



BOARD OF EDUCATION  
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

**Wednesday, February 12, 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. Playground Usage**

**2. Committee Assignments**

Tiffani Summers, Board President

**3. Facilities Advisory Committee**

Corey Thompson, Facilities Director

4

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

**1. Call to Order**

Tiffani Summers, Board President

**2. Reverence**

Bryan Smith, Board Member

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

Karen Cronin, Board Member

**4. Recognitions**

Julie Taylor, Board Member

**a. 2024-25 PTA Reflections Contest Winners:**

Elias Cable, North Park Elementary – 3D Visual Art

Harriet Nielsen, North Park Elementary – Photography

Karly Esplin, North Park Elementary – Literature

Emiko Holden, North Park Elementary – 3D Visual Art

Mace DeFilippis, Garland Elementary – 2D Visual Art

Bekka Esplin, Garland Elementary – Photography

Jentry McBride, Garland Elementary – Dance Choreography

Audrey Carlson, Fielding Elementary – 2D Visual Art

**b. BEHS Swim Teams and Jerry Hodgkinson**

6

**C. Introduction Speech:**

Warren Jensen - Boys & Girls Club Youth of the Year

Karen Cronin, Board Member

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

**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. Information on and Approval of New Courses for CAPS Program**

Ben Wiley, CTE Director

16

**2. Approval of FY2026 Capital Improvement Budget**

Corey Thompson, Facilities Director

17

**3. Approval of Fees for Pickleball Club**

Keith Mecham, Asst. Superintendent of Secondary Teaching & Learning

25

**4. Amendment to School Land Trust Amendments**

Keith Mecham & Heidi Jo West, Assistant Superintendents of Curriculum

26

5. Closed Session to Discuss the Purchase or Sale of Real Property	
6. Declare Surplus Property	45
Neil Stevens, Business Administrator	
G. <b>Information Items - 7:45 p.m.</b>	
1. <b>Legislative Update</b>	46
Steve Carlsen, Superintendent	
<a href="https://docs.google.com/spreadsheets/d/1ftjMRHDrNEnUcloGu9kU-fuRlOCI86UqM5bo2HXDAg/edit?gid=891834841#gid=891834841">https://docs.google.com/spreadsheets/d/1ftjMRHDrNEnUcloGu9kU-fuRlOCI86UqM5bo2HXDAg/edit?gid=891834841#gid=891834841</a>	
2. <b>Monthly Financial Report</b>	58
Neil Stevens, Business Administrator	
3. <b>Board Committee Reports</b>	
H. <b>Policy Review - 7:55 p.m.</b>	
1. <b>Policy for Review Only (Approved with Negotiated Agreement)</b>	
a. Policy 3124 Certificated: Retirement	66
2. <b>First Reading</b>	
a. Policy 1210 School Closures and Boundary Changes	69
b. Policy 2182 School Safety	72
c. Policy 5003 Parent Rights to Academic Accommodations	82
d. Policy 5005 Safe Schools - Student Discipline/Behavior	85
e. Policy 5009 Admissions and Attendance: Kindergarten	120
f. Policy 5010 Admissions Eligibility Requirements	121
g. Policy 5061 Do Not Resuscitate Directives	149
h. Policy 5064 Medical Recommendations by School Personnel to Parents	151
i. Policy 5065 Administration of Medication	157
j. Policy 5067 Student Asthma Emergency	162
k. Policy 5100 Student Records	166
l. Policy 5224 Non-enrolled District Student's Participation in Extracurricular Activities	186
m. Policy 5229 Evaluation of Interscholastic Athletic Participation	193
n. Policy 5272 Transgender Students	195
o. Policy 5274 Participation in Sex-Designated Athletic Activities, Programs, and Events	199
p. Policy 5360 Suicide Prevention	201
q. Policy 5390 Kindergarten Student Toilet Training	212
3. <b>Second Reading</b>	
a. Policy 4068 Special Programs: Alternative Language Program	214
b. Policy 4107 Testing Procedures and Standards	219
c. Policy 4130 Participation in Online Education	224
d. Policy 4170 Participation of Home School, Scholarship, and Private School Students	228
Statewide Assessments	
e. Policy 6002 Government Data Privacy	237
f. Policy 6060 Conduct on School Premises	243
I. <b>Board Discussion Items - 8:05 p.m.</b>	
1. <b>Change Date of April Board Meeting</b>	
2. <b>Board Member Reports</b>	252
3. <b>USBA Conference Report</b>	
J. <b>Consent Items - 8:20 p.m.</b>	
1. <b>Minutes</b>	256
2. <b>Claims</b>	263
3. <b>Personnel</b>	279
K. <b>Suggestions for Future Board Meetings - 8:25 p.m.</b>	280
L. <b>Upcoming Events</b>	
1. BEHS Graduation - May 27, 2025 at 6:00 pm at Dee Events Center	

2. BRHS Graduation - May 28, 2025 at 8:00 pm at the BRHS Field
3. Sunrise Graduation - June 12, 2025 at 6:00 pm at BEHS Gymnasium

M. **Board Handbook**

**283**

N. **Adjournment Does Not Need a Vote**

O. **Adjournment - 8:30 p.m.**

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

P. **Work Session 8:30 p.m. - 10:00 p.m.**

## Box Elder School Board Committee 2025 Assignments

<u>Committee</u>	<u>Assigned Board Members</u>	<u>Summary of Responsibilities</u>
Audit	Bryan Smith Wade Hyde	<a href="#">Meet Twice Yearly</a> Work with B.A. to preview auditors for recommendation to the full board & review the audit with auditors prior to presentation to the full board.
BESD Foundation Board	Tiffani Summers	Represent & relay info from the Foundation to the School Board. Help with Fundraisers.
Boys & Girls Club Board	Karen Cronin	Represent & relay info from Boys & Girls Club to the School Board. Help with Fundraisers.
Bridgerland Technical College Board	Karen Cronin	Represent & relay info from BATC to the School Board
Facilities Advisory Committee	Danielle Wright Tiffani Summers Julie Taylor	<a href="#">Meet Quarterly</a> Work with Corey Thompson and BELT to review the short and long term district facility needs prior to presentation to the full board.
Increment Financing Committee	Wade Hyde Julie Taylor	<a href="#">Time varies on the requests of asking entity</a> Represent the board in the initial meetings and discussions with entities asking for school district increment financing partnerships for tax incentive financial developments within BE County prior to presentation to the full board
Policy Review Committee	Stephanie DeFilippis Wade Hyde	<a href="#">1<sup>st</sup> Thursday of the Month 8:00-9:30</a> Review proposed policy changes and/or new policies prior to the policies going to the full board for approval
Recognitions	Stephanie DeFilippis	<a href="#">Prepare for Monthly Board Meetings</a> Work with district administration to highlight, recognize, & send appreciation from the board to individuals, groups, and schools for great things happening in BESD
School Security Committee	Bryan Smith Danielle Wright	<a href="#">Meet 2 times Yearly</a>
Student Success Committee	Tiffani Summers	<a href="#">3<sup>rd</sup> Tuesday of the Month 3:30-4:30</a> Ensure that BESD will be a welcoming community where every individual is valued, respected, and treated with dignity, fostering a strong sense of belonging for all.
2025 Legislative Priorities Delegates	Tiffani Summers Julie Taylor	

## Box Elder School Board Committee & School Assignments

<u>School Board Member</u>	<u>Committee Assignments</u>	<u>School Responsibility Assignments</u>
Karen Cronin	Boys & Girls Club BATC Board *RFP / Architect & Contractor Selection Committee	Willard Three Mile Creek Sunrise HS
Stephanie DeFilippis	Policy Review Recognitions	Garland North Park ACHIS McKinley (shared responsibility)
Wade Hyde	Audit Increment Finance Policy Review	Discovery Century
Bryan Smith	Audit School Security *Flexible Schedule Committee	BEMS BEHS
Tiffani Summers	Facilities Advisory BESD Foundation Board Student Success *USBA Board of Directors	BRHS BRMS Fielding McKinley (shared responsibility)
Julie Taylor	Facilities Advisory Increment Finance *Legislative Priorities Delegate	Lakeview Western Schools
Danielle Wright	Facilities Advisory School Security	Golden Spike ACYIS
<b>ALL BOARD MEMBERS</b>	Public Relations – Community Involvement	Attend PTA/PTO Meetings Attend Community Council Meetings Be involved with your schools



*everychild.one voice.*

# Reflections Winners

Region 1  
2024-2025



*everychild.one voice.*



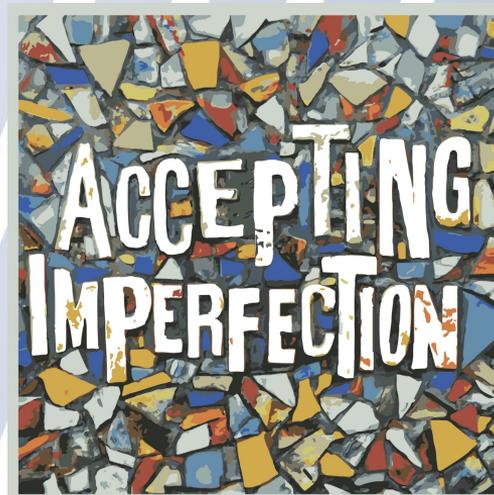


**Title:**

*A Tea Party with Friends*

**Artist Statement:**

...The rich girl is accepting the other girls's imperfections by having an imaginary tea party with her. Remember that nobody's perfect so that doesn't stop you from making a friend.





*everychild.one voice.*



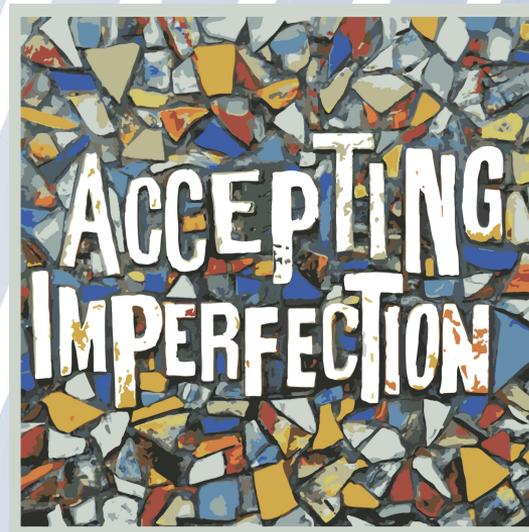
**Title:**

*Broken and Beautiful*

**Artist Statement:**

I love to dance but I'm not always perfect, but that's ok because I can keep trying!! Sometimes I feel broken down or scared but dancing always makes me feel better!

Jentry McBride, Garland Elementary 4th grade





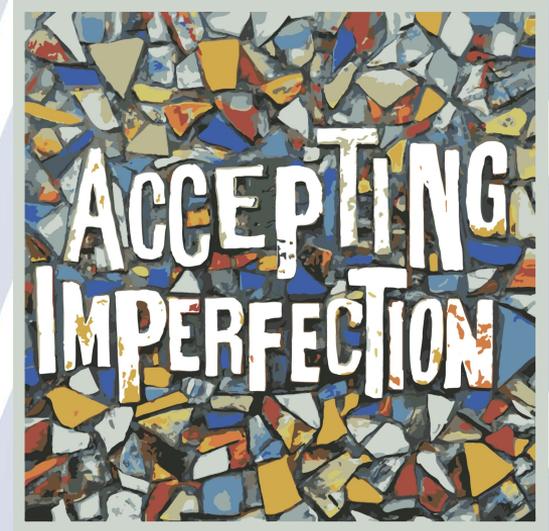
**Title:**

*Art*

**Artist Statement:**

Even though this picture is not perfect, I love it because I made it.

Mace DeFilippis, Garland Elementary 2nd grade





*everychild.one voice.*



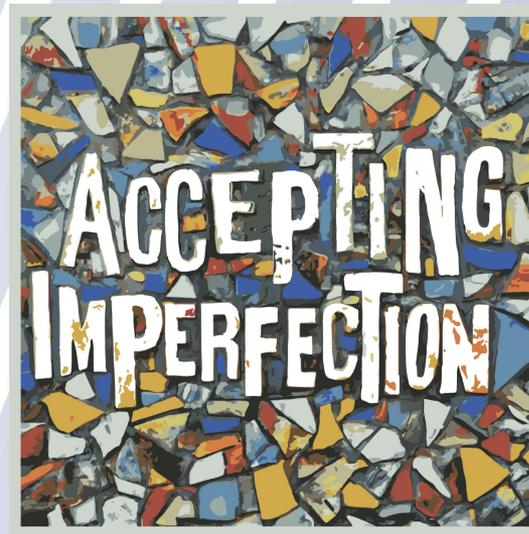
## Title:

*Cutest Dog Ever*

### **Artist Statement:**

I'm trying to train my two year old dog, Sophie to do tricks like roll over, jump, and dance. She's not perfect, but she's improving every day!

Bekka Esplin, Garland Elementary 5th grade





*everychild.one voice.*



## Title:

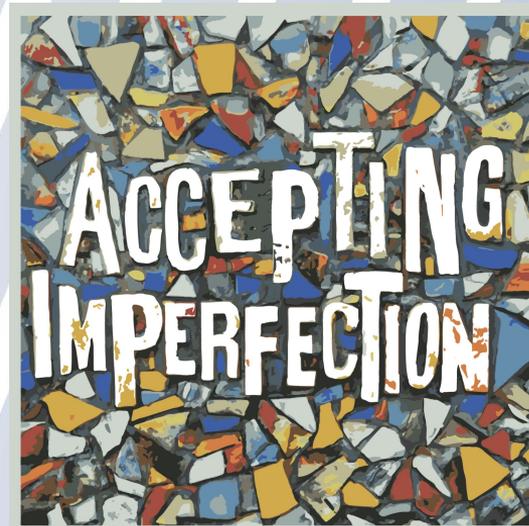
*Sharing a Room*

### **Artist Statement:**

We accept each others differences. . Even though we disagree with each other sometimes, we still love each other no matter what.

## Karly Esplin, North Park Elementary 3rd grade

Hi, I am Karly Esplin. I am 8 years old. My favorite color is pink and my favorite animal is a cow. I am in third grade and my favorite subject is science. I recently moved into a room with my sister. It felt really exciting and we agreed on everything. We even made a little tunnel out of a bedside table and a box of springs. It is the biggest room in the house so we have lots of space. We also have a door inside our room that leads into the bathroom and a walkin closet. We had to get the closet ready because the carpet was torn off and we needed to paint it. Me and my sister Bekka started to disagree after the closet was ready to move stuff into. We still don't have it figured out. We switched the family echo dot to my echo dot which was not what we both agreed on, she didn't want it. I was very hurt. Even though other people have different ideas, you don't have to fight with them to solve it. Even though we disagree with each other sometimes, we still love each other no matter what.





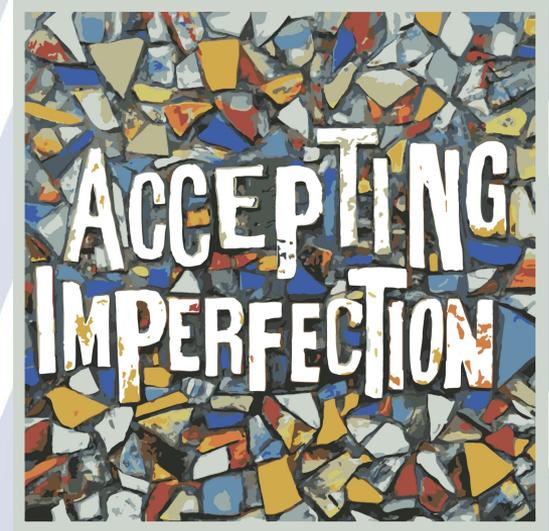
**Title:**

*The Imperfect Tree*

**Artist Statement:**

Sometimes when I go over to my Aunt Fran's house, I see a picture of a tree of my ancestors. So I wanted to make picture of a tree with imperfect things. My imperfect things are not organized, a flat tire, a really old chair, a dead branch, a broken windshield, a crooked picture, a tilted ladder, and last of all ME.

Emiko Holden, North Park Elementary 2nd grade





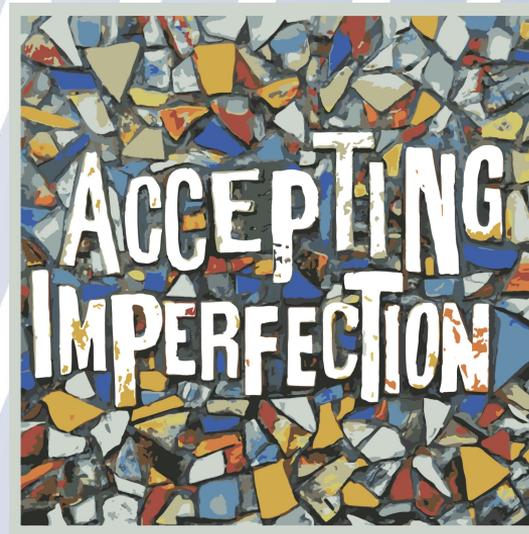
**Title:**

*Park Bench*

**Artist Statement:**

I made the bench out of scraps from my Dad's garage. I wanted my bench to not be as black, I wanted it to be more brown. I still like my bench.

Elias Cable, North Park Elementary 3rd Grade





*everychild.one voice.*



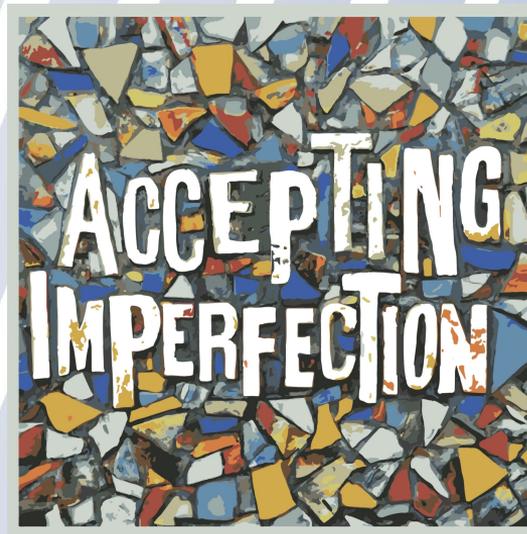
## Title:

*The Cake*

### **Artist Statement:**

I think flowers are beautiful, but they are not always perfect. I worked really hard to make this cake from scratch with my Dad. It tastes kind of dry, but I am very proud of it.

Hattie Nielsen, North Park Elementary 2nd grade



## **Recommendation to approve**

Submitted by: Ben Wiley

### **Recommendation:**

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

USU ITLS 2500 – Principles of Educational Instruction -

### **Recommended Motion:**

I move that we approve the new course for the Box Elder School District as was presented beginning the 2025-2026 school year and beyond.

**Background:** Students explore educational-related technology paired with a hands-on internship experience. This student internship is a student teaching type of experience. Students will also work on teacher-provided projects, such as developing and modifying curriculum, creating lesson plans, etc., for current educators.

**Policy Implications:** None

**Financial Implications:** District will be charged the current fee that exists with Bridgerland.

**Staff Implications:** None – No new staff will be hired to cover this course.

## **Recommendation to the Box Elder School District Board of Education**

Submitted by Corey Thompson, Facilities Director

12 February, 2025

### **Recommendation:**

Each year a budget is established for capital improvement projects throughout the school district. Working with Neil Stevens, Business Administrator, and the Facilities Advisory Committee we have compiled a budget for Fiscal Year 2026. The total for all proposed projects could exceed \$5 million; however, due to district budget constraints \$3.8 million is the requested amount.

### **Recommended Motion:**

*I move the proposed Fiscal Year 2026 budget for capital improvement projects be approved for \$3.8 million.*

### **Background:**

Each year a budget is proposed for approval by the Box Elder School District Board of Education as a way to fund the ongoing repair and improvement needs throughout the school district. The proposed budget is attached in Board Book and broken down according to categories of prioritization. The total for all proposed projects could exceed \$5 million; however, due to district budget constraints \$3.8 million is the requested amount. The prioritization was established in a meeting with the Facilities Advisory Committee on Wednesday, January 29, 2025. Capital needs will be addressed according to priority of needs and available remaining budget as hard bids come in and jobs are completed.

