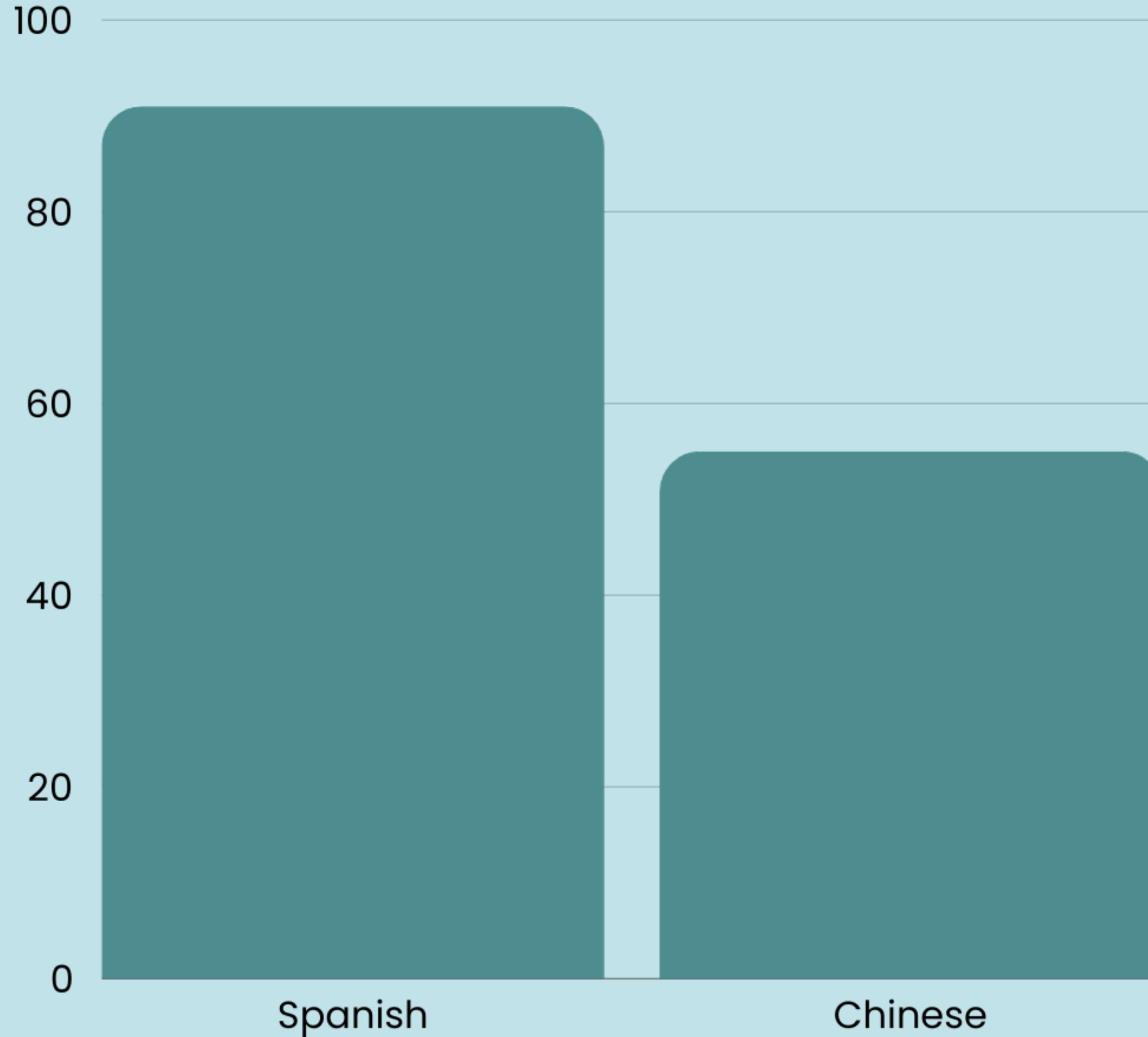
Reading 86%

Writing 74%

Listening 86%

5th Grade

Speaking



5th Grade

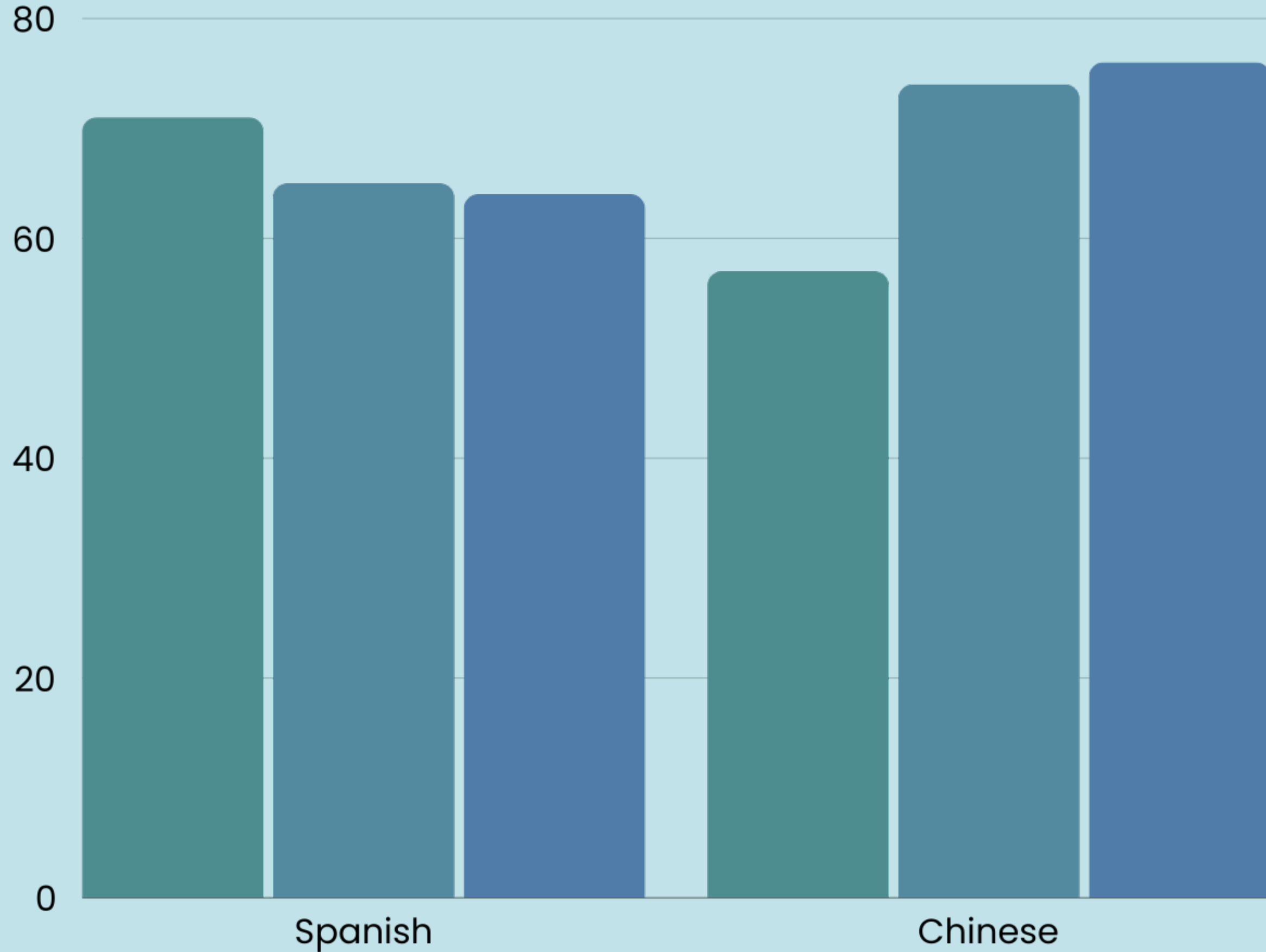
Speaking

Spanish 91%

Chinese 55%

6th Grade

Reading Writing Listening



6th Grade

Spanish

Reading 71%

Writing 65%

Listening 64%

Chinese

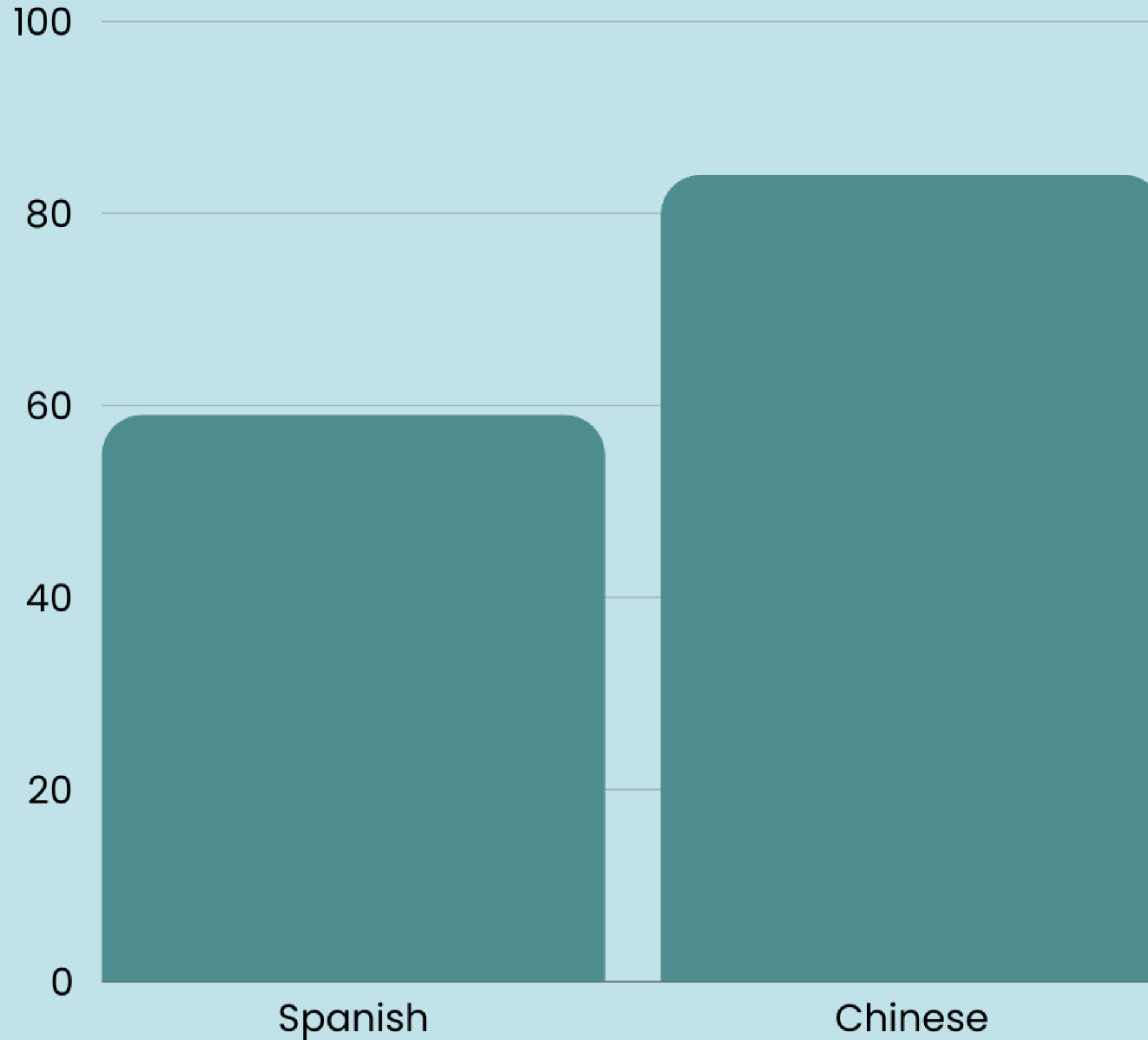
Reading 57%

Writing 74%

Listening 76%

7th Grade

Speaking



7th Grade

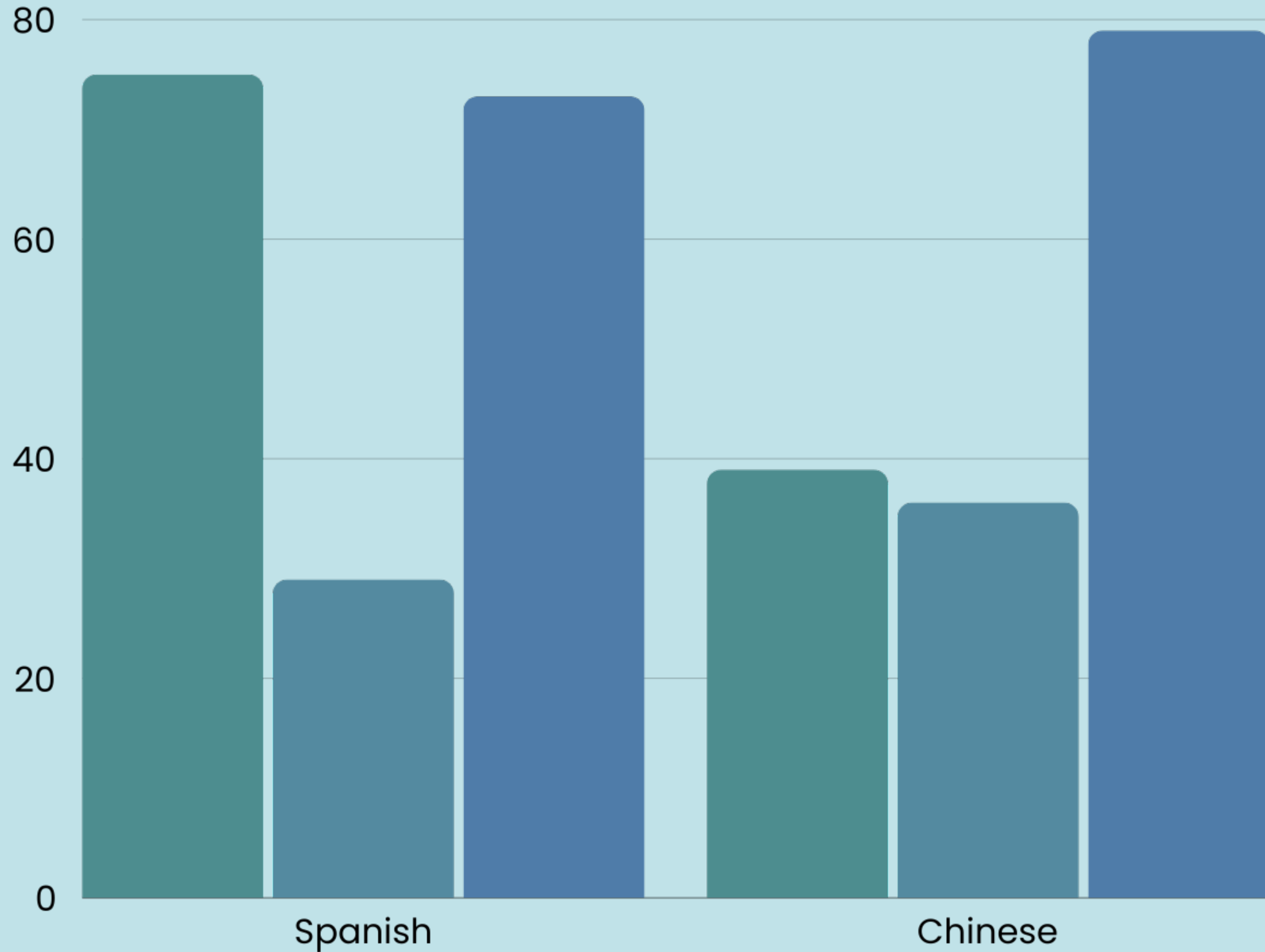
Speaking

Spanish 59%

Chinese 84%

8th Grade

Reading Writing Listening



8th Grade

Spanish

Reading 75%

Writing 29%

Listening 73%

Chinese

Reading 39%

Writing 36%

Listening 79%

9th Grade

Spanish

Speaking 71%

Reading 73%

Writing 46%

Listening 59%

Chinese

Speaking 59%

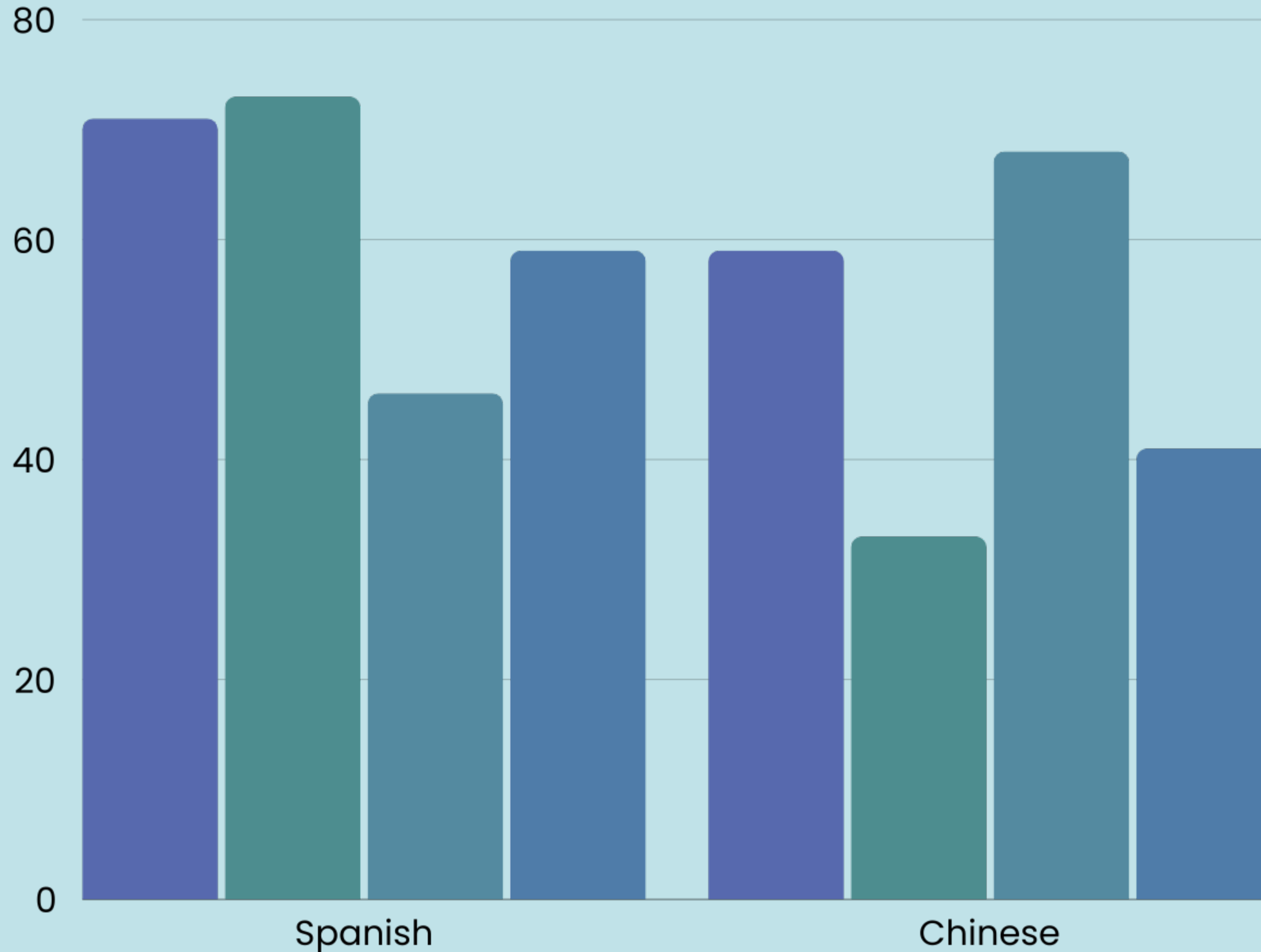
Reading 33%

Writing 68%

Listening 41%

9th Grade

Speaking Reading Writing Listening





Secondary Schools DLI

8th Grade

SPANISH:
Above National
Averages in Listening
and Reading
CHINESE:
Above National
Averages in Listening

9th Grade

SPANISH:
Above National
Averages in ALL Areas
CHINESE:
Above National
Averages in Speaking
and Listening

Bridge Program

- Earning AP credit in 9th Grade.
- Earning 3rd year College Credit in 10-12th Grades.
- Outscore University Students in the same class.



Happy New
Year!

!Feliz año
nuevo!

新年快乐

Progress Monitoring Fidelity

Huge improvements in progress monitoring at rate

	Spring 23-24	Fall 24-25
Above 90%	33%	61.4%
Below 50%	10%	7.4%

	Fall 22-23	Fall 24-25
Above 90%	6%	61.4%



Qualtrics Surveys

M

Welcome to XM



Search by name, type, owner...

Recently visited See all projects

Survey Test Survey for Presentation

47 Responses Active

Survey BESD Teacher Input Survey

501 Responses Closed

Survey Instructional Coach Amy Jo...

14 Responses Closed

Survey 2024-25 BESD Foundation T...

0 Responses Active

Survey 2024-25 BESD Foundation ...

42 Responses Closed

Survey Heber Lynne Orme Agricultu...

2 Responses Active

Create a new project

Welcome to XM

Maximize your homepage by prioritizing what is most relevant to you. Try rearranging your homepage, pinning your favorite dashboard widgets, and starring important active projects. [Learn more](#)

Rearrange homepage



Learn Qualtrics through our free, self-paced courses

XM Basecamp is a great way to learn how to use Qualtrics to its fullest. You can even become certified as a Qualtrics Expert or XM Professional. [Learn more](#)

Go to Basecamp

Pinned widgets

New!

Pin widgets to customize your homepage

Pin widgets from any CX or Results Dashboard to see the information you care about most. Click the three dots in the corner of any compatible widget to pin to your homepage.



Active surveys

Test Survey for Presentation

1 new responses

47 total responses



Results

2024-25 BESD Foundation Teacher Requests (Due April 15, 2025)

0 new responses

0 total responses



Results

Wayne & Marguerite Lee Teaching Scholarship

0 new responses

1 total responses



Results

Your workflows summary

Your active workflows

Completed (last 72 hours)

Failed (last 72 hours)

Edit question

Question type
Text / Graphic

Content type
Text

Response requirements
Add validation

Question behavior

Display logic

Skip logic

JavaScript

Tools Saved at 10:55 AM Published

Preview Publish

Test Survey for Presentation

ExpertReview score Fair

Default Question Block

Q1

This is a VERY SHORT (2 min.) survey to help with Marci's presentation to the School Board about surveys . Please complete the survey by Tuesday, January 7, 2025 at 10:00 am.
Thank you!

Q2

Rank these holidays in order of your favorite to least favorite.

Christmas	1
President's Day	2
Pioneer Day	3
Easter	4
Memorial Day	5
Labor Day	6
Fourth of July	7
Halloween	8

+ Add page break

Q3

What is your favorite time of day?

- Morning
- Night
- Afternoon

Edit question

Question type
Text / Graphic

Content type
Text

Response requirements
Add validation

Question behavior
[Display logic](#)
[Skip logic](#)
[JavaScript](#)

Tools Saved at 10:55 AM Published

Search Preview Publish

Q6

Skip to
How would you rate your Winter Break ... if No Is Selected

Do you have a pet?

Yes
 No

Q4

What is your pet's name?

Q5

Skip destination [Go to skip origin](#)

How would you rate your Winter Break this year?

0 1 2 3 4 5 6 7 8 9 10

Click to write Choice 1

+ Add page break

Q7

What is your favorite food?

Edit question

Question type
Text / Graphic

Content type
Text

Response requirements
Add validation

Question behavior
[Display logic](#)
[Skip logic](#)
[JavaScript](#)

Tools Saved at 10:55 AM Published

Preview Publish

Empty text input field

Q7 What is your favorite food?

Q8 What is your favorite color?

Q10 Do you have a nickname?

No
 Yes


Q11 What is your nickname?


Display this question
If Do you have a nickname? Yes Is Selected


Import from library Add new question




 Pause response collection


 Distribution summary

 Anonymous link

 Emails


 Personal links


 Text message (SMS)

 Access codes

 Social media

 Offline app

 QR code

 Downloads

Get an anonymous survey link

Paste this reusable link into emails or onto a website; it can't be tracked, and can't be used to identify respondents

`https://besd.az1.qualtrics.com/jfe/form/SV_cvcUkrlc9jbLH70`

 Read-only

Copy survey link

[Pause response collection](#) [Distribution summary](#) [Anonymous link](#) [Emails](#) [Personal links](#) [SMS text messages](#) [Access codes](#) [Social media](#) [Offline app](#) [QR code](#) [Downloads](#)[Download QR Code](#)

Note: This distribution type cannot track identifying information.

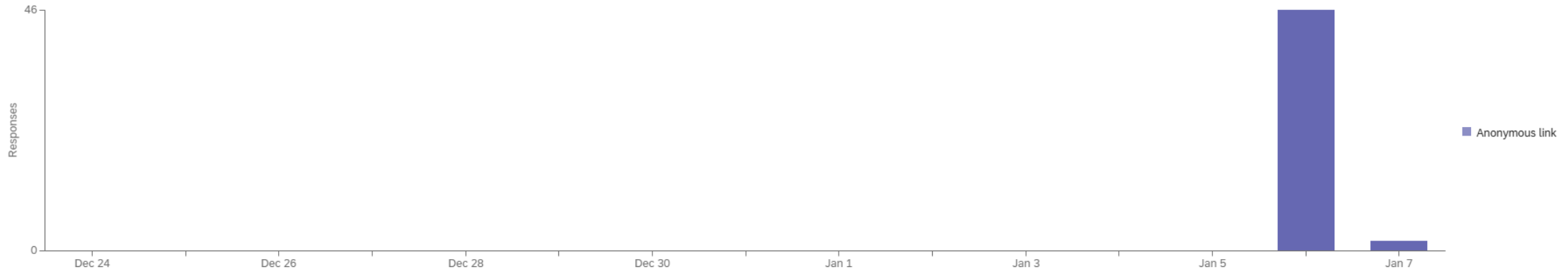
Pause response collection

Distribute survey

Distribution summary

- Anonymous link
- Emails
- Personal links
- SMS text messages
- Access codes
- Social media
- Offline app
- QR code
- Downloads

Recent Responses



All Responses

Distribution Channel	Audience size	Surveys started	Surveys finished	Response rate	Completion rate
Anonymous link	N/A	N/A	48	N/A	N/A

Data Table

Last Record Collected: 01/07/2025 7:10 AM MST Active Response Quality 100% Recorded responses (47) Field Editor

Add Filter < 1 of 1 > 50 Export & Import Tools Column chooser

<input type="checkbox"/>	Recorded Date	Q4 - What is your pet's name?	Q7 - What is your favorite food?	Q3 - What is your favorite time of day?	Q6 - Do you have a pet?	Q10 - Do you have a nickname?	
<input type="checkbox"/>	Jan 7, 2025 7:10 AM	Savvy	All things Mexican	Morning	Yes	Yes	⋮
<input type="checkbox"/>	Jan 6, 2025 7:13 PM	Ollie	Mexican	Afternoon	Yes	Yes	⋮
<input type="checkbox"/>	Jan 6, 2025 3:43 PM	Buddy	Lost it to Allergies	Afternoon	Yes	Yes	⋮
<input type="checkbox"/>	Jan 6, 2025 3:16 PM		Mexican	Afternoon	No	No	⋮
<input type="checkbox"/>	Jan 6, 2025 3:09 PM		tacos	Night	No	No	⋮
<input type="checkbox"/>	Jan 6, 2025 1:53 PM		Tacos	Morning	No	Yes	⋮
<input type="checkbox"/>	Jan 6, 2025 1:39 PM	Roxy	Mexican	Morning	Yes	No	⋮
<input type="checkbox"/>	Jan 6, 2025 1:25 PM	Nala		Morning	Yes	No	⋮
<input type="checkbox"/>	Jan 6, 2025 1:21 PM		Pizza	Night	No	Yes	⋮
<input type="checkbox"/>	Jan 6, 2025 1:09 PM	Willow	Mexican	Afternoon	Yes	Yes	⋮
<input type="checkbox"/>	Jan 6, 2025 1:02 PM		Chinese	Morning	No	Yes	⋮

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH
1	StartDate	EndDate	Status	IPAddress	Progress	Duration	Finished	Recorded	ResponseID	Recip	Recip	Recip	Exte	LocationL	LocationL	DistributionC	UserLang	Q2_1	Q2_2	Q2_3	Q2_4	Q2_5	Q2_6	Q2_7	Q2_8	Q3	Q6	Q4	Q5_1	Q7	Q8	Q10	Q11	
2	Start Da	End Da	Respor	IP Address	Progres	Duratic	Finishe	Record	Response ID	R	R	R	E	Locatio	Locatio	Distributi	User La	Ran	Ran	Ran	Ran	Ran	Ran	Ran	Ran	What is	Do you	What is you	How	What is your favo	What is your	Do you	What is your ni	ame?
3	#####	#####	IP Address	205.121.177.101	100	66	True	#####	R_1B5Ni2qcKsazJ 1n					41.5073	-112.017	anonymous	EN	1	5	4	3	6	7	2	8	Night	No		8	Avocados	Red	Yes		
4	#####	#####	IP Address	205.121.177.51	100	58	True	#####	R_5JLzWd5kmr5 DhFb					41.5073	-112.017	anonymous	EN	1	8	5	4	6	7	2	3	Night	Yes	Cheetoh	8	Steak	Blue	No		
5	#####	#####	IP Address	205.121.177.142	100	67	True	#####	R_6AQN2aHD8CL iT8e					41.5073	-112.017	anonymous	EN	3	6	7	1	4	8	2	5	Night	No		10	Pizza	Black	Yes	Mo	
6	#####	#####	IP Address	205.121.139.164	100	120	True	#####	R_1N5nuUXPuo7 z7kF					41.5073	-112.017	anonymous	EN	1	5	8	4	6	7	3	2	Night	Yes	Mia and Minnie	9	Pizza	Green	Yes	Rooster	
7	#####	#####	IP Address	205.121.139.177	100	167	True	#####	R_105SSsqAVOG rH0t					41.5073	-112.017	anonymous	EN	1	6	8	5	3	4	2	7	Morning	Yes	Beans	9	Mexican	Blue	Yes	Biff	
8	#####	#####	IP Address	205.121.177.140	100	162	True	#####	R_7eWAqLL1xpI2 fTZ					41.5073	-112.017	anonymous	EN	1	4	5	2	6	7	3	8	n	No		8	Mexican	Brushed Nickle	No		
9	#####	#####	IP Address	205.121.177.90	100	181	True	#####	R_1DIqjHOsENj WQBS					41.5073	-112.017	anonymous	EN	1	7	6	3	4	5	2	8	n	No		8	Fettuccini Alfredo	Blue	Yes	Jules	
10	#####	#####	IP Address	205.121.177.60	100	250	True	#####	R_10SGnhQc3et 2j2M					41.5073	-112.017	anonymous	EN	1	3	5	2	6	7	4	8	Night	No		9	Nuts	Don't have one	Yes	Curly	
11	#####	#####	IP Address	205.121.177.57	100	131	True	#####	R_61cmPkMoFhf cvfQ					41.5073	-112.017	anonymous	EN	1	8	7	4	6	3	5	2	Night	Yes	Shelby	7	most things Greek	Tiffany Blue	Yes	Lestialbee	
12	#####	#####	IP Address	205.121.177.138	100	113	True	#####	R_5Hz1Mo5kC7y q7iF					41.5073	-112.017	anonymous	EN	3	8	5	2	6	7	4	1	n	Yes	Leerah and Arrow	9	Anything I don't have to cook.	Every shade of Blue	Yes	Cinder Sue	
13	#####	#####	IP Address	205.121.177.64	100	129	True	#####	R_6otj13wfsHRvj zi					41.5073	-112.017	anonymous	EN	1	8	4	2	6	7	5	3	Morning	Yes	Scarlet and Indy	10	Prime Rib	Red	No		
14	#####	#####	IP Address	205.121.177.156	100	109	True	#####	R_61b7QbiVPNcc 4Z7					41.5073	-112.017	anonymous	EN	1	8	4	6	2	5	3	7	Night	Yes	Mercy	7	BBQ	Blue	No		
15	#####	#####	IP Address	205.121.139.101	100	120	True	#####	R_1Jz03Z1GrhB9Z PZ					41.5073	-112.017	anonymous	EN	1	4	5	2	8	7	6	3	Night	No		8	Bacon Cheeseburgers	Blue	Yes	NDA	
16	#####	#####	IP Address	205.121.177.74	100	126	True	#####	R_7Iq9R6ZUDEGg MNj					41.5073	-112.017	anonymous	EN	1	6	5	2	7	8	4	3	n	Yes	Nova (or naughty No No)	7	shrimp	lavender	Yes	Mee Maw	
17	#####	#####	IP Address	205.121.177.53	100	95	True	#####	R_3tsuLlgEsfaa6J z					41.5073	-112.017	anonymous	EN	4	5	8	2	3	6	7	1	Night	Yes	Lily	7	Fettuccine Alfredo	Purple	Yes		
18	#####	#####	IP Address	205.121.177.168	100	95	True	#####	R_3mKZYoBbDb9 x8oV					41.5073	-112.017	anonymous	EN	8	6	3	7	5	4	1	2	Morning	Yes	socks	10	Pizza	blue	No		
19	#####	#####	IP Address	205.121.177.169	100	114	True	#####	R_1Ab0eAL7nB2 U7ip					41.5073	-112.017	anonymous	EN	1	7	4	3	5	6	2	8	Morning	No		10	Mexican Food	Purple	No		
20	#####	#####	IP Address	205.121.177.172	100	166	True	#####	R_5WUPjzjrQAFC SHm					41.5073	-112.017	anonymous	EN	1	8	7	2	5	6	3	4	Night	Yes	Toni	9	Mexican	Black - it goes with everything!	No		
21	#####	#####	IP Address	205.121.177.52	100	96	True	#####	R_51z7eusnzkuG Qer					41.5073	-112.017	anonymous	EN	8	4	5	6	1	3	2	7	Night	Yes	Guapa, Lima, Bonita	3	Potatoes	Purple	No		
22	#####	#####	IP Address	205.121.179.250	100	81	True	#####	R_3KZslFPpYfyD UKz					41.5073	-112.017	anonymous	EN	2	8	5	3	6	7	1	4	Morning	No			pasta	green	Yes		
23	#####	#####	IP Address	205.121.177.62	100	100	True	#####	R_1AG4uLZnpxU BNwH					41.5073	-112.017	anonymous	EN	7	5	3	1	8	4	2	6	Night	No		6	Asian	Blue	Yes	Ray-Man	
24	#####	#####	IP Address	205.121.139.101	100	109	True	#####	R_3P7XgtEBJlMm BiN					41.5073	-112.017	anonymous	EN	1	8	5	2	6	7	3	4	n	Yes	Oliie	10	Cheeseburgers	Blue	Yes	r1pp13	
25	#####	#####	IP Address	205.121.177.202	100	175	True	#####	R_6xPE6M4XAO N3ceK					41.5073	-112.017	anonymous	EN	1	5	8	6	2	4	3	7	Night	Yes	Ruby	10	Ice Cream	Purple	Yes	N/A	
26	#####	#####	IP Address	205.121.177.122	100	114	True	#####	R_3Y9OYeo0KTJ ml1z					41.5073	-112.017	anonymous	EN	1	3	7	2	4	5	6	8	Morning	Yes	Marlow Watson, Gertie,	7	fajitas	pink	No		

Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	Rank these holidays in order of your favorite to least favorite.	How would you rate your Winter Break this year? - Click to write	Do you have a pet?	What is your pet's name?	Choice	What is your favorite food?	What is your favorite color?	Do you have a nickname?	What is your nickname?
1	5	4	3	6	7	2	8	Night	No				8 Avocados	Red	Yes		
1	8	5	4	6	7	2	3	Night	Yes	Cheetoh			8 Steak	Blue	No		
3	6	7	1	4	8	2	5	Night	No				10 Pizza	Black	Yes	Mo	
1	5	8	4	6	7	3	2	Night	Yes	Mia and Minnie			9 Pizza	Green	Yes	Rooster	
1	6	8	5	3	4	2	7	Morning	Yes	Beans			9 Mexican	Blue	Yes	Biff	
1	4	5	2	6	7	3	8	Afternoon	No				8 Mexican	Brushed Nickle	No		
1	7	6	3	4	5	2	8	Afternoon	No				8 Fettuccini Alfredo	Blue	Yes	Jules	
1	3	5	2	6	7	4	8	Night	No				9 Chocolate covered Nuts	Don't have one	Yes	Curly	
1	8	7	4	6	3	5	2	Night	Yes	Shelby			7 most things Greek	Tiffany Blue	Yes	Lestialbee	
3	8	5	2	6	7	4	1	Afternoon	Yes	Leerah and Arrow			9 Anything I don't have to cook.	Every shade of Blue	Yes	Cinder Sue	
1	8	4	2	6	7	5	3	Morning	Yes	Scarlet and Indy			10 Prime Rib	Red	No		
1	8	4	6	2	5	3	7	Night	Yes	Mercy			7 BBQ	Blue	No		
1	4	5	2	8	7	6	3	Night	No				8 Bacon Cheeseburgers	Blue	Yes	NDA	
1	6	5	2	7	8	4	3	Afternoon	Yes	Nova (or naughty No No)			7 shrimp	lavender	Yes	Mee Maw	
4	5	8	2	3	6	7	1	Night	Yes	Lily			7 Fettuccine Alfredo	Purple	Yes		
8	6	3	7	5	4	1	2	Morning	Yes	socks			10 Pizza	blue	No		
1	7	4	3	5	6	2	8	Morning	No				10 Mexican Food	Purple	No		
1	8	7	2	5	6	3	4	Night	Yes	Toni			9 Mexican	Black - it goes with everything!	No		
8	4	5	6	1	3	2	7	Night	Yes	Guapa, Lima, Bonita			3 Potatoes	Purple	No		
2	8	5	3	6	7	1	4	Morning	No				pasta	green	Yes		
7	5	3	1	8	4	2	6	Night	No				6 Asian	Blue	Yes	Ray-Man	
1	8	5	2	6	7	3	4	Afternoon	Yes	Oliie			10 Cheeseburgers	Blue	Yes	r1pp13	
1	5	8	6	2	4	3	7	Night	Yes	Ruby			10 Ice Cream	Purple	Yes	N/A	
1	3	7	2	4	5	6	8	Morning	Yes	Marlow			7 fajitas	pink	No		
1	7	8	6	3	4	5	2	Morning	Yes	Watson, Gertie, Frankie, Frazzle, Skizbo, Gracie, and Spike.			0 Pizza	red	Yes	Bobbie	
8	3	4	6	1	5	2	7	Morning	Yes				4 Tacos	Blue	No		
1	5	8	3	6	7	2	4	Morning	Yes				8 Fruit	Purple	Yes	Sunshine	
1	6	7	5	4	8	3	2	Night	Yes	Lilly			5 Steak and fries	Blue	No		
1	7	5	2	6	8	4	3	Morning	No				7 Does Diet Coke Count?!	Purple	Yes		
1	7	8	2	5	6	4	3	Morning	Yes	Molly and Oakley			10 Steak	Grey	No		
1	8	4	3	6	7	2	5	Morning	Yes	Tostada			10 Sushi	Pink	No		
2	7	4	1	6	8	3	5	Morning	Yes	Mazzie			10 Food in general	Blue	Yes	Doogins	
2	7	6	3	4	5	1	8	Morning	No				10 fruit	purple	Yes	Kate	
2	6	4	5	1	7	3	8	Morning	Yes	Leo and Morty			3 Veggies	Yellow	Yes	Fuzz	
1	5	6	3	7	8	2	4	Morning	Yes	Dash			9 Ham Fried Rice	Blue	No		
1	4	5	3	6	7	2	8	Night	Yes	Max			8 Steak	Blue	Yes	Nunya business	
1	7	3	4	5	6	2	8	Morning	No				9 Chinese	Blue	Yes	Meek	
1	6	5	2	7	8	4	3	Afternoon	Yes	Willow			3 Mexican	Black	Yes	NO	
1	7	4	3	6	8	5	2	Night	No				9 Pizza	Blue	Yes	Mik	
1	8	5	2	3	6	4	7	Morning	Yes	Nala			9	turquoise	No		
1	8	6	3	5	7	4	2	Morning	Yes	Roxy			8 Mexican	Blue	No		
1	7	6	3	5	8	2	4	Morning	No				10 Tacos	Blue	Yes	Suzie	
1	6	8	3	5	7	4	2	Night	No				8 tacos	blue	No		
1	5	7	2	4	6	3	8	Afternoon	No				8 Mexican	White	No		
1	8	3	4	2	6	5	7	Afternoon	Yes	Buddy			10 Lost it to Allergies	Blue	Yes	
1	8	5	2	6	7	3	4	Afternoon	Yes	Ollie			10 Mexican	Pink	Yes	Mingo	
1	8	6	2	4	7	3	5	Morning	Yes	Savvy			10 All things Mexican	Blue	Yes	Frano	

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.

POLICY 1036

Board Member Conflict of Interest

A. Private, Controlled, or Protected Information

1. Board Members may not:
 - a. Accept employment or engage in any business or professional activity that the member might reasonably expect would require or induce the member to improperly disclose controlled information gained by reason of being a member of the Board.
 - b. Disclose or improperly use controlled, private or protected information acquired by reason of membership on the Board or in the course of official duties for the member's or another's private gain or benefit.
 - c. Use or attempt to use the member's position on the Board to substantially further the member's economic interest or to secure special privileges or exemptions for the member or others.
 - d. Accept other employment that the member might expect would impair the member's independence of judgment in performing the member's public duties.
 - e. Accept other employment that the member might expect would interfere with the ethical performance of the member's duties.

[Utah Code § 67-16-4 \(2018\)](#)

B. Accepting Gifts, Compensation or Loan

1. No Board Member shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for the member or another if:
 - a. It would tend to influence someone in the member's position in the discharge of employment duties;
 - b. The member knows or someone in the member's position should know it is a reward for the member's action; or
 - c. The member recently has been, or is now, or in the near future may be involved in any governmental action directly affecting the donor or lender, unless a disclosure of the gift, compensation, or loan and other relevant information has

been made in the manner provided below captioned "Receiving Compensation for Assistance in Transaction Involving a Government Agency."

2. This section does not apply to the following:
 - a. An occasional non-pecuniary gift having a value of not in excess of \$50.00;
 - b. An award publicly presented in recognition of public services;
 - c. Any bona fide loan made in the ordinary course of business by an institution authorized by the laws of this state or any other state to engage in making such loans.
 - d. A political campaign contribution if the contribution is actually used in a political campaign of the recipient District Board Member.

[Utah Code § 67-16-5 \(2014\)](#)

- C. Receiving Compensation for Assistance in Transaction Involving a Government Agency
 - a. A "government agency" is any department, division, agency, commission, board, council, committee, authority or any other institution of the state or any of its political subdivision, including the District and Board of Education. No Board Member or District employee shall receive or agree to receive compensation for assisting any person or business entity in any transaction involving a state agency unless the District employee files with the Superintendent, the state attorney general's office, and the head of the agency with which the transaction is being conducted a sworn written statement containing the following information:
 - 1) The name and address of the employee.
 - 2) The name of the District.
 - 3) The name and address of the person or business entity being or to be assisted.
 - 4) A brief description of the transaction as to which service is rendered or is to be rendered and of the nature of the service performed or to be performed.
 - b. The sworn statement shall be filed within 10 days after the date of any agreement between the District employee and the person or business entity being assisted or the receipt of compensation, whichever is earlier.

- c. The Superintendent shall post the sworn statement on the District's website and ensure that it remains on the website while the Board members remains in office

[Utah Code § 67-16-6 \(2014\)](#)

D. Annual Conflict of Interest Disclosure

1. Unless the Board member or employee is required to file a conflict of interest disclosure statement because of holding another position, each Board Member or employee shall prepare and submit to the Superintendent a written conflict of interest disclosure statement between January 1 and January 31 of each year the Board Member is in office or the employee is employed with the District.

[Utah Code § 67-16-16\(1\) \(2024\)](#)

2. The written conflict of interest statement shall include each item of information required by [Utah Code § 20A-11-1604\(4\)](#).

[Utah Code § 20A-11-1604\(4\) \(2022\)](#)

[Utah Code § 67-16-16\(1\)\(a\) \(2024\)](#)

3. The Superintendent shall post an electronic copy of the conflict of interest disclosure statement on the District's website within 10 business days of receipt from the Superintendent and provide the lieutenant governor with a link to the posting. The Superintendent shall ensure that the disclosure remains posted on the District's website while the Board member remains in office. If the Board member is not required to submit the disclosure statement to the Superintendent because the Board member is required to file a conflict of interest disclosure statement because of holding another position, the Superintendent shall post a link to the Board member's disclosure on the District website and shall provide the lieutenant governor with a copy of the link.

[Utah Code § 67-16-16\(2\), \(7\) \(2024\)](#)

4. If the Superintendent determines that a Board member has not timely submitted a conflict of interest disclosure statement or that the statement does not meet the statutory requirement, the Superintendent shall notify the Board member within five days and direct the Board member to submit an statement or an amended statement correcting the problem. If the statement or corrected statement is not submitted within seven days after the Superintendent's notice, the Superintendent shall report the violation to the Utah Attorney General and shall impose a civil fine of \$100 against the Board member. Any such fine shall be deposited into the District's general fund as a dedicated credit to pay for the costs of administering the disclosure requirement.

[Utah Code § 67-16-16\(3\)-\(6\) \(2024\)](#)

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024

ENDING DEC 2024	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24	
Description	Proposed	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	31,750,300	23,849,351	75.1%	73.4%	23,640,035	32,194,260
6	Tuitions	250,000	148,482	59.4%	19.3%	104,565	542,648
7	Investment Earnings	1,250,000	759,956	60.8%	32.4%	703,583	2,170,032
8	Indirect Costs	325,000		0.0%	0.0%		-2,610
9	Rental Fees/Building/Ft	90,000	60,486	67.2%	17.1%	31,062	181,846
10	Other	990,250	264,259	26.7%	5.4%	84,316	1,548,991
11	State	95,937,450	51,017,130	53.2%	54.9%	52,038,156	94,724,699
12	Federal	5,525,000	1,975,277	35.8%	21.0%	1,900,725	9,063,864
13	Misc./ Fund Bal	5,000	2,554	51.1%	0.0%		
14	TOTAL M & O						
15	REVENUE	136,123,000	78,077,496	57.4%	55.9%	78,502,442	140,423,730
16	Beg Balance	1,642,130		55.9%			1,642,130
17	Less:						
18	Ending Balance	1,722,500					
19	TOTAL M & O FUNDS						
20	available	136,042,630	78,077,496	57.4%	55.3%	78,502,442	142,065,860
21							
22	EXPENDITURES:						
23	Instruction (1000)						
24	Salaries	62,490,300	25,803,894	41.3%	41.5%	24,513,329	59,043,206
25	Benefits	21,205,970	9,794,042	46.2%	38.4%	8,256,162	21,515,194
26	Purchased Serv.	3,824,110	1,313,050	34.3%	33.5%	867,803	2,592,404
27	Supplies/Texbooks	5,385,400	1,711,970	31.8%	40.3%	1,322,330	3,280,254
28	Equipment	1,050,000	110,149	10.5%	8.6%	22,788	265,298
29	Other	850,000	31,048	3.7%	2.5%	21,531	851,426
30	Total	94,805,780	38,764,153	40.9%	40.0%	35,003,943	87,547,781
31							
32	Student Services (2100)						
33	Salaries	4,268,550	1,917,594	44.9%	42.1%	1,931,792	4,583,585
34	Benefits	1,526,620	725,715	47.5%	42.0%	735,090	1,749,225
35	Other	410,000	133,410	32.5%	36.1%	115,492	320,071
36	Total	6,205,170	2,776,720	44.7%	41.8%	2,782,374	6,652,881
37							
38	Instructional Staff (2200)						
39	Salaries	1,925,280	844,265	43.9%	42.9%	827,781	1,931,792
40	Benefits	710,680	326,605	46.0%	44.6%	327,768	735,090
41	Other	662,870	431,655	65.1%	348.1%	402,060	115,492
42	Total	3,298,830	1,602,525	48.6%	56.0%	1,557,609	2,782,374
43							

**MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024**

ENDING DEC 2024	2024-25	2024-25	Currt Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
Description	Proposed	YTD	%	%	YTD	Actual
Percent of Fiscal Year completed			50%	50%		
Percent of 9 month contract completed			44%	44%		
44 District Administration (2300)						
45 Salaries	462,770	259,407	56.1%	50.5%	221,015	437,687
46 Benefits	215,820	103,579	48.0%	52.5%	93,332	177,767
47 Purch Services	270,000	110,110	40.8%	39.8%	117,968	296,128
48 Liability Insurance	218,920	229,120	104.7%	100.0%	182,427	182,427
49 Supplies	65,400	37,417	57.2%	40.2%	20,092	49,953
50 Other	45,500	28,213	62.0%	83.6%	26,673	31,913
51 Total	1,278,410	767,845	60.1%	56.3%	661,507	1,175,875
52						
53 School Administration (2400)						
54 Salaries	5,778,870	2,481,227	42.9%	47.3%	2,441,220	5,163,721
55 Benefits	2,187,420	946,285	43.3%	47.3%	943,371	1,992,425
56 Prof Serv/Travel	121,000	38,837	32.1%	32.0%	31,704	99,082
57 Other	16,500	14,545	88.2%	100.0%	14,169	14,169
58 Total	8,103,790	3,480,894	43.0%	47.2%	3,430,464	7,269,397
59						
60 Business & Support (2500)						
61 Salaries	795,050	345,058	43.4%	49.2%	351,748	714,792
62 Benefits	367,140	128,496	35.0%	48.4%	129,929	268,290
63 Purchased Services	210,060	150,210	71.5%	36.2%	65,362	180,412
64 Other	69,000	157	0.2%	-1.3%	-117	9,237
65 Total	1,441,250	623,921	43.3%	46.6%	546,922	1,172,731
66						
67 Operation & Maintenance (2600)						
68 Salaries	6,464,160	3,208,970	49.6%	49.6%	3,092,477	6,228,590
69 Benefits	2,310,960	1,183,684	51.2%	51.0%	1,172,637	2,297,186
70 Electricity	1,129,450	731,506	64.8%	40.9%	462,852	1,130,920
71 Purchased Service	802,000	396,146	49.4%	49.4%	330,773	670,249
72 Telephone	222,130	28,943	13.0%	47.2%	85,347	180,721
73 Natural Gas	895,300	111,243	12.4%	22.3%	181,764	816,578
74 Prop Insurance	345,000	206,810	59.9%	100.0%	313,870	313,870
75 Repair	650,250	131,568	20.2%	86.4%	503,251	582,800
76 Supplies	1,020,000	447,420	43.9%	46.4%	476,992	1,028,927
77 Other	1,000	361	36.1%	0.0%		350
78 ESSER III					1,726,815	
79 Total	13,840,250	6,446,651	46.6%	63.0%	8,346,778	13,250,192
80						

**MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024**

ENDING DEC 2024	2024-25	2024-25	Currt Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
Description	Proposed	YTD	%	%	YTD	Actual
Percent of Fiscal Year completed			50%	50%		
Percent of 9 month contract completed			44%	44%		
81 Transportation (2700)						
82 Salaries	4,200,440	1,767,346	42.1%	41.0%	1,609,909	3,925,597
83 Benefits	1,258,260	607,773	48.3%	43.8%	544,944	1,243,996
84 Purch Serv	352,770	264,329	74.9%	45.4%	223,265	492,284
85 Fuel	913,020	405,997	44.5%	38.8%	329,778	849,960
86 Supplies	605,490	278,114	45.9%	38.0%	212,610	559,681
87 Other/Property	5,000	1,840	36.8%	0.0%		84,524
88 Total	7,334,980	3,325,399	45.3%	40.8%	2,920,507	7,156,042
89						
90 Community Services (3300)						
91 Salary	721,480	377,458	52.3%	45.2%	353,112	781,246
92 Benefits	211,680	110,021	52.0%	47.7%	99,602	208,674
93 Purchased Serv	16,450	5,332	32.4%	29.4%	6,891	23,437
94 Supplies/Util	114,050	33,229	29.1%	46.6%	42,808	91,958
95 Property	13,200	1,064	8.1%	39.8%	4,708	11,841
96 Other Objects	9,800	2,212	22.6%	34.1%	3,284	9,630
97 Desig. Fund Bal						
98 Total	1,086,660	529,317	48.7%	45.3%	510,405	1,126,786
99 Total Expenditures	137,395,120	58,317,425	42.4%	43.5%	55,760,509	128,134,059
100 Interfund Trans					2,127	2,127
101 Change Desig Fund Bal						
102 Other/Budget Cuts						
103 TOTAL EXPENDITURERS						
104 M & O	137,395,120	58,317,425	42.45%	43.5%	55,762,636	128,136,186
105						

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024

ENDING DEC 2024	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24	
Description	Proposed	YTD	%	%	YTD	Actual	
Percent of Fiscal Year completed			50%	50%			
Percent of 9 month contract completed			44%	44%			
106	School Activity Fund (21)						
107							
108	REVENUE:						
109	School Deposits	4,600,000	2,768,240	60.2%	51.2%	2,564,791	5,012,442
110							
111	Other						
112	Total Revenue	4,600,000	2,768,240	60.2%	51.2%	2,564,791	5,012,442
113	EXPENDITURES:						
114	Purchased Services	750,000	139,467	18.6%	25.4%	170,147	668,906
115	Supplies	3,580,000	1,374,774	38.4%	32.1%	1,383,268	4,302,974
116	Equipment/Property	250,000	12,370	4.9%	75.8%	450	594
117	Desig/Other/Adm	20,000	98,230	491.2%	42.4%	84,891	200,133
118	Total Expenditures						
119	School Activity	4,600,000	1,624,841	35.3%	31.7%	1,638,756	5,172,607
120	DEBT SERVICE FUND (31)						
121							
122	REVENUE:						
123	Property Tax	3,222,550	2,577,363	80.0%	73.4%	2,816,525	3,835,694
124	Interest	102,220	208,610	204.1%	42.0%	179,889	428,549
125	Other						
126	Total	3,324,770	2,785,972	83.8%	70.3%	2,996,414	4,264,243
127	Beginning Bal	5,896,500		0.0%	0.0%		4,412,508
128	LESS:						
129	Ending Balance			0.0%			
130	Funds Available	5,696,520		0.0%	0.0%		5,423,353
131	EXPENDITURE:						
132	Bond Debt	3,521,250	3,253,250	92.4%	90.8%	2,949,773	3,250,398
133	Fees	3,500		0.0%	0.0%		3,000
134	Other Uses						
135	Total	3,524,750	3,253,250	92.3%	90.7%	2,949,773	3,253,398

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024

ENDING DEC 2024	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
Description	Proposed	YTD	%	%	YTD	Actual
Percent of Fiscal Year completed			50%	50%		
Percent of 9 month contract completed			44%	44%		
136 CAPITAL OUTLAY FUND (32)						
137						
138 REVENUE:						
139 Property Tax	9,140,440	7,458,025	81.6%	73.4%	9,563,668	13,024,313
140 Interest	750,000	362,848	48.4%	41.1%	458,417	1,114,094
141 Other	52,000	33,720	64.8%	28.3%	28,095	99,423
142 State	45,000	221,838	493.0%	1.0%	15,742	1,553,498
143 Federal /MBA		10,056	0.0%	0.0%	15,084	16,684
144 Ins./Prop.Recry	20,000	8,414	42.1%	97.9%	920,996	941,006
145 Total Revenue	10,007,440	8,094,900	80.9%	65.7%	11,002,002	16,749,018
146 Lease Revenue MBA						
147 Other Sources(F50)	345,580					2,610
148 Desig. Fund Bal						
149 TOTAL REVENUE CAPITAL						
150 OUTLAY	10,353,020	8,094,900	78.2%	65.7%	11,002,002	16,751,628
151 Beg. Balance	15,195,160					2,638,711
152 Less:						
153 Ending Balance	13,392,180					
154 Capital Outlay Funds						
155 available	12,156,000	8,094,900	66.6%	56.7%	11,002,002	19,390,339

**MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024**

ENDING DEC 2024	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
Description	Proposed	YTD	%	%	YTD	Actual
Percent of Fiscal Year completed			50%	50%		
Percent of 9 month contract completed			44%	44%		
156 EXPENDITURES:						
157 Oper/Maint			0.0%	0.0%	2,606	3,078
158 Other Equipment		202,881	0.0%	0.0%		121,593
159 Purchased Services	5,000	6,000	120.0%	0.0%	2,500	2,500
160 Technology/Software	2,500,000	420,983	16.8%	66.1%	628,519	1,479,525
161 Improvement			0.0%			
162 Buildings Maint	2,500,000	1,888,388	75.5%	169.8%	978,428	1,239,136
163 Vehicles/Buses	510,000	197,829	38.8%	0.0%	47,518	1,624,060
164 Furniture/Equip	1,600,500	520,764	32.5%	0.0%	2,104,669	3,339,265
165 Other Objects/Supplies	190,000		0.0%	0.0%	340	340
166 Vehicle charges	310,000		0.0%			
167 Total Capital	7,615,500	3,033,965	39.8%	48.2%	3,764,580	7,809,497
168 Other/Portables	350,000	281,757	80.5%	0.0%		296,532
169 Grouse Creek	125,000		0.0%	519.7%	353,800	68,080
170 Golden Spike	200,000	-25,240	-12.6%	75.8%	429,206	566,168
171 School Small Capital	250,000	127,950	51.2%			
172 HS Athletic Facilities	125,000		0.0%	0.0%	1,067,292	1,067,292
173 Property/Other	1,500,000		0.0%	0.0%	24,711	27,911
174 Total Construction	2,550,000	384,468	15.1%	92.5%	1,875,009	2,025,982
175 Desig. F Bal						
176 MBA/Bond Fee/Fund 50	1,990,500	1,670,509	83.9%	87.9%	1,675,801	1,906,771
177 Other					426	789
178 TOTAL EXPENDITURES *						
179 CAPITAL OUTLAY	12,156,000	5,291,822	43.5%	62.3%	7,315,815	11,743,039
180						

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024

ENDING DEC 2024	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
Description	Proposed	YTD	%	%	YTD	Actual
Percent of Fiscal Year completed			50%	50%		
Percent of 9 month contract completed			44%	44%		
181 SCHOOL FOOD SERVICE FUND (49)						
182						
183 REVENUE:						
184 Lunch Sales	1,200,000	601,988	50.2%	35.7%	543,575	1,521,093
185 State	1,200,500	265,899	22.1%	37.0%	523,642	1,417,063
186 Federal	2,575,000	950,424	36.9%	42.8%	1,127,732	2,632,718
187 Other/Inventory Adj			0.0%	0.0%	0	-55,095
188 TOTAL REVENUE SCHOOL						
189 FOODS	4,975,500	1,818,311	36.5%	39.8%	2,194,949	5,515,780
190 Beg. Balance	5,133,182	5,133,182				5,371,320
191 Less:						
192 Ending Balance	4,133,182					5,133,182
193 School Food Service Funds						
194 available	4,133,182	6,951,493	168.2%	38.1%	2,194,949	5,753,917
195 EXPENDITURES:						
196 Salaries	1,950,000	836,116	42.9%	41.4%	835,655	2,018,213
197 Benefits	550,000	231,348	42.1%	45.3%	252,749	557,845
198 Food/Supplies	2,910,000	1,205,825	41.4%	41.3%	1,077,730	2,610,555
199 Equipment	129,000	141,167	109.4%	2.0%	1,978	98,507
200 Other Costs	111,500	20,249	18.2%	32.1%	31,639	98,564
201 Dir/Indirect Costs	325,000	0	0.0%	0.0%	-85,512	-85,512
202 TOTAL EXPENDITURES SCHOOL						
203 FOODS	5,975,500	2,434,705	40.7%	39.9%	2,114,240	5,298,173
204						

MONTHLY FINANCIAL REPORT
DECEMBER 31, 2024

	ENDING DEC 2024	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	Percent of Fiscal Year completed			50%	50%		
	Percent of 9 month contract completed			44%	44%		
205	Foundation Fund (75)						
206							
207	REVENUE:						
208	Total Revenue	350,000	266,620	76.2%	68.9%	384,179	557,267
209	Available Revenue	350,000	266,620	76.2%	68.9%	384,179	557,267
210	EXPENDITURE:						
211	Expenses	350,000	225,758	64.5%	59.8%	189,501	316,704
212	Changes/Desg Fund Bal						0
213	TOTAL EXPENDITURE	350,000	225,758	64.5%	59.8%	189,501	316,704
214							
215	Agency Fund (76)						
216							
217	REVENUE:						
218	Agent Services	32,500	66,474	204.5%	94.6%	22,000	23,250
219	State	6,000		0.0%	0.0%	3,879	4,517
220	Federal	0		0.0%	0.0%		0
221	Other	0		0.0%	0.0%		0
222	TOTAL REVENUE/BB						
223	AGENCY FUND	38,500	66,474	172.7%	93.2%	25,879	27,767
224	EXPENDITURE:						
225	Instruction	1,000	170	17.0%	100.0%	105	105
226	NUCC	35,000	17,868	51.1%	84.8%	28,813	33,971
227	Other	2,500	1,850	74.0%	30.9%	1,072	3,465
228	Changes/Desg Fund Bal			0.0%	0.0%		
229	TOTAL EXPENDITURES						
230	AGENCY FUND	38,500	19,888	51.7%	79.9%	29,990	37,541
231							
232							
233		SUMMARY				SUMMARY	
234							
235	GRAND TOTAL FUNDS AVAILABLE						
236	ALL FUNDS	162,136,540	93,878,013	57.9%		97,670,656	
237	GRAND TOTAL EXPENDITURE					92%	
238	ALL FUNDS	164,039,870	71,167,689	43.4%		70,000,712	

POLICY 4036

Kindergarten Assessment

A. Administration of Kindergarten Entry and Exit Assessments

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

[Utah Admin. Rules R277-489-3 \(November 7, 2023\)](#)

B. Use of Entry and Exit Assessment Data

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

- b. evaluate an educator's teaching performance; or
- c. determine whether a student should be retained or promoted between grades.

[Utah Admin. Rules R277-489-4 \(November 7, 2024\)](#)

POLICY 1210

School Closures and Boundary Changes

A. "Special Enrollment Program" Defined

1. "Special enrollment program" means a full-day academic program in which a parent opts to enroll the parent's student and that is offered at a specifically designated school in the District, including gifted or advanced learning programs or dual language immersion programs.

[Utah Code § 53G-4-402\(24\)\(a\) \(2024\)](#)

B. Notice of Possible Closure ~~or Boundary Change~~

1. At least 90 days before approving the closure of a school or ~~closure of a special enrollment program a change to school attendance area boundaries~~, the Board shall provide notice that it is considering closure ~~or a boundary change~~ to parents of students enrolled in the school ~~or in the special enrollment program~~, to parents of students enrolled in other schools in the District which may be affected by the closure ~~or boundary change~~, and to the governing council and mayor of the municipality where the school is located. ~~The Board must initiate the notice process for each school or special enrollment program under consideration for closure through a separate motion made and approved at a public meeting of the Board.~~ The notices to parents shall be provided using the same form of communication that the Board regularly uses to communicate with parents ~~and shall also be given by mail through the United State Postal Service at the last known address for the parents.~~

[Utah Code § 53G-4-402\(24\)\(b\)\(i\), \(ii\), \(d\) \(2024\)](#)

C. Notice of Possible Boundary Change

1. At least 30 days before approving a change to school attendance area boundaries or to the location of a special enrollment program, the Board shall provide notice that it is considering a boundary change or program location change to parents of students enrolled in the school or program, to parents of students enrolled in other schools in the District which may be affected by the boundary or location change, and to the governing council and mayor of the municipality where the school is located. The Board must initiate the notice process for each school or special enrollment program through a separate motion made and approved at a public meeting of the Board. The notices to parents shall be provided using the same form of communication that

the Board regularly uses to communicate with parents and shall also be given by mail through the United States Postal Service at the last known address for the parents.

[Utah Code § 53G-4-402\(24\)\(b\)\(i\), \(ii\), \(d\) \(2024\)](#)

D. Public Comment and Hearings on Closure ~~or Boundary Change~~

1. Before taking action to close a school or ~~change a school attendance area boundary special enrollment program~~, the Board shall hold at least two Board meetings which include an opportunity for public ~~comment hearings to receive comment~~ on the proposed closure ~~or boundary change~~. One of these meetings shall be designated as a public hearing. If feasible, the public hearing shall be held at the location of the school that is under consideration for closure.

[Utah Code § 53G-4-402\(24\)\(b\)\(iii\), \(v\), \(c\)\(ii\) \(2024\)](#)

[Utah Code § 10-9a-103\(54\) \(2024\)](#)

E. Hearing on Boundary Change

1. Before taking action to change a school attendance area boundary or the location of a special enrollment program, the Board shall hold a public hearing to receive comment on the proposed boundary change or program location change.

[Utah Code § 53G-4-402\(24\)\(b\)\(iv\), \(v\) \(2024\)](#)

[Utah Code § 10-9a-103\(54\) \(2024\)](#)

F. Notice of Hearings on Closure ~~or Boundary Change~~

1. In addition to meeting the other requirements for notice of a public meeting as set out in Policy 1072 Board Meetings: Notice Requirements, and in addition to the 90-day notice of possible closure described above, the Board shall give notice of ~~each the~~ public hearing on a proposed school closure or ~~special enrollment program closure boundary change~~. The notice shall ~~indicate state~~ the name of the school or schools ~~or the special enrollment program~~ under consideration for closure or boundary change and state the date, time, and location of the public hearing. This notice shall be provided at least 30 days before the date of the hearing to the parents and public officials who were required to receive the 90-day notice of possible closure described above, and in the same matter. In addition, for at least 10 days before the ~~day of the~~ hearing, this notice shall also be posted on the Utah Public Notice Website, posted on the District's website, posted at the District offices, and posted prominently at the school or schools affected.

[Utah Code § 53G-4-402\(24\)\(b\)\(v\), \(c\) \(2024\)](#)

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

G. Notice of Hearing on Boundary Change

1. In addition to meeting the other requirements for notice of a public meeting as set out in [Policy 1072 Board Meeting Notice Requirements](#), and in addition to the 30-day notice of possible boundary or location change described above, the Board shall give notice of the public hearing on a proposed boundary change or special enrollment program location change. The notice shall state the name of the school or schools under consideration for boundary change or the special enrollment program under consideration for location change and shall state the date, time, and location of the public hearing. This notice shall be provided at least 30 days before the date of the hearing to the parents and public officials who were required to receive the 30-day notice of possible boundary or location change described above, and in the same manner. In addition, for at least 10 days before the hearing, this notice shall also be posted on the Utah Public Notice Website, posted on the District's website, posted at the District offices, and posted prominently at the school or schools affected.

[Utah Code § 53G-4-402\(24\)\(b\)\(v\), \(c\) \(2024\)](#)
[Utah Code § 63G-30-102\(1\) \(2023\)](#)

H. Deadline for Completion of Closure

1. The process for approving closure of a school must be completed on or before December 31 of the calendar year preceding the beginning of the school year in which the school closure takes effect.

[Utah Code § 53G-4-402\(24\)\(e\) \(2024\)](#)

I. Deadline for Completion of Boundary Change

1. The process for approving a change to a school boundary must be completed no more than 60 days after the day on which the Board votes to approve the change.

[Utah Code § 53G-4-402\(24\)\(f\)\(i\) \(2024\)](#)

Policy 4068

Special Programs: Alternative Language Program

A. Definitions

1. “Alternative language services program” or “ALS program” means an evidence-based language instruction educational program used to achieve English proficiency and academic progress of identified students.
2. “Alternative language services” or “ALS” means language services designed to meet the education needs of all students learning English so that students are able to participate effectively in the regular instruction program.
3. “Evidence-based language instruction education program” means evidence-based methods, recommended by the State Superintendent, that meet the “Non-regulatory Guidance: Using Evidence to Strengthen Education Investments” developed by the U.S. Department of Education.
4. “Language instruction educational program” means an instructional course:
 - a. in which the student learning English is placed for the purpose of developing and attaining English proficiency, while meeting challenging state academic standards;
 - b. that may make instructional use of both English and a child’s native language to enable the child to attain and develop English proficiency; and
 - c. that may include the participation of English proficient children if the course is designed to enable all children to become proficient in English and a second language.
5. “Student learning English” means an individual who:
 - a. has sufficient difficulty speaking, reading, writing, or understanding the English language, and whose difficulties may deny the individual the opportunity to:

- 1) learn successfully in classrooms where the language of instruction is English;
or
 - 2) participate fully in society;
- b. was not born in the United States or whose native language is a language other than English and who comes from an environment where a language other than English is dominant; or
 - c. is an American Indian or Alaskan native or who is a native resident of the outlying areas and comes from an environment where a language other than English has had a significant impact on such individual's level of English language proficiency.

[Utah Admin. Rules R277-716-2 \(March 11, 2024\)](#)

B. Services for Students with Limited English Proficiency

1. As required by State Board of Education regulations and federal Title III, the District shall provide an approved language instruction educational program for students learning English.

[Utah Admin. Rules R277-716-4 \(March 11, 2024\)](#)

C. Alternative Language Services Program

1. The District shall establish a written alternative language services plan that:
 - a. includes an identification program for students learning English, including a State Board approved home language survey and a language proficiency for program placement, that is implemented with student registration;
 - b. uses a valid and reliable State Board approved assessment of a student's English proficiency in listening, speaking, reading, and writing;
 - c. provides an evidence-based language instruction educational program based on State Board approved English Language Proficiency Standards;
 - d. uses the State Board approved student exit criteria from ALS programs or services; and

- e. includes the count of students learning English, by classification, before July 1 of each year.

[Utah Admin. Rules R277-716-4\(1\) \(March 11, 2024\)](#)

D. Language Acquisition Instructional Services

1. The District and each school shall:

- a. determine what type of Title III ALS services are available and appropriate for each student identified in need of ALS services, including:
 - 1) dual immersion;
 - 2) ESL content-based; and
 - 3) Sheltered instruction;
- b. implement an approved language instruction educational program designed to achieve English proficiency and academic progress of an identified student;
- c. ensure that all identified students learning English receive English language instructional services in the least segregated environment, consistent with the Utah English Language Proficiency Standards;
- d. provide adequate staff development to assist a teacher and staff in supporting students learning English; and
- e. provide necessary staff with:
 - 1) curricular materials approved under applicable State Board regulations; and
 - 2) facilities for adequate and effective training.

[Utah Admin. Rules R277-716-4 \(March 11, 2024\)](#)

E. Communication with Parents and Community

1. Each school in the District shall provide interpretation and translation services as needed for parents at registration, IEP meetings, SEOP meetings, parent-teacher conferences, and student disciplinary meetings.

[Utah Admin. Rules R277-716-4\(6\)\(c\) \(March 11, 2024\)](#)

2. The District shall provide the following notices in connection with its alternative language program:
 - a. The District shall notify parents who are not proficient in English regarding the District's responsibility:
 - 1) To identify students learning English;
 - 2) To assess students' English proficiency;
 - 3) to provide English language acquisition instruction to students learning English whose level of English proficiency warrants such services; and
 - 4) to provide interpretation and translation services for parents at registration, IEP meetings, SEOP meetings, parent-teacher conferences and student disciplinary meetings.
 - b. The District shall provide an annual notice to the parent(s) of each student who is placed into a language instruction educational program which includes
 - 1) the student's level of English proficiency;
 - 2) how that level was assessed;
 - 3) the status of the student's academic achievement;
 - 4) the methods of instruction proposed to increase language acquisition, including using both the student's native language and English if necessary;
 - 5) specifics regarding how the methods of instruction will help the child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation; and
 - 6) the specific exit requirements for the program, including:

- a) the student's expected rate of transition from the program into a classroom that is not tailored for a student learning English; and
 - b) the student's expected high school graduation date if funds appropriated consistent with this rule are used for a secondary school student.
- c. The notices shall be provided annually to the parent of a student placed in a language instruction educational program within 30 days of the first day of school. If a student has been identified as requiring ALS services after the first month of school, the District shall notify the student's parent within 10 school days of the student's identification and placement.

Utah Admin. Rules R277-716-4(6), (7) (March 11, 2024)

POLICY 4107

Testing Procedures and Standards

A. Purpose of the Policy

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

B. Administration of Statewide Assessments

1. The District shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies, with the following exceptions:
 - a. The student has been exempted under the procedures set forth in [Policy 4108 Testing Procedures and Standards: Exclusion from Testing](#).
 - b. A student's IEP team, English Learner team, or Section 504 accommodation plan team shall determine that student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.

[Utah Admin. Rules R277-404-5\(1\) \(June 7, 2024\)](#)

C. District Statewide Assessment Plan

1. The District shall develop a plan to administer statewide assessments. After considering and making any appropriate changes, the **District shall provide assurance that it has met the plan ~~shall be submitted~~ to the State Superintendent by ~~September~~ August 15** of each year.
2. The plan shall include:
 - a. The dates that the District shall administer each statewide assessment;
 - b. Professional development for an educator to fully implement the assessment system;

- c. Training for educators, appropriate paraprofessionals, or third-party proctors in the requirements of assessment administration ethics; and
- d. Training for educators and appropriate paraprofessionals in using statewide assessment results effectively to inform instruction.

[Utah Admin. Rules R277-404-5\(2\), \(3\), \(4\) \(June 7, 2024\)](#)

D. Time Periods for Administering Statewide Assessments

1. A District educator, trained employee, or third-party proctor shall administer statewide assessments required under Utah Admin. Rule R277-404-5 consistent with the schedule established by the State Superintendent and the District's assessment plan.
2. A District educator, trained employee, or third-party proctor shall complete all required assessment procedures before the end of the assessment window defined by the State Superintendent.
3. If the District requires an alternative schedule with assessment dates outside of the State Superintendent's published schedule, it shall submit the alternative testing plan to the State Superintendent by September 1 annually. The plan shall set dates for assessment administration for courses taught face-to-face or online.