### **Procedural Implications:**

District Policy 2010, 2150

### **Staff Implications:**

None

**BESD - FY 2026 Proposal for Capital Improvements**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTORS</b>			<b>COST PER PRIORITY</b>	
<b>H = High Priority</b>	Life Safety <b>and/or</b> Critical for building, property, and systems longevity			<b>H = High Priority</b>	<b>\$ 1,177,350.00</b>
<b>M = Medium Priority</b>	Issues to be addressed now or in the near future			<b>M = Medium Priority</b>	<b>\$ 1,356,200.00</b>
<b>L = Low Priority</b>	Issues that will need to be addressed at some point			<b>L = Low Priority</b>	<b>\$ 1,263,200.00</b>
<b>Location</b>	<b>Priority</b>	<b>CM</b>	<b>Project Description</b>	<b>Estimate</b>	<b>Clarification</b>
ACHI	M	X	Asphalt replacement	\$ 80,250.00	Includes R & R of Base Materials
ACHI	L	X	Integrate air handler #5 on roof, into cold water cooling	\$ 50,000.00	
BE Nat	L	X	Refresh mezzanine, floor and bleachers	\$ 45,000.00	BR Nat was last summer
BE/BR Aud.	H	X	Flys and riggings replacement, fire curtains	\$ 675,000.00	Extreme life safety issue!
BEHS	M	X	Upper bleachers	\$ 358,250.00	Includes Demolition
BEMS	M	X	Crack seal, seal coat, & re-stripe	\$ 18,500.00	<i>Paused</i> - Carried over from last year
BR High/Middle (hold)		X	New bus drive to accommodate both BRHS & BRMS	\$ 350,000.00	effort to reduce traffic congestion
BRHS		X	Asphalt at baseball and south-west of stadium (Slag)	\$ 85,000.00	<b>Carried over from last year</b>
BRHS	?	X	Repaint lines on track	\$ 18,400.00	white has faded to pink
BRHS	?	X	Replace stadium's cook shack roof	\$ 22,500.00	Louwer
BRMS	M	X	Crack seal, seal coat, & re-stripe	\$ 19,100.00	<i>Paused</i> - Carried over from last year
BRMS (hold)		X	New bleachers in gym, original to building	\$ 295,000.00	Includes Demolition
Century	M	X	Replace one old boiler with two for redundancy	\$ 250,000.00	same as Discovery last summer
Century	H	X	Seal coat playground	\$ 14,150.00	rough and course when students fall
Century			Add playground piece in open spot	\$ 7,500.00	for safety
Discovery	M	X	Receiving yard concrete collar repair	\$ 7,500.00	Box
Discovery	M	X	System controls upgrade	\$ 125,000.00	new boilers last summer
Discovery			Playground equipment repair	\$ 15,000.00	FY 25
Discovery (hold)		X	Sidewalk for bussing (north through the park by the	\$ 32,500.00	congestion
Dist Office	L	X	HVAC	\$ 750,000.00	
District-Wide	H	X	Sealcoat all new asphalt	\$ 35,600.00	ACYI, Discovery, and McKinley
Garland	L	X	Parking lot asphalt/seal coat	\$ 43,500.00	
Garland	L	X	Additional parking lot	\$ 350,000.00	north east corner
Garland	L	X	ADA playground fence	\$ 12,200.00	protect new equipment?
Garland*	M	X	New asphalt in playground	\$ 121,800.00	Includes R&R of base Materials
Golden Spike	H	X	ADA playground	\$ 165,000.00	
Lake View	M	X	Crack seal, seal coat, & re-stripe	\$ 18,500.00	<i>Paused</i> - Carried over from last year
Mckinley	H	X	Office ceiling	\$ 32,000.00	Ceilings, Mini Split HVAC, Electrical
Mckinley	H	X	Fire alarm system upgrade	\$ 45,000.00	Panel Only - \$300K for entire system
No. Park		X	Interior plumbing	\$ 25,000.00	to replace
Park Valley	M	X	Asphalt parking lot	\$ 178,000.00	Includes R&R of Base Materials
Park Valley	H	X	3' mow strip against building	\$ 35,450.00	Channel water away from building
Park Valley	M	X	Evaluate furnace / Replace old	\$ 150,000.00	
Raw Property	H	X	Yearly clean up	\$ 40,000.00	
Snowville	H	X	Asphalt parking lot	\$ 75,150.00	Shed/Propane Area
Sunrise	M	X	Additional millwork storage, sick room west wall full	\$ 7,500.00	
Sunrise	L	X	Seal coat parking lot and striping	\$ 12,500.00	
TMC	H	X	Fire alarm panel upgrade	\$ 60,000.00	
Willard	M	X	Asphalt on west	\$ 21,800.00	Includes R&R of Base Materials
Systems		X	Fire alarms, controls, water meters, etc.	\$ -	Need more info - \$1.2- \$6Mil/School
Projects	?		Contingency	\$ 250,000.00	needs
<b>Total</b>				<b>\$ 4,897,650.00</b>	

**BESD - FY 2026 Proposal for Capital Improvements**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTORS</b>			<b>COST PER PRIORITY</b>	
<b>H = High Priority</b>	Life Safety <b>and/or</b> Critical for building, property, and systems longevity			<b>H = High Priority</b>	<b>\$ 1,177,350.00</b>
<b>Location</b>	<b>Priority</b>	<b>CM</b>	<b>Project Description</b>	<b>Estimate</b>	<b>Clarification</b>
BE/BR Aud.	H	X	Flys and riggings replacement, fire curtains	\$ 675,000.00	Extreme life safety issue!
Century	H	X	Seal coat playground	\$ 14,150.00	rough and course when students fall
District-Wide	H	X	Sealcoat all new asphalt	\$ 35,600.00	ACYI, Discovery, and McKinley
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Snowville	H	X	Asphalt parking lot	\$ 75,150.00	Shed/Propane Area
TMC	H	X	Fire alarm panel upgrade	\$ 60,000.00	
<b>Total</b>				<b>\$ 1,177,350.00</b>	

**BESD - FY 2026 Proposal for Capital Improvements**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTORS</b>			<b>COST PER PRIORITY</b>	
<b>M = Medium Priority</b>	Issues to be addressed now or in the near future			<b>M = Medium Priority</b>	<b>\$ 1,356,200.00</b>
<b>Location</b>	<b>Priority</b>	<b>CM</b>	<b>Project Description</b>	<b>Estimate</b>	<b>Clarification</b>
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Discovery	M	X	System controls upgrade	\$ 125,000.00	new boilers last summer
Garland*	M	X	New asphalt in playground	\$ 121,800.00	Includes R&R of base Materials
Lake View	M	X	Crack seal, seal coat, & re-stripe	\$ 18,500.00	<i>Paused</i> - Carried over from last year
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Park Valley	M	X	Evaluate furnace / Replace old	\$ 150,000.00	
Sunrise	M	X	Additional millwork storage, sick room west wall full	\$ 7,500.00	
Willard	M	X	Asphalt on west	\$ 21,800.00	Includes R&R of Base Materials
<b>Total</b>				<b>\$ 1,356,200.00</b>	

**BESD - FY 2026 Proposal for Capital Improvements**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTORS</b>			<b>COST PER PRIORITY</b>	
<b>L = Low Priority</b>	Issues that will need to be addressed at some point			<b>L = Low Priority</b>	<b>\$ 1,263,200.00</b>
<b>Location</b>	<b>Priority</b>	<b>CM</b>	<b>Project Description</b>	<b>Estimate</b>	<b>Clarification</b>
ACHI	L	X	Integrate air handler #5 on roof, into cold water cooling	\$ 50,000.00	
BE Nat	L	X	Refresh mezzanine, floor and bleachers	\$ 45,000.00	BR Nat was last summer
Dist Office	L	X	HVAC	\$ 750,000.00	
Garland	L	X	Parking lot asphalt/seal coat	\$ 43,500.00	
Garland	L	X	Additional parking lot	\$ 350,000.00	north east corner
Garland	L	X	ADA playground fence	\$ 12,200.00	protect new equipment?
Sunrise	L	X	Seal coat parking lot and striping	\$ 12,500.00	
<b>Total</b>				<b>\$ 1,263,200.00</b>	

**BESD - FY 2026 Proposal for Capital Improvements**

PRIORITY LEVEL		DECIDING FACTORS			COST PER PRIORITY	
<b>H = High Priority</b>		Life Safety <b>and/or</b> Critical for building, property, and systems longevity			<b>H = High Priority</b>	\$ -
<b>M = Medium Priority</b>		Issues to be addressed now or in the near future			<b>M = Medium Priority</b>	\$ -
<b>L = Low Priority</b>		Issues that will need to be addressed at some point			<b>L = Low Priority</b>	\$ -
Location	Priority	CM	Project Description	Estimate	Clarification	
BR High/Middle		X	New bus drive to accommodate both BRHS & BRMS	\$ 350,000.00	effort to reduce traffic congestion	
BRMS		X	New bleachers in gym, original to building	\$ 295,000.00	Includes Demolition	
Discovery		X	Sidewalk for bussing (north through the park by the	\$ 32,500.00	congestion	
<b>Total</b>				<b>\$ 677,500.00</b>		

**BESD - FY 2026 Proposal for Capital Improvements**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTORS</b>				
<b>H = High Priority</b>	Life Safety <b>and/or</b> Critical for building, property, and systems longevity				
<b>M = Medium Priority</b>	Issues to be addressed now or in the near future				
<b>L = Low Priority</b>	Issues that will need to be addressed at some point				
<b>Location</b>	<b>Priority</b>	<b>CM</b>	<b>Project Description</b>	<b>Estimate</b>	<b>Comments</b>
Transportation		X	Fuel tank and asphalt front	\$ 225,000.00	Cost covered by fuel savings

**Total: \$ 225,000.00**

**BESD - FY 2026 Proposal for Capital Improvements**

<b>PRIORITY LEVEL</b>	<b>DECIDING FACTORS</b>				
<b>H = High Priority</b>	Life Safety <b>and/or</b> Critical for building, property, and systems longevity				
<b>M = Medium Priority</b>	Issues to be addressed now or in the near future				
<b>L = Low Priority</b>	Issues that will need to be addressed at some point				
<b>Location</b>	<b>Priority</b>	<b>CM</b>	<b>Project Description</b>	<b>Estimate</b>	<b>Comments</b>
Foothill			Demolition?, YTBD	\$ 650,000.00	
Foothill			Projects/Costs if	\$ 3,500,000.00	

**Total: \$ 4,150,000.00**

## **Recommendation to approve**

Submitted by: Keith Mecham

### **Recommendation:**

It is recommended that the BESD Board of Education approve the amendment of the 2024-2025 BESD General Student Fees and Deposits schedule resulting in the approval of the Pickleball Club at BEHS. The new club's participation fee will be \$230 per year for tournament fees and T-Shirt/uniform costs.

### **Recommended Motion:**

I move that we approve the amendment of the 2024-2025 BESD General Student Fees and Deposits schedule by adding a \$230 amount for each participant in the newly created Pickleball Club at BEHS

### **[2024-2025 BESD General Student Fees and Deposits](#)**

### **[24-25 Spending Plan for the BEHS Pickleball Club](#)**

### **Background:**

Annually, the General Student Fees and Deposits Schedule is approved by the School Board in early Spring following 2 official opportunities for community, parent and student input.

For the past several months, each school has reviewed the provided document and have made the necessary deletions, modifications and additions.

This increased proposed amount will affect only those members that participate in this new non-curricular Pickleball Club

### **Policy Implications:**

Policy 5230: [Student Fees/Fee Waiver](#)

### **Financial Implications:**

There will be a \$230 increase in possible fees. Each student will only pay the tournament fee if they choose to play in the tournament so it is unlikely students will pay the entire amount.

### **Staff Implications:**

No additional implications

## **Recommendation for Box Elder School Land Trust Plan Amendments**

### **Submitted by:**

Heidi Jo West *Assistant Superintendent Elementary Teaching and Learning*

Keith Mecham *Assistant Superintendent Secondary Teaching and Learning*

**Recommendation:** It is recommended that the Box Elder School District Board of Education approve the School Land Trust Plans amendments in the district as submitted.

### **Recommended Motion:**

*I move that the BESD Board of Education approve the School Land Trust Plans for the schools in Box Elder School District for the 2024-2025 school year.*

### **Background:**

Schools are making adjustments to their budgets to adjust spending to meet their goals.

### **Policy Implications:**

This action will have no policy implications.

### **Financial Implications:**

There are no known negative consequences.

### **Staff Implications**

Employees hired at the school level under the SLT plans are subject to ongoing funding and approval by the School Community Council

# School Plan Amendment 2024-2025 - Fielding School

The Amendment has been submitted by the School and is waiting LEA review.

Goal #1

close

State Goal

close

Fielding Elementary School will increase the percentage of students at reading benchmark by 5% from BOY to EOY as measured by the ACADIENCE assessment in grades Kindergarten through Fifth for the 2024-2025 school year.

Academic Area

close

- Reading

Measurements

close

Fielding Elementary Acadience Reading Benchmark Composite Grades K-5 BOY-EOY

Action Plan Steps and Expenditures

close

1. We will hire paraprofessionals for tier 1 and 2 instruction. Paraprofessionals will be trained in classroom management, program implementation and LETRS instruction. (\$79,000)
2. Teachers and paraprofessionals will monitor student progress and provide reading support and instruction for reading skills. Coaching cycles and feedback for paraprofessionals and teachers .  
We will use our adopted tier 1 programs with fidelity (SuperKids and Wonders). Set Pathways of

Progress goals by October 15th and monitor student progress regularly.(\$2000.00)

3. Provide reading incentives to students. Provide additional reading time to improve students' reading abilities with a focus on our at-risk students.(\$1000)

4. Parent and Student Literacy night to encourage student reading at home. Provide parents with training on reading with students at home.(\$1000)

5. Teachers will have the opportunity to serve on school committees to look at student data and provide school-wide professional development to improve student success in reading. School-wide professional development will focus on LETRS review from our instructional coach and district coaches. Conduct regular meetings to discuss student progress. We will purchase additional materials and books to improve literacy instruction. (\$4500.00)

6. Substitutes will be provided when needed for teacher professional development. Teachers will meet with parents to discuss individual student needs. (\$1000.00)

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1. Hire (6) paraprofessionals to provide small group reading instruction to students. \$79000.00 5. Teachers will serve on school committees to monitor school data and provide professional development to staff. 6.Substitutes will be provided for teachers when needed for professional development \$5500.00	\$84,500.00
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	2. Teachers and paraprofessionals will progress monitor and provide plans for struggling students. \$2000.00 3. We will hold a family literacy night and provide reading incentives to students. \$2000.00	\$4,000.00
Books, Ebooks, online curriculum/subscriptions	2. Provide books to supplement reading materials for our targeted reading groups. This will benefit both struggling readers and accelerated readers. (\$2000.00)	\$2,000.00
	Total:	\$90,500.00

### Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$4,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$84,500.00
	Total:
	\$90,500.00

	Estimated Cost

Category	Estimated Cost (entered by the school)
Books, Ebooks, online curriculum/subscriptions	\$2,000.00
Total:	\$90,500.00

### Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2022-2023	\$34,907.52
Distribution for 2023-2024	\$82,323.73
Total Available Funds for 2023-2024	\$117,231.25
Estimated Funds to be Spent in 2023-2024	\$ 110000
Estimated Carry-over from 2023-2024	\$7,231.25
Estimated Distribution for 2024-2025	\$87,341.00
Total Available Funds for 2024-2025	\$94,572.25
Summary of Estimated Expenditures for 2024-2025	\$90,500.00
Estimated Carry-over to 2025-2026	\$4,072.25

*The Estimated Distribution is subject to change if student enrollment counts change.*

### Publicity

- Other: Please explain
- School newsletter or website
- Stickers that identify purchases made with School LAND Trust funds

Explanation for other publicity option:

I have created a pamphlet to hand out and distribute to stakeholders on what our School LAND Trust funds are used for.

### Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
5	0	1	2024-04-02

### Comments

Date	Name	Comment
2024-04-18	Heidi Jo West	Change the assessment to Acadience Reading Benchmark Composite Academic area is reading, not ELA or writing Student incentive max is \$1100 Separate literacy night from student incentives Separate substitutes from stipends Add evidence-based practices and consistent with the LEA's pedagogy, programs, and curriculum
2024-04-19	Heidi Jo West	Measurement needs to just be the assessment, not the scores. Acadience Reading Benchmark Composite Grades K-5

BACK

# School Plan Amendment 2024-2025 - Mckinley School

The Amendment has been submitted by the School and is waiting LEA review.

## Goal #1

close

## State Goal

close

Our school goal is based on reading achievement. Our goal is that in grade level 1st-5th we will have 68% of students on or above grade level in accuracy proficiency.

## Academic Area

close

- Reading

## Measurements

close

Based off of Acadience Reading benchmark EOY 2025

## Action Plan Steps and Expenditures

close

1. We will hire paraprofessionals for reading groups. (\$52,000)
2. We will purchase additional smart TV's to complement classroom literacy instructions. (\$20,698.93)
3. We will send teachers to a conference for professional learning opportunities to help guide

instructional practices. (\$10,000)

4. We will create planning sessions for each grade level and provide a substitute so they can create CFA's and get aligned as a team 3 times a year. (\$5400)

5. We will purchase classroom sets of books to help support our LEAP program to help challenge our students. (\$1400)

6. We will purchase calming kits for each classroom to help with student behavior and emotional regulation. (\$1380)

7. We will purchase the REWARDS curriculum for our special education department to help complement classroom literacy instructions. (\$275)

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	1. We will hire paraprofessionals for reading groups. (\$52,000)	\$52,000.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	2. We will purchase additional smart TV's to complement classroom literacy instructions. (\$11,740)	\$20,698.93
Professional development requiring an overnight stay (travel, meals, hotel, registration, per-diem)	3. We will send teachers to a conference for professional learning opportunities to help guide instructional practices. (\$10,000)	\$10,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	4. We will create planning sessions for each grade level and provide a substitute so they can create CFA's and get aligned as a team 3 times a year. (\$5400)	\$5,400.00
Books, Ebooks, online curriculum/subscriptions	5. We will purchase classroom sets of books to help support our LEAP program to help challenge our students. (\$1400) 10. We will purchase the REWARDS curriculum for our special education department to help complement classroom literacy instructions. (\$275)	\$1,675.00
Services, goods and fees not defined above	6. We will purchase calming kits for each classroom to help with student behavior and emotional regulation. (\$1380)	\$2,280.00
	Total:	\$92,053.93

## Summary of Estimated Expenditures

	Estimated Cost

Category	Estimated Cost (entered by the school)
Services, goods and fees not defined above	\$2,280.00
Professional development requiring an overnight stay (travel, meals, hotel, registration, per-diem)	\$10,000.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	\$20,698.93
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$57,400.00
Books, Ebooks, online curriculum/subscriptions	\$1,675.00
Total:	\$92,053.93

### Funding Estimates – Please Update

Estimates	Totals
Carry-over from 2022-2023	\$0.00
Distribution for 2023-2024	\$83,853.91
Total Available Funds for 2023-2024	\$83,853.91
Estimated Funds to be Spent in 2023-2024	\$ 77160.01
Estimated Carry-over from 2023-2024	\$6,693.90
Estimated Distribution for 2024-2025	\$91,026.95
Total Available Funds for 2024-2025	\$97,720.85
Summary of Estimated Expenditures for 2024-2025	\$92,053.93
Estimated Carry-over to 2025-2026	\$5,666.92

*The Estimated Distribution is subject to change if student enrollment counts change.*

### Publicity

- Letters to policymakers and/or administrators of trust lands and trust funds
- School newsletter or website
- Social Media
- Stickers that identify purchases made with School LAND Trust funds

### Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
6	0	2	2024-04-15

### Comments

Date	Name	Comment
2024-04-19	Heidi Jo West	Revise: Goal, Academic Area, Measurements, Action Plan Steps- remove items not associated with reaching the goal.
2024-05-10	Paula Plant	Plan Comment: In the 6th Action Plan Step, please make the expenditure numbers agree. Is the cost \$1380 or \$2280?

BACK

# School Plan Amendment 2024-2025 - Young Intermediate

The Amendment has been submitted by the School and is waiting LEA review.

## Goal #1

close

## State Goal

close

At the end of the 2024-2025 school year, students at Adele C. Young Intermediate School will demonstrate grade-level proficiency in English Language Arts at a rate of 10% higher than in 2023-2024 as measured by end of level RISE assessments. All students will show growth as measure by MAP assessments. At the end of the 2024-2025 school year, ACYI will reduce the number of students reading below grade level by 50% as measured by MAP testing results. All students will show gains in lexile scores as measured by MAP testing.

## Academic Area

close

- Educational Technology/Library/Media
- English/Language Arts
- Mathematics
- Science
- Social Studies

## Measurements

close

Data use will be score reports from RISE assessments and score reports from MAP assessments.

1. Accommodations/Literacy Aides: Aides will be hired (100 hours per week) to provide in-class support for at-risk and struggling students. The aides will work with ELA teachers to provide support, instruction, and intervention for students in remedial, team taught and general education classes. (\$70,350.59)
2. Pay teacher to work in the summer to: 1) analyze testing data (CFA's, MAPS, and RISE) to identify areas of student need and adjust instruction accordingly, 2) create unit plans to use during the school year, and review literacy strategies. (\$10,835.55)
3. ACYI will use trustlands funds to purchase reading intervention programs to supplement Tier 1 instruction in the English Language Arts Classrooms and to provide Tier 2 and Tier 3 interventions for students. Programs to be purchased include Phonics for Reading, Rewards, PAST, and High Noon Text. (\$10,000)
4. Funding will be provided to the sixth grade English Language Arts department for a field trip as a capstone to their literacy projects. (\$2,600)
5. Contingency Plan: If we are unable to hire aides, we will use excess funds to purchase interactive smart boards and chromebook carts to meet the technology needs of the students.

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Action steps 1 and 2	\$81,186.14
Books, Ebooks, online curriculum/subscriptions	Action Step 3	\$10,000.00
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	Action step 4	\$2,600.00
	Total:	\$93,786.14

Goal #2

State Goal

By the end of the 2024-2025 school year, students at ACYI will demonstrate grade-level proficiency in Mathematics at a rate 10% higher than in 2023-2024 as measured by RISE assessments. All students will show growth as measured by MAPS testing.

## Academic Area

close

- Fine Arts
- Mathematics
- World Languages

## Measurements

close

Data used will be score reports from RISE assessments and score reports from MAP assessments.

## Action Plan Steps and Expenditures

close

1. **Teacher Professional Development:** Professional Development Opportunities will be funded for teachers to attend conferences, develop curriculum, and learn/refine instruction practices. This will include admission to conferences, substitute teachers to cover classes, and payment for additional time outside of teaching contracts. (\$2,000).

2. **Daily Practice Sheets:** Throughout the past two years, Math PLC Teams have developed and refined curriculum that aligns with State Standards and District Essentials. The materials provide practice, spiral review, and assessment of content taught during the course of the school year. This curriculum will be printed for consumable student use and also inform instruction, intervention, and remediation. (\$4,000)

3. **PLC Team Leaders:** All teachers will be part of a PLC team that meets weekly to review learning standards and curriculum, create common formative assessments, review assessment data and/or plan enrichment/intervention activities for students based on data. PLC team leaders conduct these weekly meetings as well as attend regular leadership meetings to discuss the effectiveness of school-wide intervention efforts and the planning of strategies and program changes to improve their effectiveness. A stipend will be paid to each PLC team leader for this additional responsibility. (\$12,880)

4. **Two interactive smartboards will be purchased to replace failing smart boards. (\$8497.48)**

Category	Description	Estimated Cost
Professional development requiring an overnight stay (travel, meals, hotel, registration, per-diem)	Action step 1	\$2,000.00
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	Action step 2	\$4,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Action step 3	\$12,880.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	Purchase two interactive smart boards to support student learning in the classroom.	\$8,497.48
	Total:	\$27,377.48

### Goal #3

close

### State Goal

close

By the end of the 2024-2025 school year, students at ACYI will demonstrate grade-level proficiency in Science at a rate 10% higher than in 2023-2024 as measured by RISE assessments.

### Academic Area

close

- CTE (Career and Technical Education)
- Physical Education
- Science

### Measurements

close

Data used will be score reports from RISE assessments.