[Utah Admin. Rules R277-404-4\(3\) \(June 7, 2024\)](#)

[Utah Admin. Rules R277-404-5\(8\), \(9\), \(10\) \(June 7, 2024\)](#)

E. District Assessment Training

1. District assessment staff will use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors. (This policy can be obtained online at <https://schools.utah.gov/administrativerules/documentsincorporated> or [here](#) or from the State Board of Education at 250 East 500 South, Salt Lake City, Utah 84111.)
2. At least once each school year, the District will provide professional development for all educators, administrators, and assessment administrators (including third party proctors) concerning guidelines and procedures for statewide assessment administration, including educator responsibility for assessment security and proper professional practices.

3. The District may not release state assessment data publicly until authorized to do so by the State Superintendent.

[Utah Admin. Rules R277-404-5\(5\), \(6\), \(7\) \(June 7, 2024\)](#)

[Utah Admin. Rules R277-404-3 \(June 7, 2024\)](#)

F. School Responsibilities

1. The District, school, or educator may not use a student's score on a statewide assessment (or a student's exemption from taking such an assessment) to prohibit a student from enrolling in an honors, advanced placement, or International Baccalaureate course.
2. The District and school shall require an educator and assessment administrator and proctor (including a third-party proctor) to individually sign the testing ethics signature page provided by the State Superintendent acknowledging or assuring that the educator administers assessments consistent with ethics and protocol requirements.
3. All educators and assessment administrators shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the State Superintendent.
4. All educators and assessment administrators and proctors shall securely handle and return all protected assessment materials, where instructed, in strict accordance with the procedures and directions specified in assessment administration manuals, District rules and policies, and the Standard Test Administration and Testing Ethics Policy.

[Utah Admin. Rules R277-404-6 \(June 7, 2024\)](#)

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

1. Teachers, administrators, and all District personnel shall not:
 - a. Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or District standardized assessment policy or procedure, or violate any procedure specified in the State Board testing ethics policy;
 - b. Fail to administer a state required assessment;

- c. Fail to administer a state required assessment within the designated assessment window;
 - d. Submit falsified data;
 - e. Allow a student to copy, reproduce, or photograph an assessment item or component; or
 - f. Knowingly do anything that would affect the security, validity, or reliability of standardized assessment scores of any individual student, class, or school.
2. A school employee or third-party proctor shall promptly report an assessment violation or irregularity to a building administrator, the District Superintendent, or the State Superintendent.
 3. An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Commission or Board disciplinary action consistent with [Utah Admin. Rules R277-217](#).
 4. All assessment material, questions, and student responses for required assessments are designated protected, consistent with [Utah Code § 63G-2-305](#), until released by the State Superintendent.
 5. The District shall ensure that all assessment content is secured so that only authorized personnel have access and that assessment materials are returned to the State Superintendent following testing, as required by the State Superintendent.
 6. An individual educator, third party proctor, or school employee may not retain or distribute test materials, in either paper or electronic form, for purposes inconsistent with ethical test administration or beyond the time period allowed for test administration.

[Utah Admin. Rules R277-404-8 \(June 7, 2024\)](#)

H. Reporting Assessment Results

1. UTREx data shall be updated using the processes and according to the schedules determined by the State Superintendent. The District shall ensure that any computer software for maintaining or submitting District data is compatible with data reporting requirements established in R277-484. The District shall ensure that all statewide

assessment data have been collected and certify that the data are ready for accountability purposes no later than July 12. The District shall verify that it has satisfied all the requirements of the State Superintendent's directions regarding data exchange and reporting requirements.

[Utah Admin. Rules R277-404-9 \(June 7, 2024\)](#)

I. Referral to State Board for Violation

1. Any employee violating this policy shall be subject to adverse employment action, including, but not limited to, termination of employment, and any such educator shall be referred to the Utah Professional Practices Advisory Commission of the State Board of Education for possible disciplinary action.

POLICY 4130

Participation in Online Education

A. Information and Notices

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

[Utah Admin. Rules R277-726-5\(4\), \(5\) \(August 8, 2023\)](#)

B. Eligibility of District Students for Online Courses

1. With the advice of a school counselor at the student's District school, a student enrolled in the District may enroll in a course offered through the Statewide Online Education Program to earn middle school or high school credit if the student meets the course prerequisites, the course is open for enrollment, and the course is aligned with the student's plan for college and career readiness. Unless the District allows an exception, the student may enroll for a maximum of six credits per school year.

[Utah Code § 53F-4-501\(4\) \(2024\)](#)

[Utah Code § 53F-4-503\(1\), \(2\), \(3\) \(2024\)](#)

C. Facilitating Enrollment in Online Courses

1. District schools shall facilitate student enrollment with any and all eligible online course providers selected by an eligible student, consistent with course credit limits. If an eligible student has an IEP or a Section 504 accommodation plan, the student's District school shall forward a copy of the IEP or accommodation plan to an authorized online course provider in accordance with federal law and guidelines and shall ensure that the authorized online course provider is provided with an eligible student's updated IEP when revisions are made. The student's District school may ensure that the student's IEP team and the online course provider review a course enrollment to ensure that the student meets enrollment requirements and may as needed coordinate additional IEP team reviews with the online course provider to ensure that appropriate services, supports, and accommodations are in place for the student.

[Utah Admin. Rules R277-726-5\(1\) \(August 8, 2023\)](#)
[Utah Code § 53F-4-503\(1\), \(10\)\(a\) \(2024\)](#)

D. Coordination With Online Course Provider

1. For each student enrolled in an online course offered through the Statewide Online Education Program, the District shall enter into a course credit acknowledgment agreement in which the online course provider acknowledges that it is responsible for instruction of the student in the online course and in which the District and the online course provider agree on a process to provide the student's District school with the ability to ensure the consistency of a course request with a student's IEP or Section 504 accommodation plan, graduation requirements, and (if applicable) the student's schedule. The agreement shall also meet the other requirements specified in [Utah Code § 53F-4-508](#).

[Utah Code § 53F-4-508\(1\) \(2024\)](#)

E. Course Credit

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

[Utah Admin. Rules R277-726-5\(6\), \(7\) \(August 8, 2023\)](#)

F. Yearly Credit Limitation and Exceptions

1. A student enrolled in an online course may not earn more credits in a year than would be earned by taking a full course load during the regular school day at the student's District school which is the student's primary school of enrollment. However, this limitation does not apply if the Board of Education has adopted a policy which permits otherwise or if the student intends to complete high school graduation requirements early and exit high school early in accordance with the student's plan for college and career readiness.

[Utah Code § 53F-4-509\(1\), \(2\), \(3\) \(2024\)](#)

G. Inclusion in Daily Membership

1. The online course credit hours of students enrolled in online courses whose primary enrollment is in a District school are included in calculating District daily enrollment except to the extent that doing so would result in the student being counted as more than one FTE. (This restriction does not apply if the student intends to complete high school graduation requirements early and exit high school early in accordance with the student's plan for college and career readiness.)

[Utah Code § 53F-4-509\(1\), \(2\), \(3\) \(2024\)](#)

H. Access to Facilities

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

[Utah Admin. Rules R277-726-5\(10\) \(August 8, 2023\)](#)

I. Students Eligible for Fee Waiver

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

[Utah Admin. Rules R277-726-5\(9\) \(August 8, 2023\)](#)

POLICY 4170

Participation of ~~Private and~~ Home School, Scholarship, and Private School Students in Statewide Assessments

A. Home School Student Participation

1. Home school students who are Utah residents may participate in statewide assessments in the District when convenient to the student's circumstances and subject to the following requirements:
 - a. The student must have satisfied the home school requirements set forth in [Policy 5030 Attendance - Compulsory](#) and [Utah Code § 53G-6-204](#).
 - b. The home school student must pay charges or fees for the testing on the same basis that students enrolled in the school must pay charges or fees.
 - c. The District shall determine in which school(s) qualifying home school students will take statewide assessments.
 - d. The District may require parent or adult participation in administration of statewide assessments on behalf of home school students, as appropriate.
2. Upon request of a home school student or the student's parent or guardian, the District shall provide a copy of the schedule of statewide assessment dates, the locations at which home school students may be tested, and the District's policies relating to home school student participation in statewide assessments. Home school students who desire to participate in a particular statewide assessment must make the request in writing at least 30 days before the test date. The District shall respond in writing to the request at least 15 days following the receipt of the request. Where the request to participate is approved, the District shall provide written notice to the home school student and his or her parent or guardian of testing rules, including required identification and proof of residency for adults and students and implements or materials that the home school student may or may not bring or use for the test.

[Utah Admin. Rules R277-604-4 \(December 11, 2023\)](#)

B. Scholarship Student Participation

1. A "scholarship student" is a student who receives a scholarship under the Utah Fits

All Scholarship Program or the Special Needs Opportunity Scholarship Program.

[Utah Admin. Rules R277-604-2\(5\) \(December 11, 2023\)](#)

[Utah Code § 53E-7-401\(13\) \(2023\)](#)

[Utah Code § 53F-6-401\(12\) \(2023\)](#)

2. An “eligible school” is a school that has been approved for participation in the Utah Fits All Scholarship Program.

[Utah Admin. Rules R277-604-2\(1\) \(December 11, 2023\)](#)

3. A “qualifying school” is a school that participates in the Special Needs Opportunity Scholarship Program.

[Utah Admin. Rules R277-604-2\(4\) \(December 11, 2023\)](#)

[Utah Code § 53E-7-401\(8\) \(2023\)](#)

4. Scholarship students who are not enrolled in an eligible school or qualifying school may be allowed by the District to participate in statewide assessments administered in the District subject to the following conditions:
 - a. The student must pay, in advance, the full cost to the District of administering the testing. These testing costs include costs for materials, scoring, reporting, and State-related costs.
 - b. The District shall determine in which school(s) scholarship students may take statewide assessments.
 - c. The District shall determine the limits, if any, of numbers of scholarship students that can be accommodated by the school.
5. Upon request of a scholarship student or the student’s parents, the District shall provide a copy of the schedule of statewide assessment dates, the locations at which scholarship students may be tested, and the District’s policies relating to scholarship student participation in statewide assessments. A scholarship student desiring to participate in a particular statewide assessment must make the request in writing at least 30 days before the test date. The District shall respond in writing to the request at least 15 days following the receipt of the request. Where the request to participate is approved, the District shall provide written notice to the student of testing rules, including required identification and proof of residency and implements or materials that the student may or may not bring or use for the test.

[Utah Admin. Rules R277-604-6 \(December 11, 2023\)](#)

6. Test results for scholarship students shall not be provided to any person or entity other than the student, the student's parent, and the scholarship program manager. However, if the student is partially enrolled in a public school, the results may also be provided to the public school where the student is partially enrolled.

[Utah Admin. Rules R277-604-6\(4\)\(c\), \(5\) \(December 11, 2023\)](#)

7. Scholarship students enrolled in an eligible school or qualifying school may be allowed by the District to participate in statewide assessments administered in the District subject to the following conditions:
 - a. The scholarship student's school must request permission from the District on behalf of the student to participate.
 - b. The student or school must pay, in advance, the full cost to the District of administering the testing. These testing costs include costs for materials, scoring, reporting, and State-related costs.
 - c. The District shall determine in which school(s) scholarship students may take statewide assessments.
 - d. The District shall determine the limits, if any, of numbers of scholarship students that can be accommodated by the school.
 - e. The District may require the eligible school or qualifying school to provide administrators to participate in monitoring or proctoring tests, as appropriate.
8. Upon request of an eligible school or qualifying school to whose students the District is administering assessments, the District shall provide the school a copy of the schedule of statewide assessment dates, the locations at which scholarship students may be tested, and the District's policies relating to scholarship student participation in statewide assessments. Eligible schools or qualifying schools which desire to have their students participate in a particular statewide assessment must make the request in writing at least 30 days before the test date. The District shall respond in writing to the request at least 15 days following the receipt of the request. Where the request to participate is approved, the District shall provide written notice to the school of testing rules, including required identification and proof of residency for staff and students and implements or materials that the school staff or student may or may not bring or use for the test.

[Utah Admin. Rules R277-604-3 \(December 11, 2023\)](#)

9. Test results for scholarship students enrolled in an eligible school or qualifying school shall not be provided to any person or entity other than the student, the student's parent, the eligible or qualifying school, and the scholarship program manager. However, if the student is partially enrolled in a public school, the results may also be provided to the public school where the student is partially enrolled.

[Utah Admin. Rules R277-604-3\(4\)\(e\), \(5\) \(December 11, 2023\)](#)

C. Private School Student Participation

1. Private school students who are Utah residents may be allowed by the District to participate in statewide assessments administered in the District subject to the following conditions:
 - a. The private school student's school must request permission from the District on behalf of the student to participate.
 - b. The student or private school must pay, in advance, the full cost to the District of administering the testing. These testing costs include costs for materials, scoring, reporting, and State-related costs.
 - c. The District shall determine in which school(s) private school students may take statewide assessment.
 - d. The District shall determine the limits, if any, of numbers of non-public school students that can be accommodated by the school.
 - e. The District may require the participating private school to provide administrators to participate in monitoring or proctoring tests, as appropriate.
2. Upon request of a private school to whose students the District is administering assessments, the District shall provide the private school a copy of the schedule of statewide assessment dates, the locations at which private school students may be tested, and the District's policies relating to private school student participation in statewide assessments. Private schools which desire to have their students participate in a particular statewide assessment must make the request in writing at least 30 days before the test date. The District shall respond in writing to the request at least 15 days following the receipt of the request. Where the request to participate is approved, the District shall provide written notice to the private school of testing rules, including required identification and proof of residency for staff and students and implements or materials that the private school or student may or may not bring or use for the test.

3. Private school students who are not Utah residents may participate in statewide assessments only upon payment, in advance, of the full cost of the individual assessments.

[Utah Admin. Rules R277-604-3 \(May 26, 2020\)](#)

4. Test results for private school students shall not be provided to any person or entity other than the student, the student's parent, and the private school. However, if the student is partially enrolled in a public school, the results may also be provided to the public school where the student is partially enrolled.

[Utah Admin. Rules R277-604-3\(4\)\(e\), \(5\) \(December 11, 2023\)](#)

D. Bureau of Indian Education Schools Administrator Training

1. The administrators of Bureau of Indian Education (BIE) schools are responsible to meet statewide assessment requirements relating to the students in their schools. The District shall provide materials and training to administrators of BIE schools within the District on the schedule which applies to the District. The District shall notify administrators of BIE schools located in the District of all information and training on statewide assessments provided by the District.

[Utah Admin. Rules R277-604-5 \(December 11, 2023\)](#)

[Utah Admin. Rules R277-604-7 \(December 11, 2023\)](#)

~~E. In accordance with Utah Admin. Rule R277-604, private school students and home-school students that are Utah residents may apply to be included in statewide assessments, if they so desire.~~

~~F. The Board of Education of Box Elder School District authorizes the Superintendent and District Administration to establish Administrative Regulations consistent with this policy.~~

~~G. The following definitions shall apply under this policy:~~

- 1) ~~“Home School Student” means a student who has been excused from compulsory education and for whom documentation has been completed under 53G-6-204.~~
- 2) ~~“Private School” means a school that is not a public school but:~~
 - a) ~~has a current business license through the Utah Department of Commerce;~~

~~b) is accredited as described in R277-410; and~~

~~c) has and makes available a written policy for maintaining and securing student records.~~

~~3) "Statewide Assessments" mean:~~

~~a) the summative adaptive assessment of a student in grades 3 through 8 in basic skills courses (RISE);~~

~~b) the online writing assessments in grades 5 and 8 (RISE);~~

~~c) a high school assessment in grades 9 and 10 (Utah Aspire Plus);~~

~~d) a statewide English Language Proficiency assessment (WIDA ACCESS for ELLs);~~

~~e) the college readiness assessment in grade 11 (ACT); and~~

~~f) the benchmark assessment of a student in grades 1 through 3 to measure reading competence (Acadience Reading);~~

~~g) The benchmark assessment of a student in grades 1 through 3 to measure math competence (test not yet selected).~~

~~H. Statewide Assessment Participation for Private Schools or Private School Students~~

~~1) Private schools (or private school students) that are interested in participating in statewide assessments must participate, at the school district's discretion, in the public school district where the private school is located.~~

~~2) A private school may request the following from the school district in which it is located:~~

~~a) an annual schedule of statewide assessment dates~~

~~b) the location at which private schools may be tested; and~~

~~c) written policies for private school student participation.~~

~~3) Private school students who are not Utah residents may participate in statewide assessments only by payment in advance by either the private~~

~~school or the student of the full cost of individual assessment including the cost of materials, proctoring, scoring, reporting, and State-related costs.~~

~~a) The District shall provide an explanation of reasonable costs.~~

~~4) The District shall provide notice to private school administrators of any required private school administrator participation in monitoring or proctoring of tests.~~

~~5) A private school student or school administrator shall adhere to the following requirements to participate in statewide testing within the district:~~

~~a) A private school student or school administrator shall request participation at least thirty (30) days prior to the enrollment/rostering deadline and at least thirty (30) days prior to the beginning of the assessment window.~~

~~b) The Assessment Department shall respond to the request in a timely manner. If the request is approved, the response shall include:~~

~~I. the location(s) and time(s) for the assessment,~~

~~J. assessment rules, including identification and proof of residency,~~

~~K. reasonable timelines regarding participation in statewide assessments and associated communications and information requests,~~

~~L. fees, which must be paid prior to the day of the assessment,~~

~~M. a list of implements or materials which the student may or may not bring to the assessment,~~

~~N. the minimum required information needed to roster the student for assessment participation,~~

~~O. required participation of school administrator proctoring if necessary, and~~

~~P. any other information deemed relevant by the Assessment Department.~~

~~a) The Assessment Department shall determine the location within the District at which the student may take assessments. Participation will be determined after currently enrolled public school students have been accommodated.~~

~~b) In the event that a private school student has an IEP or 504 accommodations in place, it is the responsibility of the private school student/parent or school administrator to indicate such with the initial request. Any costs associated with providing the accommodations will be included in the Assessment Department's initial response to the request to test.~~

~~2) Assessment results will be delivered electronically to the email address of the student's parent and/or private school administrator. Once delivery is confirmed, retention of the record of the student's assessment results becomes the responsibility of the parent and/or private school.~~

~~Q. Statewide Assessment Participation of Home School Students~~

~~1) A home school student who desires to participate in statewide assessment must participate in the public school district in which the home school student's parent resides.~~

~~2) A home school student or parent may request the following from the school district in which it is located:~~

~~a) an annual schedule of statewide assessment dates~~

~~b) the locations at which home school students may be tested; and~~

~~c) written policies for home school student participation.~~

~~3) The District shall not require a home school student to pay a fee that is not charged to traditional students.~~

~~4) The District shall provide notice to home school students or parents of any required parent or adult participation in monitoring or proctoring of tests.~~

~~5) A home school student or parent shall adhere to the following requirements to participate in statewide testing within the district:~~

~~a) A home school student or parent shall request participation at least thirty (30) days prior to the enrollment/rostering deadline and at least thirty (30) days prior to the beginning of the assessment window.~~

~~b) The Assessment Department shall respond to the request in a timely manner. If the request is approved, the response shall include:~~

~~R. the location(s) and time(s) for the assessment,~~

~~S. assessment rules, including identification and proof of residency,~~

~~T. reasonable timelines regarding participation in statewide assessments and associated communications and information requests,~~

~~U. a list of implements or materials which the student may or may not bring to the assessment,~~

~~V. the minimum required information needed to roster the student for assessment participation,~~

~~W. required participation of parent proctoring if necessary, and~~

~~X. any other information deemed relevant by the Assessment Department.~~

~~a) The Assessment Department shall determine the location within the District at which the student may take assessments. Participation will be determined after currently enrolled public school students have been accommodated.~~

~~b) In the event that a home school student has an IEP or 504 accommodations in place, it is the responsibility of the home school student or parent to indicate such with the initial request.~~

~~2) Assessment results will be delivered electronically to the email address of the student's parent. Once delivery is confirmed, retention of the record of the student's assessment results becomes the responsibility of the parent.~~

Policy 5272

Transgender Students

A. Definitions

1. “Sex.” This is an individual’s biological sex, either male or female, at birth, according to distinct reproductive roles as manifested by: ~~the biological, physical condition of being male or female, determined by an individual’s genetics and anatomy at birth.~~

- a. Sex and reproductive organ anatomy;
- b. Chromosomal makeup; and
- c. Endogenous hormone profiles.

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

[Utah Code § 68-3-12.5\(33\) \(2024\)](#)

2. “Female” means the characteristic of an individual whose biological reproductive system is of the general type that functions in a way that could produce ova.

[Utah Code § 68-3-12.5\(12\) \(2024\)](#)

3. “Male” means the characteristic of an individual whose biological reproductive system is of the general type that functions to fertilize the ova of a female.

[Utah Code § 68-3-12.5\(18\) \(2024\)](#)

4. “Gender identity.” This is the individual’s internal sense of gender, and “identified gender” refers to the gender that matches this internal sense. Gender identity can be shown by information including but not limited to medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity, or other evidence that the gender identity is sincerely held, part of a person's core identity, and not being asserted for an improper purpose.

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

[Utah Code § 34A-5-102\(1\)\(o\) \(2024\)](#)

5. “Gender expression” means the external cues or indications used to communicate gender to others, such as behavior, clothing, hairstyles, activities, voice, mannerisms, or body characteristics.
6. “Transgender” means that an individual’s sex differs from the individual’s gender identity.
7. “Transgender boy” (or “transgender man”) is an individual whose sex is female but whose gender identity is male.
8. “Transgender girl” (or “transgender woman”) is an individual whose sex is male but whose gender identity is female.

[*In re Childers-Gray, 2021 UT 13, ¶ 5 & n.7, 487 P.3d 96*](#)

B. Records and References

1. The official records of the student shall reflect the student’s legal name and gender, which is the name and gender listed on the student’s birth certificate or as changed by court order. Access to this portion of official student records shall be restricted with respect to persons other than the student’s parent to maintain the confidentiality of a student’s transgender status. Official records which reflect a student’s sex, gender, or gender identity may not be changed to a gender or gender identity which does not conform with the student’s sex without written permission of the student’s parent.

[*Utah Code § 26B-8-111 \(2023\)*](#)

[*Utah Code § 42-1-1 \(1933\)*](#)

[*Utah Code § 53E-9-205 \(2023\)*](#)

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

[*Utah Code § 53E-9-205 \(2023\)*](#)

3. A student’s transgender status shall not be disclosed to individuals other than the student’s parent without the student’s consent except as expressly authorized by the

superintendent following such legal consultation as the superintendent determines is appropriate.

[Utah Code § 53E-9-205 \(2023\)](#)

~~C. Facilities~~

- ~~1. See [Policy 5273 Use of Sex-Designated Facilities.](#)~~

D. Classes and Activities

1. Participation in athletic programs and activities is governed by **Policy FABA Participation in Sex-Designated Athletic Activities and Teams** rather than by this policy. When other types of classes or intramural activities are segregated by gender, transgender students are to be grouped according to the student's gender identity. Where students are grouped according to qualities which may have some association with gender (such as vocal quality for singing groups), the pertinent quality shall be evaluated without regard to sex or transgender status. Where school activities involve overnight travel, lodging arrangements for transgender students shall take into consideration the desires of the individual transgender student and of the student's parents as well as the privacy interests of other students. If the arrangement desired by the transgender student is in significant conflict with privacy interests of other students, the school administrator should consult with the superintendent and as appropriate with legal counsel.

E. UHSAA Extracurricular Activities

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

F. Bullying and Harassment

1. [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#), which prohibits bullying, cyberbullying and harassment regardless of the motivation for such misconduct, applies to prohibit bullying, cyberbullying or harassment of students because of their transgender status or gender expression. When the parent of a transgender student perpetrator is given the required notification of a bullying or harassment incident against a transgender student which is motivated by transgender status or gender expression, care should be taken to avoid disclosing the student's transgender status to the **perpetrating** student's parents if the student **victim** has not consented to such disclosure.

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

POLICY 6002

Government Data Privacy

A. Policy Application

1. This policy does not apply to student data, which is governed by [Policy 4175 Student Data Protection](#), [Policy 5100 Student Records](#), and the Family Educational Rights and Privacy Act (“FERPA”) and related provisions under [20 U.S.C. §§ 1232g and 1232\(h\)](#). This policy implements the Government Data Privacy Act ([Utah Code Title 63A, Chapter 19](#)) and applies to personal data of individuals other than students which is collected and held by the District. This policy applies to all processing (as defined below) implemented by the District after May 1, 2024. For any processing implemented by the District before that date, the District shall, as soon as reasonably practicable but no later than January 1, 2027, identify and document any non-compliant processing activity and prepare a strategy for bringing it into compliance with the Governmental Data Privacy Act.

[Utah Code § 63A-19-401\(1\), \(2\)\(d\), \(e\) \(2024\)](#)

B. Definitions

1. As used in this policy:
 - a. “Personal data” means information that is linked or can be reasonably linked to an identified individual or an identifiable individual.
 - b. “Process” or “processing” means any operation or set of operations performed on personal data, including collection, recording, organization, structuring, storage, adaptation, alteration, access, retrieval, consultation, use, disclosure by transmission, transfer, dissemination, alignment, combination, restriction, erasure, or destruction.
 - c. “High risk processing activities” means processing of personal data by the District that may result in a significant compromise to an individual’s privacy interests, based on factors that include:
 - 1) the sensitivity of the personal data processed;
 - 2) the amount of personal data being processed;
 - 3) the individual’s ability to consent to the processing of personal data; and

- 4) risks of unauthorized access or use.
- d. "Sell" means an exchange of personal data for monetary consideration by the District to a third party. It does not include a fee charged by the District for access to a record or assessed in accordance with an approved fee schedule.
- e. "Data breach" means the unauthorized access, acquisition, disclosure, loss of access, or destruction of personal data held by the District, unless the District concludes, according to standards established by the Utah Cyber Center, that there is a low probability that personal data has been compromised.

[Utah Code § 63A-19-101\(4\), \(8\), \(13\), \(14\), \(18\) \(2024\)](#)

C. Restrictions on Collection and Dissemination of Personal Data

1. The District shall obtain and process only the minimum amount of personal data reasonably necessary to efficiently achieve a specified purpose. The District may only use personal data furnished by an individual for the purposes identified in the personal data request notice provided to the individual. The District shall not establish, maintain, or use covert surveillance of individuals unless permitted by law. The District may not sell personal data unless expressly required by law. The District may not share personal data unless expressly permitted by GRAMA or other governing law.

[Utah Code § 63A-19-401\(1\)\(b\)\(ii\), \(2\)\(c\), \(f\), \(g\), \(h\) \(2024\)](#)
[Utah Code § 63A-19-402\(6\) \(2024\)](#)

D. Annual Report to State Privacy Officer

1. The District shall annually report to the State Privacy Officer:
 - a. The types of personal data that the District currently shares or sells;
 - b. The basis for sharing or selling the personal data; and
 - c. The classes of persons and the governmental entities that receive the personal data from the District.

[Utah Code § 63A-19-401\(2\)\(i\)\(i\) \(2024\)](#)

E. Personal Data Request Notice

1. The District shall provide a personal data request notice to any individual (or for a minor who is not a student, the individual's legal guardian) from whom the District requests or collects personal data. The notice shall include:

- a. The reasons the individual is asked to provide the personal data;
 - b. The intended purposes and uses of the personal data;
 - c. The consequences for refusing to provide the personal data;
 - d. The classes of persons and entities that:
 - 1) Share the personal data with the District or
 - 2) Receive the personal data from the District on a regular or contractual basis;
and
2. The record series in which the personal data is or will be included, if applicable.
 3. The District shall provide the personal data request notice by one of the following means:
 - a. Posting the notice in a prominent place where the District collects the data;
 - b. Including the notice as part of a document or form used by the District to collect the data; or
 - c. Conspicuously linking to or displaying a QR code linked to an electronic version of the notice as part of a document or form used by the District to collect the data.
 4. Upon request, the District shall provide a personal data request notice regarding personal data previously furnished by the individual to an individual (or the individual's legal guardian if the individual is a non-student minor).

[Utah Code § 63A-19-402 \(2024\)](#)

F. Amendment or Correction of Persona Data

1. An individual or legal guardian of an individual may request that the District amend or correct personal data about the individual that has been provided to the District. The request shall be in writing and shall specify how the personal data is inaccurate, misleading, or should otherwise be changed. In evaluating the request, the District may ask for further information from the individual requesting the change. The District shall evaluate the request and determine whether the personal data should be amended or corrected and shall inform the requester in writing of the District's determination. A request does not obligate the District to make the amendment or correction sought.

[Utah Code § 63A-19-403 \(2024\)](#)

G. Data Breach Notification to Individuals

1. The District shall give notice to an individual affected by a data breach after the District determines the scope of the breach and after restoring the reasonable integrity of the affected system, if necessary. The notice shall be given without unreasonable delay, except that the District shall delay giving notice at the request of a law enforcement agency that determines that notice may impede a criminal investigation. In that case, the notice shall be given when the law enforcement agency informs the District that notice will no longer impede the criminal investigation.
2. The notice shall include:
 - a. A description of the data breach;
 - b. The individual's personal data that was or may have been accessed;
 - c. Steps the District is taking or has taken to mitigate the impact of the data breach;
 - d. Recommendations to the individual on how to protect themselves from identity theft and other financial losses; and
 - e. Any other language required by the Utah Cyber Center.
3. Unless the District reasonably believes that giving notice would pose a threat to the safety of an individual or unless the individual has designated a preferred method of communication from the District, the District shall provide notice by:
4. Mail or (if reasonably available and allowed by law), email; and
5. One of the following (if the individual's contact information is reasonably available and the method is allowed by law):
 - a. Text message, with a summary of the data breach notice and instructions for accessing the full notice; or
 - b. Telephone message, with a summary of the data breach notice and instructions for accessing the full notice.
6. If the data breach affects more than 500 individuals and the District is unable to obtain an individual's contact information to provide notice by one of these methods, the District shall also provide notice of the data breach in a manner that is reasonably calculated to have the best chance of being received by the affected

individual or the legal guardian of the individual, such as through a press release, posting on appropriate social media accounts, or publishing notice in a newspaper of general circulation.

[Utah Code § 63A-19-406 \(2024\)](#)

H. Data Breach Notification to Utah Cyber Center and Attorney General

1. The District shall give notice to the Utah Cyber Center and the Utah Attorney General of a data breach that affects 500 or more individuals. The District shall inform the Utah Cyber Center of a data breach that affects fewer than 500 individuals but compromises the security, confidentiality, availability, or integrity of the computer systems used or information maintained by the District. The notice shall be given without unreasonable delay but in any event no later than five days after discovery of the breach.
2. The notice shall include:
 - a. The date and time the data breach occurred;
 - b. The date the data breach was discovered;
 - c. A short description of the data breach that occurred;
 - d. The means by which access was gained to the system, computer, or network;
 - e. The individual or entity who perpetrated the data breach;
 - f. Steps the District is taking or has taken to mitigate the impact of the data breach; and
 - g. Any other details requested by the Utah Cyber Center.
3. If this information is not available within five days of discovering the breach, the District shall provide as much of the information as is available and supplement with additional information as soon as it becomes available.
4. If the data breach affects 500 or more individuals, the District shall also inform the Utah Cyber Center and the Utah Attorney General of the type of personal data involved in the breach and the total number of people affected by the breach, including the total number of Utah residents affected.
5. For any data breach that affects fewer than 500 individuals, the District shall as soon as practicable create an internal incident report containing the information required for a notice to the Utah Cyber Center and shall include additional information in this

report as it becomes available. These internal incident reports shall be maintained and provided upon request to the Utah Cyber Center. The District shall also provide an annual report to the Utah Cyber Center which logs all the District data breach incidents affecting fewer than 500 individuals.

[Utah Code § 63A-19-405 \(2024\)](#)

I. Contractor Obligations

1. Any contractor that enters into or renews a contract with the District and whose duties under the contract include processing personal data shall comply with this policy. The District's contract with such a contractor shall include this requirement.

[Utah Code § 63A-19-401\(4\) \(2024\)](#)

J. Staff Training

1. Each employee of the District whose work duties include access to personal data of individuals shall complete a data privacy training program within 30 days after beginning employment and at least once in each calendar year. The District shall monitor completion of this required training.

[Utah Code § 63A-19-401\(2\)\(j\), \(k\), \(3\) \(2024\)](#)

Policy 6060

Conduct on School Premises

A. Modified public forum

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

B. Campus visitors

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

C. Definitions

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

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

D. Trespassing

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

[Utah Code § 53G-8-603 \(2018\)](#)

E. Disruption of classes

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

[Utah Code § 53G-8-603 \(2018\)](#)

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

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

F. Disruption of school operation

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

[Utah Code § 76-9-106 \(1992\)](#)

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

G. Disruption of meeting or gathering

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

[Utah Code § 76-9-103 \(1973\)](#)

H. Disorderly Conduct at Official Meeting

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

meeting. No person may refuse to comply with the lawful order of a law enforcement officer to move from an official meeting. Such actions constitute disorderly conduct and may be reported to law enforcement.

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

I. Alcoholic Beverages

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

[Utah Code § 53G-8-602 \(2018\)](#)

[Utah Code § 76-9-701 \(2021\)](#)

J. Weapons or dangerous materials

1. No person shall possess a dangerous weapon that in the manner of its use or intended use is capable of causing death or serious bodily injury or a firearm on or about district premises except:
 - a. Persons exempt from weapons laws by state statute (law enforcement officers and others).

[Utah Code § 76-10-523 \(2021\)](#)

- b. Persons authorized to possess a concealed firearm by state statute (concealed weapons permit holders **and others**). (**However**, persons under age 21 including those with a concealed firearm permit or provisional concealed firearm permit are not permitted to carry a concealed firearm on or about school premises.)

[Utah Code § 53-5-704 \(2022\)](#)

[Utah Code § 53-5-705 \(2010\)](#)

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

[Utah Code § 53-22-105 \(2024\)](#)

[Utah Code § 53G-8-704\(5\) \(2024\)](#)

- c. Persons whose possession has been previously approved by the responsible school administrator, or where the person responsible for the possession or use of the weapon is in possession or control of the weapon and it is present or to be used in connection with a lawful, approved activity.

2. "On or about school premises" means in or on the grounds of any district property. However, possession on or about school premises is permissible if the possession is at the person's place of residence, on the person's real property, or in a vehicle lawfully under the person's control (other than a vehicle owned by the district or used for the transport of students).
3. Possession of a dangerous weapon on or about school premises is a class B misdemeanor. Possession of a firearm on or a about school premises is a class A misdemeanor.

[Utah Code § 76-10-505.5 \(2024\)](#)

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

[Utah Code § 76-10-306 \(2010\)](#)

K. Restrictions on use of electronic devices

1. The following definitions apply for this section.
 - a. "Electronic device" means a device that is used for audio, video, or text communication or any other type of computer or computer-like instrument including:
 - 1) A smart phone;
 - 2) A smart or electronic watch;
 - 3) A tablet; or
 - 4) A virtual reality device.
 - b. "Guest" means an individual who is not a student, employee, or designated volunteer of a District school who is on school property or at the site of a school-sponsored activity or event.
 - c. "Inappropriate matter" means pornographic or indecent material as defined in [Utah Code § 76-10-1235\(1\)\(a\)](#) and [Utah Code § 53G-10-103](#).

[Utah Admin. Rules R277-495-2\(2\), \(3\), \(4\) \(December 11, 2023\)](#)
[Utah Admin. Rules R277-495-4\(1\)\(a\) \(December 11, 2023\)](#)

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

[Utah Admin. Rules R277-495-4\(1\)\(c\), \(3\)\(a\) \(December 11, 2023\)](#)
[Utah Code § 76-10-1235 \(2007\)](#)

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

[Utah Admin. Rules R277-495-4\(4\)\(a\) \(December 11, 2023\)](#)
[Utah Code § 77-23a-4 \(2011\)](#)

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

[Utah Admin. Rules R277-495-4\(1\)\(b\) \(December 11, 2023\)](#)

L. Restrictions on Use of Sex-Designated Changing Rooms

1. The following definitions apply to this section
 - a. "Open to the general public" means a space that is freely accessible to a member of the general public or is freely accessible to an individual who has purchased a ticket, paid an entry fee, paid a membership fee, or otherwise paid for access to the facility. It does not include a space that is only accessible to District employees.

[Utah Code § 63G-31-101\(6\) \(2024\)](#)

- b. “Changing room” means a space designated for multiple individuals to dress or undress within the same space. It includes a locker room, shower room, dressing room, or fitting room and includes a restroom when the changing room contains or is attached to the restroom.

[Utah Code § 63G-31-101\(6\) \(2024\)](#)

- c. “Sex” means an individual’s biological sex, either male or female, at birth, according to distinct reproductive roles as manifested by: (a) sex and reproductive organ anatomy; (b) chromosomal makeup; and (c) endogenous hormone profiles.

[Utah Code § 68-3-12.5\(33\) \(2024\)](#)

- d. “Female” means the characteristic of an individual whose biological reproductive system is of the general type that functions in a way that could produce ova.

[Utah Code § 68-3-12.5\(12\) \(2024\)](#)

- e. “Male” means the characteristic of an individual whose biological reproductive system is of the general type that functions to fertilize the ova of a female.

[Utah Code § 68-3-12.5\(18\) \(2024\)](#)

- f. “Sex-designated” means designated specifically for males or females and not the opposite sex.

2. Restriction on Use of Sex-Designated Changing Rooms

- a. Whenever an operational sex-designated changing room in a District facility has been made open to the general public, an individual may only access the changing room if the individual’s sex corresponds with the sex designation of the changing room or if the individual has both legally amended the individual’s birth certificate to correspond with the sex designation of the changing room and has also undergone a primary sex characteristic surgical procedure to correspond with the sex designation of the changing room.

[Utah Code § 63G-31-302\(1\)\(a\) \(2024\)](#)

- b. This restriction does not apply to:

- 1) An intersex individual (as defined by [Utah Code § 26B-8-101\(15\)](#));

- 2) A minor child who requires assistance to access or use the changing room that corresponds with the child's parent, guardian, or relative;
- 3) A dependent minor or dependent adult who requires assistance to access or use the changing room that corresponds with the sex of a caretaker;
- 4) An individual who is providing public safety services (law enforcement, emergency medical services, or fire protection); or
- 5) An individual whose employment duties include the maintenance or cleaning of the changing room.

[Utah Code § 63G-31-302\(1\)\(b\), \(6\)\(c\) \(2024\)](#)

3. Enforcement

- a. Unless prohibited by [Utah Code § 53G-8-211](#) (relating to school-related conduct by minors), the school or District shall contact law enforcement upon receiving a complaint or allegation that the restriction on use of sex-designated changing rooms has been violated or upon receiving an allegation of any of the following offenses within a sex-designated changing room: lewdness under [Utah Code § 76-9-702](#), lewdness involving a child under [Utah Code § 76-9-702.5](#), voyeurism under [Utah Code § 76-9-702.7](#), or loitering in a privacy space under [Utah Code § 76-9-702.8](#).

[Utah Code § 63G-31-304\(1\) \(2024\)](#)

[Utah Code § 63G-31-302\(1\), \(2\) \(2024\)](#)

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 **and closed** 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.

POLICY 2182

School Safety

A. Safety Needs Assessment

1. Unless an exception or modification is granted by the state security chief, the District shall ensure that a school safety needs assessment is conducted by December 31, 2024, for each school in the District. A school's assessment is conducted by the school safety specialist in collaboration with the county security chief or designee. The assessment will follow the form or process created by the state security chief and will determine needs and deficiencies regarding
 - a. appropriate school safety personnel (including necessary supports, training, and policy creation for personnel),
 - b. physical building security and safety (including required upgrades to facilities and safety technology), and
 - c. the school's current threat and emergency response protocols (including any emergency response agreements with local law enforcement).
2. The District shall report the results of each school safety needs assessment to the state security chief and the School Safety Center.

[Utah Code § 53G-8-701.5\(1\)\(a\)-\(c\), \(3\) \(2024\)](#)

B. Safety Personnel

1. Unless an exception or modification is granted by the state security chief, the District shall appoint or designate school safety personnel as required by statute and according to the timeline established by the state security chief. The personnel shall include a school safety and security **director specialist** for the District, a school safety and security specialist for each school campus, and (for each school and based on the results of the school safety needs assessment) at least one school resource officer or school guardian or armed school security guard.

[Utah Code § 53G-8-701.5\(2\), \(3\) \(2024\)](#)

[Utah Code § 53G-8-701.8\(1\) \(2024\)](#)

2. School Safety and Security ~~Director~~ Specialist

a. The District school safety and security ~~director~~ specialist is the District point of contact for the county security chief, local law enforcement, and the state security chief. The school safety and security ~~director~~ specialist:

- 1) Shall collaborate and maintain effective communications with local law enforcement, the county security chief, the District, and school-based behavioral and mental health professionals to ensure adherence with all policies, procedures, protocols, rules, and regulations relating to school safety and security;
- 2) Shall, as applicable, coordinate security responses among school safety and security specialists, school resource officers, armed school security guards, and school guardians;
- 3) If the school safety and security ~~director~~ specialist is a District employee, shall be a member of the multidisciplinary team;
- 4) Shall have a valid concealed carry firearm permit; and
- 5) Shall complete the training requirements for school guardians, for school resource officers, and for armed school security guards.

[Utah Code § 53G-8-701.5\(2\)\(b\) \(2024\)](#)

[Utah Code § 53G-8-701.8\(2\) \(2024\)](#)

[Utah Code § 53-22-105\(1\)\(a\), \(b\), \(d\) \(2024\)](#)

[Utah Code § 53G-8-702 \(2024\)](#)

[Utah Code § 53G-8-703\(4\)\(a\)\(ii\) \(2024\)](#)

[Utah Code § 53G-8-213\(1\)\(a\) \(2024\)](#)

b. The school safety and security ~~director~~ specialist does not have authority to act in a law enforcement capacity. The ~~director~~ specialist may take actions necessary to prevent or abate an active threat and may temporarily detain an individual when the ~~director~~ specialist has reasonable cause to believe the individual has committed or is about to commit a forcible felony. Except during an active threat, if the ~~director~~ specialist is carrying a firearm on school grounds it shall be carried in a concealed manner and may not be displayed or open carried.

[Utah Code § 53G-8-701.6\(2\), \(4\) \(2024\)](#)

[Utah Code § 53G-8-701.5\(2\)\(c\) \(2024\)](#)

3. The school safety and security specialist:
 - a. Reports directly to the principal;
 - b. Oversees school safety and security practices to ensure a safe and secure school environment for students and staff;
 - c. Ensures adherence with all policies, procedures, protocols, rules, and regulations relating to school safety and security through collaborating and maintaining effective communications with, as applicable:
 - 1) The principal;
 - 2) School staff;
 - 3) The school resource officer;
 - 4) The armed school security guard;
 - 5) The school guardian;
 - 6) Local law enforcement;
 - 7) The county security chief;
 - 8) The school safety and security ~~director~~ specialist;
 - 9) The District; and
 - 10) School-based behavioral and mental health professionals;
 - d. In collaboration with the county security chief or designee:
 - 1) Conducts the school safety needs assessment; and
 - 2) Conducts a building safety inspection at least annually using the results of the school safety needs assessment to recommend and implement

improvements to school facilities, policies, procedures, protocols, rules, and regulations relating to school safety and security;

- e. Serves as a member of the multidisciplinary team;
- f. When deemed necessary by the specialist, conducts a behavioral threat assessment using an evidence-based tool recommended by the state security chief;
- g. Monitors and regularly reports to the principal, local law enforcement, and the Superintendent or designee security risks for the school resulting from either issues with school facilities or the implementation of practices, policies, procedures, and protocols relating to school safety and security;
- h. Coordinates with local first responder agencies to implement and monitor safety and security drills in accordance with policy and applicable procedures and protocols;
- i. Ensures that school staff and, when appropriate, students, receive training on and remain current on the school's safety and security procedures and protocols;
- j. Following an event where security of the school has been significantly compromised, organizes a debriefing regarding strengthening school safety and security practices, policies, procedures and protocols with (as applicable):
 - 1) The principal;
 - 2) School staff;
 - 3) The school resource officer;
 - 4) The armed school security guard;
 - 5) The school guardian;
 - 6) Local law enforcement;
 - 7) The county security chief;
 - 8) The school safety and security ~~director~~ **specialist**;

- 9) The District; and
- 10) School-based behavioral and mental health professionals;
- k. Abides by District, school, and law enforcement policy outlining the chain of command;
- l. During an emergency and as applicable, coordinates with the:
 - 1) School resource officer;
 - 2) School guardian;
 - 3) Armed school security guards;
 - 4) School administrators; and
 - 5) Responding law enforcement officers;
- m. Follows District, school, and law enforcement student privacy policies (including state and federal privacy laws);
- n. Participates in annual training selected by the state security chief; and
- o. Remains current on:
 - 1) A comprehensive school guideline selected by the state security chief;
 - 2) The duties of a school safety and security specialist; and
 - 3) The school's emergency response plan.

[Utah Code § 53G-8-701.6\(3\) \(2024\)](#)
[Utah Code § 53G-8-213\(1\)\(a\) \(2024\)](#)

4. School guardian

- a. A school guardian is a school employee who meets the eligibility requirements and has been approved to be a school guardian by the school's principal (or the Superintendent if a principal applies to be a guardian). A school may designate more than one school guardian. An employee's school guardian status may be revoked at any time by the school principal, county sheriff, or state security chief.

[Utah Code § 53-22-105\(3\), \(8\), \(14\) \(2024\)](#)

- b. A school employee may volunteer to be a school guardian if the employee's regular work duties and responsibilities must require the employee to be physically present at the school's campus while school is in session. The principal, a teacher, or a person whose primary responsibilities require the employee to be primarily present in a classroom to teach, care for, or interact with students are not eligible unless the person is employed at a school with 100 or fewer students, or employed at a school with adjacent campuses as determined by the state security chief, or unless an exception is made by the state security chief.

[Utah Code § 53-22-105\(1\)\(f\) \(2024\)](#)

[Utah Code § 53G-8-701.5\(3\) \(2024\)](#)

- c. To be qualified for designation as a school guardian, an eligible employee must:
- 1) Satisfactorily complete the initial training for a school guardian within the prior six months;
 - 2) Hold a valid firearm concealed carry permit;
 - 3) Certify to the sheriff of the county where the school is located that the employee has undergone the initial training and intends to serve as a school guardian;
 - 4) Successfully complete a mental health screening selected by the state security chief; and
 - 5) Be approved by the school administrator to be a school guardian.

[Utah Code § 53-22-105\(3\)\(a\) \(2024\)](#)

- d. A school guardian must complete the required annual and biannual training to retain the designation of a school guardian.

[Utah Code § 53-22-105\(1\)\(a\), \(b\), \(3\)\(b\) \(2024\)](#)

- e. A school guardian does not have authority to act in a law enforcement capacity. The guardian may take actions necessary to prevent or abate an active threat and may temporarily detain an individual when the guardian has reasonable cause to believe the individual has committed or is about to commit a forcible felony.

[Utah Code § 53-22-105\(7\) \(2024\)](#)

- f. Except during an active threat, if the guardian is carrying a firearm on school grounds it shall be carried in a concealed manner and may not be displayed or open carried. A guardian may store the guardian's firearm on school grounds only if the firearm is stored in a biometric gun safe, that safe is located in the guardian's office, and the guardian is physically present on school grounds while the firearm is stored in the safe.

[Utah Code § 53-22-105\(5\) \(2024\)](#)

- g. Except when it occurs during a training exercise, a school guardian who points a firearm at an individual during the performance of the guardian's duties shall file a report which describes the incident, identifies the individuals involved, and includes any other information required by the state security chief. The report shall be submitted within 48 hours of the incident to the school administrator, school safety and security **director specialist**, and the state security chief.

[Utah Code § 53-22-105\(11\), \(12\), \(13\) \(2024\)](#)

- h. A school guardian with active status in the school guardian program is not liable for civil damages or penalties if the guardian:
 - 1) Threatens, draws, or otherwise uses a firearm reasonably believing the action to be necessary in compliance with Utah Code § 76-2-402 (regarding use of force in defense of a person); or
 - 2) When carrying or storing a firearm, is acting in good faith and is not grossly negligent.

[Utah Code § 53-22-105\(10\) \(2024\)](#)

[Utah Code § 76-2-402 \(2022\)](#)

5. Armed school security guard

- a. An “armed private security officer” is an individual employed by a contract security company whose primary duty is guarding personal or real property or providing protection or security to the life and well-being of humans or animals and who wears, carries, possesses, or has immediate access to a firearm in the performance of the individual’s duties. A “contract security company” is a company that is engaged in business to provide security services to another person, business, or entity on a contractual basis by assignment of an armed or unarmed private security officer. An “armed school security guard” is an armed private security officer who:
- 1) Is licensed as an armed private security officer under Title 58, Chapter 63, Security Personnel Licensing Act;
 - 2) Has a valid firearm concealed carry permit; and
 - 3) Has undergone training from the county security chief regarding:
 - a) The safe loading, unloading, storage, and carrying of firearms in a school setting;
 - b) The role of armed security guards in a school setting; and
 - c) Coordination with law enforcement and school officials during an active threat.
- b. In order to remain eligible to be assigned as an armed school security guard at a District school, the guard must participate in and satisfy the initial, annual, and biannual training requirements for school guardians.

[Utah Code § 53G-8-704\(1\), \(4\) \(2024\)](#)

[Utah Code § 58-63-102\(3\), \(8\) \(2023\)](#)

[Utah Code § 53-22-105\(1\) \(2024\)](#)

- c. An armed school security guard’s responsibilities and duties are as outlined in Policy CED and in the contract between the District and the contract security company employing the guard.

[Utah Code § 53G-8-704\(2\)\(b\), \(3\) \(2024\)](#)

- d. An armed school security guard may conceal or openly carry a firearm at the school at which the guard is employed under the contract between the District and the employing contract security company.

[Utah Code § 53G-8-704\(5\) \(2024\)](#)

- e. An armed school security guard who points a firearm at an individual or aims a conductive energy device at an individual and displays the electrical current shall file a report which describes the incident, identifies the individuals involved, and includes any other information required by the state security chief. The report shall be submitted within 48 hours of the incident to the school administrator, school safety and security **director specialist**, and the state security chief.

[Utah Code § 53G-8-704\(8\), \(9\) \(2024\)](#)

C. Panic Alert Devices

1. Consistent with the results of the school safety needs assessment, a staff person in each classroom shall be provided with a wearable panic alert device that allows for immediate contact with emergency services or emergency services agencies, law enforcement agencies, health departments, and fire departments. Before the beginning of each school year, all school building personnel shall receive training on the protocol and appropriate use of the panic alert device.

[Utah Code § 53G-8-805\(1\), \(2\) \(2024\)](#)

D. Law Enforcement Access to Security Cameras

1. The District shall make all security cameras in school buildings accessible by a local law enforcement agency and shall coordinate with the local law enforcement agency to establish appropriate access protocols.

[Utah Code § 53G-8-805\(3\) \(2024\)](#)

E. 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.

[Utah Admin. Rules R277-400-8\(5\), \(6\) \(July 11, 2023\)](#)

2. To the extent resources permit, the District shall also develop or incorporate tiered student assistance programs. In developing student assistance programs, the District may coordinate with the State Superintendent and other state agencies.

[Utah Admin. Rules R277-400-8\(3\), \(7\) \(July 11, 2023\)](#)

POLICY 3035

Employee Criminal Background Checks and Arrest Disclosure Requirements

A. Definitions

1. A "licensed employee" is one who holds a valid Utah educator license.
2. A "non-licensed employee" is one who does not hold a current Utah educator license issued by the State Board of Education.
3. A "qualifying volunteer" is a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment. For purposes of this policy, "qualified volunteer" does not include an officer or employee of a cooperating employer which has an internship safety agreement with the District ~~as provided by [Policy 3060 Student Teachers and Interns](#)~~.
4. A "contract employee" is an employee of a staffing service or other entity who works at a District school under a contract.
5. "Personal identifying information" means an individual's current name, former names, nicknames and aliases; date of birth, address; telephone number; driver license number or other government-issued identification number; Social Security number; and fingerprints.
6. "Criminal History Report" is a document generated by the Bureau of Criminal Identification after a search of the State of Utah's criminal history files and/or other state and federal databases designated by applicable law or by the District.
7. "Background Check" means information on an applicant or employee that may include, but is not limited to, Criminal History Reports and driving record reports.

[Utah Code § 53G-11-401\(3\), \(6\), \(7\) \(2024\)](#)

[Utah Code § 53G-11-402\(1\)\(a\)\(iii\) \(2024\)](#)

[Utah Admin. Rules R277-316-2\(5\), \(8\), \(9\), \(11\) \(February 7, 2020\)](#)

B. Employment Screening

1. Utah law requires Background Checks on all prospective employees (i.e., the individual who is selected as the "successful applicant" for a particular job position in the District), substitutes and coaches (herein referred to cumulatively as the "prospective employee") [Utah Admin. Rules R277-316](#). Accordingly, the District requires each prospective employee to submit to a background check prior to employment or service in the District.
2. At the time a prospective employee makes application for employment with the District, such prospective employee shall fill out an employment application providing the following warning:
 - a. "All references stated in this application will be checked by the District and it is the policy of this District that false information will be grounds for rejecting your application with no further consideration for the position; or, if such false information is discovered after hire, you may be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution."
3. All employees seeking employment with the District shall provide personal identifying information including: current name, former names, nicknames, and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints.
4. All employees, qualifying volunteers, and contract employees seeking employment with the District and who are 18 years old or older shall sign a written release, waiver and authorization which authorize the District to request information from the prospective employee's past three employers and supervisors. The release, waiver and authorization shall also authorize the District to contact former employers to obtain a reference check and to conduct a background search into the employee's criminal record, if any, or any other background check as the District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.
- ~~5. The prospective employee shall pay the cost of the background check.~~
6. The District shall consider only those convictions which are job-related. The prospective employee shall have opportunity to respond to any information received as a result of the background check.
7. If a current employee is dismissed from employment because of information obtained through a background check, the person shall receive written notice of the

reasons for dismissal and shall have an opportunity to respond to the reasons for the dismissal.

8. Each current employee and prospective employee must agree to have his/her fingerprints taken and sign a document of acknowledgment and waiver permitting the District to request a background check of any state or federal criminal history file that the District might deem applicable as a condition of employment.
9. The District shall, for each non-licensed employee and volunteer who will be given significant unsupervised access to a student in connection with the volunteers assignment, collect personal identifying information including: current name, former names, nicknames and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints and submit that personal identifying information to the Bureau of Criminal Identification within the Department of Public Safety.

[Utah Code § 53G-11-402 \(2023\)](#)
[Utah Admin. Rules R277-316-4](#)

C. Licensed Employees - Background Checks

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

D. Licensed Employees - Reporting of Arrests and Convictions

1. A Licensed Educator who is arrested for any of the following alleged offenses shall report the arrest within forty-eight (48) hours or as soon as possible to the Superintendent or his/her designee:
 - a. Any matters involving arrests for alleged sex offenses;
 - b. Any matters involving arrest for alleged drug-related offenses;
 - c. Any matter involving arrests for alleged alcohol-related offenses;
 - d. Any matters involving arrests for alleged offenses against the individual under [Utah Code § 76-5](#), Offenses Against the Individual. This Title and Chapter includes, but is not limited to, crimes where a person has assaulted, harassed, abused, neglected, exploited, endangered, kidnapped, murdered, trafficked, raped, sexually assaulted, etc., another person(s); and

- e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
 2. A Licensed Educator shall report convictions, including pleas in abeyance and diversion agreements, within forty-eight (48) hours or as soon as possible upon receipt of notice of the conviction, plea in abeyance, or diversion agreement.
 3. A Licensed Educator will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
 4. A Licensed Educator will be immediately suspended from transporting students or driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation.
 5. The District will provide adequate due process for the accused employee consistent with [Utah Admin. Rules R277-316](#) and applicable administrative procedures established by the District.
 6. The Superintendent or his/her designee shall report a conviction, arrest, or offense information received from a Licensed Educator to the USBE.
 7. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- E. Non-Licensed Employees - Background Checks
1. The District shall conduct periodic background checks for all non-licensed employees every five (5) years. The employee shall pay the cost of the background check.
- F. Non-Licensed Employees - Reporting of Arrests and Convictions

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

- b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- G. When arrest/conviction information is received by the District regarding a Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employment status consistent with [Utah Admin. Rules R277-316-3\(1\)\(b\) \(February 7, 2020\)](#) and District policy. The District will also report the arrest to the USBE within forty-eight (48) hours.
- H. When arrest/conviction information is received by the District regarding a Non-Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employee's employment status while considering the Non-Licensed Employee's employment status consistent with applicable Utah law, rules, and regulations, District policy, and any applicable Employment Agreements or Memorandums of Understanding.
- I. Where reasonable cause exists, a current employee may be required to submit to fingerprinting and a criminal background check at the Board's expense prior to the intervallic background check.
- J. An administrator may obtain any information in the possession of the State Office of Education that is relevant to evaluating the employment of a current or prospective employee of the school. If a decision is made not to hire a prospective employee or to take action against a current employee based upon such information, the individual affected shall be given notice of the information and be provided an opportunity to refute or respond to the information. An administrator who, in good faith, discloses or receives information under this section is exempt from civil liability relating to that receipt or disclosure.
- K. The District shall cooperate with the USBE in investigations of Licensed Educators.

References:

[Utah Code § 53E-6-401](#)
[Utah Code § 76-5, Offenses Against the Individual](#)
[Utah Admin. Rules R277-316](#)

Policy 3308

Administrative: Contractual Agreement

- A. The contract year for administrators is 1 July through 30 June. Regardless of contract length, each building administrator has a twelve-month responsibility for the administrator's school or assigned responsibility. Administrators' working days are set annually by the Board of Education on the official District calendar.
- B. District administrators will be evaluated according to [Policy 3304 Administrative: Personnel Evaluation](#) and [Policy 3110 Educator Evaluation](#).
- C. Corrective action, discipline, and termination of Box Elder District Administrators will be handled as outlined in [Policy 3306 Administrative: Personnel Termination](#) and [Policy 3110](#) and the [BESD Employee Corrective Discipline Handbook](#).
- D. Box Elder School District teachers who are employed as administrators will retain accrued leave.
- E. Salary will be paid according to the negotiated Administrator's Salary Schedule.
- F. For placement on the administrative salary schedule the following will apply:

Unit	Administrator	Contract Length
1	Middle/Intermediate Assistant Principals	213 days
2	High School Assistant Elementary/Interm/Middle Principals	218 days
3	Elementary High School Principals/ Specialists	22318 days
4	Middle/Intermediate Principals-Directors	24023 days
5	High School Principals-Executive Directors	24028 days
6	District Directors	242 days
67	Asst. Superintendents	2402 days

POLICY 4061

Curriculum: American Heritage

A. American heritage in the curriculum

1. Classes, including American History, in which the subject matter is relevant, shall include thorough study of **historical documents and principles such as the:**
 - a. **The** Declaration of Independence;
 - b. **The** United States Constitution;
 - c. **The** National Motto;
 - d. **The** Pledge of Allegiance;
 - e. **The** National Anthem;
 - f. **The** Mayflower Compact;
 - g. **The** writings, speeches, documents, and proclamations of the Founders and the Presidents of the United States;
 - h. Organic documents from the pre-Colonial, Colonial, Revolutionary, Federalist and post Federalist eras;
 - i. United States Supreme Court decisions; **and**
 - j. **The Ten Commandments;**
 - k. **The Magna Carta;**
 - l. Acts of the United States Congress, including the published text of the congressional Record; and
 - m. United States treaties.
2. Instruction in American history and government shall include study of forms of government (such as a republic, a pure democracy, a monarchy, and an oligarchy),

political philosophies (such as socialism, individualism, and free market capitalism), the United States' form of government (a compound constitutional republic), and the flag of the United State and the Pledge of Allegiance to the Flag.

[Utah Code § 53G-10-302\(4\) \(2024\)](#)

[Utah Admin. Rules R277-475-4\(2\) \(November 8, 2019\)](#)

B. Civics Graduation Requirement

1. Each student must pass a basic civics test as a condition for graduation from high school unless the student qualifies for an alternate assessment.
 - a. A “basic civics test” means a test that includes 50 of the questions on the civics test form used by the United States Citizenship and Immigration Services.
 - b. A passing score is at least 35 out of 50 questions answered correctly.
 - c. The student may take the test as many times as needed to pass the test.
 - d. A student qualifies to take an alternate assessment if the student is within six months of graduation or if the student has a disability and the alternate assessment is consistent with the student’s IEP.
 - 1) The alternate assessment shall be given in the same manner as the examination given to an unnaturalized citizen and according to [8 CFR § 312.2](#).
 - 2) The District may modify the manner of administration for a student with a disability in accordance with the student’s IEP.)

[Utah Code § 53E-4-205 \(2021\)\)](#)

[Utah Admin. Rules R277-700-8 \(June 7, 2024\)](#)

[8 CFR § 312.2](#)

C. Posting American heritage documents

1. Schools may post copies of American historical documents or historically important excerpts from these documents in school classrooms and common areas as appropriate. If a school decides to post an excerpt from a particular document, the portions omitted should not be deleted for the purpose of censoring religious or cultural content.

[Utah Code § 53G-10-302\(5\), \(6\) \(2024\)](#)

D. Display of the National Motto

1. The national motto of the United States, which is declared by federal statute ([36 U.S.C. § 302](#)) to be “In God we Trust,” shall be displayed in one or more prominent places within each school building in the District, as provided for in [Utah Code § 53G-10-302](#).

[Utah Code § 53G-10-302\(7\) \(2024\)](#)

E. Pledge of Allegiance

1. The pledge of allegiance to the flag shall be recited once at the beginning of each day in each public school classroom in the state and, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis.
2. Each student shall be informed by posting a notice in a conspicuous place that the student has the right not to participate in reciting the pledge.
3. A student shall be excused from reciting the pledge upon written request from the student's parent provided at least once per year.
4. At least once a year, students shall be instructed that participation in the pledge of allegiance is voluntary and not compulsory; and not only is it acceptable for someone to choose not to participate in the pledge of allegiance for religious or other reasons, but students should show respect for any student who chooses not to participate.
5. A public school teacher shall strive to maintain an atmosphere among students in the classroom that is consistent with the principles described above.

[Utah Code § 53G-10-304 \(2020\)](#)

[Utah Admin. Rules R277-475-5 \(October 8, 2019\)](#)

F. Parental Notice and Information

1. The District shall make information available on its website about the flag, respect for the flag and civility toward all during patriotic activities. This information shall include notice about lawful exemptions to the requirement for students to participate in the Pledge of Allegiance, the right of students not to participate in the Pledge of Allegiance, that participation in the pledge of allegiance is voluntary and not

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compulsory, and not only is it acceptable for someone to choose not to participate in the pledge of allegiance for religious or other reasons, but students should show respect for any student who chooses not to participate. It shall also notify parents that a student may be excused from reciting the Pledge of Allegiance upon a written annual request of the student's parent.

[Utah Admin. Rules R277-475-4\(1\)\(c\) \(October 8, 2019\)](#)

[Utah Admin. Rules R277-475-5 \(October 8, 2019\)](#)

POLICY 4105

Sex Education

A. The following definitions apply in this policy:

1. "Curriculum materials review committee (committee)" means a committee formed at the District or school level, as determined by the Board of Education, that includes parents, health professionals, school health educators, and administrators, with at least as many parents as school employees. The membership of the committee shall be appointed and reviewed annually by August 1 of each year by the Board, shall meet on a regular basis as determined by the membership, shall select its own officers and shall be subject to the Utah Open and Public Meetings Act.
2. Sex education instruction or instructional programs" means any course material, unit, class, lesson, activity or presentation that, as the focus of the discussion, provides instruction or information to students about sexual abstinence, human sexuality, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS or other sexually transmitted diseases, or refusal skills. While these topics are most likely discussed in such courses as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this rule applies to any course or class in which these topics are the focus of discussion.
3. "Refusal skills" means instruction
 - a. in a student's ability to clearly and expressly refuse sexual advances (by a minor or by an adult),
 - b. in a student's obligation to stop the student's sexual advances if refused by another individual,
 - c. informing a student of the student's right to report and seek counseling for unwanted sexual advances,
 - d. in sexual harassment, and

- e. informing a student that a student may not consent to criminally prohibited activities or activities for which the student is legally prohibited from giving consent, including the electronic transmission of sexually explicit images by an individual of the individual or another.
4. “Maturation education” means instruction and materials used to provide fifth grade students with age appropriate, medically accurate information regarding the physical and emotional changes associated with puberty, to assist in protecting students from abuse and to promote hygiene and good health practices.
5. “Medically accurate” means verified or supported by a body of research conducted in compliance with scientific methods and published in journals that have received peer review and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the American Medical Association.

[Utah Admin. Rules R277-474-2 \(November 7, 2023\)](#)

[Utah Code § 53G-10-402\(1\) \(2024\)](#)

[Utah Code § 53G-10-403 \(2019\)](#)

B. Sex Education Instruction Requirement

1. Subject to parental permission, a student shall receive sex education instruction on at least two occasions during the period that begins with the beginning of grade 8 and ends with the end of grade 12.

[Utah Code § 53G-10-402\(3\)\(a\) \(2024\)](#)

C. Parental Notification and Permission Form Required for Participation

1. Students may not participate in any sex education instruction or instructional program unless, ~~prior to~~ before the student’s participation, the school has on file for that student a completed parental notification form relating to that specific instruction or program which indicates that the student’s parent authorizes the student to participate. The form shall
 - a. explain a parent’s right to review proposed curriculum materials in a timely manner.

- b. request the parent's permission to instruct the parent's student in identified course material related to sex education or maturation education,
 - c. allow the parent to exempt the parent's student from attendance from a class period where the identified sex education or maturation instruction is presented and discussed,
 - d. be specific enough to give parents fair notice of topics to be covered, and
 - e. include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials.
2. Completed permission forms shall be maintained in the student's education records for a reasonable period ~~of time~~.

[Utah Code § 53G-10-402\(4\)\(a\) \(2020\)](#)

[Utah Code § 53G-10-403 \(2019\)](#)

[Utah Admin. Rules R277-474-2\(8\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-5\(9\) \(November 7, 2023\)](#)

3. ~~If a student is exempted from participation~~ A student may refrain from participation in sex education or maturation education based on religious belief or right of conscience consistent with [Policy 4066 Curriculum: Religious Neutrality](#), ~~the District shall either waive the participation requirement or provide a reasonable alternative to the requirement.~~

[Utah Admin. Rules R277-474-5\(11\) \(November 7, 2023\)](#)

[Utah Code § 53G-10-205 \(2023\)](#)

D. Health and Sex Education Guidelines

1. All health and sex education shall stress the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods of preventing sexually transmitted diseases. The curriculum and education shall also stress personal skills that encourage individual choice of abstinence and fidelity in marriage.

2. At no time may instruction be provided, including responses to spontaneous questions raised by students, regarding any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult.
3. Nothing in this policy precludes an educator from responding to a spontaneous question provided that the response is consistent with this policy.

[Utah Code § 53G-10-402\(2\)\(b\), \(e\)\(i\) \(2024\)](#)

4. The following may not be taught in District schools:
 - a. The intricacies of intercourse, sexual stimulation, or erotic behavior;
 - b. The advocacy of premarital or extramarital sexual activity; or
 - c. The advocacy or encouragement of the use of contraceptives methods or devices.

[Utah Admin. Rules R277-474-3\(1\) \(November 7, 2023\)](#)

[Utah Code § 53G-10-402\(2\)\(b\)\(iii\) \(2024\)](#)

E. Sexual Abuse Prevention and Awareness

1. Schools in the District may provide instruction to elementary school students on child sexual abuse and human trafficking prevention and awareness using the instructional materials approved by the State Board of Education for that purpose. However, before an individual student may receive this instruction, the student's parent must be notified in advance of the instruction and the content of the instruction and of the parent's right to have the student excused from the instruction, given an opportunity to review the instruction materials, and be allowed to be present when the instruction is delivered. A parental permission form (as outlined above) must be received for each student before that student receives the instruction. Upon the written request of a parent, a student shall be excused from the instruction.

[Utah Code § 53G-9-207\(4\), \(5\) \(2024\)](#)

F. Instructional Staff Training and In-service

1. District staff who have responsibility for some aspect of sex education instruction in the District may include administrators, teachers, counselors, teacher's assistants, or coaches, but are not necessarily limited to those categories.
2. In their first year of service or assignment, all newly hired or newly assigned District staff who have responsibility for any aspect of sex education instruction in the District will attend a State-sponsored in-service outlining the sex education curriculum and the criteria for sex education instruction in any courses offered in the public education system.
3. All District staff who have any responsibility for any aspect of sex education instruction in the District will attend District training outlining the sex education curriculum and the criteria for sex education instruction in any courses offered in the public education system at least once every three years.

[Utah Admin. Rules R277-474-3\(5\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-5\(1\), \(2\) \(November 7, 2023\)](#)

G. Sex Education Curriculum Materials Review Committee

1. The Board of Education shall approve a District Sex Education Curriculum Materials Review Committee. This committee shall be composed of parents, health professionals, school health educators, and administrators, with at least as many parent members as school employee members. The Board shall approve the membership of the committee by August 1 of each year.
2. The District Sex Education Curriculum Materials Review Committee shall meet on a regular basis as determined by the members of the committee, shall select officers, shall establish procedures for operation, shall designate a chair, and shall comply with the Utah Open and Public Meetings Act.

[Utah Admin. Rules R277-474-2\(1\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-5\(3\), \(4\), \(5\) \(November 7, 2023\)](#)

H. Review of Guest Presentations Relating to Sex Education

1. Before any guest speaker or guest presenter may present any information in any District course relating to sex education instruction, the speaker and presenter and the materials to be presented must have been approved by the District Sex Education Curriculum Materials Review Committee.
2. The committee shall not authorize the use of any sex education instructional program which has not been previously approved for use in the District as set forth below regarding curriculum approval.

[Utah Admin. Rules R277-474-5\(5\)\(c\), \(6\) \(November 7, 2023\)](#)

I. Adoption of District Sex Education Instructional Materials

1. The Board of Education shall approve the sex education instructional materials which will be used in the District. The Board shall request that the District Sex Education Curriculum Materials Review Committee provide recommendations regarding the sex education instructional materials to be used in the District. Such recommended materials must be medically accurate and must be consistent with the Health and Sex Education Guidelines set forth above. Following recommendations from the Review Committee, the Board shall consider whether to adopt recommended materials at a public meeting which includes a public hearing on the issue. The proposed materials shall have been made available for review by residents of the District a reasonable time in advance of the meeting. **Prior notice of the meeting shall be given to parents of students who attend District schools and parents shall be given an opportunity to express their views on the materials at the meeting.** If a majority of the Board members present vote to adopt the recommended materials, then the materials may be used in the District. Following adoption of the materials, a resident of the District may appeal regarding the content of the materials by submitting a written appeal to the Board which specifically explains the resident's objections or concerns regarding the materials. The Board shall refer the appeal to the District Sex Education Curriculum Materials Review Committee for recommendations regarding the response to the appeal. The Board shall review the Committee's recommendations and then determine what action, if any, is appropriate.
2. Following adoption of sex education instruction materials which have not previously been approved by the State Instructional Materials Commission, the Board shall report such adoption to the State Board of Education. That report shall provide a copy of the materials, documentation of the adoption of the materials at the Board

meeting, documentation that the materials are medically accurate, documentation of the committee recommendations, and the Board's rationale for adopting the materials.

3. The Board of Education shall annually review the decision to adopt the sex education instructional materials used in the District, and shall consider whether to continue use of those materials. The Board's review shall include data for each county that the District is located in regarding teen pregnancy, child sexual abuse, and sexually transmitted diseases and infections, and also shall include data on the number of pornography complaints or other instances reported within the District.

[Utah Code § 53G-10-402\(2\)\(g\)\(ii\), \(h\), \(8\) \(2024\)](#)

[Utah Admin. Rules R277-474-6 \(November 7, 2023\)](#)

J. Monitoring of Sex Education Instruction

1. Each school in the District shall log and track all parental or community complaints and comments resulting from student participation in sex education instruction in the school, including disposition of any complaints made. This information shall be provided to District administration ~~on a monthly basis~~ **monthly** during the school year.
2. District administration shall compile and maintain records of parental or community complaints and comments resulting from student participation in sex education instruction in the District, including disposition of complaints, and shall provide that information to the State Superintendent upon request.

[Utah Admin. Rules R277-474-5\(10\) \(November 7, 2023\)](#)

[Utah Admin. Rules R277-474-7\(3\) \(November 7, 2023\)](#)

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. 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\(1\) \(November 7, 2023\)](#)

[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\(2\), \(6\)\(g\) \(November 7, 2023\)](#)

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\(2\) \(November 7, 2023\)](#)

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\(3\) \(November 7, 2023\)](#)

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\(6\)\(b\) \(November 7, 2023\)](#)

~~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\(31\) \(November 7, 2023\)*](#)

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\(1\) \(November 7, 2023\)*](#)

POLICY 5000

Equal Educational Opportunity

A. General

1. The Board of Education of the Box Elder School District does not discriminate on the basis of sex in its programs and activities and is required by Title IX and 34 CFR Part 106 not to discriminate on the basis of sex, including but not limited to such discrimination in admission and employment.
 - a. Notice of this policy shall be given to all students seeking admission and their parents and shall be included in student handbooks. Questions about rights under Title IX and about the application of Title IX to the District can be directed to the Title IX Coordinator identified in this policy or to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

[34 CFR § 106.8\(b\)\(1\)](#)
[20 U.S.C. § 1701-21](#)

2. No officer or employee of Box Elder School District when acting or purporting to act in official capacity shall refuse to permit any student to participate in any school activity because of the student's, race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, ~~or~~ sexual orientation ~~or~~ gender identification.