## Action Plan Steps and Expenditures

close

1. **Intervention Aide:** An Intervention Aide will be hired to assist teachers, students and administrators in coordination the daily academic intervention program (SOAR). The aide will access and gather data from the school gradebook program program and assign students interventions from one of their teachers. (\$14,071.72)
2. **Technology Devices Aide;** An Aide will be hired to oversee the scheduling distribution, and maintenance of the school Chromebooks as well as well as 2 existing computer labs. This aide will also support student and teachers with assistance on technology issues on a daily basis. Such management will extend the life of the hardware as well as its effective distribution and use. (\$18,092.21)
3. **Consumable Science Lab Supplies:** Hands on Science labs will be conducted throughout the school year in both 6th and 7th grade science classes. Consumable supplies will be purchased to facilitate these labs. (\$6,737.50)
4. **OER Textbooks:** To accommodate and enrich the learning of students in Science, an Open Educational Resource (OER) textbook will be purchased. This textbook contains a wealth of information for students and serves as a resource for teachers as they teacher lessons, perform lab experiments, and give assessments with the new Utah Science Standards. (\$500)
5. The seventh grade science will have a field trip to the Box Elder Museum of Natural History. (\$1,500)

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Action steps 1 and 2	\$32,163.93
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	Action Step 3	\$6,373.50
Books, Ebooks, online curriculum/subscriptions	Action 4	\$500.00
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	Action step 5	\$1,500.00
	Total:	\$40,537.43

## Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Professional development requiring an overnight stay (travel, meals, hotel, registration, per-diem)	\$2,000.00
Technology related supplies < \$5,000 each - devices, computers, E-readers, flash drives, cables, monitor stands	\$8,497.48
Books, Ebooks, online curriculum/subscriptions	\$10,500.00
Expendable items that are consumed, wornout or lose identity through use (paper, science and art supplies), food for a cooking class, a field trip, or a parent night (consistent with LEA policy)	\$10,373.50
Admission, transportation to and from school. Transportation for school related activities provided by LEAs, public carriers, parents, students	\$4,100.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$126,230.07
Total:	\$161,701.05

## Funding Estimates – Please Update

Estimates	Totals	
Carry-over from 2022-2023	\$30,553.49	
Distribution for 2023-2024	\$165,412.55	
Total Available Funds for 2023-2024	\$195,966.04	
Estimated Funds to be Spent in 2023-2024	\$ 195966.04	
Estimated Carry-over from 2023-2024	\$0.00	
Estimated Distribution for 2024-2025	\$161,701.05	
Total Available Funds for 2024-2025	\$161,701.05	
Summary of Estimated Expenditures for 2024-2025	\$161,701.05	
Estimated Carry-over to 2025-2026	\$0.00	

*The Estimated Distribution is subject to change if student enrollment counts change.*

## Publicity

- School newsletter or website
- Social Media

# School Plan Amendment 2024-2025 - Harris Intermediate

The Amendment has been submitted by the School and is waiting LEA review.

## Goal #1

close

## State Goal

close

75% of our 6th & 7th-grade students will be at the 50th percentile for achievement, or make one year's growth as measured by MAP Reading assessment. From the BOY to the EOY in May 2025.

## Academic Area

close

- Educational Technology/Library/Media
- Reading
- Technology

## Measurements

close

As a guiding coalition and school Community Council, we used the trend data from our RISE end-of-year assessment as well as our MAP growth over time to determine our area of most critical academic need. The MAP proficiency and growth reports help us to see what percentage of students made the year's projected growth. It was determined by our School Leadership Team and Community Council that both the math and science RISE tests are also tests of reading and our

students who struggle or are below grade level, struggle to read the tests. Additionally, our ATSI percentages for ELL and SWD's were below the state average for 2024.

Action Plan Steps and Expenditures

close

1. Students will be screened using the BOY MAP benchmark in September 2024, so that we will know exactly which differentiated interventions/ extensions to put them in for the start of the 24-25 school year in reading.
2. \$146,457.07 will be spent on Paraprofessionals to help support our 6th grade Language Live intervention classrooms, as well as intervention paras for our Math, ELA, and Science 7th grade weekly interventions.
3. Each student in our school will also take 2 MAP benchmark assessments to determine what short-term goals need to be established to make the end-of-year goal.
4. PLC teams will use our 6th-grade flex time block and & the 7th will use weekly interventions as well as grade-level established class time to help provide interventions and extensions based on the CFA grade-level data.
5. We will work to participate in district and sister school efforts to increase the PLC process in both schools as we collaborate together.
6. The administration will work with each team once per trimester to conduct a data review of the Reading MAP data for ELA teachers, and Vocabulary and other literacy supports that the non-ELA teachers will provide. The administration will also help teams to record their uptick data for the year to document trend data, which will be used for growth discussions.
7. We will use the reports generated by the MAP assessment to determine yearly growth.
8. We will spend \$12,000 for our instructional coach who helps with instructional strategies and student achievement.
9. Contingency Plan: If in the event we are unable to hire a para professional and there are unallocated funds they will be used to purchase instructional technology to aid in classroom instruction and interventions

Category	Description	Estimated Cost
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Action Step # 2 = Intervention para's = \$146,457.07 Action step # 8 = Instructional coach = \$12,000	\$158,457.07
	Total:	\$158,457.07

### Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$158,457.07
<b>Total:</b>	<b>\$158,457.07</b>

### Funding Estimates - Please Update

Estimates	Totals
Carry-over from 2022-2023	\$21,475.55
Distribution for 2023-2024	\$124,556.72
Total Available Funds for 2023-2024	\$146,032.27
Estimated Funds to be Spent in 2023-2024	\$
	122000
Estimated Carry-over from 2023-2024	\$24,032.27
Estimated Distribution for 2024-2025	\$134,457.07
Total Available Funds for 2024-2025	\$158,489.34
Summary of Estimated Expenditures for 2024-2025	\$158,457.07
Estimated Carry-over to 2025-2026	\$32.27

*The Estimated Distribution is subject to change if student enrollment counts change.*

### Publicity

- School newsletter or website
- Social Media

### Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
7	0	2	2024-03-25

### Comments

Date	Name	Comment
2024-03-25	David Lee	WE had a carry over of about \$24,000 due to the inability to hire additional intervention para hours. This carry over will help to pay for our increased instructional coach costs that were covered by ESSER funding.

**Please submit comments below.**

Comments are only seen by those involved in submitting or reviewing plans and cannot be edited or removed.

There is a 1000 character limit on the comments. SAVE button shows when entry is made. Character Count: 0

## School LAND Trust Plan Review Instructions

1. Read the Plan and any attached documents.
2. ENTER AND SAVE any comments for the Principal/Director to read. *Comments are not public, but are a permanent part of the report.*
3. Make a review decision to approve the report or send the report back for edits:  
APPROVE: Select APPROVE, and then FINALIZE.  
NEEDS EDITS: To send back for edits, select NEEDS EDITS and FINALIZE. Notify the principal to complete the edits, resubmit, and notify you when the report is ready for review again.

## LEA Review Assurance

Approving the Plan is the LEA Reviewer's assurance that the plan is consistent with the law and contains:

- student-centered, measurable, academic goals
- **specific** steps and expenditures to implement the academic goals
- measurements to assess improvement
- evidence-based practices and consistent with the LEA's pedagogy, programs, and curriculum
- no more than \$2 per student budgeted for student incentives in an academic school year
- an appropriate plan for any carry-over greater than 10%

APPROVE

NEEDS EDITS

School Plan Review Status:

FINISH REVIEW

**Recommendation to approve item F.6.**

Submitted by: Neil Stevens

**Recommendation:**

It is recommended that the Board approve item F.6. to declare surplus property.

**Recommended Motion:**

I move that the Board approve item F.6. to declare surplus property.

**Background:**

Box Elder School District owns a vacant land parcel in South Willard that is not suitable for a school site.

**Policy Implications:**

Utah State Code [\(UCA\) 63A-2-401](#) requires that a public entity declare real property as surplus prior to selling the property.

**Financial Implications:**

Increased funds for capital reserve account.

**Staff Implications:**

None.

TRACKING SHEET						
PRIORITY BILLS						
Bill #	Sponsor	Title	Summary	JLC Meeting	JLC Position	Legislative Action
HB267	Teuscher	Public Sector Labor Union Amendments	This bill amends provisions governing public employer, public safety, and public fire labor organizations.	1/24/2025	Oppose	PASSED
SB37	Fillmore	Minimum Basic Tax Rate Amendments	This bill amends provisions related to the minimum basic tax that school districts impose.	1/9/2025	Oppose - CALL TO ACTION	
SB102	Fillmore	Public Education Funding Modifications	This bill establishes sunset dates and allocation of remaining funds for certain programs.	1/24/2025	Oppose - CALL TO ACTION	
SB137	Cullimore	Course Choice Empowerment	This bill established a private and home school online	1/31/2025	Oppose	
HOUSE						
Bill #	Sponsor	Title	Summary	JLC Meeting	JLC Position	Legislative Action
HB40	Wilcox	School Safety Amendments	This bill modifies school safety provisions.	1/9/2025	Monitor	PASSED
HB42	Pierucci	English Learner Amendments	This bill provides emergency funding to school experiencing a significant increase in English language learner enrollment	1/9/2025	Support	
HB43	Peterson, K.	Education Program Sunset Amendments	This bill extends certain sunset dates.			PASSED
HB76	Miller	Public Education Revisions	This bill amends provisions and programs regarding the operation of the public education system.	1/31/2025	Monitor	
HB77	Lee	Flag Display Amendments	This bill allows a local education agency to display certain flags in a public school or charter school facility or grounds under certain circumstances and provides a remedy for a violation.	1/9/2025	Oppose	
HB100	Clancy	Food Security Amendments	This bill establishes a program to provide free breakfast and lunch to eligible students and requires participation in the Summer Electronic Benefits Transfer Program.	1/24/2025	Support	
HB102	Moss, C.	Class Size Reduction Modifications	This bill makes changes to the allocation of an existing appropriation for class size reduction.			
HB104	Shipp	Firearm Safety in Schools Amendments	This bill addressed firearm safety instruction in public schools.	2/7/2025	Oppose	
HB106	Christofferson	Income Tax Revisions	This bill amends income tax provisions.			
HB110	Auxier	Minimum Basic Tax Rate Reduction	This bill amends provisions related to the minimum basic tax rate that funds public education.	1/9/2025	Monitor	
HB121	Moss, C.	Health Education Amendments	This bill amends provisions related to health education.			
HB124	Lee	Education Industry Employee Privacy	This bill provides for the personal privacy of local education agency employees.	1/24/2025	Oppose	

HB128	Gwynn	Dangerous Weapon at a School Amendments	This bill address the crime of possession of a dangerous weapon on or about school premises.		
HB144	Defay	School District Contracting Amendments	This bill enacts provisions related to federal contracts with LEAs.	1/24/2025	Oppose
HB157	Jack	Energy Education Amendments	This bill modifies provisions related to the Office of Energy Development.	2/7/2025	Support
HB161	Matthews	School Bus Route Amendments	This bill amends student eligibility for state-supported transportation.		
HB168	Defay	Artificial Intelligence in Education	This bill established a task force to guide the implementation and use of artificial intelligence in Utah's education system.	2/7/2025	Monitor
HB176	Brooks	County Classification Amendments	This bill modifies the population requirements for county classification.		
HB181	Watkins	School Week Schedule Amendments	This bill amends provisions relating to requesting a waiver to implement a four-day school week. 1/	31/22025	Support
HB184	Miller	School Trust Land Amendments	This bill streamlines the School LAND Trust Program by shifting responsibilities and improving transparency.	1/24/2025	Support
HB189	Defay	Public Education Course Grade Requirements	This bill prohibits a local education agency (LEA) from requiring student attendance at an off-campus event.	1/24/2025	Oppose
HB191	Teuscher	High School Credit Amendments	This bill addresses the use of an instructional packet to receive credit in public high school.	1/24/2025	Oppose
HB192	Dailey-Provost	Public Education Scholarship Program Use Amendments	This bill prohibits certain expenses from being scholarship expenses.		
HB204	Peterson, K.	Stipends for Future Educators Grant Program Amendments	This bill amends provisions regarding the Stipend for Future Educators Grant Program (program).	1/24/2025	Support
HB206	Hayes	Chronic Absenteeism Pilot Program	This bill creates the Attendance Advantage - my529 Initiative Pilot Program.	2/7/2025	
HB209	Peck	Homeschool Amendments	This bill amends provisions related to home school affidavits.	1/31/2025	Oppose
HB215	Burton	Office of Legislative Auditor General Provisions	This bill amends provisions governing the duties and powers of the legislative auditor general.		
HB225	Moss, C.	School Zone Speeding Amendments	This bill addresses penalties for speeding in a school zone.		
HB228	Lisonbee	Public Education Immunization Amendments	This bill amends provisions regarding a student's immunization record.	2/7/2025	Monitor
HB233	Peck	School Curriculum Amendments	This bill restricts certain entities from involvement in health education in public schools.	2/7/2025	Oppose
HB237	Snider	Rollback Tax Amendments	This bill modifies provisions related to property taxes and fees imposed when land is no longer used for agricultural purposes.	1/31/2025	Oppose

HB246	Elison	Statewide Online Education Program Amendments	This bill makes changes to enhance quality, accountability, and transparency in the Statewide Online Education Program.	1/31/2025	Support
HB247	Ballard	School Swimming and Lifeguarding Programs	This bill enacts provisions in public education related to water safety.	1/31/2025	Oppose
HB250	Peck	Public Employee Gender-specific Language Requirements	This bill prohibits certain employment action against a public employee.	2/7/2025	Monitor
HB260	Peterson, V.	First Credential Program	This bill replaces the PRIME program to create the First Credential program.	1/31/2025	Support
HB267	Teuscher	Public Sector Labor Union Amendments	This bill amends provisions governing public employer, public safety, and public fire labor organizations.	1/24/2025	Oppose
HB268	Miller	Nonresident Online School Amendments	This bill modifies resident district payments to a nonresident district under certain circumstances.		
HB280	Pierucci	School District Administrator Authority	This bill amends the definition of an employee.	1/31/2025	Oppose
HB281	Gricius	Health Curriculum and Procedures Amendments	This bill amends provisions regarding health instruction and physical and mental health procedures in the public education system.	1/31/2025	Monitor
HB303	Action	Public School Directory Sharing Amendments	This bill amends the communication requirement of a local education agency.	1/31/2025	Oppose
HB325	Miller	Parent Access to Learning Materials Pilot Program	This bill creates the Parent Access to Learning Materials Pilot Program.	1/31/2025	Monitor
HB333	Koford	Medications in Schools Amendments	This bill expands the definition of a medical device used to administer ephinephrine.		
HB344	Strong	School Fees Amendments	This bill amends provisions related to school fees.	1/31/2024	Monitor
HB359	Peck	Juvenile Justice Amendmetns	The bill amends statutory provisions related to juvenile justice.		
HB371	Hall	Gold Medal Schools Pilot Program	This bill creates the Gold Medal Schools Pilot Program.		
HB381	Welton	Civics Education Amendments	This bill amends certain graduation requirements.	2/7/2025	Oppose
HB395	Welton	LEA Reporting Requirements	This bill requires the State Board of Education (state board) to study and make recommendations regarding local educaiton agency (LEA) reporting of costs associated with implementing new legislation.	2/7/2025	Support
HB396	Peterson,K.	Small School District Scale of Operations Formula	This bill amends the formula for necessarily existent small schools funding.	2/7/2025	Support
HB397	Welton	School Fee Waiver Amendments	This bill amends provisions related to school fee waivers.		
HB399	Stoddard	School Attendnacne Amendments	This bill amends and enacts statutes regarding juveniles who are habitual truant.		
HB402	Chevrier	Food Available at Schools Amendments	This bill enacts provisions to prohibit certain food additives from being served in a public school.		

HB408	Shipp	School Board Referendum Amendments	This bill amends provisions related to local referendums		
HB447	Schultz	Statewide Catalyst Campus Model	This bill establishes a grant program to help local education agencies create or expand catalyst centers.		
HB453	Brooks	State School Board Transparency Amendments	This bill creates new duties for the Utah State Board of Education.		
HB455	Pierucci	Utah Fits All Scholarship Program Amendments	This bill amends provisions related to the Utah Fits All Scholarship Program.		

**SENATE**

Bill #	Sponsor	Title	Summary	JLC Meeting	JLC Position	Legislative Action
SB1	Balderree	Public Education Base Budget Amendments	This bill supplements or reduces appropriations otherwise provided for the support and operation of public education for the fiscal year beginning July 1, 2024, and ending June 30, 2025, and appropriates funds for the support and operation of public education for the fiscal year beginning July 1, 2025, and ending June 30, 2026.			PASSED
SB20	Harper	Utah Retirement Systems Amendments	This bill modifies the contribution provisions for the New Public Employees' Tier II Contributory Retirement Act.	1/9/2025	Support	
SB32	Fillmore	Class Size Reduction Modifications	This bill amends the class size reduction appropriations.	1/9/2025	Oppose	
SB35	Johnson	Statewide Online Education Program Modifications	This bill amends the small school portion of the Statewide Online Education Program.	1/31/2025	Monitor	
SB37	Fillmore	Minimum Basic Tax Rate Amendments	This bill amends provisions related to the minimum basic tax that school districts impose.	1/9/2025	Oppose	
SB39	Johnson	Education Testing Amendments	This bill amends provisions relating to Utah standard assessments.	2/7/2025	Support	
SB66	Fillmore	School Personnel Amendments	This bill amends the definition of certain school employees to "education support professional."			
SB75	Fillmore	Family Stabilization Amendments	This bill creates the Center for Healthy and Meaningful Play to be administered by the Emma Eccles Jones College of Education and Human Services at Utah State			
SB88	Fillmore	School Funding for Veterans Day	This bill creates a Veterans Day School Assembly Pilot			
SB98	Wilson	Parental Education on Student Use of Technology Amendments	This bill provides for parental education regarding student use of technology.	2/7/2025	Support	

SB99	Fillmore	Excellence in Education and Leadership Supplement Amendments	This bill amends existing timeline and appropriation requirements to the Excellence in Education and Leadership Supplement.		
SB102	Fillmore	Public Education Funding Modifications	This bill establishes sunset dates and allocation of remaining funds for certain programs.	1/24/2025	Oppose
SB105	Plumb	Student Privacy and Modesty in Public Education	This bill enacts provisions regarding a student's reasonable expectation of individual privacy and personal modesty in the public education system.	2/7/2025	Monitor
SB107	Fillmore	Education Scholarship Amendments	This bill amends the Carson Smith Opportunity Scholarship Program.		
SB108	Plumb	Water Safety Amendments	This bill enacts provisions related to water safety.		
SB111	Millner	Public Education Governance Amendments	This bill amends provisions regarding governance of the public education system.	1/24/2025	Monitor
SB116	McCay	Income Tax Modifications	This bill modifies income tax provisions.		
SB135	Reibe	Educational Medical Services Amendments	This bill defines terms related to educational medical services.	2/7/2025	Support
SB137	Cullimore	Course Choice Empowerment	This bill established a private and home school online	1/31/2025	Oppose
SB141	Reibe	Office of Student Health Affairs	This bill creates the Office of Student Health Affairs within the Department of Health and Human Services.	2/7/2025	Monitor
SB146	Plumb	Glucagon Amendments	This bill amends provisions related to the storage and administration of glucagon kits in public and private schools.		
SB170	Escamilla	School Discipline Amendments	This bill regulates the use of physical interventions of a	2/7/2025	Monitor
SB173	Escamilla	School Meal Amendments	This bill provides free breakfast and lunch to all students	2/7/2025	Monitor
SB178	Fillmore	Devices in Public Schools	This bill addresses the use of cellphones, smart watches,	1/31/2025	Support
SB188	Grover	School District Modifications	This bill addresses creation of new school districts and		
SB205	Plumb	Student Privacy Amendments	This bill amends provisions related to student privacy in	2/7/2025	Monitor
SB223	McKell	Public Education Bullying	This bill enacts definitions of bullying for the public	2/7/2025	Support
SB232	Grover	School District Seismic Safety	This bill enacts provisions for the transition from a		

# Education Tracker

<https://docs.google.com/spreadsheets/d/1ftjMRHDrNEnUcloGu9kU-fulRIOCI86UqM5bo2HXDAg/edit?gid=891834841#gid=891834841>

Nicholeen P. Peck proposes the following substitute bill:

**Homeschool Amendments**

2025 GENERAL SESSION

STATE OF UTAH

**Chief Sponsor: Nicholeen P. Peck**

Senate Sponsor: Daniel McCay

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**LONG TITLE**

**General Description:**

This bill amends provisions related to home school affidavits.

**Highlighted Provisions:**

This bill:

- clarifies when a letter of intent to homeschool is required from parents;
- removes the requirement for parents to submit an affidavit for students who begin homeschooling at the start of an academic year;
- removes the requirement for parents to attest to criminal background history;
- establishes procedures for local school boards to process letters of intent;
- removes liability from local school boards after student unenrollment; and
- makes technical changes.