[Utah Admin. Rules 277-217-2\(23\) \(January 24, 2024\)](#)

3. The District encourages all victims of sex discrimination and persons with knowledge of sex discrimination to immediately report that to the Title IX Coordinator or an administrator. All complainants have the right to be free from retaliation of any kind. Complaints relating to sexual harassment (one form of sex discrimination) are addressed under [Policy 3015 Title IX Sexual Harassment](#) and [Policy 5350 Student Complaints - Resolution](#). Complaints regarding other types of sex discrimination may be addressed through the grievance procedures set out in [Policy 5270 Student Rights and Responsibilities Bullying, Cyberbullying, Hazing, and Abusive Conduct](#) (for students) and [Policy 3000 Employment: Nondiscrimination](#) (for employees).

[34 CFR § 106.8\(c\)](#)

4. The District and its schools and staff shall not provide a sex-designated facility, program, or event of a higher quality to one sex and of a lesser quality to the opposite sex but shall ensure equivalent quality or rotational sharing, including the use of athletic facilities or venues. The District and its schools and staff shall not provide males or females preferred or more advantageous scheduling of facilities, programs, or events in comparison to the opposite sex but shall ensure equivalent scheduling practices or rotational sharing, including the scheduling of athletic events or practices. The District and its schools and staff shall not provide males or females with more sex-designated opportunities than the opposite sex (meaning more than 10% disparity). The District and its schools and staff shall not require males or females to participate or compete against the opposite sex in any sex-designated facility, program, or event. The District and its schools and staff shall not require, give official authorization for, or knowingly allow males or females to use a sex-designated facility in the presence of the opposite sex.
5. [Utah Code § 63G-31-204 \(2024\)](#)

B. Title IX Coordinator

1. The District shall designate one or more employees to serve as Title IX Coordinator. The Title IX Coordinator is responsible and has authority to coordinate the District's compliance with Title IX, including but not limited to responding to complaints of sex discrimination. The designated Title IX Coordinator for the District is:

Name: Emily Williams

Title/Position: Title IX Coordinator

Mailing Address: 960 South Main, Brigham City, UT. 84302

Office Email: emily.williams@besd.net

Telephone: 435-734-4800 ext. 4142

2. Reports about any form of sex discrimination (including sexual harassment) may be made to the Title IX Coordinator by any person (whether or not the discrimination was directed at that person) using any of the contact methods listed above or by any other means and at any time (including during non-business hours).

[34 CFR § 106.8\(a\)](#)

C. Retaliation Prohibited

1. It is prohibited to intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing relating to any type of sex

discrimination. Prohibited retaliation includes acting with the purpose of interfering with any right or privilege secured by Title IX or implementing regulations or this policy by intimidation, threats, coercion, or discrimination. If brought for the purpose of interfering with these rights, prohibited retaliation includes charges against an individual for violations that do not involve sex discrimination but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment. Reports of retaliation should be made to the Title IX Coordinator designated in this policy. Complaints regarding retaliation against a student may be raised under [Policy 5270](#) or as applicable under [Policy 5350](#) or regarding retaliation against an employee under [Policy 3000](#) or as applicable under [Policy 3015](#).

[34 CFR § 106.71\(a\)](#)

D. Confidentiality

1. Except to the extent required to appropriately respond to complaints of sex discrimination, or as required by law, the District shall keep confidential the identity of
 - a. any individual who reports or complains of sex discrimination (including filing a formal complaint),
 - b. any individual reported to have perpetrated sex discrimination, and
 - c. any witness regarding sex discrimination.
2. Except to the extent that maintaining confidentiality would impair the District's ability to provide supportive measures, the District shall keep confidential any supportive measures provided to a complainant or accused individual. (In appropriately responding to complaints of sex discrimination, the District may need to disclose the identity of individuals for purposes of an appropriate investigation and following the grievance process or for purposes of appropriate supportive measures.) Disclosure is also allowed to the extent permitted by FERPA and its implementing regulations.

[34 CFR § 106.71\(a\)](#)

3. Where a complaint involves allegations of child abuse, the complaint shall be immediately reported to appropriate authorities and the confidentiality of the information will be maintained as required by [Utah Code § 80-2-1005](#). (See [Policy 5090 Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting](#))

E. Students with Disabilities

1. The District shall provide a free appropriate public education to all students with disabilities identified under [IDEA](#) who are residents of the District between the ages of three and twenty-two who have not graduated from high school, including those in regular or special education and those who have related services designed to meet the individual educational needs of each qualified student, regardless of the nature or severity of the disability. The District shall comply with federal law concerning education of students with disabilities in the areas of educational setting, evaluation and placement, and procedural safeguards.

[34 CFR § 104.33](#)

[Utah Code § 53E-7-201\(8\) \(2019\)](#)

[Utah Code § 53E-7-202 \(2019\)](#)

[Utah Code § 53E-7-207 \(2019\)](#)

F. Dissemination of Policy

1. Notice of this policy and of the name and contact information of the Title IX Coordinator shall be provided to applicants for admissions or for employment, students, parents of students, employees, and employee associations. The contact information for the Title IX Coordinator shall be prominently displayed on the District's website and in student admission materials and employment application materials. In addition, a copy of this policy shall be published on the District website and included in student admission materials, in employment application materials, in student handbooks, and in materials provided to employees. A copy of this policy shall also be provided to the appropriate officer of each employee association.

[34 CFR § 106.8\(b\)\(2\), \(c\)](#)

POLICY 5027

Foreign Exchange Students

A. Box Elder School District recognizes the value of cultural exchange in accepting students from other countries. However, the quality of the educational experiences for regular and foreign students* can be maintained only when the following policies are in place:

1. The number of slots that will be available will be determined annually by the Utah State Board of Education (USBE). The number of slots will be divided equally between high schools as much as possible. Through mutual agreement a slot may be shifted between schools.
2. The District shall enroll a foreign exchange student if the foreign exchange student:
 - a. Is sponsored by an agency approved by the State Board of Education;
 - b. Attends the same school during the same time period that another student from the school is:
 - 1) sponsored by the same agency; and
 - 2) enrolled in a school in a foreign country; and
 - c. Is enrolled in the school for one year or less.

[Utah Code § 53G-6-707\(6\) \(2022\)](#)

3. ~~Only students sponsored by appropriately licensed agencies with local representatives (living within the district) will be accepted.~~ The Box Elder School District will not “reserve” slots for placement by any one foreign exchange program. ~~No single agency will be allowed to place more than one student in the Box Elder School District during a given school year, unless vacancies remain unfilled by June 1. Slots will be allocated sequentially, starting with the first agency to apply, followed by the second agency, and continuing in this manner. We will also alternate between the two high schools: for example, Agency A will place a student at High School A, Agency B at High School B, Agency C at High School A, and so on. If vacancies exist after all agencies have had a turn, the process will restart with the first agency. When and if more requests are made than placements available, a rotation between~~

~~agencies will be determined. Unless placements are unfilled by June 1, no agency will be permitted to place more than one student in the Box Elder School District during a given school year.~~

4. Requirements

- a. Before enrolling students through an approved foreign exchange student agency, the District shall require the agency to provide a sworn affidavit of compliance, which the District shall maintain. The affidavit shall include the confirmation that the agency:
 - 1) is in compliance with all applicable policies of the Board;
 - 2) has completed a household study, including a background check of all adult residents consistent with [Utah Code § 53E-6-401](#), has been made of each household where an exchange student is to reside;
 - 3) has reviewed the information reviewed through the background checks required by the foregoing paragraph with an appropriate District official;
 - 4) has completed a background study to ensure that the exchange student will receive proper care and supervision in a safe environment;
 - 5) has provided host parents with training appropriate to their positions, including information about enhanced criminal penalties under [Utah Code §76-5-406\(2\)\(j\)](#) for persons who are in a position of special trust;
 - 6) will send a representative to visit each student's place of residence at least monthly during the student's stay in Utah;
 - 7) will cooperate with schools and other public authorities to ensure that no exchange student becomes an unreasonable burden upon the public schools or other public agencies;
 - 8) will give each exchange student, in the exchange student's native language, names and telephone numbers of agency representatives and others who could be called at any time if a serious problem occurs; and
 - 9) will provide alternate placements so that no student is required to remain in a household if conditions appear to exist that unreasonably endanger the student's welfare.

[Utah Code § 53G-6-707\(5\) \(2022\)](#)
[Utah Admin. Rules R277-612-4\(2\), \(3\) \(May 10, 2017\)](#)

5. Appropriately licensed foreign student placement agencies will be responsible for all federal, state, and other required immigration and entrance forms required of non-U.S. Citizens. Box Elder School District will not sponsor individual students. See [Utah Admin. Rules R277-612-4\(2\), \(3\) \(May 10, 2017\)](#) and [Utah Code § 53G-6-707\(5\) \(2022\)](#).
 6. The District shall provide the approved exchange student agency sponsoring a foreign exchange student with a list of names and telephone numbers of individuals not associated with the agency who could be called by an exchange student in the event of a serious problem. The agency shall make a copy of the list available to each of its exchange students in the exchange student's native language.
 7. When an appropriately licensed foreign student placement agency places a student in Box Elder School District and also sponsors a Box Elder School District student who is enrolled in a school in a foreign country, the foreign student may attend without paying tuition. This may occur on a one-to-one basis.
 8. When a local student is not involved in the exchange, foreign students will be required to pay a tuition equal to the calculated average expenditure per student for the previous year less any state reimbursement for that student through the foreign exchange student fund. If more students register than allowed through state funds, foreign students will pay full tuition, this will be determined on a first-come basis. The total cost of tuition must be paid ~~prior to~~ before the student attendsing.
 9. All applications must be submitted to the ~~Director of Student Services Assistant Superintendent over Personnel~~ beginning ~~March 25th~~ April 1st via ~~Google form (posted on the District website) email~~ or no later than June 1 for the school year beginning in the fall. Applications will be considered on a first-come, first-serve basis.
- B. Students who attend Box Elder School District high schools for one year or less on an approved foreign exchange program shall be permitted to participate in all activities associated with completing the high school experience appropriate for the class in which they are enrolled. A one-year experience as a foreign exchange student will not qualify an individual for receipt of a diploma from Box Elder School District high schools. Students may be given a certificate of completion suitable for framing and participate in all activities associated with graduation including the wearing of cap and gown and marching with the graduates.

C. Inclusion of Foreign Exchange Students in Membership and Attendance

- 1. The District shall include foreign exchange students in the District and school membership and attendance counts.**

*Any student whose parents reside outside the boundaries of the United States and who must apply to the U.S. Immigration for entry to the United States.

Foreign Student Exchange Agency Assurance Form

The (agency) _____ will comply with the following requirements for participation with Box Elder School District for the _____ school year.

My initials as the local agency representative, verifies our agency will comply with the requirements listed below:

_____ The agency has complied with all applicable policies of the Box Elder School District Board of Education regarding foreign students;

_____ A household study, including a background check of ALL adult residents, has been made of each household where an exchange student is to reside, and that the study was of sufficient scope to provide reasonable assurance that the exchange student will receive proper care and supervision in a safe environment;

_____ The host parents have received training appropriate to their positions, including information about enhanced criminal penalties, under Utah Code subsection 76-5-406(10), for persons who are in a position of special trust;

_____ A representative of the exchange student agency shall visit each student's place of residence at least once each month during the student's stay in Utah;

_____ The agency will cooperate with school and other public authorities to ensure that no exchange student becomes an unreasonable burden upon the public schools or other public agencies;

_____ Each exchange student will be given in the exchange student's native language names and telephone numbers of agency representatives and others who could be called at any time if a serious problem occurs;

_____ Alternative placements are readily available so that no student is required to remain in a household, if conditions appear to exist which unreasonably endanger the student's welfare.

_____ The agency is responsible for all federal, state, and other required immigration and entrance forms required of non-U.S. Citizens. See [Utah Admin. Rules R277-612-4\(2\), \(3\) \(May 10, 2017\)](#) and [Utah Code § 53G-6-707\(5\) \(2022\)](#).

Agency Representative (Print name)

Agency Representative Signature

Date

On _____ day of _____; 20 , _____
personally appeared before me,

_____ Who is personally known to me

_____ Whose identity I proved on the basis of _____

_____ Whose identity I proved on the oath/affirmation of, a credible witness to be the signer of the above document; and he/she acknowledged that he/she signed it.

State of Utah

County of _____

Notary Public _____

POLICY 5298

Student Courts

A. Board Directive

1. The Board of Education has determined that it is in the best interest of the District to establish the opportunity for students to participate in student courts to resolve issues of a limited nature. The purpose of this policy is to state the issues that may be addressed by student courts and to establish court procedure and jurisdiction.

B. Delegation of Authority

1. The Board hereby delegates limited authority to conduct hearings to student courts. Student courts shall have the authority to act for the Board as first level hearing officers. All decisions by student courts shall be final for those participants who have elected to participate in the student court system, unless the school principal finds the student court's decision to be arbitrary and capricious, in which event the principal shall make an alternative decision which is binding upon the students.

C. Matters Which May Be Decided by Student Court

1. Student courts are hereby delegated authority to resolve only those issues arising out of actions by students which may result in a suspension from school for less than 10 days. Student courts may not resolve issues related to suspensions for more than 10 days, which may require school transfer, or which involve actions under the safe school policy. In addition, student courts shall be open to address grievances of one student against another student that do not involve a school suspension.

D. Members of the Student Court System

1. Student court judges shall be students who have volunteered to be a part of the South Box Elder Youth Court program. ~~have been appointed by educators in the school where the students attend. A supervising educator shall be appointed to administer the student courts. A panel of at least 3 student judges shall be in attendance at each hearing. picked by a randomizing method from a pool of at least 9 student judges. A possible method is to put all of the names of student judges in a container and three names shall be drawn at random by the supervising educator.~~

E. ~~Initiating a Complaint~~ Notification of Court Proceedings

1. ~~Any student who is subject to being suspended from school for less than 10 days shall be entitled to seek review of the decision to suspend by filing a grievance in writing with the supervising educator requesting review of the matter by a student court. In addition, any student having a grievance against another student may also file a written statement of grievance requesting review by a student court. A grievance is filed by delivering to the supervising educator in the school attended by the student a written statement requesting review by a student court of the decision to suspend providing a written statement of the cause of the grievance and identifying any witnesses that the grievant desires to have in attendance at a hearing. When feasible, A hearing shall be convened as soon as practicable, usually within two days after receiving notice. The supervising educator Brigham City Police Department shall notify the grieving student, student's guardians, and the school administrator. -all witnesses, the student judges and, if a student has been identified in the grievance as the person against whom the grievance is filed, then that person also shall be notified of the time and place of the hearing. Witnesses and students against whom grievances are filed shall not be compelled to attend if they choose not to participate in the student court process.~~

F. Hearings

1. All hearings shall be held at times that do not interfere with classroom instruction or school programs and activities. The hearing shall be conducted by the panel of at least three (3) student judges. The student participants do not have a right to representation or counsel from others in the hearing. Hearings shall be recorded.
2. If the hearing involves suspension of a student, then educators who have investigated the matter shall first state why the student was suspended and present documents and other evidence to support the decision to suspend. Thereafter the student shall be given an opportunity to make a statement and provide additional evidence in support.
3. ~~If the hearing involves a grievance against another student, then the grieving student shall have an opportunity to present his or her side of the case first, with panel judges conducting any interrogation they deem necessary to learn facts of the matter. The grieving student may call witnesses to make statements and answer questions and present any documents or other evidence they deem appropriate that is relevant to the matter before the student court. Thereafter, the student against whom the grievance is filed, if any, may make statements, call witnesses and prevent other evidence.~~
4. A decision of the panel must be decided by at least the majority of last two of the three student judges sitting on the panel. The decision of the student panel of judges shall be rendered immediately and a written statement of the decision shall be delivered to the school principal within 24 hours. The school principal shall give

effect to the decision of the student panel unless, ~~upon review of the record created in the hearing,~~ the principal deems the decision to be arbitrary and capricious, in which event the principal shall make an alternative decision which is binding upon the students.

POLICY 5310

Fundraising and Donations

A. ~~General Policy Statements—District/School Sponsored Fundraising-Scope of Fundraising and Donations Policies~~

1. This policy applies to all District administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for events or activities which are provided, sponsored, or supported by a school; or receive, authorize, accept, value, or record donations, gifts, or sponsorships for the District or individual schools. It is expected that in all dealings, District and school employees will act ethically, consistent with the District's ethics training, the Utah Educator Standards ([R277-217](#)), the Public Officers' and Employees' Ethics Act ([Utah Code § 67-16-1 et seq.](#)), and State procurement law ([Utah Code § 63G-6a-101 et seq.](#))
2. The Box Elder School District Foundation (the "Foundation") is an entity established to receive donations and gifts for the benefit of the District and the District's schools. Any organization or individual wishing to donate cash to a school is encouraged to make such donations through the Foundation.

B. ~~Events or activities which are provided, sponsored, or supported by the District or an individual building principal that supports the District or individual school's authorized curricular school clubs, activities, sports, classes or programs that satisfies one or more of the following:~~

C. Definitions

1. "Public funds" for purposes of this policy are defined as money, funds, and accounts, regardless of the source from which the funds are derived, that are owned, held, or administered by the state or any of its political subdivisions, including Districts or other public bodies.

[Utah Code § 51-7-3\(26\) \(2023\)](#)

2. "Provided, sponsored, or supported by a school" means activities, curricular school clubs, camps, clinics, sports, classes or programs or other events or activities that are either authorized by the District or individual school(s) or that satisfy one or more of the following criteria. The activity:

- a. Is managed or supervised by the District or an individual school or a District or school employee in the capacity of the employee's District employment.
- b. Uses the District or school's facilities, equipment, or other school resources.
- c. Is supported or subsidized by public funds including the school's activity funds or minimum school program.
- d. Does not include non-curricular clubs specifically authorized and meeting all criteria of [Utah Code § 53G-7-704 through -707](#).

[Utah Admin. Rules R277-113-2\(15\) \(August 7, 2024\)](#)
[Utah Admin. Rules R277-407-2\(11\) \(August 7, 2024\)](#)

D. General Policy

1. All funds, property, or goods donated or collected through fundraisers become public funds and the property of the District and should be used for the purpose for which they were donated and in accordance with State and District policies. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the District upon delivery. The District and individual schools are ultimately responsible for the expenditure and allocation of all monies collected and expended through student, school organized fundraising.
2. The District recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The District is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair. If the District accepts a donation, it shall prevent potential inequities in schools within the District in distributing the donation.
3. The District is committed to principles of gender equity and compliance with Title IX guidance. The District commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The District reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.

[Utah Admin. Rules R277-113-10\(2\) \(August 7, 2024\)](#)

4. The collection of money or assets associated with fundraisers for school-sponsored activities, donations, gifts or sponsorships will comply with the District cash receipting policies. The expenditure of any public funds associated with fundraisers for school-sponsored activities, donations, gifts, or sponsorships will comply with the District cash disbursement policies.
5. Fundraising is permitted within the District to allow the District and schools to raise additional funds to supplement events or activities which are provided, sponsored, or supported by a school, as specified in this policy and in accordance with State law and regulations. The District may through its Foundation raise money to offset the cost to the District attributed to fee waivers.

[Utah Admin. Rules R277-407-7 \(August 7, 2024\)](#)

[Utah Admin. Rules R277-408-3\(1\) \(August 7, 2024\)](#)

6. The District and individual schools will comply with all applicable state and federal laws; the State procurement code (Utah Code 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 "Charitable Contributions"; and other applicable IRS regulations.
7. Fundraising activities should not be approved which involve high-pressure sales tactics, yield profits in excess of usual wholesale margins to suppliers of goods sold, would expose students and other participants in the fund-raising activity to risk of personal injury, would expose the school or District to risk of financial loss if the fundraising activity is not successful, or would violate law or district policies.
8. District employees may not direct operating expenditures to outside funding sources to avoid District procurement rules (operating expenditures include equipment, uniforms, salaries or stipends, improvements or maintenance for facilities, etc.)
9. District employees must comply with District procurement policies and procedures, including complying with obtaining competitive quotes and avoiding bid splitting.
10. Donations and gifts should be accounted for at an individual contribution level.
11. Donations, gifts, and sponsorships shall be directed to the District, District program(s), school, or school program(s). Donations, gifts, and sponsorships shall not be directed at specific District employees, individual students, vendors, or brand name goods or services
12. Donated funds shall not compensate public employees, directly or indirectly.

13. If donations or gifts are offered in exchange for advertising or other services, an objective valuation will be performed and a charitable receipt will be issued by the foundation or the business administrator.
14. Donations will not be solicited or accepted in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise (without the donation) be fully funded by the District and receipt of the donation will not affect participation by an individual student.

[Utah Admin. Rules R277-407-7\(1\)\(a\) \(August 7, 2024\)](#)

15. Donations or gifts shall not be accepted that advertise or depict products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students; or, in the opinion of the District, may cause a substantial disruption to the education environment.
16. As required by state law, donations will only be accepted where there is no expectation or promise, expressed or implied, of remuneration or any undue influence or special consideration. District employees are not permitted to accept personal payment or gratuities in any form from a vendor or potential vendor as a precondition for purchase of any product or service.
17. Donations and gifts over \$250 will be provided with an acknowledgment of the contribution from the District for IRS purposes. The acknowledgment will be in the form of a written disclosure in accordance with IRS regulations issued by the foundation or business administrator. These receipts will be generated from the information provided on the "Donations, Gifts, and Sponsorships" form.
18. Gifts to specific school programs of equipment, such as computers and audio-visual equipment, must be approved in advance to assure that the District is not compelled by a gift to undertake expenses in support of the donated equipment or make other management decisions in order to use the gift, such as allocating space to donated equipment, that the District deems to be unwise.

E. Fees for School-Sponsored Activities

1. Fees for events or activities which are provided, sponsored, or supported by a school are governed by [Policy 5230 Student Fees](#).
2. Such events or activities, when properly approved, may:

- a. Use the school's name, facilities, and equipment.
 - b. Utilize District employees and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - c. Be insured under the District's risk management policy (pending approval by the District risk manager) or general liability insurance policy.
 - d. Provide additional compensation or stipends for District employees with the approval of the principal or immediate supervisor and under District payroll policies.
3. All fees for school-sponsored events or activities which are provided, sponsored, or supported by a school must be properly established according to [Policy 5230](#). Districts may be responsible for providing student transportation for these activities.
 4. Principals, consistent with District policy, have the responsibility to waive fees, if appropriate. Individual teachers, coaches, advisors, etc. do not have the authority to waive fees.
 5. Annually, each District division, department, or program and individual school will review all planned camps, clinics, activities, and fundraisers and determine those which are provided, sponsored, or supported by a school.

F. Annual Review of Fundraising Activities

1. The District shall annually review all fundraising activities that support or subsidize District or public-school authorized clubs, activities, sports, classes, or programs to determine if the activities are provided, sponsored, or supported by a District school. This review shall be documented.

[Utah Admin. Rules R277-113-9\(5\) \(August 7, 2024\)](#)

G. Authorization and Supervision of Fundraising

1. Authorization and supervision of fundraising for events or activities which are provided, sponsored, or supported by a school:
 - a. Fundraising at the District level shall be approved in writing, prior to the activity, by the superintendent or applicable assistant superintendent/director and supervised by District employee(s) designated by the approver. The approver

shall ensure that the activity is appropriately classified as provided, sponsored, or supported by a school.

- b. Fundraising at individual schools shall be approved in writing, prior to the activity, by the principal and supervised by a member of the faculty or other District employee designated by the principal. The approver shall ensure that the activity has been appropriately classified as provided, sponsored, or supported by a school. Principals may approve fundraisers or activities where the expectation is to earn up to \$10,000. Fundraisers expected to earn more than \$10,000 and up to \$50,000 must be approved in writing by the superintendent. Fundraisers expected to earn more than \$50,000 must be approved by the Board of Education.
- c. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the principal before the items are initiated or printed and must meet community standards. Partisan or political advertising and advertising for products that are prohibited by law for sale or use by minors, such as alcohol, tobacco, or other substances that are known to endanger the health and well-being of students, are prohibited.
- d. All fundraising projects for construction, maintenance, facilities renovation or improvement and other capital equipment purchases must be approved in writing by the business administrator, the superintendent, and the Board of Education. (See "Capital Fundraising" below.)

H. General Fundraising Standards

1. The District reserves the right to prohibit, restrict or limit any fundraising activities associated with the District or individual schools. Faculty and student participation in fundraisers is typically voluntary. However, employees may be directed to supervise specific activities as an employment assignment.
2. Schools may not impose a sales quota (or the like) as part of fundraising efforts, and students or parents shall not be required to pay for any unsold items or pay for goals not met.
3. Approval may be denied for fundraising activities that would expose the school or District to risk of financial loss or liability if the activity is not successful.
4. Fundraising activities shall be age appropriate and shall maintain the highest standards of ethical responsibility and integrity.

5. Fundraising revenues should be accounted for at an individual contribution level or participation level. Participation logs should be retained and turned into the accounting office to be included with the deposit detail.
6. Employees who approve, manage, or oversee fundraising activities are required to disclose if they have a financial or controlling interest or access to bank accounts in a fundraising organization or company.
7. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

I. Student Fundraising

1. "Student fundraising" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to provide financial support to a school or any of the school's classes, groups, teams, or programs or to benefit a particular charity or for other charitable purposes. It may include the sale of goods or services, the solicitation of monetary contributions from individuals or businesses, or other lawful means or methods that use students to generate funds.

[Utah Admin. Rules R277-408-2\(2\) \(August 7, 2024\)](#)

2. A "student individual fundraiser" is student fundraising where money is raised by an individual student to pay the individual student's fees.

[Utah Admin. Rules R277-408-2\(4\) \(August 7, 2024\)](#)

3. A "student group fundraiser" is student fundraising where the money raised is used for the benefit of the group, team, or organization.

[Utah Admin. Rules R277-408-2\(3\) \(August 7, 2024\)](#)

4. Students may be allowed to participate in optional student individual fundraisers to raise money to offset the cost of the student's fees. However, they may not be required to do so. Required student individual fundraisers are not allowed for any purpose.

[Utah Admin. Rules R277-407-9\(6\) \(August 7, 2024\)](#)

[Utah Admin. Rules R277-408-4\(2\) \(August 7, 2024\)](#)

5. Required student group fundraisers are permitted if approved and conducted according to the requirements of this policy.

[Utah Admin. Rules R277-408-4\(2\)\(c\) \(August 7, 2024\)](#)

6. Participation in fundraising shall not affect a student's grade. Students shall not be required to participate in fundraising activities as a condition of belonging to a team, club or group; however, a student's participation in a program or activity may be reduced if the student does not participate in a required group fundraiser for the activity or program. A request for approval of a required group fundraiser shall describe the nature of the fundraiser and the estimated required participation time for the student and/or parent. Parents and students shall be notified of required group fundraising and how and when the details about the fundraising will be provided to parents and students.

[Utah Admin. Rules R277-408-4\(2\), \(3\), \(4\) \(August 7, 2024\)](#)

7. Competitive enticements for participation in fundraisers are discouraged. If prizes or rewards are offered by a selected fundraising vendor, they should only be awarded to groups, classes or students, and must be disclosed and approved prior to the fundraiser. Rewards, prizes, commissions, or other direct or indirect compensation shall not be received by any teacher, activity, club or group director, or any other District employee or volunteer.
8. Door-to-door sales are prohibited for all students in elementary and middle schools. High school students may participate in one door-to-door campaign per sport, club, or group per year. Suitable procedures must be used by the schools, administrators and supervising faculty to safeguard students and funds collected. Procedures must be clearly communicated to parents.

J. Elementary/Intermediate/Middle/Intermediate School Sponsored Fundraising

1. Each school will be limited to one fundraising activity per year.
 - a. An annual carnival or similar activity may be held in each school, in addition to the one fundraiser listed above. Funds received will be designated for equipment or projects to benefit the school.
2. Additionally, the school Parent Teacher organizations will be permitted to disseminate information about one Parent Teacher organizations fundraising activity through the school, e.g., newsletter, notes sent home with students, or other such uses of school resources or persons.

- a. Activities sponsored by Parent Teacher organizations will be cost neutral and not utilized to raise additional funds for the organization.

K. High School Sponsored Fundraising

1. Each club, sport, team or group may have one student group fundraising project (selling products or gathering donations) annually.
2. The proposed fundraiser must be submitted to the principal and approved by a committee of five, appointed by the principal, two weeks prior to the beginning of the fundraiser.
3. Projects will be screened to eliminate inappropriate fundraising activities.
4. Approved projects will be scheduled throughout the school year to avoid conflict and excessive fundraising at any given time.
5. Camps/youth clinics, online clothing stores, service opportunities, concessions and UHSAA tournaments are not considered student group fundraising projects.

L. Funds Handling and Recordkeeping

1. All revenues raised from or during activities provided, sponsored, or supported by a District school shall be classified, recorded, and deposited as public funds in compliance with the District's cash handling, program accounting, and expenditure of funds policies. The District shall maintain records in sufficient detail to track individual contributions and expenditures, track overall financial outcomes, and verify compliance with relevant regulations. The District shall make records available to parents, students, and donors except as restricted by state or federal law.

[Utah Admin. Rules R277-113-9\(2\), \(3\) \(August 7, 2024\)](#)

M. Capital Fundraising and Large Donations

1. All fundraising projects, donations or gifts for construction, maintenance, facilities renovation or improvement, and other capital equipment purchases must be approved in writing by the business administrator, the superintendent, and the Board of Education. Prior to the initiation of a large capital drive or specific fundraising drive, the following will be provided to the business administrator for evaluation and recommendation to the superintendent:

- a. Prospective construction, maintenance or renovation plans and estimated costs
 - b. Proposed naming opportunities
 - c. Proposed fundraising timeline
 - d. Loans or financing agreements
 - e. Maintenance or upkeep requirements and costs
2. Assurances of compliance with Title IX (e.g., available for use by both male and female students and/or for several purposes or activities).

[Utah Admin. Rules R277-113-10\(2\) \(August 7, 2024\)](#)

3. The Superintendent will make a recommendation to the Board of Education. The Board reserves the right to tentatively approve plans, pending fundraising, donations, equity, or other conditions.
4. All physical facilities are owned and operated by the District. No part of any school facility or capital equipment may be named for a donor without the express written consent of the Board of Education.
5. The District shall only grant naming opportunities that are consistent with the mission and educational objectives of the District. Decisions regarding naming opportunities are within the sole discretion of the Board of Education.

N. Advertising

1. To avoid disruption of students' instructional activities, schools shall not be used for distribution of partisan, religious, or commercial advertisements, fliers, bulletins, newspapers, etc.; nor shall such items be placed on vehicles parked on school grounds.
2. Principals may permit the school distribution of fliers, bulletins, newspapers, etc. with information regarding nonprofit community youth programs such as Boy Scouts of America, Girl Scouts of America, county and municipal programs, and Little League-type recreation programs.
3. Students and employees of the District, including teachers and administrators, shall not act as agents for commercial agents during school hours or contract time.

4. A District employee's participation in a private, but education-related, activity must be separate and distinguishable from the employee's public employment. District employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. The District employee's employment and experience can be used to demonstrate qualifications. The advertisement must clearly state that the activity is not school sponsored. See [R277-107](#) and [Policy 5312 Non-School and Private Fundraising and Donations](#) for specific direction.

O. Types of Donations, Gifts, and Sponsorships

1. Donations should be used for the purpose for which they were donated and in accordance with State and District policies. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the District upon delivery.
2. *Cash Donations.* Cash donations are welcomed and may be accepted from private individuals, companies, organizations, clubs, foundations, and other appropriate entities. All cash donations will be received in compliance with the District's cash receipting policies. Cash donations may be used to fund or enhance programs, facilities, equipment, supplies, services, etc.
3. Cash donations may not be used to hire regular classroom teachers, thereby altering the staffing ratios. However, classroom assistants, coaching assistants, or specialists of any kind, including individuals who may hold educator licenses, may be hired using the funds received. Donations to fund such positions shall be made to a program, school, division, or department—not directly to individuals—and employment will be processed through the District's Human Resources Department and Payroll Department. The District or school administration reserves the right to decline or restrict these types of donations if they create inequitable environments in the school or inequities that violate Title IX or other laws, are not economically in the best interest of the District, interfere with educational goals, or for any other reason determined by the District or school.

[Utah Admin. Rules R277-113-10\(2\) \(August 7, 2024\)](#)

4. Cash donations shall not be used to augment an employee's remuneration beyond the remuneration associated with the salary schedule of the employee's position.
5. *Products.* The District or individual schools may accept donated products which carry the donor company's name, trademark, logo, or limited advertising on the

product (e.g., cups, T-shirts, hats, instructional materials, furniture, office equipment, etc.). These items shall be valued at fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the contribution amount.

6. *Equipment, Supplies, or Goods.* The District or individual schools may accept donated equipment, supplies, or goods for use in the District or individual schools or school programs. These items shall be valued at the fair market value at the time of the contribution. If advertising or other services are offered in exchange for the donation or gift, this may alter the valuation amount.
7. *Donor and Business Partner Recognition.* Donor and business partner recognitions may be placed on equipment, furniture, and other donated gifts that are not considered capital or fixed assets. Non-permanent recognitions may be placed on District buildings or structures with written approval from the superintendent. The board may grant approval for the naming of buildings, structures, rooms, or other district facilities; see “Capital Fundraising” above). Principals may authorize banners, flyers, posters, signs, or other notices recognizing a donor or school business partner. Such materials shall feature the school-business partnership and not promote or endorse the business named.

P. Approval and Acceptance of Donations, Gifts, and Sponsorships

1. Donations, gifts, and sponsorships valued at more than \$250 must be documented on the District “Donation, Contribution, or Sponsorship” form. This form must be completed prior to the acceptance of money or goods and must be retained in the District or school accounting records. A copy of the completed form will be sent to the foundation or business administrator, and a receipt for charitable contribution purposes will be issued to the donor.
2. Approval levels are as follows:
 - a. Money, goods, supplies, or in-kind donations, gifts, or sponsorships valued at \$250–\$10,000 must be documented on the District “Donation, Contribution, or Sponsorship” form and be approved by an individual school principal or applicable District department or division supervisor prior to acceptance.
3. Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at \$10,000–\$50,000 must be documented on the District “Donation, Contribution, or Sponsorship” form and be approved by the business administrator and superintendent prior to acceptance.

4. Money, goods, supplies or in-kind donations, gifts, or sponsorships valued at more than \$50,000 must be documented on the District “Donation, Contribution, or Sponsorship” form and be approved by the Board of Education prior to acceptance.

~~5. All monies raised through fundraisers for events or activities are considered public funds and must fully comply with the District’s cash receipting and cash disbursement policies. It is expected that in all dealings, District and school employees will act ethically, consistent with the District’s ethics training, the Utah Educator Standards (R277-217), the Public Officers’ and Employees’ Ethics Act (Utah Code 67-16-1 et seq.) The District and individual schools will comply with all applicable state and federal laws; the State procurement code (Utah Code § 63G-6a); State Board of Education rules, including construction and improvements; IRS Publication 526 “Charitable Contributions”; and other applicable IRS regulations.~~

~~Utah Code § 51-7-3(26) (2023)~~

~~6. Donations should be used for the purpose for which they were donated and in accordance with State and District policies. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the District upon delivery.~~

~~7. The Box Elder School District Foundation (the “Foundation”) is an entity established to receive donations and gifts for the benefit of the District and the District’s schools. Any organization or individual wishing to donate cash to a school is encouraged to make such donations through the Foundation.~~

~~8. The District recognizes that fundraising efforts, donations, gifts, sponsorships, and public support vary among schools. The District is committed to appropriate distribution of unrestricted funds and the management of donations and gifts to ensure that the educational opportunities for all students are equal and fair. If the District accepts a donation, it shall prevent potential inequities in schools within the District in distributing the donation.~~

~~Utah Admin. Rules R277-407-7(5) (August 7, 2024)~~

~~9. Approval may be denied for fundraising activities that would expose the school or District to risk of financial loss or liability if the activity is not successful.~~

~~Utah Admin. Rules R277-407-7(5) (August 7, 2024)~~

~~10. The District is committed to principles of gender equity and compliance with Title IX guidance. The District commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The District reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.~~

~~11. Records of all fundraising efforts are open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. (Information that may identify individual students is protected under the provisions of the Family Educational Rights and Privacy Act (FERPA).)~~

Q. ~~Fundraising activities require prior written authorization as follows:~~

~~1. District wide or multiple school fundraising activities require the approval of the superintendent and the building principals that will be affected by the activity.~~

~~2. Individual school fundraising activities where the anticipated earnings are less than \$10,000 require the approval of the building principal.~~

~~3. Individual school fundraising activities where the anticipated earnings are \$10,000 to \$50,000 require the approval of the building principal and the superintendent.~~

~~4. Individual school fundraising activities where the anticipated earnings exceed \$50,000 must be approved by the Board of Education.~~

~~5. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the building principal. Political advertising or advertising of products prohibited by law for sale or use by minors is prohibited.~~

~~6. All projects dealing with construction, maintenance, facility renovation or improvement or other capital equipment purchases must be approved by the superintendent and the facilities director or the business administrator.~~

R. ~~Students involved in fundraising~~

~~1. Participation in fundraising is voluntary, although a student may be required to participate in a school, team, or group-wide fundraiser in order to benefit from the fundraiser. Any fees that are required to participate in the events or activities which are provided, sponsored or supported by a school are subject to fee waiver~~

~~regardless of whether an eligible student participates in a fundraising activity. Costs that are not required to participate in the provided, sponsored or supported activity—either explicitly or implicitly—but are optional costs are not subject to fee waiver but may be covered by funds raised for those students who participate in the fundraiser.~~

~~2. Participation in fundraising shall not affect a student's grade, shall not be a condition of belonging to a team or group, or be used as criteria for participation time. A request for approval of a required group fundraiser shall describe the nature of the fundraiser and the estimated required participation time for the student and/or parent. Parents and students shall be notified of required group fundraising and how and when the details about the fundraising will be provided to parents and students.~~

~~a. Utah Admin. Rules R277-407-10(2)(d) (August 7, 2024)~~

~~S. Competitive enticements for participation in fundraisers are strongly discouraged, especially when the enticements are aimed at individual students. No rewards may be offered to individual students. No rewards or prizes may be offered to groups or classes unless specifically approved by the school principal and the applicable elementary or secondary assistant superintendent.~~

~~1. A sales quota is not permitted, nor is the practice of requiring students to pay for any unsold items.~~

~~T. Faculty and staff involved in fundraising~~

~~1. Participation in fundraising is voluntary unless directed to supervise a specific activity as an employment assignment.~~

~~2. Rewards, prizes, commissions, or other forms of compensation shall not be received by any teacher, activity, club or group director or any other District employee or volunteer.~~

~~3. Employees who approve, manage, or oversee fundraising activities are required to disclose any conflict of interest that they may have with the fundraising organization or company.~~

~~4. The District reserves the right to prohibit, restrict or limit any fundraising activity associated with the District and/or any school within the District.~~

~~5. Newly constructed schools may exceed the number of fundraisers under the following conditions:~~

~~6. Proceeds are used for equipment purchases.~~

~~7. Fundraisers must be as authorized by this policy.~~

~~8. Fundraisers under this clause may not be conducted for more than five (5) years from the completion and occupancy of the building.~~

~~9. This policy will govern all fundraising done by, in the name of, or in behalf of the school.~~

~~U. Elementary/Middle/Intermediate School Sponsored Fundraising~~

~~1. Each school will be limited to one (1) fundraising activity per year.~~

~~2. Additionally, the school PTA organization will be permitted to disseminate information about one (1) PTA fundraising activity through the school, e.g., newsletter, notes sent home with students, or other such uses of school resources or persons.~~

~~3. All fundraising activities involving students shall consistently insist students do not go door-to-door for any purpose. Fundraising instructions shall specify students' involvement is to be limited to family and/or close personal friends.~~

~~4. An annual carnival or similar activity may be held in each school, in addition to the one (1) fundraiser.~~

~~V. High School Sponsored Fundraising~~

~~1. All proposed fundraising projects for the school year must be submitted in writing to the principal not later than the Friday nearest to October 1.~~

~~2. A committee of five (5) appointed by the principal will review all proposed fundraising projects.~~

~~3. Projects will be screened to eliminate inappropriate fundraising activities.~~

~~4. Recommended projects will be presented to those responsible for authorization by the building principal.~~

~~5. Approved projects will be scheduled throughout the school year to avoid conflict and excessive fundraising at any given time.~~

Policy 5310
Amended
November 13, 2024
First Reading
December 11, 2024
Second Reading
January 8, 2025

~~6.—Students involved in door-to-door solicitation should go in groups, not individually.~~

POLICY 5312

Non-School and Private Fundraising and Donations

A. Scope of Policy

1. This policy applies to all District administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for events or activities which are provided, sponsored, or supported by a school; or receive, authorize, accept, value, or record donations, gifts, or record donations, gifts, or sponsorships for the District or individual schools. It is expected that in all dealings, District and school employees will act ethically, consistent with the District's ethics training, the Utah Educator Standards ([R277-217](#)), the [Public Officers' and Employees' Ethics Act \(Utah Code § 67-16-1 et seq.\)](#), and [State procurement law \(Utah Code § 63G-6a-101 et seq.\)](#).

B. Definitions

1. "Provided, sponsored, or supported by a school" means activities, fundraising events, clubs, camps, clinics, or other events, or activities that are authorized by the District or individual school(s) that also satisfy one or more of the following criteria. (See [Policy 5310 Fundraising and Donations](#)) ~~The activity:~~
 - ~~a. Is managed or supervised by the District or a District school, or District or District school employee.~~
 - ~~b. Uses the District's or a District school's facilities, equipment, or other school resources.~~
 - ~~c. Is supported or subsidized, more than inconsequently, by public funds, including the District's activity funds or minimum school program dollars.~~
 - ~~d. May include up to one club and one general "service" fundraiser per secondary, and two general "service" fundraisers per elementary per year sponsored by the school. Any additional general "service" fundraisers shall be approved through the Business Administrator.~~
 - ~~e. Does not include non-curricular clubs specifically authorized and meeting all criteria of [Utah Code §§ 53G-7-704 through 707](#).~~

~~Utah Admin. Rules R277-113-2(15) (August 7, 2024)~~
~~Utah Admin. Rules R277-113-2(11) (August 7, 2024)~~

C. District Interaction with Non-School-Sponsored Activities

1. In interacting with any activity which is not provided, sponsored, or supported by a school, the District shall conduct all transactions at arm's length and may not co-mingle revenue or expenditures of such activities with public (District) funds.

Utah Admin. Rules R277-113-9(7) (August 7, 2024)

D. School Sponsored Service Activities

1. The school board recognizes the importance of service and giving to the overall education of students. Each secondary school is allowed one general fundraiser per year. The school will carefully select a general non-profit organization for the donation. The donation may not go toward an individual or family.

E. Non-School Sponsored Activities and Fundraisers

1. Activities, clubs, groups and their associated fundraisers or other activities, sports, or programs that are not provided, sponsored, or supported by a school MAY NOT:
 - a. use the school's or District's name without express District permission.
 - b. use the District's facilities, equipment, and other assets or staff unless a facilities use agreement is initiated and approved. These agreements follow District policy for other facilities use agreements.
 - c. utilize District employees (in their official capacity) and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
 - d. be insured under a District's risk management or insurance policy. Non-school-sponsored activities must provide their own insurance through a third-party insurer.
 - e. provide additional compensation or stipends for District employees, if the activity is not substantially different from a District employee's regular job functions and

duties and outside of employee's contract hours. (See District employee disclosure agreement below.)

- f. co-mingle public funds and private fundraising proceeds or expenditures.
 - g. use school records to contact parents or students.
2. Parental notification by a District employee is required if district employees are involved in the planning, administration, advertising, or serving as staff for a non-school-sponsored activity and if District students are involved. This notification shall occur using the "Non-School-Sponsored Parent Notification" form. A copy of this form shall be submitted to the principal by the District employee prior to the event.
 3. Funds, donations, or gifts generated through non-school-sponsored activities or events may be donated to the District or to an individual school to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow the guidance established in the District's [Policy 2100 Gifts, Donations, and Bequests - Acceptance](#).
 4. Non-school-sponsored activities may work in conjunction with the District or an individual school to raise funds. The District may allow these groups to use District facilities at little or no charge in exchange for contributions or percentages of proceeds. The District may choose to provide some level of support or pay for portions of these activities. These arrangements shall be set forth in a written agreement or contract, and all transactions will be conducted as "arm's-length transactions." These agreements shall take into consideration the District's fiduciary responsibility for the management and use of public funds and assets. The terms of these contracts will be approved by the principal, the facilities use agreement approver, and the business administrator. The District will consult with its insurer or legal counsel to ensure risks are adequately considered and managed.

[Utah Admin. Rules R277-113-9\(6\), \(7\) \(August 7, 2024\)](#)

5. Non-curricular clubs specifically authorized under [Utah Code § 53G-7-704 through 707](#) are not considered school-sponsored.

F. Participation in Private or Non-School-Sponsored Events

1. District employees
 - a. May participate in a private but public education-related activity, such as ecclesiastical graduation and firesides, extracurricular travel, etc.

- b. Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
 - c. May not contact students in the District using education records or information obtained through public employment unless the records or information are available to the general public.
 - d. May not use school time to discuss, promote, or prepare for a private or non-school-sponsored activity.
 - e. May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
 - f. May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
 - g. May not require private or non-school-sponsored activities for credit or participation in school programs.
 - h. Must satisfy all requirements of [Utah Code § 53E-3-512](#), regarding ethical conduct standards, and [R277-107](#), regarding educational services outside of the educator's regular employment.
2. District employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. The District employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See [R277-107-4](#).)
 3. District employees may engage in outside employment with a private entity or other separate organizations that does not interfere with District duties or job functions. Employees must complete the District disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.
 4. Parental notification is required if District students are recruited to participate in these activities.

5. District employees may not set up bank accounts for activities or fundraisers associated with District responsibilities or job functions.
6. District employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.
7. District employees may not direct operating expenditures to outside funding sources or groups to avoid District procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).
8. District employees must comply with District procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

Non-School Sponsored Event
(Date letter is sent)

Dear Parent,

On _____ (date) your student will have the opportunity to participate in

_____ .

Please be aware that this is a Non-School Sponsored ~~event~~ ~~Trip~~ that is being offered by a Box Elder School District employee but is not an activity planned or provided for by the school district. Please also be aware that any communication regarding the Non-School Sponsored Event should only be directed to the person responsible for planning the trip. Box Elder School District assumes no responsibility or liability for any activity or action related to this Non-School Sponsored activity. Moreover, Box Elder School District has no insurance coverage that is applicable to the event and its activities.

Sincerely,

Principal

Box Elder School District

NON-SCHOOL SPONSORED EVENT VERIFICATION NOTICE

As the parent of _____, I understand that by receiving and signing this form that I am aware the **event trip** my student is going on is a non-school sponsored trip. I also understand that it is my responsibility to communicate only with the sponsor of this trip and not other Box Elder School District personnel concerning this trip. Box Elder School District assumes no responsibility or liability for any activity or action related to this non-school sponsored **event activity**. Moreover, Box Elder School District has no insurance coverage that is applicable to the trip and its activities.

Parent Signature: _____ Print Name: _____

Student Signature: _____ Print Name: _____

Sponsor Signature: _____ Print Name: _____

Date: _____

*This form must be returned by the parent to the sponsor and the school principal at least 30 days before the trip begins.

Box Elder School District

Non-School Sponsored Parental Notification Form
Policy 5312

School _____

Teacher or Employee _____

Event _____

Date _____

Number of Students Attending _____

I certify:

All Parents have been notified and Notification Forms Received have been filed with School Principals Office. All approvals have been secured from school principal. I understand that I may not use the District's name, facilities, or employees, without express District permission. I also understand that this event will not be insured under the District's risk management or insurance policy. There will not be any compensation paid to District employees by the District or other means if the activity is not substantially different from the District employee's regular job functions and duties and outside of employee's contract hours. That I have not used school records to contact parents or students.

Signature of Person Responsible _____

Print Name _____

POLICY 6000

Public Records Access and Management

A. Policy Purpose

1. 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.

[Utah Code § 63G-2-701 \(2019\)](#)

B. Privileged Document

1. 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.
2. A person may request access to the District's records free of charge, if that person meets the requirements set forth in this policy.

C. Records Officer

1. 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 \(2012\)](#)

D. Public Records

1. 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 \(2018\)](#)

E. Appropriate Requester of Records

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, **a daily calendar, ~~personal~~ notes prepared by the originator for the originator's own use or for the sole use of an individual for whom the originator is working**, 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-2-103\(25\)\(b\) \(2024\)](#)

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

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

[Utah Code § 63G-2-106 \(2022\)](#)

F. Availability of Public Records

1. 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

1. 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. Student Records

1. 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. Availability of Private Records

1. Private records shall be open only to the subject of the record, or the parent of an un-emancipated 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\(1\) \(2024\)](#)

J. Controlled Records

1. 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.

- a. 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 \(2008\)](#)

K. Availability of Controlled Records

1. 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\(2\)\(a\) \(2024\)](#)

L. Protected Records

1. 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](#);
 - a. 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.

- b. 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;
- c. 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;
- d. 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
 - 1) Requires the statement to be given under threat of employment disciplinary action and
 - 2) Gives the employee assurance that the statement cannot be used against the employee in any criminal proceeding.
- e. 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 \(2024\)](#)

M. Availability of Protected Records

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

[Utah Code § 63G-2-202\(4\) \(2024\)](#)

N. Exempt records include student records which are protected by the Family Educational Rights and Privacy Act.

O. Copyrighted or Patented Materials

- 1. 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\(25\)\(b\)\(iv\) \(2024\)](#)
[Utah Code § 63G-2-305\(36\) \(2024\)](#)

P. Sharing Records

1. Access to District records may be obtained under the following procedures:
 - a. 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.
 - b. 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 \(2019\)](#)

- c. 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:
 - 1) the requester seeks only to inspect the records;
 - 2) the requester seeks to inspect and obtain copies of records; or
 - 3) the requester seeks to have the District identify and provide copies of the requested records, without prior inspection by the requester.
 - 4) 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\(13\) \(2023\)](#)

Q. Access to District Records

1. 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.
2. 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 \(2023\)](#)

R. Fees for Search and/or Duplication of Records

1. 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.
 - a. 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.
 - b. 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 \(2022\)](#)

S. Appeals Process

1. 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 \(2024\)](#)

- a. An appeal of an access denial 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. An appeal of denial of a fee waiver request is made by filing a notice of appeal with the Superintendent within 30 days after the requester is notified of the denial.

[Utah Code § 63G-2-401\(1\) \(2024\)](#)

- b. 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.
 - 3) 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\(2\), \(3\) \(2024\)](#)

- c. 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\(4\) \(2024\)](#)

- d. 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\(5\) \(2024\)](#)

- e. 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 **or affirms the fee waiver denial**, this notice shall state
- 1) **that the requester has the right under [Utah Code § 63A-12-111](#) to request the government records ombudsman to mediate the dispute between the requester and the District concerning the access denial or fee waiver denial,**
 - 2) that the appealing party has the right to appeal the decision to the State Records Committee or to a state District court,
 - 3) **the time limits for filing an appeal, including an explanation of the suspension of the time limits to appeal to the State Records Committee or to petition for judicial review that apply if the requester seeks mediation under [Utah Code § 63A-12-111](#), and**
 - 4) the name and business address of the executive secretary of the State Records Committee **and of the government records ombudsman.**
- f. 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. **If the requester submits a request for the government records ombudsman to mediate the dispute, then the time for filing a notice of appeal with the State Records Committee or filing a petition for judicial review is suspended for the period that begins with the date of the mediation request and runs until the earlier of the date that the ombudsman certifies in writing that the mediation is concluded or certifies that the mediation did not occur or was not concluded because of lack of required consent.**

[Utah Code § 63G-2-401\(7\) \(2024\)](#)

[Utah Code § 63G-2-403\(1\) \(2024\)](#)

[Utah Code § 63G-2-404\(1\) \(2024\)](#)

- g. 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\(8\) \(2024\)](#)

T. Retention of District Records

1. 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.
2. 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.

U. Amendment of Records

1. 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.

V. Request to Amend

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\(2\)\(b\) \(2008\)](#)

W. Response

1. 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\(5\), \(6\) \(2008\)](#)

X. Notice to Provider of Information

1. The District shall 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:
 - a. The record series that includes the information;
 - b. The reasons the person is asked to furnish information that could be classified as a private or controlled record;
 - c. The intended uses of the information;
 - d. The consequences for refusing to provide the information;
 - e. 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
 - f. The reasons and circumstances under which the information may be shared with or provided to other persons or governmental agencies.
 - g. 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 6015

School Community Councils

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

[Utah Code § 53G-7-1202\(1\)\(d\), \(2\) \(2024\)](#)

E. Purposes of Community Councils:

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

[Utah Code § 53G-7-1202\(2\) \(2024\)](#)

F. Composition of Councils

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

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

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

[Utah Code § 53G-7-1202\(4\), \(5\)\(j\) \(2024\)](#)

G. Notice of Available Community Council Positions

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

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

[Utah Code § 53G-7-1202\(5\)\(c\) \(2024\)](#)

[Utah Admin. Rules R277-491-3\(1\) \(July 22, 2022\)](#)

[Utah Admin. Rules R277-491-4\(2\) \(July 22, 2022\)](#)

H. Selection of School Employee Members

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

[Utah Code § 53G-7-1202\(5\)\(a\), \(d\), \(e\)\(ii\) \(2024\)](#)

I. Selection of Parent Members

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

[Utah Admin. Rules R277-491-4\(1\) \(July 22, 2022\)](#)
[Utah Admin. Rules R277-491-3\(3\)\(a\) \(July 22, 2022\)](#)
5. Any parent who qualifies to be a candidate may file or declare himself or herself as a candidate for election to the council. An individual qualifies to be a candidate if she or he is the parent of a student who will be enrolled at the school during the parent's term of office; however, if the parent is also an educator employed at the school, the parent is not eligible to be a "parent" candidate or member of the council.

6. The election for the parent members shall be held in the spring or in the fall, as determined by each school's principal. However, once the election season has been determined, it must remain the same for at least four years before it can be changed.
7. Spring elections for parent members shall be scheduled by the principal on a date or dates such that the election is completed before the last week of school. For spring elections, the school community council shall attempt to notify the parents of incoming students of the opportunity to run for the council and shall provide those parents with the opportunity to vote in the election.
8. Fall elections for parent members shall be scheduled by the principal on a date or dates near the beginning of the school year.
9. If a parent position on the council remains unfilled following an election or after appointment when no election is required, the other parent members of the council shall appoint a parent who meets the above qualifications to fill the position.

[Utah Code § 53G-7-1202 \(2040\)](#)

J. Term of Office

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

[Utah Code § 53G-7-1202 \(2024\)](#)

[Utah Admin. Rules R277-491-3\(4\) \(July 22, 2022\)](#)

K. Updating Council Membership

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

[Utah Code § 53G-7-1202\(5\)\(g\) \(2024\)](#)

L. Duties of Councils

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

[Utah Code § 53G-7-1202\(2\) \(2024\)](#)

[Utah Admin. Rules R277-491-6\(1\)\(b\)\(iii\), \(2\) \(July 22, 2022\)](#)

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

[Utah Code §53G-7-1202\(3\) \(2024\)](#)

3. Each school community shall also provide for education and awareness on safe technology use and digital citizenship that empowers students to make smart media and online choices and students' parents or guardians to know how to discuss safe technology use with their students. ("Digital citizenship" means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.) Each school community council shall also partner with the school's principal or other administrators to ensure that adequate on- and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel.

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

[Utah Code § 53G-7-1202\(1\)\(a\), \(e\) \(3\)\(a\)\(iii\), \(iv\), \(v\), \(b\) \(2024\)](#)

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

[Utah Admin. Rules R277-491-6\(3\) \(July 22, 2022\)](#)

M. Duties of Council Chair

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

[Utah Admin. Rules R277-491-5\(2\) \(July 22, 2022\)](#)

N. Community Council Meeting Procedures

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

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

[Utah Admin. Rules R277-491-6\(1\) \(July 22, 2022\)](#)

O. Community Council Training

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

[Utah Code § 53G-7-1202\(8\) \(2024\)](#)

P. Community Councils Open Meetings Requirements

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

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

[Utah Code § 52-4-103\(9\)\(c\)\(iii\) \(2023\)](#)
[Utah Code § 53G-7-1203 \(2021\)](#)

Q. School LAND Trust Program

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

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

[Utah Code § 53G-7-1206 \(2024\)](#)

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

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

[Utah Code § 53G-7-1206 \(2024\)](#)

R. Permissible uses of School LAND Trust Program funds

1. School LAND Trust Program expenditures shall have a direct impact on the instruction of students in the particular school's areas of most crucial academic need and consistent with the academic priorities of the Board of Education to increase achievement in English, language arts, mathematics, and science, and for **high secondary** schools to increase graduation rates and promote college and career readiness. The school community council shall review school wide assessment data annually and use School LAND Trust Program funds in data-driven and evidence-based ways to improve educational outcomes, consistent with the academic goals of the school's teacher and student success plan framework and the priorities of the Board of Education. This includes strategies that are measurable and show academic outcomes with multi-tiered systems of support and counselors and educators working with students and families on academic and behavioral issues when a direct impact on academic achievement can be measured.
2. School LAND Trust Program funds may not be used for
 - a. costs related to district or school administration, including accreditation,
 - b. expenses for construction, maintenance, facilities, overhead, furniture, security, or athletics, or
 - c. expenses for non-academic in-school, co-curricular, or extracurricular activities.

3. A school that demonstrates appropriate progress and achievement consistent with the academic priorities of the Board of Education may request Board approval of a plan to address other academic goals if the plan includes
 - a. how the goal is in accordance with the core standards established by the State Board of Education in [Utah Administrative Rules R277-700](#).
 - b. how the action plan for the goal is data-driven, evidence based, and has a direct impact on the instruction of students consistent with the requirements above,
 - c. the data driving the decision to spend the School LAND Trust Program funds for these academic needs, and
 - d. the anticipated data source the school will use to measure progress.
- ~~4. A school community council may budget and spend up to \$7,000 for an academic goal or component of an academic goal incorporating any combination of
 - a. digital citizenship training under [Utah Code § 53G-7-1202\(3\)\(a\)\(iii\)](#) or
 - b. safety principles consistent with [Utah Code § 53G-7-1202\(1\)\(d\)](#).~~
5. Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed \$2 per awarded student in an academic school year.

[Utah Admin. Rules R277-477-4 \(February 8, 2023\)](#)

S. Child Access Routing Plan

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

[Utah Code § 53G-4-402\(19\)\(c\)\(i\) \(2024\)](#)
[Utah Code § 53G-7-1202\(3\)\(a\)\(ii\)\(C\) \(2024\)](#)

T. Subcommittees and Task Forces

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

Policy 6015
Amended
December 14, 2022
First Reading
December 11, 2024
Second Reading
January 8, 2025

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

[Utah Code § 53G-7-1202\(6\) \(2024\)](#)

POLICY 1080

Board Committees

- A. School Board members are elected to represent the public in management of the public schools. Decisions are the right and responsibility of the Board of Education. All committees formed and charged by the Board are advisory in nature; the Board maintains the right and responsibility to do with committee recommendations as deemed appropriate by the Board on majority vote.
- B. Special committees of Board members may be created by the Board for special assignments. When so created, each committee shall be appointed by the president and shall terminate upon completion of the assignment or by majority vote of the Board prior to completion of the assignment.
- C. The Board of Education may utilize citizen committees, as appropriate, to assist in: planning; developing education policies and programs; seeking solutions to specific problems confronting the schools; and providing interchange of ideas and points of view between school officials and members of the community.
 - 1. Each committee shall be established by majority vote of the Board and shall be given an assignment or charge including specification of the scope of the assignment, length of time to complete the assignment, date by which the committee is to report its findings to the Board, and other specifics as deemed appropriate by the Board.
 - 2. Committees shall terminate upon completion of the assignments or charges given, the lapse of time specified by the Board, or by majority vote of the Board.
 - 3. Members of committees shall be recommended by the Superintendent and appointed by a majority vote of the membership of the Board meeting in official session.
- D. Reports, findings, and conclusions of each committee operating under a charge from the Board shall be submitted in writing to the Board at least seven (7) days prior to any consideration of the same in a meeting of the Board where the committee's work will be an issue for discussion or action.
 - 1. All reports, findings, and conclusions developed by committees shall be the property of the Board and any dissemination of the same shall be at the sole discretion of the Board within the parameters of the [Government Records Access Management Act](#). (See [Policy 6000 Public Records Access and Management](#))

2. Committees are expressly prohibited from releasing their reports, findings, or conclusions to any individual or group other than the Board or the Superintendent.

Box Elder School Board 2024 Committee Assignments

In Alphabetical Order

Audit Committee

Connie Archibald

Wade Hyde

Danielle Wright

BESD Foundation Board

Tiffani Summers

Boys & Girls Club Board

Karen Cronin

Bridgerland Technical College Board

Nancy Kennedy

Capital Improvement Committee

Danielle Wright

Nancy Kennedy

Tiffani Summers

Julie Taylor

District Technology & STEM Committee

Karen Cronin

Bryan Smith

Equity Committee

Wade Hyde

Increment Financing Committee

Karen Cronin

Connie Archibald

Wade Hyde

Bryan Smith

Policy Review Committee

Nancy Kennedy

Tiffani Summers

Recognitions

Julie Taylor

Connie Archibald Backup

Security

Danielle Wright

Tiffani Summers

Connie Archibald

Nancy Kennedy

August 2023 USBA Legislative Priorities Delegate

Connie Archibald District Appointed

Julie Taylor Region Appointed

Danielle Wright Alternate

Flexible Schedule Options Committee

Bryan Smith

Tiffani Summers

Julie Taylor

Karen Cronin

2023 Board Member Committee Assignments

Connie Archibald	Audit Committee Increment Financing Committee Recognition - Backup Security
Karen Cronin	Boys & Girls Club Board District Technology & STEM Committee Increment Financing Committee
Wade Hyde	Audit Committee Increment Financing Committee
Nancy Kennedy	Bridgerland Technical College Board Capital Improvement Committee Policy Review Committee Security
Bryan Smith	District Technology & STEM Committee Increment Financing Committee
Tiffani Summers	Capital Improvement Committee Policy Review Committee BESD Foundation Board Security
Julie Taylor	Capital Improvement Committee Recognitions
Danielle Wright	Audit Committee Capital Improvement Committee Security

TENTATIVE MINUTES OF A WORK MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT DECEMBER 11, 2024

Work Session to Meet with Legislators, Box Elder School District, held Wednesday evening December 11, 2024 at 5:00 p.m. at the Independent Life Skills Center.

Those in attendance at the meeting included Board President Wade Hyde, Board Vice President Connie Archibald, Julie Taylor, Nancy Kennedy, Danielle Wright, Bryan Smith, Karen Cronin and Tiffani Summers. Also, present were Superintendent Steve Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, Senator Sandall, Representative Tom Peterson, and Accountant Sherri Harper.

TENTATIVE MINUTES OF A WORK MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
DECEMBER 11, 2024

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening December 11, 2024 at 6:30 p.m. at the Independent Life Skills Center, Box Elder School District.

Those in attendance at the meeting included Board President Wade Hyde, Board Vice President Connie Archibald, Julie Taylor, Bryan Smith, Nancy Kennedy, Danielle Wright, Karen Cronin, and Student Board Member Easton Johnson. Also present were Superintendent Steve Carlsen, Assistant Superintendents Heidi Jo West and Keith Mecham, Accountant Sherri Harper, and Jerad Reay from IT; members of the press, employees and patrons.

Left to Right: Easton Johnson, Nancy Kennedy, Danielle Wright, Julie Taylor, Wade Hyde, Connie Archibald, Bryan Smith, Karen Cronin and Tiffani Summers.

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

Reverence offered by Keith Mecham, Assistant Superintendent of Secondary Teaching & Learning.

Flag Salute/Pledge of Allegiance by Nancy Kennedy, Board Member.

Recognitions

Julie Taylor, Board Member –

- Trampis Waite, Clay Chournos, and BRHS Football Team – Received an award for Utah Interscholastic 4A Athletic Administration Association Academic State Champion for 4A Football 2024-25. Recognized the team with the highest GPA

across the whole state. They took all their GPA's, averaged them together and they are the highest in the state for all 4A Schools.

The girls' soccer and tennis team came in 3rd for the 4A schools in the state. BRHS has a culture of academic excellence going on at that school. The same could be said for BEHS as well.

- Tresa Hunsaker - District Office Child Nutrition Training coordinator. She is diligent in her services toward her breakfast and lunch programs. Her trainings and interviews are always joyful. She is an excellent employee of the School District and is a truly loved person. She is a humorous, caring, accepting lady. Thank you for all you do in our District.
- Robert Franckowiak - Physics Teacher at Sunrise High School. Outstanding example of work. He is a prime example of a caring, sweet person, and always has a smile on his face. He is always kind toward the students and the facility. He never fails to make one laugh.

Approval of Agenda:

Connie Archibald made the motion to adjust the agenda, second by Tiffani Summers. Moving Closed Session to Discuss Personnel (New Business Administrator) and Closed Session for Sale or Lease of Real Property to after public comment. Move Audit Report prior to action items.

The motion passed unanimously.

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

Public Comment:

No public comments

Audit Report: Matt Geddes, Squire Co.

The Audit Committee met previous to the meeting. No findings to report. The District complied in all respects to the compliance guide. They complied with all material respects in the compliance guide. Over all it was a clean and positive report for the District.

Closed Session for Sale or Lease of Real Property

Steve Carlsen, Superintendent

Connie Archibald made the motion to move to close session, second by Danielle Wright. The motion passed unanimously with a roll call vote.

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

Bryan Smith made the motion to move back into regular Board Meeting, second by Julie Taylor. The motion passed unanimously.

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

Action Items:

Approval of New Business Administrator – Tabled until Friday, December 13, 2024, at 2:00 p.m.

Danielle Wright made the motion to table the motion to approve the New Business Administrator until Friday, December 13, 2024 at 2:00 p.m., second by Bryan Smith. The motion passed unanimously.

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

Approval of New Courses

Keith Mecham, Assistant Superintendent of Secondary Teaching & Learning.

It is recommended that the BESD Board of Education approve the following new courses at BESD high schools for the 2025-2026 school year.

- AP Courses:
 - AP Computer Science Principles (1-2 trimesters)
 - AP Computer Science A (2-3 trimesters)
- Concurrent Enrollment
 - WSU Interior Design 1050 (1 trimester)
 - WSU Architecture 1350 (1 trimester)
 - WSU Commercial Design & Code 2360 (1 trimester)
- CTE Courses: (Each of these courses completes a CTE pathway)
 - Game Development Fundamentals 2 (1 trimester)
 - Small & Companion Animal Science (1 trimester)
- General Education Electives

Tiffani Summers made the motion to approve the 7 New Courses, second by Nancy Kennedy. The motion passed unanimously.

Nancy Kennedy – Yes

Karen Cronin – Yes

Julie Taylor - Yes

Wade Hyde – Yes

Connie Archibald – Yes

Bryan Smith – Yes

Danielle Wright – Yes

Tiffani Summers - Yes

Approval of Amendment to School Fees for Approved Clubs

It is recommended that the BESD Board of Education approve the amendment of the 2024-2025 BESD General Student Fees resulting in the approval of the BEHS Competitive Anglers Club and the BRHS Anglers Club. The new club's participation fees will be a maximum of \$50 per year.

Danielle Wright made the motion to approve the Amendment to School Fees by adding a \$50 maximum amount for each participant in the newly created Competitive Angler and Angler Clubs, second by Bryan Smith. The motion passed unanimously.

Nancy Kennedy – Yes

Karen Cronin – Yes

Julie Taylor - Yes

Wade Hyde – Yes

Connie Archibald – Yes

Bryan Smith – Yes

Danielle Wright – Yes
Tiffani Summers - Yes

Approval of 2025-26 District Calendar

Keith Mecham, Assistant Superintendent of Secondary Teach & Learning

Discussion was held about if parents need an input to when fall break will be scheduled.

The Board feels they should survey teachers and all employees. Come back to vote in January

Karen Cronin made the motion to table the 2025-26 District Calendar and do a survey among the teachers and employees, second by Connie Archibald. The motion passed unanimously.

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

Teacher Merit Awards

Steve Carlsen, Superintendent

Legislators passed a bill for 38 million dollars for a pilot program and set up the pilot program. This was discussed at last month's Board Meeting. We work in a District where we work as a team. Teachers do not want to single out one teacher. Cache has not voted. Logan voted no. Hopefully the Legislation will reward teams. Only about 60% of our teachers would be eligible because it is based on the Rise test. Superintendent would not like to join this pilot program.

Nancy Kennedy made the motion to approve Not joining the Teacher Merit Awards pilot, second by Danielle Wright. The motion passed unanimously.

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

Surplus Property at 850 N Next to Discovery Elementary

Braxton Bennett would like to turn over a small portion of land to the city to make a cul-de-sac to build houses. He has talked to Corey Thompson and Superintendent Carlsen and has been talking to Brigham City officials. Superintendent does not think that it is in the best interest of Box Elder School District to turn this land over to Brigham City. If we need to build on to Discovery Elementary, we will need to keep this land.

Bryan Smith made the motion to disapprove the turnover of land at 850 N Next to Discovery Elementary, second by Connie Archibald. The motion passed unanimously.

Nancy Kennedy – Yes

Karen Cronin – Yes

Julie Taylor - Yes

Wade Hyde – Yes

Connie Archibald – Yes

Bryan Smith – Yes

Danielle Wright – Yes

Tiffani Summers - Yes

Information Items:

Monthly Financial Report: Sherri Harper, Accountant

The budget looks good. We are at the percentages we need to be at. One change was made on the buses. Expenses were charged to general fund and should have been charged to capital funds.

Board Committee Reports:

Tiffani Summers Jubilee of Trees – It was a great success. BEHS Madrigals were phenomenal. They sang all three nights.

Nancy Kennedy - Bridgeland will not increase fees for the next year. They have a lot of great classes. I hope that students will take advantage of this.

Student Board Member Report: Easton Johnson, BEHS said that they are in their fundraiser for make a wish. They have raised \$6,000 and the goal is \$15,000. They are hoping they can help someone in their own school to make their wish come true.

BRHS is raising money for a young man to send to Hawaii that lost half of his heart when he was born and many more surgeries in store for him and a transplant is in the works. Just finished up a basketball tournament.

Policy Review

First Reading:

Policy 1035 Board Member Commitments and Ethics
Policy 2182 School Safety
Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements
Policy 3308 Administrative: Contractual Agreement
Policy 4061 Curriculum: American Heritage
Policy 4105 Sex Education
Policy 4200 Term of Instruction: School Year & School Day
Policy 5000 Equal Educational Opportunity
Policy 5027 Foreign Exchange Students
Policy 5298 Student Courts
Policy 5310 Fundraising and Donations
Policy 5312 Non-School and Private Fundraising and Donations
Policy 6000 Public Records Access and Management
Policy 6015 School Community Councils

Karin Cronin made the motion to approve Policies on First Reading as amended, seconded by Bryan Smith. The motion passed unanimously.

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

Second Reading:

Policy 2226 Transportation: Space Available Busing
Policy 3020 Employment: Requirements and Restrictions
Policy 3023 Educator Induction, Mentoring, and Professional Learning
Policy 3092 Nursing Mothers in the Workplace
Policy 3096 Reporting Substantial Threats Against a School
Policy 3208 ESP: Fringe Benefits and Leave of Absence
Policy 4016 Evaluation and Selection of Instructional Material
Policy 4017 Evaluation and Selection of Library Material
Policy 4018 Evaluation and Selection of Supplemental Material
Policy 4019 Evaluation of Other Learning Material
Policy 4033 Early Learning Plan
Policy 4037 Reading Assessment for K-3
Policy 4038 Mathematics Assessment for K-3
Policy 5272 Transgender Students

Policy 5273 Use of Sex-Designated Facilities
Policy 5380 Notification Received from Juvenile Court

Nancy Kennedy made the motion to approve Policies on Second Reading, seconded by Karin Cronin. The motion passed unanimously.

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

Board Discussion Items:

Utah High School Activities Association Board of Trustees January Elections:

Steve Carlsen, Superintendent.

Representation for 5A at BEHS for this year. They will nominate and vote for someone to be on the Board of Trustees.

Dignity Index:

Steve Carlsen, Superintendent

Tami Pyfer, taught at USU in SpEd, then became a State School Board member, then worked with Governor Herbert. She joined this nonprofit organization. She presented at the November 1st Professional Development Day. The link to this presentation is on YouTube and has been sent to the Board but because of our contract, we cannot send it out to the public. Superintendent feels strongly about this because it talks about how we talk to one another. Hopefully you can watch it and promote it in our community and schools.

Presentation:

Steve Carlsen, Superintendent

Nancy Kennedy did not run in the election and her current term will end this month.

Presentation from the Superintendent – Nancy served for 20 years on the Board. Thank you for your service! Connie Archibald has also served for 20 years on the Board. Connie's term will end this month as well. Thank you for your service!

Consent Items:

Approval of minutes of the work and regular meetings held on November 11, 2024.

Approval of Claims

00050485, 00050793, 00051229, 00051353, 00051555, 00051558, 00051582,
00051839, 00051862, 00051874, 00051890, 00051932, 00051976, 00051997-
00052282, 0211224, 05111124, 07112624, 08112624, 09112024, 09112224, 09112624

Personnel Actions

See attachment to agenda.

Karen Cronin made the motion to approve consent items, seconded by Bryan Smith. The motion passed unanimously.

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

Suggestions for Future Board Meetings:

Elect president and vice president for next year
Talk about the Bond Survey

Upcoming Events

USBA Conference – January 9-11, 2025.

Adjournment:

Adjourned at 8:30 p.m. The next meeting of the Board of Education will be held on Wednesday, January 8, 2025, 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.