**Money Appropriated in this Bill:**

None

**Other Special Clauses:**

None

**Utah Code Sections Affected:**

AMENDS:

**53G-6-204**, as last amended by Laws of Utah 2024, Chapters 113, 386

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*Be it enacted by the Legislature of the state of Utah:*

Section 1. Section **53G-6-204** is amended to read:

**53G-6-204 . School-age children exempt from school attendance.**

(1)(a) A local school board or charter school governing board may excuse a school-age child from attendance for any of the following reasons:

- (i) a school-age child over 16 years old may receive a partial release from school to

- 29 enter employment, or attend a trade school, if the school-age child has completed  
30 grade 8; or
- 31 (ii) on an annual basis, a school-age child may receive a full release from attending a  
32 public, regularly established private, or part-time school or class if:
- 33 (A) the school-age child has already completed the work required for graduation  
34 from high school;
- 35 (B) the school-age child is in a physical or mental condition, certified by a  
36 competent physician or physician assistant if required by the local school board  
37 or charter school governing board, which renders attendance inexpedient and  
38 impracticable;
- 39 (C) proper influences and adequate opportunities for education are provided in  
40 connection with the school-age child's employment; or
- 41 (D) the district superintendent or charter school governing board has determined  
42 that a school-age child over 16 years old is unable to profit from attendance at  
43 school because of inability or a continuing negative attitude toward school  
44 regulations and discipline.
- 45 (b) A school-age child receiving a partial release from school under Subsection (1)(a)(i)  
46 is required to attend:
- 47 (i) school part time as prescribed by the local school board or charter school  
48 governing board; or
- 49 (ii) a home school part time.
- 50 (c) In each case, evidence of reasons for granting an exemption under Subsection (1)  
51 must be sufficient to satisfy the local school board or charter school governing board.
- 52 (d) A local school board or charter school governing board that excuses a school-age  
53 child from attendance as provided by this Subsection (1) shall issue a certificate that  
54 the child is excused from attendance during the time specified on the certificate.
- 55 ~~[(2)(a)(i) As used in this Subsection (2)(a), "child abuse" means a criminal felony or~~  
56 ~~attempted felony offense of which an individual is convicted, or to which an~~  
57 ~~individual pleads guilty or no contest, for conduct that constitutes any of the~~  
58 ~~following:]~~
- 59 ~~[(A) child abuse under Section 76-5-109;]~~
- 60 ~~[(B) aggravated child abuse under Section 76-5-109.2;]~~
- 61 ~~[(C) child abandonment under Section 76-5-109.3;]~~
- 62 ~~[(D) commission of domestic violence in the presence of a child under Section~~

- 63                   76-5-114;]
- 64                   [~~(E) child abuse homicide under Section 76-5-208;~~]
- 65                   [~~(F) child kidnapping under Section 76-5-301.1;~~]
- 66                   [~~(G) human trafficking of a child under Section 76-5-308.5;~~]
- 67                   [~~(H) an offense described in Title 76, Chapter 5, Part 4, Sexual Offenses, or in~~  
68                   Title 76, Chapter 5b, Part 2, Sexual Exploitation, if the victim is under 18 years  
69                   old;]
- 70                   [~~(I) sexual exploitation of a minor under Section 76-5b-201;~~]
- 71                   [~~(J) aggravated sexual exploitation of a minor under Section 76-5b-201.1; or]~~
- 72                   [~~(K) an offense in another state that, if committed in this state, would constitute an~~  
73                   offense described in this Subsection (2)(a)(i).]
- 74                   [(ii) Except as provided in Subsection (2)(a)(iii), a local school board shall excuse a  
75                   school-age child from attendance, if the school-age child's parent or legal guardian  
76                   files a signed affidavit with the school-age child's school district of residence, as  
77                   defined in Section 53G-6-302, that:]
- 78                   [~~(A) the school-age child will attend a home school; and]~~
- 79                   [~~(B) the parent or legal guardian assumes sole responsibility for the education of~~  
80                   the school-age child, except to the extent the school-age child is dual enrolled  
81                   in a public school as provided in Section 53G-6-702.]
- 82                   [(iii) If a parent or legal guardian has been convicted of child abuse or if a court of  
83                   competent jurisdiction has made a substantiated finding of child abuse against the  
84                   parent or legal guardian:]
- 85                   [~~(A) the parent or legal guardian may not assume responsibility for the education~~  
86                   of a school-age child under Subsection (2)(a)(ii); and]
- 87                   [~~(B) the local school board may not accept the affidavit described in Subsection~~  
88                   (2)(a)(ii) from the parent or legal guardian or otherwise exempt the school-age  
89                   child from attendance under Subsection (2)(a)(ii) in relation to the parent's or  
90                   legal guardian's intent to home school the child.]
- 91                   [(iv) Nothing in this Subsection (2)(a) affects the ability of another of a child's  
92                   parents or legal guardians who is not prohibited under Subsection (2)(a)(iii) to file  
93                   the affidavit described in Subsection (2)(a)(ii).]
- 94                   [(b) A signed affidavit filed in accordance with Subsection (2)(a) shall remain in effect  
95                   as long as:]
- 96                   [(i) the school-age child attends a home school;]

- 97           ~~[(ii) the school district where the affidavit was filed remains the school-age child's~~  
98           ~~district of residence; and]~~
- 99           ~~[(iii) the parent or legal guardian who filed the signed affidavit has not been~~  
100           ~~convicted of child abuse or been the subject of a substantiated finding of child~~  
101           ~~abuse by a court of competent jurisdiction.]~~
- 102       ~~[(e) A parent or legal guardian of a school-age child who attends a home school is solely~~  
103       ~~responsible for:]~~
- 104           ~~[(i) the selection of instructional materials and textbooks;]~~  
105           ~~[(ii) the time, place, and method of instruction; and]~~  
106           ~~[(iii) the evaluation of the home school instruction.]~~
- 107       ~~[(d) A local school board may not:]~~
- 108           ~~[(i) require a parent or legal guardian of a school-age child who attends a home~~  
109           ~~school to maintain records of instruction or attendance;]~~
- 110           ~~[(ii) require credentials for individuals providing home school instruction;]~~  
111           ~~[(iii) inspect home school facilities; or]~~  
112           ~~[(iv) require standardized or other testing of home school students.]~~
- 113       ~~[(e) Upon the request of a parent or legal guardian, a local school board shall identify the~~  
114       ~~knowledge, skills, and competencies a student is recommended to attain by grade~~  
115       ~~level and subject area to assist the parent or legal guardian in achieving college and~~  
116       ~~career readiness through home schooling.]~~
- 117       ~~[(f) A local school board that excuses a school-age child from attendance under this~~  
118       ~~Subsection (2) shall annually issue a certificate stating that the school-age child is~~  
119       ~~excused from attendance for the specified school year.]~~
- 120       ~~[(g) A local school board shall issue a certificate excusing a school-age child from~~  
121       ~~attendance:]~~
- 122           ~~[(i) within 30 days after receipt of a signed affidavit filed by the school-age child's~~  
123           ~~parent or legal guardian under this Subsection (2); and]~~
- 124           ~~[(ii) on or before August 1 each year thereafter unless:]~~
- 125           ~~[(A) the school-age child enrolls in a school within the school district;]~~  
126           ~~[(B) the school-age child's parent or legal guardian notifies the school district that~~  
127           ~~the school-age child no longer attends a home school; or]~~
- 128           ~~[(C) the school-age child's parent or legal guardian notifies the school district that~~  
129           ~~the school-age child's school district of residence has changed.]~~
- 130       ~~[(3) A parent or legal guardian who is eligible to file and files a signed affidavit under~~

- 131 Subsection (2)(a) is exempt from the application of Subsections 53G-6-202(2), (5), and  
132 (6).]
- 133 (2)(a) A parent or legal guardian of a school-age child who attends a home school is  
134 solely responsible for:
- 135 (i) the selection of instructional materials and textbooks;
  - 136 (ii) the time, place, and method of instruction; and
  - 137 (iii) the evaluation of the home school instruction.
- 138 (b) A local school board may not:
- 139 (i) require a parent or legal guardian of a school-age child who attends a home school  
140 to maintain records of instruction or attendance;
  - 141 (ii) require credentials for individuals providing home school instruction;
  - 142 (iii) inspect home school facilities; or
  - 143 (iv) require standardized or other testing of home school students.
- 144 (c) Upon the request of a parent or legal guardian, a local school board shall identify the  
145 knowledge, skills, and competencies a student is recommended to attain by grade  
146 level and subject area to assist the parent or legal guardian in achieving college and  
147 career readiness through home schooling.
- 148 (3) When a parent withdraws an enrolled school-age child from school for the purpose of  
149 home-schooling, the parent shall submit a letter of intent to home school to the local  
150 school board of the school-age child's district of residence regardless of which LEA the  
151 school-age child is enrolled with at the time.
- 152 (4) A local school board may not require a letter of intent for a school-age child that is not  
153 enrolled in public education at the beginning of an academic school year, including a  
154 school-age child who is dual enrolled as described in Section 53G-6-702.
- 155 (5) Upon receiving a letter of intent to home school, the local school board shall:
- 156 (a) maintain a record of the letter of intent; and
  - 157 (b) acknowledge receipt of the letter to the parent within 30 days.
- 158 (6) Upon receipt of a letter of intent to home school and the school-age child's  
159 unenrollment, the local school board and school of enrollment are not liable for the  
160 education or services of the school-age child.
- 161 ~~(4)~~ (7)(a) Nothing in this section may be construed to prohibit or discourage voluntary  
162 cooperation, resource sharing, or testing opportunities between a school or school  
163 district and a parent or legal guardian of a child attending a home school.
- 164 (b) The exemptions in this section apply regardless of whether:

165 (i) a parent or legal guardian provides education instruction to the parent's or legal  
166 guardian's child alone or in cooperation with other parents or legal guardians  
167 similarly exempted under this section; or

168 (ii) the parent or legal guardian makes payment for educational services the parent's  
169 or legal guardian's child receives.

170 **Section 2. Effective Date.**

171 This bill takes effect on May 7, 2025.

**MONTHLY FINANCIAL REPORT**  
**JANUARY 31, 2025**

	ENDING JAN 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	<b>Percent of Fiscal Year completed</b>			50%	50%		
	<b>Percent of 9 month contract completed</b>			44%	44%		
1	<b>GENERAL FUND (M&amp;O) FUND (10)</b>						
2							
3	<b>REVENUE:</b>						
4	<b>Local</b>						
5	Property	31,750,300	29,775,070	93.8%	83.0%	26,736,487	32,194,260
6	Tuitions	250,000	164,550	65.8%	23.6%	128,171	542,648
7	Investment Earnings	1,250,000	891,658	71.3%	43.1%	935,256	2,170,032
8	Indirect Costs	325,000		0.0%	0.0%		-2,610
9	Rental Fees/Building/Ft	90,000	67,128	74.6%	37.7%	68,496	181,846
10	Other	990,250	700,627	70.8%	22.4%	346,806	1,548,991
11	State	95,937,450	58,575,061	61.1%	63.4%	60,067,774	94,724,699
12	Federal	5,525,000	2,521,071	45.6%	34.7%	3,144,835	9,063,864
13	Misc./ Fund Bal	5,000	2,554	51.1%	0.0%		
14	<b>TOTAL M &amp; O</b>						
15	<b>REVENUE</b>	136,123,000	92,697,719	68.1%	65.1%	91,427,826	140,423,730
16	Beg Balance	1,642,130		65.1%			1,642,130
17	Less:						
18	Ending Balance	1,722,500					
19	<b>TOTAL M &amp; O FUNDS</b>						
20	available	136,042,630	92,697,719	68.1%	64.4%	91,427,826	142,065,860
21							
22	<b>EXPENDITURES:</b>						
23	<b>Instruction (1000)</b>						
24	Salaries	62,490,300	30,667,806	49.1%	49.3%	29,110,629	59,043,206
25	Benefits	21,205,970	11,481,101	54.1%	46.7%	10,041,048	21,515,194
26	Purchased Serv.	3,824,110	1,561,243	40.8%	39.3%	1,018,682	2,592,404
27	Supplies/Texbooks	5,385,400	1,857,250	34.5%	43.5%	1,425,982	3,280,254
28	Equipment	1,050,000	110,400	10.5%	8.6%	22,788	265,298
29	Other	850,000	413,137	48.6%	9.4%	79,756	851,426
30	<b>Total</b>	94,805,780	46,090,937	48.6%	47.6%	41,698,886	87,547,781
31							
32	<b>Student Services (2100)</b>						
33	Salaries	4,268,550	2,282,930	53.5%	50.2%	2,299,044	4,583,585
34	Benefits	1,526,620	863,920	56.6%	50.1%	876,684	1,749,225
35	Other	410,000	163,538	39.9%	42.8%	136,854	320,071
36	<b>Total</b>	6,205,170	3,310,387	53.3%	49.8%	3,312,582	6,652,881
37							
38	<b>Instructional Staff (2200)</b>						
39	Salaries	1,925,280	994,605	51.7%	50.4%	974,391	1,931,792
40	Benefits	710,680	383,907	54.0%	52.2%	383,770	735,090
41	Other	662,870	509,130	76.8%	368.7%	425,875	115,492
42	<b>Total</b>	3,298,830	1,887,642	57.2%	64.1%	1,784,036	2,782,374
43							

**MONTHLY FINANCIAL REPORT  
JANUARY 31, 2025**

<b>ENDING JAN 2025</b>	<b>2024-25</b>	<b>2024-25</b>	<b>Curr Bud vs Actual</b>	<b>Prev Bud vs Actual</b>	<b>2023-24</b>	<b>2023-24</b>
<b>Description</b>	<b>Proposed</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
<b>Percent of Fiscal Year completed</b>			<b>50%</b>	<b>50%</b>		
<b>Percent of 9 month contract completed</b>			<b>44%</b>	<b>44%</b>		
<b>44 District Administration (2300)</b>						
<b>45 Salaries</b>	<b>462,770</b>	<b>317,421</b>	<b>68.6%</b>	<b>59.0%</b>	<b>258,370</b>	<b>437,687</b>
<b>46 Benefits</b>	<b>215,820</b>	<b>123,233</b>	<b>57.1%</b>	<b>60.5%</b>	<b>107,548</b>	<b>177,767</b>
<b>47 Purch Services</b>	<b>270,000</b>	<b>125,350</b>	<b>46.4%</b>	<b>42.0%</b>	<b>124,479</b>	<b>296,128</b>
<b>48 Liability Insurance</b>	<b>218,920</b>	<b>229,120</b>	<b>104.7%</b>	<b>100.0%</b>	<b>182,427</b>	<b>182,427</b>
<b>49 Supplies</b>	<b>65,400</b>	<b>38,302</b>	<b>58.6%</b>	<b>51.6%</b>	<b>25,784</b>	<b>49,953</b>
<b>50 Other</b>	<b>45,500</b>	<b>28,924</b>	<b>63.6%</b>	<b>85.4%</b>	<b>27,257</b>	<b>31,913</b>
<b>51 Total</b>	<b>1,278,410</b>	<b>862,350</b>	<b>67.5%</b>	<b>61.7%</b>	<b>725,867</b>	<b>1,175,875</b>
<b>52</b>						
<b>53 School Administration (2400)</b>						
<b>54 Salaries</b>	<b>5,778,870</b>	<b>2,909,261</b>	<b>50.3%</b>	<b>55.4%</b>	<b>2,862,822</b>	<b>5,163,721</b>
<b>55 Benefits</b>	<b>2,187,420</b>	<b>1,111,208</b>	<b>50.8%</b>	<b>55.6%</b>	<b>1,107,722</b>	<b>1,992,425</b>
<b>56 Prof Serv/Travel</b>	<b>121,000</b>	<b>53,049</b>	<b>43.8%</b>	<b>38.0%</b>	<b>37,666</b>	<b>99,082</b>
<b>57 Other</b>	<b>16,500</b>	<b>14,545</b>	<b>88.2%</b>	<b>100.0%</b>	<b>14,169</b>	<b>14,169</b>
<b>58 Total</b>	<b>8,103,790</b>	<b>4,088,063</b>	<b>50.4%</b>	<b>55.3%</b>	<b>4,022,380</b>	<b>7,269,397</b>
<b>59</b>						
<b>60 Business &amp; Support (2500)</b>						
<b>61 Salaries</b>	<b>795,050</b>	<b>399,552</b>	<b>50.3%</b>	<b>57.4%</b>	<b>410,373</b>	<b>714,792</b>
<b>62 Benefits</b>	<b>367,140</b>	<b>147,807</b>	<b>40.3%</b>	<b>56.7%</b>	<b>152,191</b>	<b>268,290</b>
<b>63 Purchased Services</b>	<b>210,060</b>	<b>197,310</b>	<b>93.9%</b>	<b>37.1%</b>	<b>66,995</b>	<b>180,412</b>
<b>64 Other</b>	<b>69,000</b>	<b>559</b>	<b>0.8%</b>	<b>6.7%</b>	<b>618</b>	<b>9,237</b>
<b>65 Total</b>	<b>1,441,250</b>	<b>745,228</b>	<b>51.7%</b>	<b>53.7%</b>	<b>630,177</b>	<b>1,172,731</b>
<b>66</b>						
<b>67 Operation &amp; Maintenance (2600)</b>						
<b>68 Salaries</b>	<b>6,464,160</b>	<b>3,727,768</b>	<b>57.7%</b>	<b>57.7%</b>	<b>3,592,309</b>	<b>6,228,590</b>
<b>69 Benefits</b>	<b>2,310,960</b>	<b>1,369,985</b>	<b>59.3%</b>	<b>59.2%</b>	<b>1,359,037</b>	<b>2,297,186</b>
<b>70 Electricity</b>	<b>1,129,450</b>	<b>863,430</b>	<b>76.4%</b>	<b>50.6%</b>	<b>571,993</b>	<b>1,130,920</b>
<b>71 Purchased Service</b>	<b>802,000</b>	<b>451,780</b>	<b>56.3%</b>	<b>54.8%</b>	<b>367,351</b>	<b>670,249</b>
<b>72 Telephone</b>	<b>222,130</b>	<b>47,565</b>	<b>21.4%</b>	<b>52.8%</b>	<b>95,466</b>	<b>180,721</b>
<b>73 Natural Gas</b>	<b>895,300</b>	<b>201,923</b>	<b>22.6%</b>	<b>39.6%</b>	<b>323,401</b>	<b>816,578</b>
<b>74 Prop Insurance</b>	<b>345,000</b>	<b>206,810</b>	<b>59.9%</b>	<b>100.0%</b>	<b>313,870</b>	<b>313,870</b>
<b>75 Repair</b>	<b>650,250</b>	<b>154,712</b>	<b>23.8%</b>	<b>88.3%</b>	<b>514,446</b>	<b>582,800</b>
<b>76 Supplies</b>	<b>1,020,000</b>	<b>534,349</b>	<b>52.4%</b>	<b>54.4%</b>	<b>559,766</b>	<b>1,028,927</b>
<b>77 Other</b>	<b>1,000</b>	<b>361</b>	<b>36.1%</b>	<b>100.0%</b>	<b>350</b>	<b>350</b>
<b>78 ESSER III</b>					<b>1,745,372</b>	
<b>79 Total</b>	<b>13,840,250</b>	<b>7,558,683</b>	<b>54.6%</b>	<b>71.3%</b>	<b>9,443,361</b>	<b>13,250,192</b>
<b>80</b>						

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<b>ENDING JAN 2025</b>	<b>2024-25</b>	<b>2024-25</b>	<b>Curr Bud vs Actual</b>	<b>Prev Bud vs Actual</b>	<b>2023-24</b>	<b>2023-24</b>
<b>Description</b>	<b>Proposed</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
<b>Percent of Fiscal Year completed</b>			<b>50%</b>	<b>50%</b>		
<b>Percent of 9 month contract completed</b>			<b>44%</b>	<b>44%</b>		
<b>81 Transportation (2700)</b>						
<b>82 Salaries</b>	<b>4,200,440</b>	<b>2,113,257</b>	<b>50.3%</b>	<b>49.6%</b>	<b>1,946,657</b>	<b>3,925,597</b>
<b>83 Benefits</b>	<b>1,258,260</b>	<b>716,012</b>	<b>56.9%</b>	<b>52.2%</b>	<b>649,919</b>	<b>1,243,996</b>
<b>84 Purch Serv</b>	<b>352,770</b>	<b>279,325</b>	<b>79.2%</b>	<b>49.4%</b>	<b>243,030</b>	<b>492,284</b>
<b>85 Fuel</b>	<b>913,020</b>	<b>462,770</b>	<b>50.7%</b>	<b>47.3%</b>	<b>402,102</b>	<b>849,960</b>
<b>86 Supplies</b>	<b>605,490</b>	<b>327,380</b>	<b>54.1%</b>	<b>47.2%</b>	<b>264,097</b>	<b>559,681</b>
<b>87 Other/Property</b>	<b>5,000</b>	<b>1,840</b>	<b>36.8%</b>	<b>0.0%</b>		<b>84,524</b>
<b>88 Total</b>	<b>7,334,980</b>	<b>3,900,584</b>	<b>53.2%</b>	<b>49.0%</b>	<b>3,505,805</b>	<b>7,156,042</b>
<b>89</b>						
<b>90 Community Services (3300)</b>						
<b>91 Salary</b>	<b>721,480</b>	<b>427,270</b>	<b>59.2%</b>	<b>51.9%</b>	<b>405,763</b>	<b>781,246</b>
<b>92 Benefits</b>	<b>211,680</b>	<b>125,836</b>	<b>59.4%</b>	<b>55.0%</b>	<b>114,720</b>	<b>208,674</b>
<b>93 Purchased Serv</b>	<b>16,450</b>	<b>6,747</b>	<b>41.0%</b>	<b>32.4%</b>	<b>7,583</b>	<b>23,437</b>
<b>94 Supplies/Util</b>	<b>114,050</b>	<b>42,732</b>	<b>37.5%</b>	<b>49.0%</b>	<b>45,096</b>	<b>91,958</b>
<b>95 Property</b>	<b>13,200</b>	<b>1,220</b>	<b>9.2%</b>	<b>41.3%</b>	<b>4,888</b>	<b>11,841</b>
<b>96 Other Objects</b>	<b>9,800</b>	<b>3,732</b>	<b>38.1%</b>	<b>50.4%</b>	<b>4,856</b>	<b>9,630</b>
<b>97 Desig. Fund Bal</b>						
<b>98 Total</b>	<b>1,086,660</b>	<b>607,537</b>	<b>55.9%</b>	<b>51.7%</b>	<b>582,906</b>	<b>1,126,786</b>
<b>99 Total Expenditures</b>	<b>137,395,120</b>	<b>69,051,412</b>	<b>50.3%</b>	<b>51.3%</b>	<b>65,705,999</b>	<b>128,134,059</b>
<b>100 Interfund Trans</b>					<b>2,127</b>	<b>2,127</b>
<b>101 Change Desig Fund Bal</b>						
<b>102 Other/Budget Cuts</b>						
<b>103 TOTAL EXPENDITURERS</b>						
<b>104 M &amp; O</b>	<b>137,395,120</b>	<b>69,051,412</b>	<b>50.26%</b>	<b>51.3%</b>	<b>65,708,126</b>	<b>128,136,186</b>
<b>105</b>						

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	ENDING JAN 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	<b>Percent of Fiscal Year completed</b>			50%	50%		
	<b>Percent of 9 month contract completed</b>			44%	44%		
106	<b>School Activity Fund (21)</b>						
107							
108	<b>REVENUE:</b>						
109	School Deposits	4,600,000	3,177,436	69.1%	57.9%	2,904,501	5,012,442
110							
111	Other						
112	<b>Total Revenue</b>	<b>4,600,000</b>	<b>3,177,436</b>	<b>69.1%</b>	<b>57.9%</b>	<b>2,904,501</b>	<b>5,012,442</b>
113	<b>EXPENDITURES:</b>						
114	Purchased Services	750,000	186,515	24.9%	34.9%	233,331	668,906
115	Supplies	3,580,000	1,732,191	48.4%	44.4%	1,910,357	4,302,974
116	Equipment/Property	250,000	12,370	4.9%	75.8%	450	594
117	Desig/Other/Adm	20,000	111,650	558.2%	62.4%	124,868	200,133
118	<b>Total Expenditures</b>						
119	School Activity	4,600,000	2,042,726	44.4%	43.9%	2,269,006	5,172,607
120	<b>DEBT SERVICE FUND (31)</b>						
121							
122	<b>REVENUE:</b>						
123	Property Tax	3,222,550	3,217,746	99.9%	83.0%	3,185,443	3,835,694
124	Interest	102,220	243,102	237.8%	50.7%	217,240	428,549
125	Other						
126	<b>Total</b>	<b>3,324,770</b>	<b>3,460,848</b>	<b>104.1%</b>	<b>79.8%</b>	<b>3,402,684</b>	<b>4,264,243</b>
127	Beginning Bal	5,896,500		0.0%	0.0%		4,412,508
128	<b>LESS:</b>						
129	Ending Balance			0.0%			
130	<b>Funds Available</b>	<b>5,696,520</b>		<b>0.0%</b>	<b>0.0%</b>		<b>5,423,353</b>
131	<b>EXPENDITURE:</b>						
132	Bond Debt	3,521,250	3,253,250	92.4%	100.0%	3,250,398	3,250,398
133	Fees	3,500		0.0%	0.0%		3,000
134	Other Uses						0
135	<b>Total</b>	<b>3,524,750</b>	<b>3,253,250</b>	<b>92.3%</b>	<b>99.9%</b>	<b>3,250,398</b>	<b>3,253,398</b>

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	<b>ENDING JAN 2025</b>	<b>2024-25</b>	<b>2024-25</b>	<b>Currt Bud vs Actual</b>	<b>Prev Bud vs Actual</b>	<b>2023-24</b>	<b>2023-24</b>
	<b>Description</b>	<b>Proposed</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
	<b>Percent of Fiscal Year completed</b>			<b>50%</b>	<b>50%</b>		
	<b>Percent of 9 month contract completed</b>			<b>44%</b>	<b>44%</b>		
<b>136</b>	<b>CAPITAL OUTLAY FUND (32)</b>						
<b>137</b>							
<b>138</b>	<b>REVENUE:</b>						
<b>139</b>	<b>Property Tax</b>	<b>9,140,440</b>	<b>9,311,080</b>	<b>101.9%</b>	<b>83.0%</b>	<b>10,816,350</b>	<b>13,024,313</b>
<b>140</b>	<b>Interest</b>	<b>750,000</b>	<b>435,323</b>	<b>58.0%</b>	<b>48.6%</b>	<b>541,423</b>	<b>1,114,094</b>
<b>141</b>	<b>Other</b>	<b>52,000</b>	<b>40,444</b>	<b>77.8%</b>	<b>34.0%</b>	<b>33,789</b>	<b>99,423</b>
<b>142</b>	<b>State</b>	<b>45,000</b>	<b>516,561</b>	<b>1147.9%</b>	<b>1.6%</b>	<b>24,371</b>	<b>1,553,498</b>
<b>143</b>	<b>Federal /MBA</b>		<b>10,056</b>	<b>0.0%</b>	<b>0.0%</b>	<b>15,084</b>	<b>16,684</b>
<b>144</b>	<b>Ins./Prop.Recry</b>	<b>20,000</b>	<b>8,414</b>	<b>42.1%</b>	<b>97.9%</b>	<b>920,996</b>	<b>941,006</b>
<b>145</b>	<b>Total Revenue</b>	<b>10,007,440</b>	<b>10,321,878</b>	<b>103.1%</b>	<b>73.7%</b>	<b>12,352,012</b>	<b>16,749,018</b>
<b>146</b>	<b>Lease Revenue MBA</b>						
<b>147</b>	<b>Other Sources(F50)</b>	<b>345,580</b>					<b>2,610</b>
<b>148</b>	<b>Desig. Fund Bal</b>						
<b>149</b>	<b>TOTAL REVENUE CAPITAL</b>						
<b>150</b>	<b>OUTLAY</b>	<b>10,353,020</b>	<b>10,321,878</b>	<b>99.7%</b>	<b>73.7%</b>	<b>12,352,012</b>	<b>16,751,628</b>
<b>151</b>	<b>Beg. Balance</b>	<b>15,195,160</b>					<b>2,638,711</b>
<b>152</b>	<b>Less:</b>						
<b>153</b>	<b>Ending Balance</b>	<b>13,392,180</b>					
<b>154</b>	<b>Capital Outlay Funds</b>						
<b>155</b>	<b>available</b>	<b>12,156,000</b>	<b>10,321,878</b>	<b>84.9%</b>	<b>63.7%</b>	<b>12,352,012</b>	<b>19,390,339</b>

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<b>ENDING JAN 2025</b>	<b>2024-25</b>	<b>2024-25</b>	<b>Curr Bud vs Actual</b>	<b>Prev Bud vs Actual</b>	<b>2023-24</b>	<b>2023-24</b>
<b>Description</b>	<b>Proposed</b>	<b>YTD</b>	<b>%</b>	<b>%</b>	<b>YTD</b>	<b>Actual</b>
<b>Percent of Fiscal Year completed</b>			<b>50%</b>	<b>50%</b>		
<b>Percent of 9 month contract completed</b>			<b>44%</b>	<b>44%</b>		
<b>156 EXPENDITURES:</b>						
<b>157 Oper/Maint</b>			<b>0.0%</b>	<b>0.0%</b>	<b>2,606</b>	<b>3,078</b>
<b>158 Other Equipment</b>		<b>250,091</b>	<b>0.0%</b>	<b>0.0%</b>		<b>121,593</b>
<b>159 Purchased Services</b>	<b>5,000</b>	<b>6,000</b>	<b>120.0%</b>	<b>0.0%</b>	<b>2,500</b>	<b>2,500</b>
<b>160 Technology/Software</b>	<b>2,500,000</b>	<b>622,721</b>	<b>24.9%</b>	<b>68.6%</b>	<b>841,036</b>	<b>1,479,525</b>
<b>161 Improvement</b>			<b>0.0%</b>			
<b>162 Buildings Maint</b>	<b>2,500,000</b>	<b>1,949,186</b>	<b>78.0%</b>	<b>180.2%</b>	<b>1,014,842</b>	<b>1,239,136</b>
<b>163 Vehicles/Buses</b>	<b>510,000</b>	<b>217,054</b>	<b>42.6%</b>	<b>0.0%</b>	<b>78,538</b>	<b>1,624,060</b>
<b>164 Furniture/Equip</b>	<b>1,600,500</b>	<b>721,280</b>	<b>45.1%</b>	<b>0.0%</b>	<b>2,232,357</b>	<b>3,339,265</b>
<b>165 Other Objects/Supplies</b>	<b>190,000</b>		<b>0.0%</b>	<b>0.0%</b>	<b>340</b>	<b>340</b>
<b>166 Vehicle charges</b>	<b>310,000</b>		<b>0.0%</b>			
<b>167 Total Capital</b>	<b>7,615,500</b>	<b>3,516,240</b>	<b>46.2%</b>	<b>53.4%</b>	<b>4,172,218</b>	<b>7,809,497</b>
<b>168 Other/Portables</b>	<b>350,000</b>	<b>582,624</b>	<b>166.5%</b>	<b>0.0%</b>		<b>296,532</b>
<b>169 Grouse Creek</b>	<b>125,000</b>		<b>0.0%</b>	<b>526.4%</b>	<b>358,357</b>	<b>68,080</b>
<b>170 Golden Spike</b>	<b>200,000</b>	<b>-25,240</b>	<b>-12.6%</b>	<b>73.6%</b>	<b>416,683</b>	<b>566,168</b>
<b>171 School Small Capital</b>	<b>250,000</b>	<b>249,515</b>	<b>99.8%</b>			
<b>172 HS Athletic Facilities</b>	<b>125,000</b>		<b>0.0%</b>	<b>0.0%</b>	<b>1,067,292</b>	<b>1,067,292</b>
<b>173 Property/Other</b>	<b>1,500,000</b>		<b>0.0%</b>	<b>0.0%</b>	<b>27,911</b>	<b>27,911</b>
<b>174 Total Construction</b>	<b>2,550,000</b>	<b>806,899</b>	<b>31.6%</b>	<b>92.3%</b>	<b>1,870,243</b>	<b>2,025,982</b>
<b>175 Desig. F Bal</b>						
<b>176 MBA/Bond Fee/Fund 50</b>	<b>1,990,500</b>	<b>1,670,509</b>	<b>83.9%</b>	<b>87.9%</b>	<b>1,675,801</b>	<b>1,906,771</b>
<b>177 Other</b>					<b>426</b>	<b>789</b>
<b>178 TOTAL EXPENDITURES *</b>						
<b>179 CAPITAL OUTLAY</b>	<b>12,156,000</b>	<b>6,243,739</b>	<b>51.4%</b>	<b>65.7%</b>	<b>7,718,688</b>	<b>11,743,039</b>
<b>180</b>						

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	ENDING JAN 2025	2024-25	2024-25	Currt Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	<b>Percent of Fiscal Year completed</b>			50%	50%		
	<b>Percent of 9 month contract completed</b>			44%	44%		
181	<b>SCHOOL FOOD SERVICE FUND (49)</b>						
182							
183	<b>REVENUE:</b>						
184	Lunch Sales	1,200,000	744,950	62.1%	44.5%	676,563	1,521,093
185	State	1,200,500	329,289	27.4%	41.4%	587,277	1,417,063
186	Federal	2,575,000	1,147,317	44.6%	49.7%	1,307,951	2,632,718
187	Other/Inventory Adj			0.0%	0.0%	0	-55,095
188	<b>TOTAL REVENUE SCHOOL</b>						
189	<b>FOODS</b>	4,975,500	2,221,555	44.6%	46.6%	2,571,792	5,515,780
190	Beg. Balance	5,133,182	5,133,182				5,371,320
191	<b>Less:</b>						
192	Ending Balance	4,133,182					5,133,182
193	<b>School Food Service Funds</b>						
194	available	4,133,182	7,354,738	177.9%	44.7%	2,571,792	5,753,917
195	<b>EXPENDITURES:</b>						
196	Salaries	1,950,000	999,506	51.3%	49.2%	992,869	2,018,213
197	Benefits	550,000	271,050	49.3%	53.1%	296,065	557,845
198	Food/Supplies	2,910,000	1,462,246	50.2%	47.6%	1,243,520	2,610,555
199	Equipment	129,000	141,167	109.4%	2.5%	2,427	98,507
200	Other Costs	111,500	20,736	18.6%	35.3%	34,790	98,564
201	Dir/Indirect Costs	325,000	0	0.0%	0.0%	-85,512	-85,512
202	<b>TOTAL EXPENDITURES SCHOOL</b>						
203	<b>FOODS</b>	5,975,500	2,894,705	48.4%	46.9%	2,484,159	5,298,173
204							

**MONTHLY FINANCIAL REPORT  
JANUARY 31, 2025**

	ENDING JAN 2025	2024-25	2024-25	Curr Bud vs Actual	Prev Bud vs Actual	2023-24	2023-24
	Description	Proposed	YTD	%	%	YTD	Actual
	<b>Percent of Fiscal Year completed</b>			<b>50%</b>	<b>50%</b>		
	<b>Percent of 9 month contract completed</b>			<b>44%</b>	<b>44%</b>		
205	Foundation Fund (75)						
206							
207	<b>REVENUE:</b>						
208	Total Revenue	350,000	300,202	85.8%	75.1%	418,446	557,267
209	Available Revenue	350,000	300,202	85.8%	75.1%	418,446	557,267
210	<b>EXPENDITURE:</b>						
211	Expenses	350,000	257,804	73.7%	72.6%	229,935	316,704
212	Changes/Desg Fund Bal						0
213	<b>TOTAL EXPENDITURE</b>	<b>350,000</b>	<b>257,804</b>	<b>73.7%</b>	<b>72.6%</b>	<b>229,935</b>	<b>316,704</b>
214							
215	Agency Fund (76)						
216							
217	<b>REVENUE:</b>						
218	Agent Services	32,500	66,604	204.9%	94.6%	22,000	23,250
219	State	6,000		0.0%	0.0%	3,959	4,517
220	Federal	0		0.0%	0.0%		0
221	Other	0		0.0%	0.0%		0
222	<b>TOTAL REVENUE/BB</b>						
223	<b>AGENCY FUND</b>	<b>38,500</b>	<b>66,604</b>	<b>173.0%</b>	<b>93.5%</b>	<b>25,959</b>	<b>27,767</b>
224	<b>EXPENDITURE:</b>						
225	Instruction	1,000	1,269	126.9%	100.0%	105	105
226	NUCC	35,000	18,582	53.1%	88.1%	29,925	33,971
227	Other	2,500	2,001	80.1%	55.2%	1,912	3,465
228	Changes/Desg Fund Bal			0.0%	0.0%		
229	<b>TOTAL EXPENDITURES</b>						
230	<b>AGENCY FUND</b>	<b>38,500</b>	<b>21,853</b>	<b>56.8%</b>	<b>85.1%</b>	<b>31,942</b>	<b>37,541</b>
231							
232							
233		<b>SUMMARY</b>				<b>SUMMARY</b>	
234							
235	<b>GRAND TOTAL FUNDS AVAILABLE</b>						
236	<b>ALL FUNDS</b>	<b>162,136,540</b>	<b>112,246,242</b>	<b>69.2%</b>		<b>113,103,218</b>	
237	<b>GRAND TOTAL EXPENDITURE</b>					<b>92%</b>	
238	<b>ALL FUNDS</b>	<b>164,039,870</b>	<b>83,765,489</b>	<b>51.1%</b>		<b>81,692,254</b>	

## Policy 3124

### Certificated: Retirement

#### A. State Retirement System

1. All employees in the Box Elder School District who qualify will be members of and covered by the provisions of the Utah State Retirement System.

#### B. Post Retirement Employment

1. Once retired, educators may be rehired in the Box Elder School District on a temporary basis with the approval of the Board and in compliance with provisions of the Utah State Retirement System.

#### C. School District Retirement/Sick Leave Incentive Benefit

##### 1. Eligibility

- a. Employees will be eligible for the Sick Leave Incentive Buy-Out when they qualify for and accept State Retirement benefits. In case of a death, qualifying employee's Sick Leave Incentive Buy-Out will be paid to a surviving beneficiary.
- b. Employees will be eligible for the Retirement Bonus when they qualify for and accept State Retirement benefits.

##### 2. Sick Leave Incentive Buy-Out

- a. Qualifying employees will receive upon termination from the District a Sick Leave Buy-Out computed at the rate of 2% per year times the number of years' experience in Box Elder School District, plus 1% per year for each year of experience granted by the District upon employment, to a maximum of 60%.
- b. This percentage will be applied to the number of unused sick leave days and unused personal leave days accumulated by the educator and based on his/her daily contracted salary of the completed school year immediately preceding retirement.
- c. One year of qualifying service is based on the regular educator's contract. Less than full time contracts will be prorated.

### 3. Payment

- a. Any sick leave incentive buy-out paid in excess of \$1,500.00 and up to the maximum allowable will need to be run through Utah Retirement System (URS) 401k. If the URS 401k amount reaches the maximum allowable the balance will be deposited in a 403b account. This will save the employee the federal and state taxes on the sum of money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.
- b. Employees who sign a retirement agreement prior to their actual retirement date, up to 12 months, may have a portion of their estimated Sick Leave Incentive buy-out paid out in the proceeding calendar year prior to retirement.
- c. An employee who has an excess of 200 days of accumulated sick leave, may request payment annually for up to 10 days of those days in excess of 200. Application for payment must be received in the District Office by October 15th and payment will be made at the end of November payroll. These days will be paid at the teacher's previous year daily rate. The percentage is based on the years of service on June 30th of the previous working year and experience granted, at the rate of 2% per year times the number of years' experience in Box Elder School District, plus 1% per year for each year of experience granted by the District upon employment, to a maximum of 60%.

### 4. Retirement Bonus

#### a. Early Notification

- 1) Any certificated employee who signs District retirement paperwork by December 15<sup>th</sup> will receive a \$300.00 bonus. Any certificated employee who signs their district retirement paperwork by February 1<sup>st</sup> will receive \$200.00. These amounts will be added to the employee's district retirement and sick leave buy out and deposited into the employees URS 401k.
- b. Employees who qualify for School District Retirement as defined in C.1. above and retire after July 1, 2011 will receive, upon retirement, a retirement bonus generated at .30 per year of full-time contracted employment in the district, times the base value. The maximum amount will not exceed nine times the base value. The base value is set at \$2,861. The base value will be adjusted each year according to the change in the Consumer Price Index, Annual average for All items, U.S. city average, calculated for the previous calendar year.

- c. The retirement bonus will be run through Utah Retirement System (URS) 401k. IF the URS 401k amount reaches the maximum allowable the balance will be deposited in a 403b account. This will save the employee the federal and state taxes on the sum of the money that is deferred. Federal and State taxes will have to be paid when the money is withdrawn. It also saves the employee and the school district the Social Security Tax on the deferred amount. This deferral can be left with URS and be invested or can be withdrawn by the employee right after it is deposited.
- d. Employees who sign a retirement agreement prior to their actual retirement date, up to four years, may have a portion of their estimated Retirement Bonus paid annually for up to four years prior to retirement.
  - 1) Retirees may participate in the District offered health and accident insurance program by paying the active employee rate charged to the District by the insurance carrier. To be eligible to participate as a retiree, the retiree must have fully participated in the District's health and accident insurance program for the five years immediately preceding retirement.

## 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 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 **yearly** by **October 15<sup>th</sup>** ~~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 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 Specialist

- a. The District school safety and security 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 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 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 specialist does not have authority to act in a law enforcement capacity. The specialist may take actions necessary to prevent or abate an active threat and may temporarily detain an individual when the 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 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 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 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 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 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. Video and Audio Surveillance

1. District Security

- a. Video and/or audio recording devices may be used to monitor the health, safety, and welfare of all students, staff, and visitors to district property and to safeguard District facilities. Such recordings may be stored as evidence of unsafe, disruptive, and/or illegal behavior and may become part of a student record, a personnel file, and/or a legal proceeding. The Superintendent or his designee shall ensure the secure storage of these records against tampering and according to the District's record retention schedule.

2. Notification

- a. The District administration shall notify staff and students through student/parent and personnel handbooks that video/audio surveillance **may** occur on District property. The District **may** also provide notification through the posting of such notice at the main entrances of all District buildings and property, and on all buses in which video/audio surveillance may occur.

3. Law Enforcement Access to Security Cameras

- a. 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\(3\) \(2024\)](#)

4. Access to Recordings

- a. Surveillance recordings will be released to the public only in conformance with applicable GRAMA provisions. In addition, the content of the surveillance

- recordings used as evidence in or investigation of specific student matters constitute student records which are confidential and protected under FERPA. When a surveillance recording kept in a student matter shows multiple students, then whether those students or their representatives may access the recording shall be determined on a case-by-case basis. The content of surveillance recordings used as evidence or in investigation of specific personnel matters are private records under GRAMA.
- b. Staff and students are prohibited from tampering or otherwise interfering with the surveillance equipment and records. District administrative staff may review surveillance recordings to verify the occurrence of disruptive, unsafe, and/or illegal behavior. Parents or legal guardians shall only be allowed to view material that concerns their child in relationship to an alleged incident. Requests to inspect video/audio surveillance recordings must be made in writing.
  - c. The District Transportation Supervisor, Building Administrator, and/or the Superintendent's designee shall review all recordings that may be created from surveillance equipment on District vehicles.
  - d. If the record becomes the subject of a disciplinary proceeding, it shall be treated like all other evidence in the hearing as confidential and protected. Viewing of such records shall only be permitted at school-related sites including the transportation office, school buildings, or District office. All viewing will include the building principal or his/her designee.

#### 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 5003

### Parent Rights to Academic Accommodations

- A. As used in this policy, “reasonably accommodate” means that a school shall make its best effort to enable a parent to exercise a right identified in this policy
1. without substantial impact to staff and resources, including employee working conditions, safety and supervision on school premises and for school activities, and the efficient allocation of expenditures; and
  2. while balancing
    - a. parental rights,
    - b. the educational needs of other students,
    - c. academic and behavioral impacts to a classroom,
    - d. teacher workload, and
    - e. the need to assure safe and efficient school operation.
  3. In determining whether a parental request will be accommodated in a particular instance, each of the above-listed factors should be considered.
- B. The District recognizes that a student’s parent is the primary person responsible for the education of the student, and the state is in a secondary and supportive role to the parent. As such, a student’s parent has the right to reasonable academic accommodations from the student’s school. Each requested accommodation shall be considered on an individual basis and no student shall be considered to a greater or lesser degree than any other student. An accommodation may only be provided if the accommodation is consistent with the federal law and, if the student has an Individualized Education Program (IEP), is consistent with the IEP.

#### [Utah Code 53G-6-803\(1\) \(2020\)](#)

- A. Academic accommodations
1. Each school in the District shall reasonably accommodate the request of a student’s parent:

- a. made in writing to retain a student in kindergarten through grade 8 on grade level based on the student's academic ability or social, emotional, or physical maturity;
- b. regarding initial selection of a teacher or request for a change of teacher;
- c. to visit and observe any class the student attends, see [Policy 6012 Parent Classroom Observation](#);
- d. made in writing to place a student in a specialized class, a specialized program, or an advanced course (the school shall consider multiple academic data points when considering this requested accommodation); and
- e. to meet with a teacher at a mutually agreeable time if the parent is unable to attend a regularly scheduled parent teacher conference (see [Policy 4090 Student Progress Reporting](#) regarding parent-teacher conferences).

[Utah Code § 53G-6-803\(2\)-\(4\), \(6\), \(8\) \(2020\)](#)

#### B. Parent rights regarding alternative credit and testing

1. Students shall be allowed, consistent with requirements of the State Board of Education, to earn course credit towards high school graduation without completing a course in school by either testing out of the course or demonstrating competency in course standards.

[Utah Code § 53G-6-803\(7\) \(2020\)](#)

#### C. Parent rights regarding assessments

1. At the request of a parent, a student shall be excused from taking such assessments as provided for in regulations issued by the Utah State Board of Education and according to the procedures in those regulations. Schools may not require procedures to be excused from assessments in addition to the procedures established by State Board regulations. Schools may not provide a nonacademic reward to a student for taking assessments that are included in the list of assessments established by the State Board as assessments from which students may be excused.

[Utah Code § 53G-8-803\(9\) \(2020\)](#)

D. Parent rights regarding student absences

1. A school shall record an excused absence for a scheduled family event or a scheduled proactive visit to a health care provider if (1) the parent submits a written statement at least one school day before the scheduled absence and (2) the student agrees to make up course work for school days missed for the scheduled absence in accordance with District policy.