Karen Cronin made motion to adjourn, seconded by Tiffani summers. The motion passed unanimously.

Nancy Kennedy – Yes
Karen Cronin – Yes
Julie Taylor - Yes

Wade Hyde – Yes
Connie Archibald – Yes
Bryan Smith – Yes
Danielle Wright – Yes
Tiffani Summers – Yes

APPROVED: _____

ATTESTED: _____
School Business Administrator

President, Board of Education

TENTATIVE MINUTES OF A WORK MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT DECEMBER 17, 2024

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Tuesday evening December 17, 2024 at 2:00 p.m. at Independent Life Skills Center, Box Elder School District.

Those in attendance at the meeting included Board President Wade Hyde, Board Vice President Connie Archibald, Bryan Smith, Nancy Kennedy, Julie Taylor, Tiffani Summers, and Danielle Wright. Karen Cronin was excused. Also present were Superintendent Steve Carlsen and IT Director Robert Gordon, members of the press, employees and patrons.

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

Action Items:

Approval of New Business Administrator:

Neil Stevens was appointed Business Administrator of Box Elder School District. He will start in this position on January 2, 2025.

Danielle Wright made the motion to approve Neil Stevens as the Box Elder School District Business Administrator, second by Connie Archibald. The motion passed unanimously.

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

Adjournment:

Connie Archibald made the motion to adjourn regular session of the Board of Education, seconded by Bryan Smith. The motion passed unanimously. Regular Board Meeting adjourned at 2:10 p.m.

Nancy Kennedy – Yes
Danielle Wright – Yes
Wade Hyde – Yes
Connie Archibald – Yes

Bryan Smith – Yes
Julie Taylor – Yes
Tiffani Summers - Yes

The next meeting of the Board of Education will be held on Wednesday, January 8, 2025, 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.

APPROVED: _____

ATTESTED: _____
Superintendent

President, Board of Education

Check Register Summary

Batch Year: 25 Bank: All Date Range: 12/01/2024 - 12/31/2024

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00051774	CV	12/04/2024	71439	PILOT THOMAS LOGISTICS, LLC	-20,155.63
01	00052283	C	12/05/2024	1	CADEN OR MORGAN BRAITHWAITE	200.00
01	00052284	C	12/05/2024	1	DANIELLE CHECKETTS	145.60
01	00052285	C	12/05/2024	1	DANIELLE SCHIRNER	9.00
01	00052286	C	12/05/2024	1	DELMARIE FIGUEROA	60.00
01	00052287	C	12/05/2024	1	HEATHER ELLIS	95.35
01	00052288	C	12/05/2024	1	TYLER OR ASHLYN MCCLELLAN	200.00
01	00052289	C	12/05/2024	14010	AED EVERYWHERE	195.93
01	00052290	C	12/05/2024	109111	GLADYS AGUILERA	6,250.00
01	00052291	C	12/05/2024	812477	ALSCO/AMERICAN LINEN	876.33
01	00052292	C	12/05/2024	25909	AMERIGAS PROPANE	2,682.97
01	00052293	C	12/05/2024	50237	RACHAEL BARKER	129.00
01	00052294	C	12/05/2024	85556	BEAR RIVER HEALTH DEPARTMENT	185.00
01	00052295	C	12/05/2024	102956	BEAR RIVER MENTAL HEALTH	188.83
01	00052296	C	12/05/2024	85768	BEAR RIVER SEWER DEPT	255.50
01	00052297	C	12/05/2024	44067	RENEE C. BEARD	502.50
01	00052298	C	12/05/2024	100913	BORDER STATES INDUSTRIES, INC	3,283.51
01	00052299	C	12/05/2024	104338	BOX ELDER HIGH SCHOOL	355.79
01	00052300	C	12/05/2024	40410	KAREN BRAITHWAITE	221.94
01	00052301	C	12/05/2024	13293	ROBERT BREITENBEKER	1,000.00
01	00052302	C	12/05/2024	24236	BRODY CHEMICAL	121.99
01	00052303	C	12/05/2024	113116	BRYSON SALES & SERVICE	6,175.70
01	00052304	C	12/05/2024	107994	CERTIFIED SHRED	141.00
01	00052305	C	12/05/2024	70440	JOSE CONTRERAS	74.52
01	00052306	C	12/05/2024	162470	CRUS OIL INC	2,210.61
01	00052307	C	12/05/2024	62235	DEX IMAGING LLC	456.50
01	00052308	C	12/05/2024	110539	WENDY DUNHAM	38.00
01	00052309	C	12/05/2024	729332	ECONO WASTE INC	8,108.66
01	00052310	C	12/05/2024	32263	TIFFANY EDDINGTON	760.03
01	00052311	C	12/05/2024	71668	CHELSEA ESCALANTE	390.06
01	00052312	C	12/05/2024	58955	BECKY EZOLA	119.70
01	00052313	C	12/05/2024	67407	MALISSA FREEZE	27.60
01	00052314	C	12/05/2024	8702	LESLIE GARBANATI	21.00
01	00052315	C	12/05/2024	304217	GARLAND CITY	1,223.29
01	00052316	C	12/05/2024	69353	ALEX GLEN GILMORE	38.00
01	00052317	C	12/05/2024	324430	GRAYBAR ELECTRIC COMPANY INC	3,234.08
01	00052318	C	12/05/2024	25470	YVETTE GUNN	23.76
01	00052319	C	12/05/2024	111769	H&H DOORS	195.00
01	00052320	C	12/05/2024	32280	BRUCE D HIRSCHI	49.14
01	00052321	C	12/05/2024	26859	JAMIE HIRSCHI	276.50
01	00052322	C	12/05/2024	63746	BRADI HOLDER	38.00
01	00052323	C	12/05/2024	111125	IML SECURITY SUPPLY	26.92
01	00052324	C	12/05/2024	72281	IRON COWBOY	4,000.00
01	00052325	C	12/05/2024	67644	MICHELLE JENSEN	1,058.40
01	00052326	C	12/05/2024	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	18,381.14
01	00052327	C	12/05/2024	14427	JEANNIE JOHNSON	597.13
01	00052328	C	12/05/2024	14940	CHRISTYN KENDRICK	38.00
01	00052329	C	12/05/2024	107465	KIMBALL MIDWEST	32.00
01	00052330	C	12/05/2024	110259	KONE INC	1,247.91
01	00052331	C	12/05/2024	72397	KYLE WOODRUFF STUDIOS	90.00
01	00052332	C	12/05/2024	42064	JENNIE MONSEN-HANSEN	579.60
01	00052333	C	12/05/2024	57622	DAVID MORRIS	744.91
01	00052334	C	12/05/2024	29858	MOUNTAINLAND SUPPLY COMPANY	2,626.77
01	00052335	C	12/05/2024	110444	ASHLEE NELSON	38.00
01	00052336	C	12/05/2024	71331	TASHA NORTON	34.80
01	00052337	C	12/05/2024	111273	NUCO2 LLC	2,400.50
01	00052338	C	12/05/2024	66435	OBSERVERTAB, LLC	2,425.54
01	00052339	C	12/05/2024	49859	JACKSON GROUP LOCKBOX	1,942.77
01	00052340	C	12/05/2024	111189	PATRICK PARKER	93.00
01	00052341	C	12/05/2024	71412	TIA PAXTON	23.00
01	00052342	C	12/05/2024	700077	PERRY CITY	268.81
01	00052343	C	12/05/2024	68004	KELLY RICKS	90.00

Check Register Summary

Batch Year: 25 Bank: All Date Range: 12/01/2024 - 12/31/2024

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052344	C	12/05/2024	110378	JESSE THOMAS ROBERTS	407.04
01	00052345	C	12/05/2024	892645	ROCKY MOUNTAIN POWER	5,843.05
01	00052346	C	12/05/2024	110789	CORE BUSINESS TECHNOLOGIES (SIP)	39.95
01	00052347	C	12/05/2024	66036	MALORIE SERDAR	38.00
01	00052348	C	12/05/2024	10243	HAYLEE SINGLETON	4,706.29
01	00052349	C	12/05/2024	110408	AMY JO SUMMERS	20.00
01	00052350	C	12/05/2024	110914	SUPERIOR WATER AND AIR INC	35.95
01	00052351	C	12/05/2024	5223	SWIRE COCA-COLA	422.08
01	00052352	C	12/05/2024	159	COREY THOMPSON	95.83
01	00052353	C	12/05/2024	111109	TOM RANDALL DIST	3,755.50
01	00052354	C	12/05/2024	109356	TRANSPORT DIESEL	1,397.44
01	00052355	C	12/05/2024	52795	LAURA TURESON	276.50
01	00052356	C	12/05/2024	9113	EVA TYGER	21.00
01	00052357	C	12/05/2024	891133	UTAH/YAMAS CONTROLS INC	10,617.00
01	00052358	C	12/05/2024	63177	VALANT MEDICAL SOLUTIONS, INC	165.00
01	00052359	C	12/05/2024	24580	VERIZON WIRELESS	7,291.94
01	00052360	C	12/05/2024	110040	WALL 2 WALL	377.00
01	00052361	C	12/05/2024	924155	WASTE MGMT OF UTAH INC	7,085.90
01	00052362	C	12/05/2024	924370	WATKINS PRINTING	215.28
01	00052363	C	12/05/2024	22128	HEIDI WATSON	38.00
01	00052364	C	12/05/2024	68187	CHRIS WEEMS	90.00
01	00052365	C	12/05/2024	72087	CHRIS WHITE	30.00
01	00052366	C	12/05/2024	105928	HEATHER YOUNG	276.50
01	00052367	C	12/05/2024	72389	ANGEL ZAMBRANO	95.04
01	00052368	C	12/05/2024	102931	ZIONS BANK NATIONAL BANK	226,219.53
01	00052369	C	12/05/2024	38032	AMAZON CAPITAL SERVICES INC	8,338.72
01	00052370	C	12/05/2024	106497	APPLE STORE	549.00
01	00052371	C	12/05/2024	68497	BLINDS.COM	75.59
01	00052372	C	12/05/2024	779	GOVCONNECTION INC	17,150.00
01	00052373	C	12/05/2024	100293	DELL INC	1,500.00
01	00052374	C	12/05/2024	103155	EAI EDUCATION	151.50
01	00052375	C	12/05/2024	111247	ESTRELLITA	1,137.29
01	00052376	C	12/05/2024	109704	FOLLETT SCHOOL SOLUTIONS	212.43
01	00052377	C	12/05/2024	386370	HYKO SUPPLY CO	1,987.30
01	00052378	C	12/05/2024	102697	INTERCONNECT SERVICES INC	1,174.31
01	00052379	C	12/05/2024	109248	J W PEPPER MUSIC	1,464.40
01	00052380	C	12/05/2024	21296	LINCOLN ELECTRIC CO	225.00
01	00052381	C	12/05/2024	44172	NORCO INC	1,400.16
01	00052382	C	12/05/2024	633340	OFFICE DEPOT	1,763.22
01	00052383	C	12/05/2024	699420	PERMA BOUND BOOKS	1,703.14
01	00052384	C	12/05/2024	709060	PITSCO EDUCATION, LLC	3,264.55
01	00052385	C	12/05/2024	110840	RUSH TRUCK CENTER OF UTAH	138,129.00
01	00052386	C	12/05/2024	157371	STAPLES	2,530.25
01	00052387	C	12/05/2024	100795	STURDY BUILT	3,400.00
01	00052388	C	12/05/2024	861085	TVS PRO	19,723.70
01	00052389	C	12/05/2024	39900	VALLEY IMPLEMENT & MOTOR CO INC	221.10
01	00052390	C	12/05/2024	41068	MANAGEENGINE	5,567.00
01	00052391	C	12/12/2024	347560	ALICE C HARRIS INTERM SCH	1,706.84
01	00052392	C	12/12/2024	36784	AMERICAN RED CROSS	836.00
01	00052393	C	12/12/2024	71056	BRYSON ANDERSEN	3,000.00
01	00052394	C	12/12/2024	71005	MORGAN ANDERSON	3,000.00
01	00052395	C	12/12/2024	85748	BEAR RIVER MIDDLE SCHOOL	8,342.89
01	00052396	C	12/12/2024	104348	BOX ELDER MIDDLE SCHOOL	152.00
01	00052397	C	12/12/2024	71161	KAMEE BOYCE	3,000.00
01	00052398	C	12/12/2024	72613	TRISHA BOYCE	3,000.00
01	00052399	C	12/12/2024	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	395.00
01	00052400	C	12/12/2024	108217	BRIGHAM CITY CORPORATION	61,007.13
01	00052401	C	12/12/2024	57991	EMILEE BURNHAM	149.63
01	00052402	C	12/12/2024	72605	MADISON CABANILLAS-ESPARZA	150.14
01	00052403	C	12/12/2024	123130	CACHE COUNTY SCHOOL DISTRICT	224.00
01	00052404	C	12/12/2024	3271	CANON SOLUTIONS AMERICA	10,809.67
01	00052405	C	12/12/2024	14958	CULLIGAN	125.60

Check Register Summary

Batch Year: 25 Bank: All Date Range: 12/01/2024 - 12/31/2024

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052406	C	12/12/2024	72400	STEVEN CUTLER	117.98
01	00052407	C	12/12/2024	25780	VICTORIA DANCE	164.16
01	00052408	C	12/12/2024	71072	KYLIE EDGINGTON	3,000.00
01	00052409	C	12/12/2024	70912	ANTHONY ESPARZA	3,000.00
01	00052410	C	12/12/2024	72591	ERICA FINNERAN	3,000.00
01	00052411	C	12/12/2024	143160	FRONTIER COMMUNICATION	142.59
01	00052412	C	12/12/2024	71307	PARKER GIBBY	3,000.00
01	00052413	C	12/12/2024	778870	GOPHER SPORT	42.80
01	00052414	C	12/12/2024	63428	CATHERINE HANSON	137.16
01	00052415	C	12/12/2024	110559	HARMONY HOME HEALTH LLC	3,803.01
01	00052416	C	12/12/2024	72508	JESSI HOWARD	164.16
01	00052417	C	12/12/2024	61530	INTELEPEER CLOUD COMMUNICATIONS, LLC	5,413.49
01	00052418	C	12/12/2024	49026	IVY LANE PEDATRICS	21,270.22
01	00052419	C	12/12/2024	35653	KELBIE JACKSON	69.05
01	00052420	C	12/12/2024	44601	LORI JACOBSON	38.00
01	00052421	C	12/12/2024	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	14,079.58
01	00052422	C	12/12/2024	49182	ALEXEY JONES	3,000.00
01	00052423	C	12/12/2024	102123	VALERIE JOSEPHSON	38.00
01	00052424	C	12/12/2024	57568	LANGUAGE ACCESS NETWORK LLC	135.29
01	00052425	C	12/12/2024	58246	LINDE GAS & EQUIPMENT INC	6,438.14
01	00052426	C	12/12/2024	71862	KARALEE MARSHALL LYMAN	3,000.00
01	00052427	C	12/12/2024	543168	MADDOX RANCH HOUSE	307.08
01	00052428	C	12/12/2024	72419	MILLIMAN, INC	17,000.00
01	00052429	C	12/12/2024	111603	KURT MOULTON	76.14
01	00052430	C	12/12/2024	732367	RAFT RIVER RURAL	1,830.33
01	00052431	C	12/12/2024	59625	SCRUB SHOPPE	87.80
01	00052432	C	12/12/2024	10731	SMITH'S CUSTOMER CHARGES	10.87
01	00052433	C	12/12/2024	58920	ANGIE SMOOT	67.98
01	00052434	C	12/12/2024	802087	SNOWVILLE WATERWORKS INC	37.00
01	00052435	C	12/12/2024	107490	SOUTH FORK HARDWARE-Brigham City	13.60
01	00052436	C	12/12/2024	7323	SQUARE ONE PRINTING	17.80
01	00052437	C	12/12/2024	810361	STANDARD PLUMBING SUPPLY	512.85
01	00052438	C	12/12/2024	71153	RACHEL TILLOTSON	3,000.00
01	00052439	C	12/12/2024	47686	TNT ENGRAVING	139.75
01	00052440	C	12/12/2024	8613	ANNE TURNER	74.52
01	00052441	C	12/12/2024	863370	UASSP/UTAH ASSOCIATION OF	600.00
01	00052442	C	12/12/2024	511570	UTAH LABOR COMMISSION DIVISION OF	60.00
01	00052443	C	12/12/2024	999009	UTAH RETIREMENT SYSTEMS	4,892.90
01	00052444	C	12/12/2024	892916	DGO FUEL NETWORK TEAM	41,303.40
01	00052445	C	12/12/2024	110931	WEESE GLASS LLC	1,158.94
01	00052446	C	12/12/2024	63410	CLAYTON WELCH	164.16
01	00052447	C	12/12/2024	941217	WILLARD CITY CORP	209.11
01	00052448	C	12/12/2024	14222	CARLA ZUNDEL	140.62
01	00052449	C	12/12/2024	38032	AMAZON CAPITAL SERVICES INC	4,100.17
01	00052450	C	12/12/2024	106497	APPLE STORE	1,499.00
01	00052451	C	12/12/2024	71927	CANION CREATIONS, LLC	446.00
01	00052452	C	12/12/2024	11517	COMPUNET, INC	16,004.40
01	00052453	C	12/12/2024	4634	CRAFT SUPPLIES USA	725.73
01	00052454	C	12/12/2024	100293	DELL INC	1,555.00
01	00052455	C	12/12/2024	180241	DEMCO INC	373.73
01	00052456	C	12/12/2024	1961	DESTINY EXPRESS/FOLLETT SCHOOL SOLUTIONS	24,756.60
01	00052457	C	12/12/2024	103155	EAI EDUCATION	131.86
01	00052458	C	12/12/2024	71846	EDUCATION 2000	204.16
01	00052459	C	12/12/2024	49956	EDUCATION LOGISTICS, INC	146.18
01	00052460	C	12/12/2024	109704	FOLLETT SCHOOL SOLUTIONS	673.92
01	00052461	C	12/12/2024	107027	HOUGHTON MIFFLIN HARCOURT	144,745.38
01	00052462	C	12/12/2024	386370	HYKO SUPPLY CO	1,593.18
01	00052463	C	12/12/2024	102697	INTERCONNECT SERVICES INC	15,310.00
01	00052464	C	12/12/2024	66834	MOUNTAIN VALLEY PRINTING	200.00
01	00052465	C	12/12/2024	633340	OFFICE DEPOT	3,981.21
01	00052466	C	12/12/2024	699420	PERMA BOUND BOOKS	105.91
01	00052467	C	12/12/2024	60291	RENEGADE RENTALS LLC	2,563.24

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052468	C	12/12/2024	110417	RESCO	183.03
01	00052469	C	12/12/2024	48259	RESILITE SPORTS PRODUCTS, INC.	16,254.00
01	00052470	C	12/12/2024	54313	SCHOOL SPECIALTY, LLC	7,067.86
01	00052471	C	12/12/2024	71803	STEMFINITY, LLC	2,203.85
01	00052472	C	12/12/2024	51837	SWEETWATER	439.69
01	00052473	C	12/12/2024	50695	TEACHER SYNERGY LLC	192.70
01	00052474	C	12/12/2024	66915	VENTRIS LEARNING	90.00
01	00052475	C	12/13/2024	104335	BOX ELDER SCH DIST FOUNDATION	36.15
01	00052476	C	12/18/2024	999027	B E SCHOOL BOARD FUND	80.00
01	00052477	C	12/18/2024	999024	BOSTON MUTUAL LIFE INS CO - W	501.35
01	00052478	C	12/18/2024	999055	BOX ELDER FOUNDATION	228.00
01	00052479	C	12/18/2024	999023	BOX ELDER SCHOOL DISTRICT	100.00
01	00052480	C	12/18/2024	999033	BUREAU CHILD SUPPORT SERV	1,353.00
01	00052481	C	12/18/2024	65781	DELTA DENTAL INSURANCE COMPANY	33,388.64
01	00052482	C	12/18/2024	999021	ELEVATE CREDIT UNION	7,000.00
01	00052483	C	12/18/2024	999019	EMI HEALTH	389.20
01	00052484	C	12/18/2024	999017	GLOBE LIFE INSURANCE CO	69.12
01	00052485	C	12/18/2024	999035	HORACE MANN INSURANCE COMPANY	32,724.29
01	00052486	C	12/18/2024	51080	IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	451.00
01	00052487	C	12/18/2024	999084	NATIONAL BENEFITS SERVICES LLC	10,857.29
01	00052488	C	12/18/2024	999081	NATIONAL BENEFITS SERVICES LLC	8,799.84
01	00052489	C	12/18/2024	999079	PEHP	778,433.12
01	00052490	C	12/18/2024	999032	PRE-PAID LEGAL SERVICES	1,334.85
01	00052491	C	12/18/2024	999018	THE HARTFORD	21,444.08
01	00052492	C	12/18/2024	999012	UESP	200.00
01	00052493	C	12/18/2024	999007	UTAH EDUCATION ASSOCIATION	6,224.53
01	00052494	C	12/18/2024	999025	UTAH SCHOOL EMPLOYEES ASSOCIATION	7,317.44
01	00052495	C	12/18/2024	999004	UTAH STATE TAX COMMISSION	641.34
01	00052496	C	12/18/2024	999003	UTAH STATE TAX COMMISSION	246,316.02
01	00052497	C	12/18/2024	999004	UTAH STATE TAX COMMISSION	106.76
01	00052498	C	12/18/2024	71110	VOYA FINANCIAL	8,700.11
01	00052499	C	12/19/2024	1	AUDREY MARIGONI	9.70
01	00052500	C	12/19/2024	1	JESSICA MATTHES	67.45
01	00052501	C	12/19/2024	1	LISA SUMMERS	470.65
01	00052502	C	12/19/2024	1	VERA JEAN THOMAS	547.60
01	00052503	C	12/19/2024	6617	ACME WATER CO	120.00
01	00052504	C	12/19/2024	347560	ALICE C HARRIS INTERM SCH	440.63
01	00052505	C	12/19/2024	25909	AMERIGAS PROPANE	1,210.40
01	00052506	C	12/19/2024	72648	ANASTASIIA ANDRIENKO	34.12
01	00052507	C	12/19/2024	109929	ASHA / AMERICAN SPEECH LANGUAGE	2,640.00
01	00052508	C	12/19/2024	4260	BCI / UTAH BUREAU OF CRIMINAL IDENTIF	2,128.00
01	00052509	C	12/19/2024	85738	BEAR RIVER HIGH SCHOOL	10,650.12
01	00052510	C	12/19/2024	68098	SHARICE BLACKER	113.99
01	00052511	C	12/19/2024	12033	BOB'S BODY SHOP	1,500.00
01	00052512	C	12/19/2024	138420	CHEMTECH FORD INC	25.00
01	00052513	C	12/19/2024	49158	COMMERCIAL TIRE INC	297.60
01	00052514	C	12/19/2024	12408	COSTA VIDA LOGAN ONLY	3,317.85
01	00052515	C	12/19/2024	56197	DENTONS DURHAM JONES PINEGAR PC	1,393.00
01	00052516	C	12/19/2024	107136	ERS HEATING & COOLING	26,122.74
01	00052517	C	12/19/2024	28991	FAMILY CAREER AND COMMUNITY LEADERS OF	300.00
01	00052518	C	12/19/2024	278640	TONY FERDERBER	26.00
01	00052519	C	12/19/2024	111417	ROBBIE GUNTER	339.12
01	00052520	C	12/19/2024	72761	LYNETTE HALTINER	150.28
01	00052521	C	12/19/2024	72702	HARROW, LISA	223.56
01	00052522	C	12/19/2024	103070	HEYWOOD ENGINEERING & CONSULT	3,590.90
01	00052523	C	12/19/2024	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	31,711.05
01	00052524	C	12/19/2024	111807	JAMIE KENT	362.88
01	00052525	C	12/19/2024	58246	LINDE GAS & EQUIPMENT INC	598.21
01	00052526	C	12/19/2024	60941	NATALIE MCGUIRE	95.58
01	00052527	C	12/19/2024	62081	NICOLE HESS VINYL	15.00
01	00052528	C	12/19/2024	104436	POWER ENGINEERING INC	2,404.70
01	00052529	C	12/19/2024	72745	PROJECT UNITE, INC	400.10

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052530	C	12/19/2024	60291	RENEGADE RENTALS LLC	300.73
01	00052531	C	12/19/2024	892645	ROCKY MOUNTAIN POWER	19,069.53
01	00052532	C	12/19/2024	60020	RON KELLER TIRE INC	2,473.41
01	00052533	C	12/19/2024	105185	RURAL WATER ASSOCIATION	361.00
01	00052534	C	12/19/2024	55336	S & D CARWASH MANAGEMENT, LLC	215.91
01	00052535	C	12/19/2024	59625	SCRUB SHOPPE	47.52
01	00052536	C	12/19/2024	45756	KELLY SORENSEN	338.28
01	00052537	C	12/19/2024	43451	SARAH STRINGHAM	932.50
01	00052538	C	12/19/2024	60909	TRINA THOMSON	32.40
01	00052539	C	12/19/2024	852617	TREMONTON CITY CORP	915.19
01	00052540	C	12/19/2024	68365	EILEEN UDY	35.64
01	00052541	C	12/19/2024	59293	UTAH COUNCIL OF TEACHERS OF ENGLISH	449.70
01	00052542	C	12/19/2024	55034	UTAH PARENT CENTER, INC	2,499.91
01	00052543	C	12/19/2024	110040	WALL 2 WALL	568.00
01	00052544	C	12/19/2024	45233	MARCIA WILSON	124.52
01	00052545	C	12/19/2024	72389	ANGEL ZAMBRANO	180.00
01	00052546	C	12/19/2024	107096	AARIKA ZERKLE	338.28
01	00052547	C	12/19/2024	31364	95 PERCENT GROUP LLC	3,640.00
01	00052548	C	12/19/2024	38032	AMAZON CAPITAL SERVICES INC	9,811.16
01	00052549	C	12/19/2024	106497	APPLE STORE	699.00
01	00052550	C	12/19/2024	47937	BOYLE APPLIANCE LLC	1,479.00
01	00052551	C	12/19/2024	72494	CTL	207.60
01	00052552	C	12/19/2024	100293	DELL INC	98.40
01	00052553	C	12/19/2024	180241	DEMCO INC	309.72
01	00052554	C	12/19/2024	62235	DEX IMAGING LLC	91.22
01	00052555	C	12/19/2024	72729	ELLIS EQUIPMENT CO	4,325.00
01	00052556	C	12/19/2024	109704	FOLLETT SCHOOL SOLUTIONS	678.43
01	00052557	C	12/19/2024	778870	GOPHER SPORT	1,389.66
01	00052558	C	12/19/2024	386370	HYKO SUPPLY CO	15,324.81
01	00052559	C	12/19/2024	102697	INTERCONNECT SERVICES INC	16,156.50
01	00052560	C	12/19/2024	1791	INTERSTATE ALL BATTERIES CENTER	64.00
01	00052561	C	12/19/2024	100550	JOSTENS INC	1,746.75
01	00052562	C	12/19/2024	633340	OFFICE DEPOT	2,176.90
01	00052563	C	12/19/2024	100987	PEARSON EDUCATION CENTER	3,685.89
01	00052564	C	12/19/2024	66931	SENR WOOLY	195.80
01	00052565	C	12/19/2024	157371	STAPLES	1,032.95
01	00052566	C	12/19/2024	66915	VENTRIS LEARNING	90.00
01	00052567	C	12/19/2024	109355	VOYAGER SOPRIS LEARNING	409.20
01	00052568	C	12/19/2024	72540	YOUNG CHRYSLER JEEP DODGE RAM OF LAYTON	42,708.00
01	02121224	M	12/09/2024	109177	UTAH DEPARTMENT OF WORKFORCE SERVICES	7,760.83
01	05121024	M	12/10/2024	888540	US BANK	128,300.48
01	07122024	M	12/18/2024	999070	HEALTH EQUITY INC	151,884.44
01	08122024	M	12/18/2024	999005	UTAH STATE RETIREMENT FUND	1,728,536.61
01	09122024	M	12/18/2024	999140	BANK OF UTAH	215,913.80
01	9122024A	M	12/18/2024	999140	BANK OF UTAH	1,328,949.23
Total Bank: 01						\$5,976,125.88

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
02	00101424	C	12/05/2024	85738	BEAR RIVER HIGH SCHOOL	2,500.00
02	00101425	C	12/05/2024	53937	GENERATION GENIUS, INC	875.00
02	00101426	C	12/05/2024	719580	PRO ED	273.90
02	00101427	C	12/05/2024	47686	TNT ENGRAVING	665.00
02	00101428	C	12/05/2024	891181	UTAH STATE UNIVERSITY- THE JUNCTION	2,494.80
02	00101429	C	12/06/2024	104321	BOX ELDER SCHOOL DISTRICT	1,496.73
02	00101430	C	12/12/2024	14575	AIRMOTIVE SERVICE	280.00
02	00101431	C	12/12/2024	72460	MADISON BARTHOLD	650.00
02	00101432	C	12/12/2024	104348	BOX ELDER MIDDLE SCHOOL	390.00
02	00101433	C	12/12/2024	53937	GENERATION GENIUS, INC	299.00
02	00101434	C	12/12/2024	47686	TNT ENGRAVING	6.50
02	00101435	C	12/12/2024	72451	EMMELINE YATES	650.00
02	00101436	C	12/19/2024	38032	AMAZON CAPITAL SERVICES INC	894.67
02	00101437	C	12/19/2024	85738	BEAR RIVER HIGH SCHOOL	300.00
02	00101438	C	12/19/2024	104338	BOX ELDER HIGH SCHOOL	300.00
02	00101439	C	12/19/2024	281678	FIELDING SCHOOL	300.00
02	00101440	C	12/19/2024	304218	GARLAND SCHOOL	300.00
02	00101441	C	12/19/2024	561078	MCKINLEY SCHOOL	300.00
02	00101442	C	12/19/2024	612068	NORTH PARK SCHOOL	300.00
02	00101443	C	12/19/2024	103604	SCHOLASTIC EDUCATION	9,530.00
Total Bank: 02						\$22,805.60
11	01105984	A	12/05/2024	106437	CARSON ELEVATOR CO INC	342.20
11	01105985	A	12/05/2024	134250	CEM SALES & SERVICE	2,097.00
11	01105986	A	12/05/2024	53473	CHARLIE'S PRODUCE	1,622.34
11	01105987	A	12/05/2024	60500	DOABLE WELLNESS	7,750.00
11	01105988	A	12/05/2024	728870	ENBRIDGE GAS UTAH	26,479.05
11	01105989	A	12/05/2024	59129	DESI LARSEN	664.02
11	01105990	A	12/05/2024	111457	KEITH MECHAM	144.18
11	01105991	A	12/05/2024	43982	MIKE MOORE	584.06
11	01105992	A	12/05/2024	35718	O C TANNER RECOGNITION COMPANY	384.40
11	01105993	A	12/05/2024	71439	PILOT THOMAS LOGISTICS, LLC	38,699.87
11	01105994	A	12/05/2024	13021	ROGUE FITNESS	2,205.60
11	01105995	A	12/05/2024	803050	SHI INTERNATIONAL CORP	453.10
11	01105996	A	12/12/2024	54828	MCKENZIE ANDERSON	36.00
11	01105997	A	12/12/2024	109024	ARBITERPAY TRUST ACCOUNT	10,000.00
11	01105998	A	12/12/2024	101520	BELL JANITORIAL	178.97
11	01105999	A	12/12/2024	64467	DAVE BINGHAM	47.00
11	01106000	A	12/12/2024	48011	GAILE BINGHAM	54.60
11	01106001	A	12/12/2024	107376	KAYLENE BOND	90.00
11	01106002	A	12/12/2024	49476	MICHAEL BOWEN	46.00
11	01106003	A	12/12/2024	18384	CRISTINA BRADSHAW	32.00
11	01106004	A	12/12/2024	102177	BRADY INDUSTRIES LLC	10.18
11	01106005	A	12/12/2024	70939	CAMFIL USA, INC	1,405.36
11	01106006	A	12/12/2024	31380	JOSE M CEDILLO	147.00
11	01106007	A	12/12/2024	105340	PEGGY CHAMBERS	983.95
11	01106008	A	12/12/2024	53473	CHARLIE'S PRODUCE	2,375.72
11	01106009	A	12/12/2024	103095	KISHA C COLLOM	100.60
11	01106010	A	12/12/2024	728870	ENBRIDGE GAS UTAH	11,941.24
11	01106011	A	12/12/2024	106815	MAILEE FORREST	47.00
11	01106012	A	12/12/2024	108590	CINDY GIBBS	30.60
11	01106013	A	12/12/2024	36706	MONICA GROVER	43.60
11	01106014	A	12/12/2024	56480	ANDRIA HANSEN	27.00
11	01106015	A	12/12/2024	110864	JEFF HUNT	28.80
11	01106016	A	12/12/2024	56669	SHEA L JENSEN	30.60
11	01106017	A	12/12/2024	43346	JOHN JOHNSON	30.60
11	01106018	A	12/12/2024	110088	MICHAEL JOHNSON	30.60
11	01106019	A	12/12/2024	35289	NELDON KAPP	30.60
11	01106020	A	12/12/2024	27243	KELLY SERVICES INC	72,305.00
11	01106021	A	12/12/2024	52493	ROBERT KENNER	77.60
11	01106022	A	12/12/2024	493170	STEVEN G KIMBER	30.60
11	01106023	A	12/12/2024	32816	KLEO, INC DBA CLASS WALLET	2,302.26
11	01106024	A	12/12/2024	21610	STEVE LEGGETT	36.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
11	01106025	A	12/12/2024	72486	CORY LOPEZ	43.60
11	01106026	A	12/12/2024	29777	JAMES O MAY	34.60
11	01106027	A	12/12/2024	67075	RACHEL MCCULLOUGH	59.00
11	01106028	A	12/12/2024	49999	BILLY MCFARLAND	47.00
11	01106029	A	12/12/2024	10936	JONI MITCHELL	53.60
11	01106030	A	12/12/2024	25640	RAMONA MORA	30.60
11	01106031	A	12/12/2024	54356	MARISSA NELSON	30.60
11	01106032	A	12/12/2024	21962	MARK NELSON	27.00
11	01106033	A	12/12/2024	35718	O C TANNER RECOGNITION COMPANY	1,044.50
11	01106034	A	12/12/2024	23817	CYNTHIA A PAGE	30.60
11	01106035	A	12/12/2024	69418	SHANE PAGE	30.60
11	01106036	A	12/12/2024	112077	BOB PROFAIZER	30.60
11	01106037	A	12/12/2024	55930	MCKELLEN RADER	77.60
11	01106038	A	12/12/2024	45349	LADAWN RICHINS	177.00
11	01106039	A	12/12/2024	58858	ANNA SHERMAN	73.00
11	01106040	A	12/12/2024	63304	KAYLEE SILVESTER	30.60
11	01106041	A	12/12/2024	58866	RACHEL SMITH	37.00
11	01106042	A	12/12/2024	69876	MARTIN SOHOLT	43.60
11	01106043	A	12/12/2024	102033	SCOTT STAHELI	36.00
11	01106044	A	12/12/2024	54976	BRIAN STOERING	30.60
11	01106045	A	12/12/2024	12688	SYSCO	204,490.68
11	01106046	A	12/12/2024	107454	MARIETTA VEEDER	684.72
11	01106047	A	12/12/2024	922060	CALVIN K WARD	30.60
11	01106048	A	12/12/2024	34509	SHARA LEE WARD	30.60
11	01106049	A	12/12/2024	100590	WAXIE SANITARY SUPPLY	1,621.50
11	01106050	A	12/12/2024	28150	KARIE WEAVER	30.60
11	01106051	A	12/12/2024	40002	MAURY WHEATLEY	53.60
11	01106052	A	12/12/2024	69442	TRINA WINNINGHAM	93.00
11	01106053	A	12/19/2024	3379	LINN BECK	98.28
11	01106054	A	12/19/2024	101520	BELL JANITORIAL	473.41
11	01106055	A	12/19/2024	102177	BRADY INDUSTRIES LLC	1,062.60
11	01106056	A	12/19/2024	53473	CHARLIE'S PRODUCE	1,536.59
11	01106057	A	12/19/2024	728870	ENBRIDGE GAS UTAH	22,461.52
11	01106058	A	12/19/2024	27243	KELLY SERVICES INC	34,149.60
11	01106059	A	12/19/2024	32816	KLEO, INC DBA CLASS WALLET	3,383.97
11	01106060	A	12/19/2024	71439	PILOT THOMAS LOGISTICS, LLC	20,001.86
11	01106061	A	12/19/2024	108310	RANDY RASMUSSEN	22.49
11	01106062	A	12/19/2024	803050	SHI INTERNATIONAL CORP	99,555.44
11	01106063	A	12/19/2024	100590	WAXIE SANITARY SUPPLY	2,818.18
Total Bank: 11						\$578,492.24

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
15	00000176	C	12/04/2024	64017	COPPER CANYON APPAREL	186.21
15	00000177	C	12/04/2024	111656	SCHOLASTIC BOOK FAIRS	609.65
15	00000178	C	12/04/2024	103604	SCHOLASTIC MAGAZINES	1,620.01
15	00000179	C	12/04/2024	50423	ASHLEY WRIGHT	50.00
15	00000180	C	12/04/2024	38032	AMAZON CAPITAL SERVICES INC	2,533.10
15	00000181	C	12/04/2024	13560	PERIPOLE, INC	468.00
15	00000182	C	12/10/2024	489240	KENTS MARKET PL/TREMONTON	1,163.61
15	00000183	C	12/10/2024	43567	PENCIL WHOLESale LLC	269.01
15	00000184	C	12/10/2024	111656	SCHOLASTIC BOOK FAIRS	2,958.74
15	00000185	C	12/10/2024	65919	STANGER, MEGHAN	49.01
15	00000186	C	12/10/2024	72516	STONEFIRE PIZZERIA	812.50
15	00000187	C	12/10/2024	63231	ELANOR STRINGHAM	200.00
15	00000188	C	12/10/2024	32824	YES PRINT COPY N MORE, LLC	37.25
15	00000189	C	12/10/2024	38032	AMAZON CAPITAL SERVICES INC	197.42
15	00000190	C	12/10/2024	633340	OFFICE DEPOT	25.71
15	00000191	C	12/17/2024	72699	BOOSTER SPIRIT WEAR, LLC	3,309.09
15	00000192	C	12/17/2024	104321	BOX ELDER SCHOOL DISTRICT	1,662.30
15	00000193	C	12/17/2024	14958	CULLIGAN	139.95
15	00000194	C	12/17/2024	72630	APRIL EARL	69.81
15	00000195	C	12/17/2024	304218	GARLAND SCHOOL	74.19
15	00000196	C	12/17/2024	489250	KENTS MARKET PL/BRIGHAM	73.39
15	00000197	C	12/17/2024	489240	KENTS MARKET PL/TREMONTON	450.90
15	00000198	C	12/17/2024	66834	MOUNTAIN VALLEY PRINTING	17.00
15	00000199	C	12/17/2024	57223	SCHOOL CHECK IN / NAVIGATE 360	393.75
15	0000200	C	12/17/2024	110914	SUPERIOR WATER AND AIR INC	30.00
15	0000201	C	12/17/2024	102864	WALKER CINEMAS	6,476.00
15	0000202	C	12/17/2024	38032	AMAZON CAPITAL SERVICES INC	453.35
Total Bank: 15						\$24,329.95
29	16800592	C	12/09/2024	103604	SCHOLASTIC MAGAZINES	109.89
29	16800593	C	12/09/2024	489240	KENTS MARKET PL/TREMONTON	36.81
29	16800594	C	12/11/2024	38032	AMAZON CAPITAL SERVICES INC	68.09
29	16800595	C	12/11/2024	107102	BEAR RIVER BOWLING CENTER / THE GRILL	735.70
29	16800596	C	12/19/2024	45934	KUNZLER CATERING	96.00
Total Bank: 29						\$1,046.49
33	30403106	C	12/02/2024	38032	AMAZON CAPITAL SERVICES INC	413.35
33	30403107	C	12/02/2024	5908	WALMART COMMUNITY	538.63
33	30403108	C	12/03/2024	1	BEATRICE CHEE	100.00
33	30403109	C	12/03/2024	38032	AMAZON CAPITAL SERVICES INC	811.94
33	30403110	C	12/03/2024	489240	KENTS MARKET PL/TREMONTON	1,074.81
33	30403111	C	12/10/2024	1	ALEX GILMORE	50.00
33	30403112	C	12/10/2024	38032	AMAZON CAPITAL SERVICES INC	1,102.89
33	30403113	C	12/10/2024	104321	BOX ELDER SCHOOL DISTRICT	436.23
33	30403114	C	12/10/2024	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	1,507.50
33	30403115	C	12/10/2024	769715	SAM'S CLUB BUSINESS PAYMENTS	272.04
33	30403116	C	12/16/2024	38032	AMAZON CAPITAL SERVICES INC	1,455.95
33	30403117	C	12/16/2024	45500	BOX ELDER SCHOOL DISTRICT	201.20
33	30403118	C	12/16/2024	71137	NASCO EDUCATION, LLC	396.06
33	30403119	C	12/18/2024	38032	AMAZON CAPITAL SERVICES INC	382.61
33	30403120	C	12/18/2024	45500	BOX ELDER SCHOOL DISTRICT	1,964.20
Total Bank: 33						\$10,707.41

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
34	30803690	C	12/10/2024	1	CHELSY HANSEN	40.00
34	30803691	C	12/10/2024	1	HEIDI PETERSON	15.00
34	30803692	C	12/10/2024	1	KINLEE DEPPE	15.00
34	30803693	C	12/10/2024	38032	AMAZON CAPITAL SERVICES INC	643.01
34	30803694	C	12/10/2024	633340	OFFICE DEPOT	94.89
34	30803695	C	12/10/2024	102864	WALKER CINEMAS	896.00
34	30803696	C	12/10/2024	5908	WALMART COMMUNITY	910.19
34	30803697	C	12/16/2024	38032	AMAZON CAPITAL SERVICES INC	46.99
34	30803698	C	12/16/2024	104321	BOX ELDER SCHOOL DISTRICT	1,431.30
34	30803699	C	12/16/2024	64017	COPPER CANYON APPAREL	217.79
34	30803700	C	12/20/2024	1	ANALILIA CABELLO	35.00
34	30803701	C	12/20/2024	112046	ACE HARDWARE - BRIGHAM	32.58
34	30803702	C	12/20/2024	38032	AMAZON CAPITAL SERVICES INC	317.46
34	30803703	C	12/20/2024	104321	BOX ELDER SCHOOL DISTRICT	149.39
34	30803704	C	12/20/2024	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	238.00
34	30803705	C	12/20/2024	71587	SUMMERHAYS MUSIC CENTER OF OREM	948.92
Total Bank: 34						\$6,031.52
35	40403391	C	12/16/2024	1	CANDICE HILL	50.00
35	40403392	C	12/16/2024	1724	ACE HARDWARE TREMONTON	83.95
35	40403393	C	12/16/2024	38032	AMAZON CAPITAL SERVICES INC	2,516.61
35	40403394	C	12/16/2024	104321	BOX ELDER SCHOOL DISTRICT	802.65
35	40403395	C	12/16/2024	327480	GREER'S HARDWARE	73.97
35	40403396	C	12/16/2024	489240	KENTS MARKET PL/TREMONTON	1,164.11
35	40403397	C	12/16/2024	110914	SUPERIOR WATER AND AIR INC	39.95
35	40403398	C	12/19/2024	111761	FIGHT THE NEW DRUG	900.00
35	40403399	C	12/19/2024	16330	PAPA MURPHY'S PIZZA	1,662.50
Total Bank: 35						\$7,293.74
36	40804622	C	12/04/2024	1	BUNNIE CLIFFORD	55.25
36	40804623	C	12/04/2024	1	STEPHANIE ARBON	50.00
36	40804624	C	12/04/2024	38032	AMAZON CAPITAL SERVICES INC	730.93
36	40804625	C	12/04/2024	104338	BOX ELDER HIGH SCHOOL	722.00
36	40804626	C	12/04/2024	489250	KENTS MARKET PL/BRIGHAM	959.77
36	40804627	C	12/04/2024	71978	NATHAN MINERT	260.00
36	40804628	C	12/04/2024	19879	HAL LEONARD LLC	44.67
36	40804629	C	12/04/2024	111790	SUNSTONE POTTERY	922.45
36	40804629	CV	12/12/2024	111790	SUNSTONE POTTERY	-922.45
36	40804630	C	12/04/2024	5908	WALMART COMMUNITY	2,076.63
36	40804631	C	12/12/2024	38032	AMAZON CAPITAL SERVICES INC	356.42
36	40804632	C	12/12/2024	104321	BOX ELDER SCHOOL DISTRICT	457.73
36	40804633	C	12/12/2024	51063	SHRED IT STERICYCLE, INC	106.84
36	40804634	C	12/12/2024	10731	SMITH'S CUSTOMER CHARGES	24.00
36	40804635	C	12/12/2024	111790	SUNSTONE POTTERY	1,472.98
36	40804636	C	12/19/2024	38032	AMAZON CAPITAL SERVICES INC	597.13
36	40804637	C	12/19/2024	111637	OASIS STAGE WERKS	585.00
36	40804638	C	12/19/2024	35955	PROMO PLUS	1,112.00
36	40804639	C	12/19/2024	27383	UTAH RESTAURANT ASSOCIATION	220.00
Total Bank: 36						\$9,831.35
37	70414868	C	12/03/2024	1	SHEENA FUKUI	60.67
37	70414869	C	12/03/2024	1	TYLIN ELLSWORTH	60.67
37	70414870	C	12/03/2024	108563	BEST WESTERN PLUS ABBEY INN	734.57
37	70414871	C	12/03/2024	104321	BOX ELDER SCHOOL DISTRICT	1,944.00
37	70414872	C	12/03/2024	72370	COACH OF THE YEAR CLINIC INC	720.00
37	70414873	C	12/03/2024	44130	CONDOR TURF LLC	4,700.00
37	70414874	C	12/03/2024	102017	DAVIS HIGH SCHOOL	760.00
37	70414875	C	12/03/2024	4790	HOME DEPOT CREDIT SERVICE	169.77
37	70414876	C	12/03/2024	489240	KENTS MARKET PL/TREMONTON	1,685.00
37	70414877	C	12/03/2024	28967	ROBOTICS ED & COMPETITION FOUNDATION	750.00
37	70414878	C	12/03/2024	769715	SAM'S CLUB BUSINESS PAYMENTS	3,478.61
37	70414879	C	12/03/2024	111790	SUNSTONE POTTERY	3,846.12
37	70414880	C	12/03/2024	68837	TEAM UP ATHLETICS	3,377.68
37	70414881	C	12/03/2024	72362	CANDACE CHAMBERS	700.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70414882	C	12/03/2024	16535	VEX ROBOTICS	436.56
37	70414883	C	12/03/2024	5908	WALMART COMMUNITY	160.24
37	70414884	C	12/03/2024	109804	WARD'S NATURAL SCIENCE	354.16
37	70414885	C	12/03/2024	32824	YES PRINT COPY N MORE, LLC	37.50
37	70414886	C	12/05/2024	1	CELESTE MILLER	61.68
37	70414887	C	12/05/2024	38032	AMAZON CAPITAL SERVICES INC	1,968.69
37	70414888	C	12/05/2024	20869	BELL PRINTING AND DESIGN	2,294.49
37	70414889	C	12/05/2024	106055	BLICK ART MATERIALS	1,387.04
37	70414890	C	12/05/2024	6742	CLARION SUITES	4,347.00
37	70414891	C	12/05/2024	327480	GREER'S HARDWARE	91.16
37	70414892	C	12/05/2024	21296	LINCOLN ELECTRIC CO	323.75
37	70414893	C	12/05/2024	66834	MOUNTAIN VALLEY PRINTING	4,080.00
37	70414894	C	12/05/2024	10642	MURRAY HIGH SCHOOL	650.00
37	70414895	C	12/05/2024	48259	RESILITE SPORTS PRODUCTS, INC.	927.28
37	70414896	C	12/05/2024	28495	SYRACUSE HIGH SCHOOL	600.00
37	70414897	C	12/05/2024	21393	UTAH THEATRE ASSOCIATION	745.00
37	70414898	C	12/10/2024	107102	BEAR RIVER BOWLING CENTER / THE GRILL	572.00
37	70414899	C	12/10/2024	104321	BOX ELDER SCHOOL DISTRICT	4,127.05
37	70414900	C	12/10/2024	31658	BSN SPORTS	9,552.55
37	70414901	C	12/10/2024	106559	CHIEF ARCHITECT	855.00
37	70414902	C	12/10/2024	72575	D'S SOFT SERVE	345.00
37	70414903	C	12/10/2024	102017	DAVIS HIGH SCHOOL	790.00
37	70414904	C	12/10/2024	1627	DOMINO'S PIZZA / TREMONTON	974.62
37	70414905	C	12/10/2024	102697	INTERCONNECT SERVICES INC	600.00
37	70414906	C	12/10/2024	489240	KENTS MARKET PL/TREMONTON	5,413.28
37	70414907	C	12/10/2024	67130	LIFETRACK SERVICES	750.00
37	70414908	C	12/10/2024	72559	PAUL LU	345.00
37	70414909	C	12/10/2024	58386	ROCKY MOUNTAIN DRILL INVITATIONAL	850.00
37	70414910	C	12/10/2024	33251	KATHRYN ROSE	9,040.00
37	70414911	C	12/10/2024	72567	FRANKLIN SEDARAT	345.00
37	70414912	C	12/10/2024	71854	TECHFALL GEAR CO.	4,840.00
37	70414913	C	12/10/2024	60453	VISTA AT ENTRADA SCHOOL	345.00
37	70414914	C	12/13/2024	38032	AMAZON CAPITAL SERVICES INC	1,770.22
37	70414915	C	12/13/2024	71064	CAPX, LLC	1,760.80
37	70414916	C	12/13/2024	63258	HOLIDAY INN EXPRESS OF NEPHI	2,875.36
37	70414917	C	12/13/2024	109248	J W PEPPER MUSIC	122.99
37	70414918	C	12/13/2024	50601	JUAB HIGH SCHOOL	600.00
37	70414919	C	12/13/2024	66834	MOUNTAIN VALLEY PRINTING	3,750.87
37	70414920	C	12/13/2024	67326	PIZZA PLUS OF TREMONTON	689.78
37	70414921	C	12/13/2024	21539	PREMIER FOODS	559.09
37	70414922	C	12/13/2024	5924	PITNEY BOWES BANK INC RESERVE ACCOUNT	1,000.00
37	70414923	C	12/13/2024	72672	HOLIDAY INN EXPRESS & SUITES	1,830.01
37	70414924	C	12/17/2024	72443	ASPIRING ADVENTURE LLC	900.00
37	70414925	C	12/17/2024	45500	BOX ELDER SCHOOL DISTRICT	609.20
37	70414926	C	12/17/2024	104321	BOX ELDER SCHOOL DISTRICT	9,874.57
37	70414927	C	12/17/2024	104321	BOX ELDER SCHOOL DISTRICT	500.00
37	70414928	C	12/17/2024	10642	MURRAY HIGH SCHOOL	684.00
37	70414929	C	12/17/2024	67776	SO SIMPLY SWEET CO	225.00
37	70414930	C	12/17/2024	7323	SQUARE ONE PRINTING	1,514.00
37	70414931	C	12/17/2024	110914	SUPERIOR WATER AND AIR INC	40.00
37	70414932	C	12/17/2024	64122	TRU BY HILTON-LEHI	1,721.58
37	70414933	C	12/17/2024	20494	UTAH HOSA	300.00
37	70414934	C	12/17/2024	27383	UTAH RESTAURANT ASSOCIATION	360.00
37	70414935	C	12/18/2024	28860	RENO TOURNAMENT OF CHAMPIONS	700.00
37	70414936	C	12/20/2024	1724	ACE HARDWARE TREMONTON	794.63
37	70414937	C	12/20/2024	38032	AMAZON CAPITAL SERVICES INC	3,735.06
37	70414938	C	12/20/2024	85738	BEAR RIVER HIGH SCHOOL	86.36
37	70414939	C	12/20/2024	31658	BSN SPORTS	2,470.36
37	70414940	C	12/20/2024	70610	CACHE SPORTS THERAPY, LLC	1,000.00
37	70414941	C	12/20/2024	40363	CIO MEDICAL SERVICES	701.00
37	70414942	C	12/20/2024	72796	COACHCOMM	1,425.00
37	70414943	C	12/20/2024	11304	R & H THEATRICALS	613.50

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70414944	C	12/20/2024	37672	EWELL EDUCATIONAL SERVICES INC	592.00
37	70414945	C	12/20/2024	72770	GUILIN LI	345.00
37	70414946	C	12/20/2024	68322	MLE PHOTOGRAPHY	500.00
37	70414947	C	12/20/2024	66834	MOUNTAIN VALLEY PRINTING	565.86
37	70414948	C	12/20/2024	22640	MUHL TECH	285.00
37	70414949	C	12/20/2024	72800	RIRIE HIGH SCHOOL	360.00
37	70414950	C	12/20/2024	157371	STAPLES	852.30
37	70414951	C	12/20/2024	68837	TEAM UP ATHLETICS	161.70
37	70414952	C	12/20/2024	72788	TRU BY HILTON IDAHO FALLS	1,073.50
37	70414953	C	12/20/2024	7595	UTAH COLOR GUARD CIRCUIT	800.00
37	70414954	C	12/20/2024	17760	UNITED SPIRIT ASSOCIATION	4,917.00
37	70414955	C	12/20/2024	16535	VEX ROBOTICS	753.84
37	70414956	C	12/20/2024	14273	VIEWMONT HIGH SCHOOL	650.00
Total Bank: 37						\$136,265.72
38	70814500	CV	12/06/2024	1	MCKELL RADER	-30.00
38	70814924	C	12/05/2024	1	LANCE LEWIS	77.34
38	70814925	C	12/05/2024	1	NICK BURNETT	255.00
38	70814926	C	12/05/2024	1	SHANE RICHARDS	116.00
38	70814927	C	12/05/2024	1	STEPHANIE BORGER	74.75
38	70814928	C	12/05/2024	112046	ACE HARDWARE - BRIGHAM	242.82
38	70814929	C	12/05/2024	39209	FAIRFIELD INN DRAPER	1,960.44
38	70814930	C	12/05/2024	53457	BLACK STITCH LLC	518.00
38	70814931	C	12/05/2024	106055	BLICK ART MATERIALS	2,128.30
38	70814932	C	12/05/2024	104320	BOX ELDER COUNTY TREASURER	850.00
38	70814933	C	12/05/2024	104321	BOX ELDER SCHOOL DISTRICT	18,683.44
38	70814934	C	12/05/2024	104321	BOX ELDER SCHOOL DISTRICT	300.00
38	70814935	C	12/05/2024	65820	MEAGAN BROCKETT	402.00
38	70814936	C	12/05/2024	31658	BSN SPORTS	2,226.10
38	70814937	C	12/05/2024	158220	COVER UP	545.46
38	70814938	C	12/05/2024	102017	DAVIS HIGH SCHOOL	495.00
38	70814939	C	12/05/2024	102017	FARMINGTON HIGH SCHOOL	600.00
38	70814940	C	12/05/2024	37672	EWELL EDUCATIONAL SERVICES INC	488.00
38	70814941	C	12/05/2024	4839	INTSEL STEEL WEST LLC	699.36
38	70814942	C	12/05/2024	67768	JED CRANER MEDIA	80.00
38	70814943	C	12/05/2024	13684	LAYTON HIGH SCHOOL	700.00
38	70814944	C	12/05/2024	72320	MR BENDER LLC	254.00
38	70814945	C	12/05/2024	72354	NANAS APRON LLC	2,732.32
38	70814946	C	12/05/2024	72303	NFINITY ATHLETIC CORP	3,191.72
38	70814947	C	12/05/2024	109396	BEN LOMOND HIGH SCHOOL	85.00
38	70814948	C	12/05/2024	4960	OLD GRIST MILL BREAD	387.40
38	70814949	C	12/05/2024	4987	PICTURELINE INC	89.55
38	70814950	C	12/05/2024	5045	RSM FOOD SERVICE	742.01
38	70814951	C	12/05/2024	5070	SAVON	6,697.68
38	70814952	C	12/05/2024	40010	SOUTHEASTERN PERFORMANCE APPAREL	2,183.87
38	70814953	C	12/05/2024	804825	SUNRISE HIGH SCHOOL	48.00
38	70814954	C	12/05/2024	19488	T SHIRT CHOP SHOP	1,154.00
38	70814955	C	12/05/2024	47686	TNT ENGRAVING	594.94
38	70814956	C	12/05/2024	5355	WHIPPLE SOUND LLC	150.00
38	70814957	C	12/05/2024	72311	WOOD ELECTRICAL	500.00
38	70814958	C	12/10/2024	1	LETICIA ROMERO	116.00
38	70814959	C	12/10/2024	1	MCKELL RADER	30.00
38	70814960	C	12/10/2024	85738	BEAR RIVER HIGH SCHOOL	69.60
38	70814961	C	12/10/2024	50660	BEST WESTERN PARADISE INN NEPHI	1,277.87
38	70814962	C	12/10/2024	53457	BLACK STITCH LLC	4,086.60
38	70814963	C	12/10/2024	104370	BOX ELDER NEWS JOURNAL	40.00
38	70814964	C	12/10/2024	104321	BOX ELDER SCHOOL DISTRICT	1,499.00
38	70814965	C	12/10/2024	31658	BSN SPORTS	8,151.00
38	70814966	C	12/10/2024	4618	COLEMAN KNITTING MILL	50.00
38	70814967	C	12/10/2024	72478	DESERT PEAKS PROMO	1,340.00
38	70814968	C	12/10/2024	38644	GREEN CANYON HIGH SCHOOL	605.00
38	70814969	C	12/10/2024	4790	HOME DEPOT CREDIT SERVICE	6,049.94
38	70814970	C	12/10/2024	11592	HUNTER SERVICE TECH LLC	86.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70814971	C	12/10/2024	103961	INTERMOUNTAIN WOOD PRODUCTS	1,055.36
38	70814972	C	12/10/2024	50601	JUAB HIGH SCHOOL	800.00
38	70814973	C	12/10/2024	25119	SIZZLING PLATTER	41.94
38	70814974	C	12/10/2024	543168	MADDOX RANCH HOUSE	1,033.50
38	70814975	C	12/10/2024	56049	MICHELLE BARKER PHOTOGRAPHY	300.00
38	70814976	C	12/10/2024	4979	O'REILLY AUTOMOTIVE	37.98
38	70814977	C	12/10/2024	19488	T SHIRT CHOP SHOP	4,222.00
38	70814978	C	12/10/2024	102864	WALKER CINEMAS	2,512.00
38	70814979	C	12/10/2024	14923	WEBER HIGH SCHOOL	500.00
38	70814980	C	12/10/2024	27812	WEISSMAN'S THEATRICAL SUPPLY	4,079.02
38	70814981	C	12/12/2024	38032	AMAZON CAPITAL SERVICES INC	3,080.16
38	70814982	C	12/12/2024	45500	BOX ELDER SCHOOL DISTRICT	827.20
38	70814983	C	12/12/2024	104321	BOX ELDER SCHOOL DISTRICT	360.53
38	70814984	C	12/12/2024	109652	DREWES FLORAL & GIFTS	58.95
38	70814985	C	12/12/2024	31003	HOLIDAY INN EXPRESS/SANDY	1,375.92
38	70814986	C	12/12/2024	36200	RIVERTON HIGH SCHOOL	312.00
38	70814987	C	12/12/2024	25119	SIZZLING PLATTER	41.94
38	70814988	C	12/12/2024	57223	SCHOOL CHECK IN / NAVIGATE 360	1,193.51
38	70814989	C	12/12/2024	51772	ROCKY MOUNTAIN SCHOOL OF BASEBALL	2,100.00
38	70814990	C	12/12/2024	10731	SMITH'S CUSTOMER CHARGES	352.12
38	70814991	C	12/17/2024	104321	BOX ELDER SCHOOL DISTRICT	26,209.88
38	70814992	C	12/18/2024	1	ANGIE GREENE	40.00
38	70814993	C	12/18/2024	1	HEATHER TOLMAN	40.00
38	70814994	C	12/18/2024	1	HEIDI JENSEN	60.44
38	70814995	C	12/18/2024	1	JULIE THURGOOD	40.00
38	70814996	C	12/18/2024	1	KALEB ADAMS	200.00
38	70814997	C	12/18/2024	1	MELISSA ENGELBRECHT	220.00
38	70814998	C	12/18/2024	71218	7TH SOUTH DESIGNS, LLC	241.32
38	70814999	C	12/18/2024	112046	ACE HARDWARE - BRIGHAM	138.42
38	70815000	C	12/18/2024	38032	AMAZON CAPITAL SERVICES INC	2,441.08
38	70815001	C	12/18/2024	45500	BOX ELDER SCHOOL DISTRICT	332.80
38	70815002	C	12/18/2024	104348	BOX ELDER MIDDLE SCHOOL	1,125.00
38	70815003	C	12/18/2024	104321	BOX ELDER SCHOOL DISTRICT	994.09
38	70815004	C	12/18/2024	31658	BSN SPORTS	7,280.06
38	70815005	C	12/18/2024	107267	DOMINO'S PIZZA / BRIGHAM	64.00
38	70815006	C	12/18/2024	109652	DREWES FLORAL & GIFTS	59.00
38	70815007	C	12/18/2024	109248	J W PEPPER MUSIC	566.70
38	70815008	C	12/18/2024	489250	KENTS MARKET PL/BRIGHAM	1,959.52
38	70815009	C	12/18/2024	25119	SIZZLING PLATTER	34.95
38	70815010	C	12/18/2024	47007	SPINGVILLE HIGH SCHOOL	150.00
38	70815011	C	12/18/2024	27537	JEFFREY SCOTT PARSONS	1,000.00
38	70815012	C	12/18/2024	8303	SKY VIEW HIGH SCHOOL	500.00
38	70815013	C	12/18/2024	111790	SUNSTONE POTTERY	1,193.58
38	70815014	C	12/18/2024	47686	TNT ENGRAVING	289.00
38	70815015	C	12/18/2024	20494	UTAH HOSA	4,820.00
38	70815016	C	12/18/2024	14273	VIEWMONT HIGH SCHOOL	1,100.00
38	70815016	CV	12/20/2024	14273	VIEWMONT HIGH SCHOOL	-1,100.00
38	70815017	C	12/18/2024	102864	WALKER CINEMAS	1,575.00
38	70815018	C	12/18/2024	33936	JILL WALLENTINE	218.00
38	70815019	C	12/18/2024	5908	WALMART COMMUNITY	2,977.53
Total Bank: 38						\$152,678.01
39	77800610	C	12/12/2024	104321	BOX ELDER SCHOOL DISTRICT	1,765.76
39	77800611	C	12/18/2024	1	ROBYN LEEPER	100.00
39	77800612	C	12/18/2024	4545	AL'S SPORTING GOODS	391.92
Total Bank: 39						\$2,257.68

Check Register Summary

Batch Year: 25 Bank: All Date Range: 12/01/2024 - 12/31/2024

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
Total Computer Checks:						\$2,810,236.04
Total Manual Checks:						\$3,561,345.39
Total ACH Checks:						\$578,492.24
Total Other Checks:						\$0.00
Total Electronic Checks:						\$0.00
Total Computer Voids:						-\$22,208.08
Total Manual Voids:						\$0.00
Total ACH Voids:						\$0.00
Total Other Voids:						\$0.00
Total Electronic Voids:						\$0.00
Grand Total:						\$6,927,865.59
Number of Checks:						674

Batch Year	Batch	Amount
25	000055	-30.00
25	000631	-20,155.63
25	000773	134.18
25	000872	3,985.16
25	000941	1,139.38
25	000997	287,864.10
25	000998	46,324.82
25	000999	89,340.61
25	001000	218,120.74
25	001001	1,496.73
25	001002	6,808.70
25	001003	2,465.87
25	001004	3,001.10
25	001031	951.98
25	001038	23,975.55
25	001044	1,986.75
25	001045	4,899.25
25	001054	17,476.09
25	001057	50,252.50
25	001065	254,903.91
25	001066	279,658.08
25	001067	19,142.69
25	001068	288,645.50
25	001069	36.15
25	001070	2,275.50
25	001084	5,490.12
25	001085	223.13
25	001089	109.89
25	001091	36.81
25	001093	39,744.50
25	001096	3,368.66
25	001097	2,614.09
25	001098	37,982.81
25	001112	68.09
25	001113	735.70
25	001116	9,702.33
25	001117	14,959.12
25	001120	2,417.97
25	001122	1,765.76
25	001123	107,016.19
25	001124	42,566.24
25	001125	52,260.63
25	001126	161,371.78
25	001127	2,019.05
25	001128	12,224.67
25	001129	12,696.38
25	001130	453.35

Check Register Summary

Box Elder School District

Batch Year: 25 Bank: All Date Range: 12/01/2024 - 12/31/2024

Batch Year	Batch	Amount
25	001133	4,731.24
25	001144	1,696.08
25	001147	26,209.88
25	001150	2,053.21
25	001157	16,728.35
25	001159	4,591,944.06
25	001167	491.92
25	001171	28,560.49
25	001172	2,346.81
25	001175	2,562.50
25	001176	700.00
25	001178	2,514.13
25	001179	22,682.11
25	001181	96.00
25	001187	128,300.48
25	001189	1,721.35

For January 8, 2024 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Willard Elementary	Alyssa Stagg	Functional Skills Teacher	Resigned
Sunrise	Emilee Burnham	Check & Connect Mentor	
District Office	Mary Bingham	Medicaid Secretary	Retired
Sunrise	Nancy Anderson	YIC Para	
Box Elder High School	April Blakely	SpEd Math Teacher	Resigned

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
Willard Elementary	Alyse Maples	Functional Skills Teacher
District Office	Haley Hill	Medicaid Secretary
Transportation	Kanoni Harris	Bus Driver
Transportation	Montanaela Loftiss	Bus Driver
BRMS	Riley Nelson	Functional Skills Para
Sunrise	Kortney Bruner	Youth In Care
Golden Spike	Dan Jin	Chinese DLI 3rd Grade
District Office	Neil Stevens	Business Administrator

Box Elder School District
Secondary Club Application

1. Recommended club name GO Club

2. What is the club's purpose? Develop intellectual capacity.

Engage in social activity. Play the ancient and admiral game
of GO/Weiqi/Baduk. EXP: public awareness of the awesomeness

3. What are the club's goals? Engage in social activity. ^{of GO.}

Play the ancient and admiral game of GO/Weiqi/Baduk.

4. What activities will be planned for the club? Play go weekly.

Tournaments.

5. Please indicate which of the following categories are appropriate for the proposed club:

- | | |
|--|---|
| <input type="checkbox"/> Athletic | <input checked="" type="checkbox"/> Gaming |
| <input type="checkbox"/> Business/Economic | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Community Service/Social Justice |
| <input type="checkbox"/> Art/Music/Performance | <input type="checkbox"/> Other (Please explain) |
| <input type="checkbox"/> Science | |

6. Are you asking for the club to be considered curricular or non-curricular ?

7. Meeting information:

Preferred meeting time during the day (must be non-instructional time) 2:15 Pm

Anticipated number of meetings per month 4

Preferred location for club meetings H-2

8. Proposed faculty advisor Brock Cheney

9. Financial information:

Will the club have a budget? NO

What will the budget be?

Where will the money come from?

How will the money be spent?

10. By submitting this application you are giving your assurance that the club will comply with the provisions of policies of the Box Elder Board of Education, the Utah State Board of Education, and the State of Utah.

Jayne C. Rade Cook Scott Gray

Signatures of at least three students (non-curricular club) with dates of signatures.

By signing as club advisor/sponsor below, I agree to oversee and supervise all activities of the proposed club.

Brock Cheney
Club Advisor/Sponsor (curricular club)

11-26-24
Date

11. Club's application approval:

X (Yes or No) Jamie Kent 12-5-24
Principal or Principal's Designee Date

X (Yes or No) Steve Cook 12-11-24
Board President or Designee Date

12. Club's name approval:

X (Yes or No) Jamie Kent 12-5-24
Principal or Principal's Designee Date

X (Yes or No) Steve Cook 12-11-24
Board President or Designee Date

Suggestions for Future Board Meetings

February 12, 2025 – *(tentative)*

- Approval of Human Sexuality Curriculum – Keith Mecham
- First Public Comment on School Fees
- FY 2026 Capital Improvement Plan – Corey Thompson
- Legislative Update – Steve Carlsen
- Policy Review
- USBA Conference Report

March 12, 2025 – *(tentative)*

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

April 9, 2025 – *(tentative)*

- ESP Recognitions – Emily Williams
- College and Career Readiness Counseling Program (CCRCP) Approval – Ben Wiley
- ACT Data – Jeff Morris
- Child Nutrition Report – Neil Stevens
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

May 14, 2025 – *(tentative)*

- Retirement Recognitions – Emily Williams
- Administrative Association Recognitions - BEAA
- Approval of School Land Trust Plans –Keith Mecham and Heidi Jo West
- Approval of TSSA 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 11, 2024 – *(tentative)*

- Budget Hearing – Neil Stevens
- Approval of Budget – Neil Stevens
- Approval of 2023-24 Tax Rates – Neil Stevens
- Approval of Internal and Independent Auditors – Neil Stevens
- MBA Meeting – Neil Stevens
- Pick-up Contributions for Members of Contributory Retirement System – Emily Williams

- Tentative Ratification of Negotiated Agreement with BEAA – Emily Williams
- Tentative Ratification of Negotiated Agreement with BEEA – Emily Williams
- Tentative Ratification of Negotiated Agreement with BEESPA – Emily Williams
- Declaration of Open Enrollment Schools – Emily Williams
- Policy Review
- Sunrise High School Schedule Discussion

July 9, 2025 – (tentative)

- Approval of Sex Education Committee – Keith Mecham
- 2023-24 TSSA Plan Results – Keith Mecham and Heidi Jo West
- Bullying Report

August 13, 2025 – (tentative)

- Approval of Early Literacy Plan – Heidi Jo West
- Approval of Sex Education Committee – Keith Mecham
- AP Results – Jeff Morris
- Transportation Routing Software, Fuel Costs, Field Trip Issues – Jason Sparks
- Policy Review

September 10, 2025 – (tentative)

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

October 15, 2025 – (tentative)

- Walmart Grants Presentation
- October 1 Enrollment Report – Emily Williams
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- Approval of PBS Plans – Megan Bushnell
- RISE and Utah Aspire Plus Data – Jeff Morris
- Policy Review

November 12, 2025 – (tentative)

- Policy Review
- Complete MBA

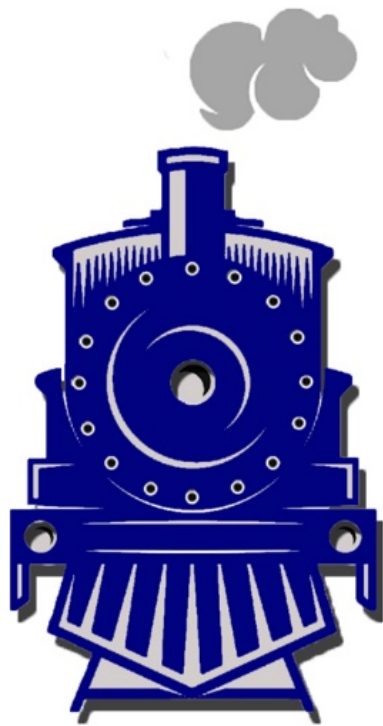
December 10, 2025 – (tentative)

- Meeting with Legislators
- Approval of New Courses – Keith Mecham
- Audit Report – Neil Stevens
- Policy Review

January 14, 2026 – (tentative)

- Approval of 2-year contract for Business Administrator
- First Public Comment on School Fees
- School Fees – Keith Mecham (Information Item)
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- Policy 1036 Conflict of Interest – complete form
- Foundation Report – Colleen Shaffer
- AAPPL Data – Jeff Morris
- Policy Review
- Elect New Board President and Vice President
- Policy 1080 Board Committees - Committee Assignments
- Building and Ground Rental and Supervision Policies – Neil Stevens

BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

Box Elder School District Board of Education Handbook Table of Contents

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BOARD OF EDUCATION HANDBOOK INTRODUCTION

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

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

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

Authority and Responsibilities of the Board

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

Principles of Board Leadership

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

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

[Utah Code § 53G-4](#)

Making School Board Decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Holding Closed Meetings

A closed meeting may be held if:

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

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

Minutes of the closed meeting shall contain:

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

Purpose of a closed meeting:

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

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

Record of closed meetings:

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

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

Collaborative Relationships: Shared Governance

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

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

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

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

Essentials of A Professional Learning Community

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

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

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

Authority of Individual Board Members

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

Nominations and Elections for Board Leadership

Nominations

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

Elections

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

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

Board Leadership Responsibilities

The board president will:

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

The board vice president will:

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

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

New Board Member Orientation

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

Board of Education Code of Conduct

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

Board members shall:

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

Board Member Commitments and Ethics

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

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

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

A. Board of Education Code of Ethics

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

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

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

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

Disciplining Board Members

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

Policies Governing the Board

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

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

Guidelines and Parliamentary Motions

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

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

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

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

Simplified Chart of Parliamentary Motions

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

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

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

Policy 1010 School Board’s Legal Status

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

Policy 1020 Board Power and Duties

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

Policy 1025 Administration Relations

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

Policy 1034 Board of Education Code of Conduct

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

Policy 1035 Board Member Commitments and Ethics

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

Policy 1036 Conflict of Interest: Board Member and Employee

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

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

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

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

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

Policy 1072 Board Meetings: Notice Requirements

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

Policy 1074 Board Meetings: Closed Meetings

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

Policy 1080 Board Committees

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

Policy 1090 Rules of Order

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

Policy 1100 Minutes

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

Policy 1110 Public Participation in Board Meeting

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