[Utah Code § 53G-6-803\(5\) \(2020\)](#)

E. Parent rights regarding student discipline

1. As required by [Policy 5282 Student Discipline](#), parents will be provided a copy of that policy and shall acknowledge by signature receiving the policy. When a student is suspended for any period of time or is recommended for expulsion, the student's parent shall be provided notice of the violation or violations upon which disciplinary action is to be based and shall have an opportunity to respond as set forth in [Policy 5282 Student Discipline](#).

[Utah Code § 53G-6-803\(10\) \(2020\)](#)

F. Notice of parent rights

1. Each student's parent shall be given annual notice of the parental rights and school responsibilities under this policy **and the right to participation waivers described in [Policy 4066 Religious Neutrality](#)**. This notice may be given by posting it on the District or school web site or through other means of electronic communication.

[Utah Code § 53G-6-802 \(2024\)](#)

[Utah Code § 53G-10-205 \(2024\)](#)

## POLICY 5005

### Safe Schools – Student Discipline/Behavior

- A. A necessary part of the learning process is self-control. Our goal in education is the growth of the individual in learning to control and appropriately conduct him/herself. Students are expected to follow accepted rules of conduct, to show respect for other people, and to obey persons in authority at the school
- B. Alternatives to suspension for non-violent and less extreme disciplinary situations should be developed in each school.
- C. The primary purpose of a resource officer is to be proactive in the attempt to avoid crime within the school as well as the community. Our primary goal regarding student discipline is to change behavior. The school resource officer functions as a member of a team charged with accomplishing that goal.
- D. A copy of this policy shall be given to each student in school upon enrollment in the school. Each student transferring to a school in the District who was not attending a school in the District just prior to the transfer shall receive a copy of this policy. When a copy of this policy is provided to a student, a copy shall also be provided to the student's parent.

[Utah Code § 53G-8-204\(2\)\(a\) \(2024\)](#)

- E. A copy of this policy shall be posted in a prominent place in each school in the District. Any significant change in this policy shall be posted in each school in the District, and a copy of the revised policy shall be distributed to the students in each school.

[Utah Code § 53G-8-204\(2\)\(b\), \(c\) \(2024\)](#)

- F. The following definitions shall apply under this policy:
  - 1. ~~“Assault” means placing another person in fear or apprehension of harmful or offensive touching (Utah Code § 76-5-102);~~
  - 2. ~~“Battery” means causing bodily harm to an individual or making physical contact of an insulting or provoking nature with an individual. To be criminal, the person must act intentionally or knowingly without legal justification;~~

3. "Bullying" means intentionally committing a written, physical, or verbal act that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:
  - a. causing physical or emotional harm to the school employee or student;
  - b. causing damage to the school employee or student's property;
  - c. placing the school employee or student in reasonable fear of:
    - 1) harm to the school employee's or student's physical or emotional well-being;  
or
    - 2) damage to the school employee's or student's property.
  - d. creating a hostile, threatening, humiliating, or abusive educational environment due to:
    - 1) the pervasiveness, persistence, or severity of the actions; or
    - 2) a power differential between the bully and the target; or
  - e. substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.
  - f. Bullying does not include:
    - 1) a single incident, unless the incident is objectively severe; or
    - 2) mutual or reciprocating behaviors between students that might otherwise constitute bullying if one student was clearly the aggressor.
4. ~~"Burglary" means breaking, entering, or unlawfully remaining in a structure without authorization during the hours when the premises are closed to students (Utah Code § 76-6-202);~~
5. "Communication" means the conveyance of a message, whether verbal, written, or electronic.
6. ~~"Criminal mischief" means intentionally and unlawfully tampering with the property of another or intentionally damages, defaces, destroys another's property, or damages or destroys property with the intention of defrauding an insurer (Utah Code § 76-6-106);~~

7. “Cyber-Bullying” means using the internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- a. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyber-bullying.

[Utah Code § 53G-9-601\(45\) \(2024\)](#)

8. “Disruptive ~~student~~ behavior” means ~~Conduct which unreasonably interferes with the educational process or instruction of students in the classroom or elsewhere~~ frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.
- ~~a. Willful destruction or defacing of school property;~~
- ~~b. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;~~
- ~~c. Possession, control, or use of an alcoholic beverage as defined in Utah Code § 32B-1-102;~~
- ~~d. Behavior prescribed in subsection (b) which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with that person, regardless of where it occurs;~~
- ~~e. Possession or use of pornographic material on school property~~
- ~~f. Any serious violation affecting another student or a staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including:~~
- ~~1) The possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;~~
  - ~~2) The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or~~

- ~~3) The sale, control, or distribution of a drug or controlled substance as defined in Utah Code § 58-37-2, an imitation controlled substance defined in Utah Code § 58-37b-2, or drug paraphernalia as defined in Utah Code § 58-37a-3; or~~
- ~~4) The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor under Utah law.~~
9. “Expulsion” means termination of the student’s status as a student enrolled in the school. Expulsion may be for an indefinite or fixed period of time ~~a student’s removal from the school setting, including all extra-curricular activities and events, for the current school year or a period designated in the disciplinary process.~~
10. “Firearm” is ~~a pistol, revolver, shotgun, short barreled shotgun, rifle or short barreled rifle or any device that could be used as dangerous weapon from which a projectile is expelled by action of an explosive. For purposes of this policy, an object is not a “weapon” if it is undisputed that there was no intent on a student’s part to use the object on school property.~~
11. ~~“Gang and gang-related activity” means and includes the following:~~
  - ~~a. Any ongoing organization, association or group of three or more persons, students and/or non-students, whether formally or informally organized, having as primary activity the commission of criminal act(s) having an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity.~~
  - ~~b. Wearing, possessing, using or distributing, displaying or selling and clothing, jewelry, emblem, badge, symbol, sign or other items which evidence members in a gang.~~
  - ~~c. Use of a name associated with or attributable to a gang.~~
  - ~~d. Designating “turf” or an area for gang activity or occupation.~~
12. “Hazing” means a school employee or student intentionally, knowingly, or recklessly committing an act ~~or causing another individual to commit and act toward a school employee or student~~ that meets one of the following:
  - a. Endangers the mental or physical health or safety of an individual;

- b. Involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
- c. Involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and **either**
  - 1) Is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club, or event; or
  - 2) Is directed toward an individual whom the actor of the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the actor also participates.
- d. **The conduct described above constitutes hazing, regardless of whether the individual against whom the conduct is committed directed, consented to, or acquiesced in, the conduct.**

[Utah Code § 76-5-107.5 \(2022\)](#)

[Utah Code § 53G-9-601\(56\) \(2024\)](#)

- 13. "Involuntary transfer" means the reassignment of a student from one school, campus, or academic program, to a different school, campus, or academic program within the District. Involuntary transfer may be for an indefinite period of time or for a fixed period of time;
- 14. ~~"Larceny" means the taking of someone else's property without the use of force with the intent to permanently deprive the owner of the property. The laws of several states, including Utah, place larceny and certain other property crimes under the general category of theft;~~
- 15. "Making a false alarm" means a student-initiated or circulated report or warning of any fire, impending bombing, or other crime or catastrophe, knowing that the report or warning is false or baseless and is likely to cause the evacuation of any building or public transport or improper activation of school alarms or safety systems; **and**

[Utah Code § 76-9-105 \(2017\)](#)

16. “Retaliate” means an act or communication intended:
  - a. as retribution against a person for reporting bullying, cyber-bullying, abusive conduct, or hazing; or
  - b. to improperly influence the investigation of, or the response to, a report of bullying, cyber-bullying, abusive conduct, or hazing.
17. “School District location” means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school District.
18. “Sexual harassment” means uninvited and unwelcome verbal or physical behavior of a sexual nature especially by a person in authority toward a subordinate (such as an employee or student). See [Policy 3015 Title IX Sexual Harassment](#).
19. “Suspension” means ~~removal of a student from the student’s regular classroom assignment for a definite period of time the temporary denial of social interaction through school contact and the removal of the student from the classroom setting because of real and present disruptive effect of the student’s presence, a reasonable assumption that the student will be disruptive or a threat to the well-being or safety of the and/or other students or staff.~~
  - a. “In-school suspension” means a temporary removal from the student’s regular classroom for at least half a school day while remaining under the direct supervision of school personnel ~~is a temporary reassignment, usually for a designated time period, to a specific suspension classroom or space within the student’s school.~~
  - b. “Out-of-school suspension” means removal of the student from school grounds for disciplinary reasons, except:
    - 1) If the student is served solely under a Section 504 plan, “out-of-school suspension” means excluding the student from school for disciplinary purposes for one day or longer; or
    - 2) If the student is a student with disabilities under IDEA, “out-of-school suspension” means the temporary removal of the student from the student’s regular school to another setting for disciplinary reasons.

Utah Admin. Rules R277-100-2(33)

- c. "Short-term suspension" means an out-of-school suspension with exclusion of the student from the school, school grounds, and school activities and functions or a specific period of time that is equal to or less than 10 school days.
  - d. "Long-term suspension" means an out-of-school suspension with exclusion of the student from the school, school grounds, and school activities and functions for a specific period of time that is greater than 10 school days.
  - e. ~~Suspension may be "short-term" (less than 10 days) or "long-term" (10 days or more).~~
20. ~~"Tobacco products" includes an electronic cigarette as that has been defined by state law (Utah Code § 76-10-101).~~
21. "Weapon" means "dangerous weapon", which includes any firearm or any object that is used for, or is readily capable of, causing death or serious bodily injury. "Firearm" is a pistol, revolver, shotgun, short barreled rifle or any device that could be used as a dangerous weapon from which a projectile is expelled by action of an explosive.
- a. The following factors are used in determining whether an object other than a firearm is a dangerous weapon:
    - 1) the location and circumstances in which the object was used or possessed;
    - 2) the primary purpose for which the object was made;
    - 3) the character of the wound, if any, produced by the object's unlawful or improper use;
    - 4) the manner in which the object was unlawfully or improperly used;
    - 5) whether the manner in which the object is used or possessed constitutes a potential imminent threat to public safety; and
    - 6) the lawful purposes for which the object may be used.
  - b. Possession of a weapon ***by a student*** shall not violate this policy if possession is approved in writing by the responsible school administrator or if the item or material is present or to be used in connection with a lawful activity approved in writing by the responsible school administrator before the material in question is

brought on school premises. (Persons under 21 years of age are not permitted to carry concealed firearms on school premises even if they have a permit or provisional permit to carry a concealed firearm.)

[Utah Code § 76-10-501\(6\), \(10\) \(2023\)](#)  
[Utah Code § 76-10-505.5 \(2024\)](#)

22. "Unlawful conduct" means any student conduct that violates any local, state, or federal law or regulation, or violates any District or school policy, or violates the legal rights of another person, and includes, but is not limited to, the following:

- a. Harassment is the crime of harassment occurs when a student, with intent to frighten or harass another, communicates a written or recorded threat to commit a violent felony.

[Utah Code § 76-5-106 \(2022\)](#)

- b. Burglary means entering or unlawfully remaining in a building or any portion of a building with the intent to commit an additional crime.

[Utah Code § 76-6-202 \(2023\)](#)

- c. Theft means obtaining or exercising unauthorized control over the property of another with the purpose to deprive him or her thereof.

[Utah Code § 76-6-404 \(2023\)](#)

- d. Criminal mischief means recklessly or willfully shooting or propelling a missile or other object at or against a motor vehicle, bus, airplane, locomotive, train, railway car, or caboose, whether moving or standing, or intentionally and unlawfully tampering with the property of another so as to recklessly endanger human life, health, or safety or recklessly causes or threatens a substantial interruption or impairment of critical infrastructure.

[Utah Code § 76-6-106 \(2023\)](#)

- e. Assault means an attempt, with unlawful force or violence, to inflict bodily injury on an individual.

[Utah Code § 76-5-102 \(2022\)](#)

- f. Gang activity

[Utah Code § 76-9-801 to 804](#)  
[Utah Code § 76-9-901 to 907](#)

~~g. Making a false alarm~~

h. Willfully defaces or otherwise injures school property

[Utah Code § 53G-8-212 \(2021\)](#)

~~i. Sexual harassment~~

~~j. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.~~

~~k. Willful destruction or defacing of school property~~

~~l. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel, or to the operation of the school.~~

~~m. Possession or use of pornographic material on school property that would constitute a misdemeanor offense under [Utah Code § 76-10-1235](#). (This includes accessing such material through the District computer network or by using any District-owned device.)~~

~~n. Bullying, harassment, cyberbullying, retaliation, and making false allegations of bullying, cyberbullying or retaliation as defined in [Utah Code § 53G-6](#).~~

~~o. Any use of an electronic device or camera to record sound or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student was involved in prior violations of this policy.~~

~~p. The use of any device or any electronic device or camera to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty.~~

~~q. The use of any device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student.~~

- ~~r. Selling, giving, delivering, transferring, possessing, controlling, or distributing an alcoholic beverage on or in proximity to school property or at or in proximity to any school sponsored event.~~
- ~~s. Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products on or in proximity to school property or at or in proximity to any school sponsored event. Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity on or off school property.~~
- ~~t. Possessing or using electronic cigarette products on school property.~~
  - ~~1) Teachers or authorized school employees shall confiscate electronic cigarette products from school-age students on school property consistent with the District or school policy for identifying illegal substances in the possession of students and confiscating those substances.~~
  - ~~2) Teachers who confiscate electronic cigarette products shall release the products to a school administrator in a timely manner.~~
  - ~~3) Administrators shall release confiscated electronic cigarette products to local law enforcement in a timely manner consistent with the law.~~
- ~~u. Being under the influence of an alcoholic beverage or controlled substance on or in proximity to school property or at or in proximity to any school sponsored event.~~
- ~~v. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing.~~
- ~~w. Engaging in conduct that contains the elements of the offense of arson or aggravated arson under the Utah Criminal Code.~~
- ~~x. Engaging in conduct that contains the elements of any felony.~~
- ~~y. Sexual Harassment (See Policy 3015 Title IX Sexual Harassment)~~
- ~~z. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.~~
- ~~aa. Willful destruction or defacing of school property~~

- ~~bb. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel, or to the operation of the school.~~
- ~~cc. Possession or use of pornographic material on school property that would constitute a misdemeanor offense under Utah Code § 76-10-1235. (This includes accessing such material through the District computer network or by using any District-owned device.)~~
- ~~dd. Bullying, harassment, cyberbullying, retaliation, and making false allegations of bullying, cyberbullying or retaliation as defined in Utah Code § 53G-6.~~
- ~~ee. Any use of an electronic device or camera to record sound or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student was involved in prior violations of this policy.~~
- ~~ff. The use of any device or any electronic device or camera to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty.~~
- ~~gg. The use of any device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student.~~
- ~~hh. Selling, giving, delivering, transferring, possessing, controlling, or distributing an alcoholic beverage on or in proximity to school property or at or in proximity to any school sponsored event.~~
- ~~ii. Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products on or in proximity to school property or at or in proximity to any school sponsored event. Students shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity on or off school property.~~
- ~~jj. Possessing or using electronic cigarette products on school property.~~
  - ~~1) Teachers or authorized school employees shall confiscate electronic cigarette products from school-age students on school property consistent with the District or school policy for identifying illegal substances in the possession of students and confiscating those substances.~~

- ~~2) Teachers who confiscate electronic cigarette products shall release the products to a school administrator in a timely manner.~~
  - ~~3) Administrators shall release confiscated electronic cigarette products to local law enforcement in a timely manner consistent with the law.~~
  - ~~kk. Being under the influence of an alcoholic beverage or controlled substance on or in proximity to school property or at or in proximity to any school-sponsored event.~~
  - ~~ll. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing.~~
  - ~~mm. Engaging in conduct that contains the elements of the offense of arson or aggravated arson under the Utah Criminal Code.~~
  - ~~nn. Engaging in conduct that contains the elements of any felony.~~
  - ~~oo. Sexual Harassment (See Policy 3015 Title IX Sexual Harassment)~~
  - ~~pp. Gang-related activity~~
23. Disrupting the operation of a school occurs when a person, after being asked to leave by a school official, remains on school 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 the school.
- [Utah Code § 76-9-106 \(1992\)](#)
24. Threat of Terrorism: A student commits a threat of terrorism if the student threatens to commit an offense involving bodily injury, death, or substantial property damage, and the student:
- a. Threatens to use a weapon of mass destruction or hoax weapon of mass destruction; or
  - b. The student acts with intent to:
    - 1) Influence or affect a government or unit of government or intimidate or coerce a civilian population; or

- 2) Cause action of any nature by an official or volunteer agency organized to deal with emergencies due to the student's conduct posing a serious and substantial risk to the general public; or
- 3) Prevent or interrupt the occupation of a building or a portion of a building, a place to which the public has access, or a facility or vehicle of public transportation operated by a common carrier.

[Utah Code § 76-5-107.3 \(2022\)](#)

#### G. Student Conduct Warranting Discipline

1. A student may be disciplined for the conduct described below. The type of discipline imposed will depend on the nature of the particular conduct. ~~fined, suspended and/or recommended for expulsion from school for any of the prohibited conduct outlined in this policy when it occurs:~~
  - ~~a. In a school building;~~
  - ~~b. On or in proximity to school property;~~
  - ~~c. In conjunction with any school sponsored activity;~~
  - ~~d. In or on a school vehicle;~~
  - ~~e. Is directed at or against another student or a District employee; or~~
  - f. ~~When it threatens harm or does harm to the school, school property, a person associated with the school, or property of a person associated with the school.~~
2. Conduct Which May Warrant, But Does Not Require Suspension or Expulsion:
  - a. A student may be disciplined for any of the following prohibited conduct when it occurs in a school building, or on or in proximity to school property; in conjunction with any school sponsored activity; in or on a school vehicle; is directed at or against another student or a District employee; or when it threatens harm or does harm to the school, school property, a person associated with the school, or property of a person associated with the school.
    - 1) Unlawful conduct, as that is defined above.

- 2) Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language.
- 3) Willful destruction or defacing of school property
- 4) Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel, or to the operation of the school.
- 5) Disruptive behavior, as that is defined above.
- 6) Possession or use of pornographic material on school property that would constitute a misdemeanor offense under [Utah Code § 76-10-1235](#). (This includes accessing such material through the District computer network or by using any District-owned device.)
- 7) Bullying, abusive conduct, cyberbullying, retaliation, and making false allegations of bullying or retaliation. See [Policy 5270](#) and [Utah Code § 53G-6](#).
- 8) Use of an electronic device or camera to record sound or images or otherwise capture material in an unauthorized setting or at an unauthorized time shall subject the user of the device to increased discipline based on the circumstances and whether the student was involved in prior violations of this policy.
  - a) Use of any device or any electronic device or camera to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty may result in an immediate suspension.
- 9) Use of any device in a manner which may be physically harmful to another person, such as shining a laser in the eyes of another student, may result in an immediate suspension. When a student repeatedly engages in such behavior, the punishment may be increased as is appropriate.
- 10) Selling, giving, delivering, transferring, possessing, controlling, or distributing an alcoholic beverage on or in proximity to school property or at or in proximity to any school sponsored event. See [Policy 5290](#).
- 11) Selling, giving, delivering, transferring, possessing, controlling, or distributing tobacco products on or in proximity to school property or at or in proximity to any school sponsored event. Students shall not smoke or use tobacco

products on school property or at any school-related or school-sanctioned activity on or off school property.

- 12) "Tobacco products" includes an electronic cigarette or electronic cigarette product as that has been defined by state law ([Utah Code § 76-10-101](#)). See [Policy 5290](#), [Policy 5291](#), and [Policy 5294](#).
- a) Teachers or authorized school employees shall confiscate electronic cigarette products from school-age students on school property consistent with the District or school policy for identifying illegal substances in the possession of students and confiscating those substances.
  - b) Teachers who confiscate electronic cigarette products shall release the products to a school administrator in a timely manner.
  - c) Administrators shall release confiscated electronic cigarette products to local law enforcement in a timely manner consistent with the law.
- b. Being under the influence of an alcoholic beverage or controlled substance on or in proximity to school property or at or in proximity to any school-sponsored event. See [Policy 5270](#).
- c. Engaging in, assisting, permitting, or otherwise being involved in hazing, as provided by the District's policy prohibiting hazing. See [Policy 5270](#).

[Utah Code § 53G-8-205\(1\) \(2024\)](#)

[Utah Code § 53G-8-602 \(2018\)](#)

[Utah Code § 53G-8-209 \(2020\)](#)

- d. Engaging in conduct that contains the elements of the offense of arson or aggravated arson under the Utah Criminal Code.

[Utah Code § 76-6-102 \(2023\)](#)

[Utah Code § 76-6-103 \(2023\)](#)

- e. Engaging in conduct that contains the elements of any felony.
- f. Sexual Harassment (See [Policy 3015 Title IX Sexual Harassment](#))
- g. Gang-related activity as defined in the policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose

members individually or collectively engage in or have engaged in a pattern of criminal gang activity. Gang-related activity includes but is not limited to:

- 1) Wearing, possessing, using or distributing, displaying or selling and clothing, jewelry, emblem, badge, symbol, sign or other things which evidence membership in a gang/
  - 2) Use of a name associated with or attributable to a gang;
  - 3) Designating “turf” or an area for gang activity or occupation.
3. ~~Student~~ Conduct requiring suspension or expulsion
- a. A student shall be suspended or expelled from school for participation in any serious violation affecting another student or staff member, or any serious violation when it occurs in a school building, in or on school property; or in conjunction with any school sponsored activity including: ~~for any of the offenses described in Utah Code 53G-8-205(2).~~
    - 1) The sale, control, delivery, transfer or distribution of a drug or controlled substance, as defined in [Utah Code § 58-37-2](#), an imitation controlled substance, as defined in [Utah Code § 58-37b-2](#), or drug paraphernalia as defined in [Utah Code § 58-37a-3](#) (See [Policy 5290](#)); or
    - 2) The actual use of violence or sexual misconduct; or
    - 3) The actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or
    - 4) Commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor; or
    - 5) Making a false report of an emergency at a school under  
[Utah Code § 76-9-202](#)  
[Utah Code § 53G-8-205\(2\)\(a\) \(2024\)](#)  
[Utah Code § 76-5-102 \(2022\)](#)  
[Utah Code § 76-5-102.3 \(2022\)](#)  
[Utah Code § 76-9-202 \(2024\)](#)
4. ~~Student conduct allowing for suspension or expulsion:~~

~~a. A student may be suspended or expelled from a school for any of the offenses described in [Utah Code 53G-8-205\(1\)](#) or~~

~~b. For other offenses provided in this policy.~~

5. Conduct which requires 1-year expulsion

a. A student shall be expelled from school for not less than one year, subject to the 45-day review process for mandatory year expulsions set forth below, if the student engages in conduct which requires suspension expulsion (as set out above) and the conduct involves a real or look-alike weapon, explosive, or flammable material.

[Utah Code § 53G-8-205\(2\)\(b\) \(2024\)](#)

6. Discipline Rules for Students with Disabilities

a. Federal and state laws impose particular requirements regarding discipline of students identified as having a disability or when the school has sufficient notice of a disability. Discipline of such students must comport with the requirements set forth in [Policy 5006](#) and [Utah Special Education Rules](#) for students with disabilities.

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

H. ~~Possible Remedial measures and Disciplinary Sanctions for disciplined students~~

1. Remedial Measures

a. Continued school attendance subject to the terms of a remedial discipline plan prepared to correct the violation. This remedial measure is available only where the violation is for willful disobedience, defiance of authority, or disruptive behavior when such conduct is not of such a violent or extreme nature that immediate removal from school would be required.

b. Continued school and class attendance accompanied by the student's parent for a designated period of time. This remedial measure is available only with the consent of the student's teacher or teachers and the agreement of the student's parent. The parent must agree to attend all of the student's classes for each day of the suspension. If the parent fails to attend class with the student, the student

- shall then be subject to suspension or other discipline in accordance with this policy.
- c. In-school suspension. Attendance in a designated in-school suspension program. Students shall be instructed in the essential elements of the courses in which they are enrolled at the time of removal.
  - d. **Home-based instruction: Instruction at home, provided that combined days of suspension and assignment to home-based instruction shall not exceed ten (10) school days in a trimester.**
  - e. Peer Court (for 6th-12th graders)
    - 1) Box Elder School District operates a Peer Court under the Utah Youth Court Diversion Act as a diversion program for students that have been identified by school administrators as having committed acts which indicated a need for an intervention.
    - 2) Referrals for Peer Court
      - a) The determination of whether a Peer Court referral is warranted shall be made by the school administrator in consultation.
      - b) Students may be referred to Peer Court as an appropriate behavior response for Class C type misdemeanors including disorderly conduct, petty theft, trespassing, possession/use of illegal substances, vaping
    - 3) Procedures for Peer Court
      - a) The Director of Student Services or designee along with community Police Departments is responsible for facilitating routine Peer Court meetings.
      - b) The Peer Court Facilitator shall conduct regular meetings at the routinely appointed time and place.
      - c) The cost to the student referred to Peer Court is \$25
    - 4) Determinations from Peer Court
      - a) Box Elder School District does not make a determination of whether or not a student engaged in particular conduct, instead participation in peer court presumes the student engaged in conduct and the peer court provides a solution and encourages restorative practices.

<https://www.utahyouthcourts.com/>

- f. Voluntary ~~or involuntary~~ transfer to another school, campus, community based alternative school or other special program within the District, subject to the admission criteria of such alternative programs.
- g. Withholding grade reports, diplomas and transcripts. If the District determines that school or District property has been lost or willfully cut, defaced or otherwise injured by a student, the District may withhold the issuance of official written grade reports, diplomas and transcripts of the student responsible for the damage or loss until the student or student's parent has paid for the damages.
  - 1) If the student and the student's parents are unable to pay for the damages or if it is determined by the school in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, then the District shall provide a program of voluntary work for the student may complete in lieu of the payment. In that case, the school shall release the official grade report, diploma, or transcript of the student upon completion of the work.
  - 2) If the Department of Human Services or a licensed child-placing agency has been granted custody of the student, that student's records, if requested by the Department or agency, may not be withheld from the Department or agency for non-payment of damages under this section.
  - 3) No penalty may be assessed for damages which may be reasonably attributed to normal wear and tear.

[Utah Code § 53G-8-212 \(2021\)](#)

## 2. Disciplinary Sanctions

- a. Detention: Students in grades kindergarten through six may be detained in school after regular school hours in the event the responsible school administrator determines that such action is justified in disciplining the student. No student may be detained after regular school hours until his or her parent has received prior notice of the detention to take place on a particular school day.
  - 1) The notice provided for under this policy need not be completed prior to detention of the student if detention is necessary for the student's health or safety. [Policy 5285 Detention of Students After School Hours](#)

- b. Suspension (in-school or out-of-school)
  - c. Involuntary transfer to another school, campus, community-based alternative school or other special program within the District.
3. ~~Detaining students. See District Policy 5285 Detention of Students After School Hours.~~
  4. ~~Out of school suspension~~
  5. ~~Peer Court (for 6<sup>th</sup>-12<sup>th</sup> graders)~~
  6. Expulsion
  7. ~~Students subject to remedial or disciplinary measures will continue to receive educational services from the District according to the remedial or disciplinary measure. A student transferred to another school or program within in the District will receive educational services through that school or program.~~
- I. Authority to Impose Discipline and Due Process
1. ~~The Board of Education hereby delegates to each school principal or assistant principal within the District the authority to suspend a student in the principal or assistant principal's school for up to ten (10) school days, in accordance with this policy.~~
  2. ~~The Board of Education hereby delegates to the superintendent the authority to suspend a student for up to one (1) school year.~~
  3. ~~The Board of Education has the authority to expel a student for a fixed or indefinite period.~~
- [Utah Code § 53G-8-206 \(2019\)](#)
4. ~~A school principal or assistant principal may suspend a student for a maximum of ten days.~~
  5. ~~The Superintendent or designee may suspend a student for up to one school year.~~
  6. ~~The Board of Education may suspend a student for up to one school year or expel a student for a fixed or indefinite period of time.~~
- J. Procedures for Imposing Discipline

1. Remedial measures or disciplinary sanctions may be imposed on a student only after it has been determined, following appropriate due process, that the student has committed a violation. The nature of the due process required depends in part on the magnitude of the penalty to be imposed. **When a student is accused of sexual harassment, the procedure set out in [Policy 5275](#) and [Policy 3015](#) shall be followed in place of the procedure in this policy.**

- a. **Short-term Out-of-School Suspension**

- 1) **Informal due process hearing**

- a) **A school principal may suspend a student from school for up to ten (10) school days for a violation.** Prior to imposing a suspension, the school principal or assistant principal shall meet with the student to discuss the incident(s) and to provide the student an opportunity to respond.
- b) The principal or assistant principal shall then determine whether a violation has occurred and whether suspension or other discipline is appropriate.
- c) **In appropriate cases, the principal shall consider and offer the student alternatives to out-of-school suspension, including in-school suspension and parental attendance with the student (where appropriate consent from teachers is obtained). (See [Policy 6012 Parent Classroom Observation](#))**

- 2) **Short-term out-of-school suspension pending due process hearing**

- a) If the school principal or assistant principal makes an initial determination that the violation warrants long-term suspension or expulsion, the school principal may recommend those sanctions and may impose a short-term suspension pending a **hearing on whether those sanctions should be imposed meeting with the Superintendent or designee.**

- b. **Departure from school grounds**

- 1) A suspended student shall immediately leave the school building and grounds following a determination by the school of the best way to transfer custody of the student to the parent or other person authorized by the parent or applicable law to accept custody of the student.

[Utah Code § 53G-8-206\(5\)\(a\) \(2019\)](#)

- c. Notice of short-term out-of-school suspension
- d. A suspended student and parent shall be notified:
  - 1) If a short-term suspension is imposed, the principal or assistant principal shall immediately provide notice to the student's parent. Notice shall, if possible, be given by telephone. If reasonable efforts to contact the parent by telephone are unsuccessful, then written notice shall be sent to the parent. The notice, whether verbal or written, shall include the following:
    - a) That the student has been suspended from school ~~Of the suspension,~~
    - b) The reason for the suspension,
    - c) The period of time for which the student is suspended ~~from school,~~ and
    - d) The ~~date,~~ time and place ~~for the parent and student is~~ to meet with ~~the principal or assistant principal a designated school official~~ to review the suspension.
      - i. This meeting shall be scheduled to occur as soon as is practicable, but in all cases prior to the end of the tenth day of the suspension.
- e. Notice of recommended expulsion or long-term suspension. If the principal or assistant principal has recommended that the superintendent expel the student or suspend the student from school for a period longer than ten days, that fact shall be included in the notice to the parent or guardian.
- f. Meeting to review out-of-school suspension
  - 1) At this meeting, the principal or assistant principal shall review with the parent and student the charges and evidence against the student, and shall provide the student and parent with an opportunity to respond.
  - 2) During this meeting, the principal or assistant principal may determine whether the suspension previously imposed should be maintained, whether to adopt an alternative remedial measure, or whether the suspension should be terminated. The principal or assistant principal should also discuss with the parent a plan to avoid recurrence of the problem.

[Utah Code § 53G-8-206\(5\)\(b\), \(c\) \(2019\)](#)

## 2. Long-term Suspension or Expulsion

a. **Due process hearing**

- 1) If the principal or assistant principal recommends long-term suspension or expulsion, the administrator shall notify the Superintendent or designee of that recommendation.
- 2) ~~If the parent objects to the discipline,~~ The Superintendent or designee shall **then** schedule a hearing to be held with the student's parent, the student, and the Superintendent or designee.
- 3) The hearing shall be scheduled to take place prior to the tenth day of the student's suspension where possible.

b. **Notice of Hearing**

- 1) The Superintendent or designee shall provide written notice of the date, time, and place of the hearing to the student and student's parent so as to afford a reasonable opportunity for preparation.
  - a) The notice shall include a statement of the charges against the student, that a recommendation has been made for suspension for more than 10 days or for expulsion and the period of time for which suspension or expulsion has been recommended.
  - b) The statement of the allegations against the student shall include the nature of the evidence and the names of any witnesses whose testimony may be used against the student unless confidentiality is required due to the necessity to protect student witnesses.

Wagner v. Ft. Wayne Community Schools, 255 F. Supp. 2d 915 (N.D. Ind. 2003)

3. Hearing Procedures

- a. The Superintendent or designee shall preside at and conduct the hearing **at the appointed time and place**.
- b. The District and the student may each be represented by a person of their choice.
- c. Each party may present testimony of witnesses or other evidence, may cross-examine witnesses and may make legal arguments relevant to the issues.

However, the District may present hearsay evidence if confidentiality is required due to the necessity to protect witnesses.

Wagner v. Ft. Wayne Community Schools, 255 F. Supp. 2d 915 (N.D. Ind. 2003)

~~d. Hearsay testimony is permitted. It shall not be the sole basis for a determination of long-term suspension or expulsion.~~

e. Decision

- 1) At the conclusion of the hearing, the Superintendent or designee shall make a final determination of the matter and shall state his or her determination to those attending the hearing.
- 2) The determination shall then be placed in writing and mailed to the parent ~~within 10 days of completion of the hearing.~~
- 3) Upon a finding that the student has engaged in conduct warranting discipline, the Superintendent or designee may determine what discipline or remedial measures are appropriate for the conduct.
- 4) If the Superintendent or designee determines that the appropriate sanction is expulsion, that sanction must be authorized by the Board of Education.
- 5) Other than expulsion, the Superintendent or designee may impose any of the available remedial measures or sanctions determined to be appropriate and ~~consistent with the evidence.~~
- 6) **Discipline:** In determining the appropriate sanction, the Superintendent or designee shall consider whether alternatives to suspension are appropriate or available, ~~including:~~

~~f. Good faith efforts to implement a remedial discipline plan that would allow the student to remain in school;~~

- 1) ~~Efforts may include a contract with the student, rewarding the student with increased benefits and/or participation in school activities consistent with improved behavior, review of the student's schedule and courses, assigning a mentor teacher or student to regularly monitor the student, or other activities specific to the student.~~
- 2) ~~Remediation efforts may include evaluating the student for services under IDEA or Section 504.~~

~~g. Policies that allow a student to remain in school under an in-school suspension program or under a program allowing the parent, with the consent of the student's teacher or teachers, to attend class with the student for a period of time specified by a designated school official; and~~

~~h. Enlisting the cooperation of the Division of Child and Family Services, the juvenile court, or other appropriate state agencies, if necessary, in dealing with a student's suspension.~~

[Utah Code § 53G-8-206 \(2019\)](#)

[Utah Code § 53G-8-207 \(2019\)](#)

i. Appeals

- 1) A student or parent on behalf of a student may appeal the determination of the Superintendent or designee to the Board of Education by filing a written notice of appeal with the Superintendent or designee within 10 days of the date the decision of the Superintendent or designee is mailed to the student. No further hearing will be held.
- 2) The Board shall review the evidence submitted to the Superintendent or designee and the written determination of the Superintendent or designee.
- 3) The Board may affirm the Superintendent or designee decision or modify the Superintendent or designee decision.
- 4) The Board's written decision shall be issued within 30 days of receipt of the student's written notice of appeal.

j. **Board evaluation of expulsion recommendation**

- 1) If the Superintendent or designee recommends expulsion for an indefinite or definite period of time, then the Superintendent or designee will transmit that recommendation to the Board of Education along with the record of evidence submitted to the Superintendent ~~or designee~~.
- 2) The Board may review the recommendation based on this record or may, at its sole discretion, accept further evidence.
- 3) Following its review, the Board may accept, modify, or reject the recommendation, or impose other disciplinary sanctions. ~~The Board's~~ This decision is ~~the~~ final **administrative decision**.

[Utah Code § 53G-8-206\(3\) \(2019\)](#)

- k. 45-day review of mandatory one-year expulsions
- 1) ~~Where a student has been expelled for one year because of a violation involving a weapon, explosive, or flammable material, a hearing shall be held within 45 school days of the imposition of the expulsion. If the Board expels a student for one year because of a violation involving a weapon, explosive, or flammable material, the student shall meet with the Superintendent or designee, accompanied by the parent, within 45 days of the imposition of the expulsion to determine:~~
    - a) What conditions must be met by the student and the student's parent for the student's return to school, **including conditions or restrictions required as part of a student reintegration plan;**
    - b) Whether the student should be placed on probation in a regular or alternative school setting, and if so, what conditions must be met by the student to assure the safety of students and staff at the school where the student is placed; and
    - c) If it would be in the best interest of both the School District and the student to modify the expulsion term to less than a year, giving highest priority to providing a safe school environment for all students.
    - d) If the Superintendent or designee determines that the student should return to school prior to the expiration of the one-year expulsion term conditioned on compliance with the conditions established by the Superintendent or designee, then the Superintendent or designee shall submit that recommendation to the Board of Education. If the Board of Education approves the return, the student may return to school pursuant to the conditions established.

[Utah Code § 53G-8-205\(2\)\(b\) \(2024\)](#)

- l. Denial of admission and reporting
- 1) A student may be denied admission to a public school on the basis of having been expelled from that or any other school during the preceding 12 months.

[Utah Code § 53G-8-205\(3\) \(2024\)](#)

K. Evidence in Student Hearings

1. All student disciplinary hearings shall be conducted by the Board or its designee in an executive session.
2. All evidence presented in such hearings shall constitute student educational records and shall be treated as “confidential”.
3. The District hereby designates all student records as “protected” under the Government Records Access Management Act. The names of students giving statements used in a student hearing involving other students may be protected and redacted where necessary to protect the students from threats of harm or interference with the educational process.

L. Notification of Offense on School Property

- a. Whenever a minor ~~is found in possession of a dangerous weapon~~ commits an offense on school grounds when school is in session or at a school sponsored activity and that information is reported to or known by a school employee, the school employee shall notify the principal. After receiving such a notification, the principal shall notify appropriate law enforcement personnel as well as school and District personnel who the principal determines should be informed.

[Utah Code § 53G-8-510 \(2024\)](#)

M. Sexual Crimes or Serious Offenses by Students

1. For purposes of this section: “serious offense” means any of the following:
  - a. a violent felony as defined in [Utah Code § 76-3-203.5](#), or
  - b. an offense that is a violation of [Utah Code Title 76, Chapter 6, Part 4](#), theft and the property stolen is a firearm; or
  - c. an offense that is a violation of [Utah Code Title 76, Chapter 10, Part 5](#), Weapons
2. “Sexual crime” or “sexual misconduct” means any conduct described in:
  - a. [Utah Code Title 76, Chapter 5, Part 4, Sexual Offenses](#), or
  - b. [Utah Code Title 76, Chapter 5b, Sexual Exploitation Act](#), or
  - c. [Utah Code § 76-7-102](#), incest, or

- d. [Utah Code § 76-9-702](#), lewdness, or
- e. [Utah Code § 76-9-702.1](#), sexual battery.

[Utah Code § 53G-8-201 \(2024\)](#)

[Utah Code § 80-6-103\(1\)\(d\) \(2024\)](#)

- 3. When a student commits a serious or sexual crime or sexual misconduct on school property, the impact of that misconduct on the school or school facility where the misconduct occurred shall be considered in determining both the discipline to be imposed and the conditions for the student to return to school.
  - a. Where the misconduct was directed at another student or a school employee, the student may not return to a school where the victim attends or works.
    - 1) In which circumstance, the parent will be responsible for transportation to and from school.

[Utah Code § 53G-8-203\(4\)\(b\)\(ii\) \(2024\)](#)

[Utah Code § 53G-8-213\(5\) \(2024\)](#)

- 4. When a student commits a serious offense or sexual crime or sexual misconduct in connection with engaging in hazing, the discipline shall include loss of membership in or participation with the related team, organization, program, club, or event and unless a specific substantial justification is established otherwise shall also result in the student being permanently ineligible to participate in any extracurricular activity or association in the District.

[Utah Code § 53G-8-203\(4\)\(b\)\(i\) \(2024\)](#)

- 5. When a student is suspended or expelled from school because the student has committed a serious offense or sexual crime or sexual misconduct, or when a juvenile court or law enforcement agency provides notice as addressed in [Policy 5380](#), a student reintegration plan shall be established for the student's return to school as provided for in [Policy 5380](#).

[Utah Code § 53G-8-203\(4\)\(b\) \(2024\)](#)

[Utah Code § 53G-8-213 \(2024\)](#)

#### N. Education of Students Subject to Discipline

1. The educational services that will be provided to students subject to discipline will depend upon the nature of the discipline.
  - a. Students subject to remedial measures such as a remedial discipline plan, class attendance with a parent, or in-school suspension will continue to receive educational services from the District according to the remedial measure. A student transferred to another school or program within the District will receive educational services through that school or program.
  - b. Parent and District responsibilities
    - 1) If a student is expelled or suspended for more than 10 days, it is the responsibility of the student's parent to undertake an alternative education plan which will ensure that the student's education continues during the period of the suspension or expulsion.
    - 2) The parent shall work with designated school officials to determine how that responsibility might best be met through private education, alternative programs offered by the District, **or** other alternatives which will reasonably meet the student's educational needs.
    - 3) Costs for educational services not provided by the District are the responsibility of the student's parent.

[Utah Code § 53G-8-208 \(2020\)](#)

c. **Review of student progress**

- 1) The District shall contact the parent of each suspended or expelled student under the age of 16 at least once per month to determine the student's progress.

[Utah Code § 53G-8-208\(4\)\(b\) \(2020\)](#)

d. **Record of disciplined students**

- 1) The District shall maintain a record of all suspended or expelled students and a notation of the recorded suspension or expulsion shall be attached to the student's transcript.

[Utah Code § 53G-8-208\(4\)\(a\) \(2020\)](#)

O. **Readmission of Suspended or Expelled Students**

1. Suspended students

- a. A suspended student may not be readmitted to a public school until the student and the student's parent or guardian have met with a designated school official to review the suspension and have agreed with the school official upon a plan to avoid recurrence of the violation resulting in suspension.
- b. At the discretion of the principal, the student may be readmitted if the student and the student's parent have agreed to participate in such a meeting.
- c. However, a suspension may not extend beyond ten (10) days unless the student and the student's parents have been given a reasonable opportunity to meet with a designated school official to respond to the allegations and proposed disciplinary action.

2. Expelled students

- a. The superintendent or his or her designee shall review the expulsion sanction of each expelled student at least once per year and shall report the conclusions of such review to the Board of Education.
- b. The superintendent or his or her designee may make recommendations regarding whether such sanction should be modified or removed, and what conditions, if any, should be imposed on the student's readmission.
- c. If the Board has expelled a student for a set period of time and has not otherwise specified, at the expiration of that expulsion term a student may enroll at his or her area school on the same terms as a new student.

P. Information Regarding SafeUT Crisis Line

1. The SafeUT Crisis line established by the State through the Huntsman Mental Health Institute provides crisis intervention, including suicide prevention, to individuals experiencing emotional distress or psychiatric crisis. It also provides means for an individual to anonymously report
  - a. unsafe, violent, or criminal activities, or the threat of such activities at or near a public school,
  - b. incidents of bullying, cyberbullying, harassment, or hazing, and

- c. incidents of physical or sexual abuse committed by a school employee or school volunteer.
- d. The Board shall inform students, parents, and school personnel about the SafeUT Crisis Line.

[Utah Code § 53B-17-1202\(1\) \(20192024\)](#)  
[Utah Code § 53B-17-1204\(43\) \(20192024\)](#)

Q. Response to SafeUT Crisis Line Reports

- 1. The District shall respond to reports received through the SafeUT Crisis Line in accordance with models developed by the State Board of Education.

[Utah Code § 53G-8-203\(1\)\(i\) \(2024\)](#)

R. ~~Responsibility for student discipline and corporal punishment~~

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

~~d. Protect property from being damaged when physical safety is at risk.~~

S. ~~Collection and Reporting of Incident Data~~

- ~~1. School personnel shall collect data with regard to incidents which occur on school grounds while school is in session or during a school-sponsored activity and which involve
  - ~~a. suspension or expulsion of a student, or~~
  - ~~b. arrest of a minor or~~
  - ~~c. "other law enforcement activities" (defined below).~~~~
- ~~2. For this reporting requirement, "other law enforcement activities" means a significant law enforcement interaction with a minor that does not result in an arrest, including
  - ~~a. a search and seizure by an SRO,~~
  - ~~b. issuance of a criminal citation,~~
  - ~~c. issuance of a ticket or summons,~~
  - ~~d. filing a delinquency petition, or~~
  - ~~e. referral to a probation officer.~~~~
- ~~3. The report of the incident shall also include information on the student or minor's age, grade level, race, sex, and disability status. If applicable, the report shall also include the demographics of a person who is subject to bullying, hazing, cyber-bullying, or retaliation. To collect the data, school personnel shall use the form established by the State Superintendent in consultation with law enforcement agencies.~~
- ~~4. The District shall report the data to the State Superintendent in a timely manner as required by the State Superintendent. The District shall report the data compiled for each school year to the State Superintendent on or before September 1 of the year in which the school year ended.~~

~~Utah Code § 53E-3-516 (2022)~~

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

## NOTICE OF SHORT-TERM SUSPENSION

We have attempted to contact you concerning the short-term suspension of your child. \_\_\_\_\_ (student name) has been suspended from school for \_\_\_\_\_ (reason). The dates of suspension have been set as \_\_\_\_\_ to \_\_\_\_\_.

A meeting has been scheduled to review the suspension with \_\_\_\_\_ (principal's name) on \_\_\_\_\_ (date) at \_\_\_\_\_ (time) at \_\_\_\_\_ (place). Please plan to attend this meeting along with your child. If you are unable to attend at this time, please contact \_\_\_\_\_ to reschedule. This meeting must be held prior to the end of the suspension term in order for your child to return to school.

### **[In case of expulsion or long-term suspension add:]**

It has been recommended to the Superintendent that your child be (expelled or suspended longer than ten days). You will be contacted when a decision has been made. A meeting will then be scheduled with the Superintendent.

Thank you,

Principal or assistant principal

**SCHOOL SUSPENSION/EXPULSION RECOMMENDATION FORM**

**Student Information:**

Student Name: \_\_\_\_\_  
Grade Level: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_

**Incident Details:**

Description of Misconduct (Attach additional documentation if needed):

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Previous Disciplinary Actions Taken (Check all that apply):

- Verbal Warning
- Parent Conference
- In-School Suspension
- Short-term Suspension (under 10 days)
- Behavioral Contract
- Other (specify): \_\_\_\_\_

**Recommendation:**

- Long-Term Suspension (more than 10 days)
- Expulsion

**Justification for Recommendation:**

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Principal's Signature

Date

## POLICY 5009

### Admissions and Attendance: Kindergarten

- A. The Board of Education provides kindergarten classes free of charge for kindergarten children residing within the District.

[Utah Code § 53G-7-203\(2\)\(a\) \(2024\)](#)

B. Half-Day Kindergarten

1. For the students of each parent who requests half-day kindergarten, the District will provide a full-curriculum half-day kindergarten option for students which meets the standards for half-day kindergarten established by the State Board of Education. A half-day kindergarten student who is enrolled in a class that includes full-day kindergarten students will receive instruction that at least meets the minimum standards for half-day kindergarten established by the State Board of Education.

[Utah Code § 53G-7-203\(2\)\(b\)\(i\), \(vi\) \(2024\)](#)

2. When a parent requests kindergarten registration for a student, the parent shall be provided the option to register for a designated full-curriculum half-day kindergarten. The parent shall also be informed of this registration option through email, posters, or other announcements. Parents shall also be informed regarding the additional educational resources and opportunities available to parents who select the half-day kindergarten option.

[Utah Code § 53G-7-203\(2\)\(b\)\(ii\), \(v\) \(2024\)](#)

3. When enrollment of half-day kindergarten students at an individual school or a regional school exceeds 18 students, a dedicated half-day kindergarten class shall be designated and the school shall be designated as a half-day kindergarten provider for the improvement of recruiting teachers that prefer half-day teaching.

[Utah Code § 53G-7-203\(2\)\(b\)\(iii\), \(iv\) \(2024\)](#)

## POLICY 5010

### Admissions Eligibility Requirements

#### A. Minimum Age

1. Except as provided for in [Policy 5011 Admissions and Attendance of Military Children](#), the District may enroll children in school who are at least five years old before September 2 of the year in which admission is sought.

[Utah Code § 53G-4-402\(8\) \(2024\)](#)

#### B. Student Residency (Parent or Guardian Resides in Utah)

1. The district of residence of a minor child whose custodial parent resides in Utah is:
  - a. The school district in which the custodial parent resides; or
  - b. The District in which the child resides;
    - 1) While in the custody or under the supervision of a Utah state agency, local mental health authority, or substance abuse authority;
    - 2) While under the supervision of a private or public agency authorized to provide child placement services by the state of Utah;
    - 3) If the child is married or has been determined to be an emancipated minor by a court of law or authorized administrative agency;
    - 4) The child resides in the District while living with a responsible adult resident of the District who has been designated as the child's custodian through a durable power of attorney as provided for in this policy and the District has been determined to be the child's district of residency as provided for in "Alternative District of Residency" below; or
    - 5) The child is receiving services from a health care facility or human services program (as defined by [Utah Code § 26B-2-201](#) and [Utah Code § 26B-2-101](#)) and the District has been determined to be the child's district of residency as provided for in "Alternative District of Residency" below.

[Utah Code § 53G-6-302\(1\), \(2\) \(2024\)](#)

[Utah Admin. Rules R277-621 \(September 24, 2021\)](#)

- c. A “responsible adult resident” is an individual who is 21 years ~~of age~~ old or older who is a resident of this state and is willing and able to provide reasonably adequate food, clothing, shelter, and supervision for the child.

[Utah Code § 53G-6-303\(1\) \(2024\)](#)

## C. Alternative District of Residency

### 1. Procedure

- a. When a student’s parent or legal guardian resides in Utah but not within the District, and the student resides in the District, the parent or legal guardian may request a determination that the District is the student’s alternative district of residency by filing a written request with the District for that determination. The written request shall demonstrate that:
  - 1) the child’s physical, mental, moral or emotional health will be best served by considering the child to be a resident for school purposes;
  - 2) exigent circumstances prevent the case from being considered under the procedures provided for in this policy for interdistrict transfers (see “Open Enrollment’ for Utah Resident Students,” below); and
  - 3) considering the child to be a resident of the District will not violate any other law or rule of the State Board of Education.

[Utah Admin. Rules R277-621-3\(1\) \(September 24, 2021\)](#)  
[Utah Code § 53G-6-302\(2\)\(b\)\(iii\), \(iv\) \(2024\)](#)

- b. For alternative district requests, the District designates the District Superintendent as its review official.
- c. Upon receipt of an alternative district request, the review official shall review the request in light of the requirements set forth above and within 10 business days make a recommendation to the Board of Education (or its designee) on whether the student should be treated as a resident of the District.

[Utah Admin. Rules R277-621-3\(2\) \(September 24, 2021\)](#)

- d. The Board of Education (or its designee) shall review the request and the recommendation and determine, based on the criteria set forth above, whether to grant or deny the request. The decision shall be in writing and shall set for the reasons for approval or denial in accordance with the criteria.

[Utah Admin. Rules R277-621-3\(5\) \(September 24, 2021\)](#)

- e. If the request is denied by the Board of Education, the student or parent may appeal the denial to the State Superintendent within 10 business days. The State Superintendent will rule on the appeal within 10 business days.

[Utah Admin. Rules R277-621-3\(6\) \(September 24, 2021\)](#)

2. Requirements

- a. Pending a decision on the request, the district of residence of the student's custodial parent or legal guardian is responsible for the student's education services. If the request is approved, the District shall immediately enroll the student and assume responsibility for providing educational services to the student.

[Utah Admin. Rules R277-621-3\(3\), \(4\) \(September 24, 2021\)](#)

- b. If the request is approved and the student qualifies for services under IDEA, the District shall conduct an IEP meeting with representation from the District and from the student's prior district (the district of residence of the student's custodial parent or legal guardian).

[Utah Admin. Rules R277-621-3\(7\) \(September 24, 2021\)](#)

- c. The District is not responsible for a student's required transportation between a health care facility or a human services program facility and the District's facility.

[Utah Admin. Rules R277-621-4\(3\) \(September 24, 2021\)](#)

- d. The Board of Education or its designee may periodically re-evaluate the student's eligibility for educational services from the District.

D. Students Attending a Private Human Services Program

- 1. When the District is established as the alternative district of residence of a student while the student is attending a private human services program, the student is entitled to educational services from the District at District facilities, as determined by the District. The District is not required to provide educational services on site at the private human services program facility unless the District's IEP team determines that on-site services are required to meet the needs of the student under federal law.

[Utah Admin. Rules R277-621-4\(1\), \(2\) \(September 24, 2021\)](#)

E. Student Residency (Parent or Guardian Does Not Reside in Utah)

1. A minor child whose parent or legal guardian does not reside within Utah may be considered a resident of the District in which the child lives if it is established to the satisfaction of the local Board that:
  - a. The child is either married or has been determined to be an emancipated minor by a court of law or authorized state administrative agency;
  - b. The child was placed and is being supervised by a child placing agency which is authorized by the State of Utah to provide residential or child placement services and the agency is paying the child's tuition and fees to the extent required by [Utah Code § 26B-2-131](#);
  - c. The child is in custody or under the care of a Utah state agency;

[Utah Code § 26B-2-131 \(2023\)](#)

- d. The child lives with a resident of the District who is a responsible adult and whom the District agrees to designate as the child's legal guardian as provided for below; or
- e. The District, in its sole discretion may accept a non-emancipated student as a resident of the District if each of the following are demonstrated to the Board's satisfaction:
  - 1) The child's physical, mental, moral, or emotional health would best be served by considering the child to be a resident for school purposes; and
  - 2) The child is prepared to abide by the rules and policies of the District; and
  - 3) The person with whom the child resides in the District has been given authority in a durable power of attorney, as specified below, which the District agreed in its sole discretion to accept; and
  - 4) One of the following two sets of circumstances exists:
    - a) The child lives with a responsible adult who resides in the District and is the student's non-custodial parent, grandparent, brother, sister, uncle or aunt and the child's presence in the District is not for the primary purpose of attending the public schools; or

- b) The child's parent has moved from the state, and the child resides with a responsible adult who resides in the District, and the child's attendance in the school will not be detrimental to the school or to the District.

*[Utah Code § 53G-6-302\(3\) \(2024\)](#)*

NOTE: A document issued by other than a court of law that purports to award guardianship to a person who is not a resident of the jurisdiction in which guardianship is awarded is not valid until reviewed by a court of law.

#### F. Durable Power of Attorney

1. In certain circumstances identified above, a durable power of attorney must be obtained before a child can be admitted to attend school within the District. This durable power of attorney does not confer legal guardianship. In order to be sufficient, this durable power of attorney must be issued by the person who has legal custody of the child and must grant the custodian full authority to take any appropriate action in the interests of the child, including delegating powers regarding care, custody, and property, including authority over schooling.
2. In addition, the person with legal custody of the child (the grantor of the power of attorney) and the person who the child is to reside with (the person empowered by the power of attorney) must both agree to:
  - a. Assume responsibility for any fees (as defined in [Policy 5230 School Fees](#)) or other charges related to the child's education in the District, and
  - b. Provide the District with all requested financial information needed to determine eligibility for fee waivers, if those are claimed.

*[Utah Code § 53G-6-302\(4\) \(2024\)](#)*

*[Utah Code § 75-5-103 \(2018\)](#)*

3. Forms for this power of attorney and for acceptance of custodianship are provided below.

#### G. Guardianship for Residency Purposes

1. Subject to the District's acceptance and approval, a responsible adult resident residing in the District may obtain guardianship of a child whose custodial parent does not reside in the District for the limited purpose of establishing school district residency of a minor child by submitting to the Superintendent a signed affidavit by the child's parent which states that:

- a. The child's presence in the district is not for the primary purpose of attending the public schools;
  - b. The child's physical, mental, moral or emotional health would be best served by transfer of guardianship to a Utah resident;
  - c. The affiant is aware that designation of a guardian is equivalent to a Court established guardianship and will suspend or terminate any existing parental or guardianship rights in the same manner as a court-established guardianship;
  - d. The affiant consents and submits to suspension or termination of parental or guardianship rights;
  - e. The affiant submits to jurisdiction of Utah State courts in which the District is located for any action related to guardianship or custody of the student;
  - f. The affiant designates the responsible adult resident as agent to accept service of process and notice; and
  - g. It is the affiant's intent that the student become a permanent resident of the District under the supervision of the responsible adult
2. The responsible adult must also submit a signed affidavit stating that:
- a. The affiant is a resident of the school district and desires to become the guardian of the student;
  - b. The affiant consents and submits to the jurisdiction of the state district court in which the school district is located in any action relating to the guardianship or custody of the child in question;
  - c. The affiant will accept responsibilities of guardianship to provide adequate supervision, discipline, food, shelter, educational and emotional support, medical care and pay all school fees; and
  - d. The affiant accepts the parent or prior guardian's appointment of agency.
3. Forms for the affidavits of the parent and the responsible adult are provided below. If the child's custodial parent cannot be found in order to execute the statement required under subsection (6), then the responsible adult resident must submit a signed affidavit to that effect to the District. A form for this affidavit is provided below. The District shall also submit a copy of the affidavit to the Criminal Investigations and Technical Services Division of the Department of Public Safety.

4. The student who lives with the responsible adult must submit a signed affidavit stating that:
  - a. The student desires to become a permanent resident of the State of Utah and reside in the District with and be responsible to the named responsible adult; and
  - b. The child will abide by rules and policies of the district and schools.
5. A form for this affidavit is provided below. The District may require the responsible adult to also submit any other relevant documents that it reasonably believes to be necessary to substantiate any claim made in connection with the application.
6. Upon receipt of the required information and documentation, and a determination by the board that the information is accurate, that the requirements have been met, and that the interests of the child would best be served by granting the guardianship, the Board or its authorized representative may designate the applicant as guardian of the child by issuing a designation of guardianship letter to the applicant.
7. The District shall deliver the original documents filed with the District, together with a copy of the designation of guardianship issued by the District, in person or by any form of mail requiring a signed receipt, to the clerk of the state district court in which the District is located.
8. Intentional submission to the District of fraudulent or misleading information under this policy is punishable under [Utah Code § 76-8-504](#).
9. If the District has reason to believe that a party has intentionally submitted false or misleading information under this part, it may, after notice and opportunity for the party to respond to the allegation:
  - a. void any guardianship, authorization, or action which was based upon the false or misleading information; and
  - b. recover, from the party submitting the information, the full cost of any benefits received by the child on the basis of the false or misleading information, including tuition, fees (as defined in [Policy 5230](#)), and other unpaid school charges, together with any related costs of recovery.

[Utah Code § 53G-6-303 \(2024\)](#)

#### H. Appeal of Guardianship Denial

1. If the Board denies the application for a guardianship designation, the applicant may either appeal the denial to the Utah district court where the District is located or may file an original petition for guardianship with the court.

[Utah Code § 53G-6-303 \(2024\)](#)

I. Termination of Guardianship

1. A guardianship designation issued by the District may be terminated, and the authority and responsibility of the prior custodial parent may be restored, upon submission to the District of:
  - a. a signed affidavit by the person who consented to the guardianship which requests termination of the guardianship, or
  - b. a signed written request by the designated guardian requesting termination of the guardianship.
2. If the District determines that it would not be in the best interests of the child to terminate the guardianship, the District may refer the request for termination to the Utah district court where the original guardianship documents were submitted.
3. If the District determines, after giving notice and an opportunity to respond, that an individual has intentionally submitted false or misleading information to the District in connection with a guardianship designation, the District may
  - a. void any guardianship, authorization, or action which was based on the false or misleading information, and
  - b. recover from the person submitting the false or misleading information the full cost of any benefits received by the child based on the false or misleading information, including tuition, fees (as defined in [Policy 5230](#)), and other unpaid school charges, along with any related costs of recovery.
4. A student whose guardianship or enrollment has been terminated may, upon payment of all applicable tuition and fees, continue in enrollment until the end of the school year unless excluded from attendance for cause.

[Utah Code § 53G-6-303 \(2024\)](#)

J. Tuition

1. The Board shall charge the nonresident child tuition at least equal to the per capita cost of the school program in which the child enrolls unless the board, in open

meeting, determines to waive the charge for that child in whole or in part. The official minutes of the meeting shall reflect the determination.

[Utah Code § 53G-6-306\(3\) \(2023\)](#)

K. Tuition for Education Outside of the District

1. If the Board so determines, it shall pay tuition to any accredited district outside the state with which it has a written agreement to educate students attending school in the out-of-state district. The agreement shall be approved by both districts and filed with the State Board of Education. The District is not required to pay tuition to any district with which it has not contracted.

[Utah Code § 53G-6-305 \(2019\)](#)

L. Eligibility and Admissions Requirements

1. All documents submitted for proof of guardianship shall be kept by the District until the student has reached ~~the age of eighteen (18)~~ 18 years old unless the District receives a valid court order to do otherwise.

[Utah Code § 53G-6-303\(9\) \(2024\)](#)

2. The District may require evidence that a child is eligible to attend the public free schools of the District at the time it considers an application for admission of the child. The District may withdraw any student who ceases to be a resident; however, a student who guardianship or enrollment has been terminated under this policy may, upon payment of all applicable tuition and fees, continue in enrollment until the end of the school year unless excluded from attendance for cause.

*Plyler v. Doe, 102 S. Ct. 2382 (1982)*

*Daniels v. Morris, 746 F.2d 271 (5th Cir. 1984)*

M. "Open Enrollment" for Utah Resident Students

1. The Board is responsible for providing educational services consistent with Utah state law and rules of the State Board of Education for each student within the District and—to the extent reasonably feasible and in accordance with the limitations and provisions herein—for any student who resides in another district in the state and desires to attend a school in the District.
2. For purposes of "open enrollment," the following definitions apply:
  - a. "Early enrollment" means:

- 1) application between November 15 and the first Friday in February for admission for the next school year to a school that is not a student's school of residence; or
  - b. "Early enrollment for grade reconfiguration" means
    - 1) application between August 1 through November 1 for admission for the next school year to a school that is not a student's school of residence if:
      - a) the school district is doing a district wide grade reconfiguration of its elementary, middle, junior, and senior high schools; and
      - b) that grade reconfiguration will be implemented in the next school year.
  - c. "Late enrollment" means application:
    - 1) after the first Friday in February for admission for the next school year to a school that is not the student's school of residence; or
    - 2) for admission for the current year to a school that is not the student's school of residence.
  - d. "Nonresident student" means a student who lives outside the boundaries of the school attendance area.
  - e. "Open enrollment threshold" means the school enrollment levels (for early enrollment or late enrollment) determined under [Utah Code § 53G-6-401](#) and regulations established by the Utah State Board of Education.
  - f. "School of residence" means the school that a student is assigned to attend based on the student's place of residence.
  - g. "School attendance area" means an area established by the Board of Education from which students are assigned to attend a certain school.  
  
[Utah Code § 53G-6-401 \(2019\)](#)  
[Utah Code § 53G-6-402\(4\)\(b\) \(2024\)](#)
3. If a school's average daily membership falls below the open enrollment threshold, the Board shall allow nonresident students to enroll in the school. If a school's average daily membership is above the open enrollment threshold, the Board may, in its discretion, allow enrollment of nonresident students in the school upon satisfactory completion of the application process set forth herein.

4. The Board shall provide written notification to the parents of each student that resides within the school district and other interested parties of the revised early enrollment period beginning August 1 and ending November 1 if the school district is doing a district wide grade reconfiguration of its elementary, middle, junior, and senior high schools; and the grade reconfiguration will be implemented in the next school year.
5. The Board shall make information about the District, its schools, programs, policies and procedures available to all students who are residents of the State and express an interest in transferring into the District or in transferring to another school within the District.
6. In order for a Utah student to attend a District school other than the student's school of residence, the nonresident student's parent must submit an application to the District on a form provided by the State Board of Education.
7. To be considered as an "early enrollment" application, the student's parent must submit the application from August 1 to November 1 if there is a district wide grade reconfiguration the following school year or from December 1 through the third Friday in February prior to the school year of application for initial enrollment to begin the following school year in the District. Applications which are submitted for the current school year or after the third Friday in February for the following school year will be considered as "late enrollment" applications.

[Utah Code § 53G-6-401 \(2019\)](#)

8. The District shall charge applicants a one-time \$5.00 processing fee to be paid at the time of application.

[Utah Code § 53G-6-402\(5\) \(2023\)](#)

#### N. Open Enrollment Applications Following Boundary Changes

1. Notwithstanding the early and late open enrollment application deadlines, a student who is affected by a school boundary change may submit an open enrollment application within 30 days after the day on which the boundary change takes effect.

[Utah Code § 53G-6-402\(4\)\(b\)\(v\) \(2024\)](#)

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

#### O. Notice of Acceptance or Rejection of Application

1. For an early enrollment application, the District shall provide written notice of acceptance or rejection of that application within six weeks after receipt of the application by the District or by March 31 whichever is later. For a late enrollment application for the following school year, written notice of acceptance or rejection shall be provided within two weeks of the District's receipt of the application or by the Friday before the new school year begins, whichever is later. For a late enrollment application for the current school year, written notice of acceptance or rejection shall be provided within two weeks of the District's receipt of the application. Written notice of acceptance of an application for enrollment shall also be sent to the nonresident student's school of residence (for intradistrict transfers) or district of residence (for intradistrict transfers).

[Utah Code § 53G-6-402\(4\)\(b\)\(v\), \(vi\) \(2023\)](#)

#### P. Denial of Enrollment Appeal

1. Denial of initial or continuing enrollment of a nonresident student may be appealed to the Board. Written notice of the request for appeal to the Board must be submitted to the Board within fifteen (15) days of the date of the Board's denial of the application. The decision of the Board shall be upheld in any subsequent proceedings unless the Board's decision is found, by clear and convincing evidence, to be in violation of applicable law or regulation, or to be arbitrary and capricious.

[Utah Code § 53G-6-404 \(2019\)](#)

#### Q. Standards for Application

1. Acceptance or rejection of an application shall be determined on an individual basis. Standards applied to each application include at least the following:
2. No nonresident student shall be allowed to voluntarily enroll in programs within the District unless, on a case by case basis, the District determines that there is capacity for additional students in the program for which the nonresident student applies, and that there is adequate space, facilities, and teacher availability in the class, grade level and school building for which the student applied. For secondary schools, the District may also consider the capacity of a comprehensive program in determining to accept or reject an application.
3. The District shall give priority to a student who is a child of a military servicemember (as defined in [Utah Code § 53B-8-102](#)).
4. The District shall maintain heterogeneous student populations if necessary to avoid violation of constitutional or statutory rights of students.

5. The District shall not be required to provide any program that it has not previously provided to its own students. If the District does not offer a program that the student requires, that fact shall be considered in reviewing the student's application.
6. The District shall consider the willingness of prospective students to comply with District policies.
7. The District shall consider whether an applicant's brother or sister is attending the requested school or another school in the District.
8. The District may give preference to applicants from students residing within the District over applications from students who do not reside within the District.
9. The District may consider whether the requested transfer is needed for the student's health or safety.
10. The District may reject an application for transfer for the current school year when the student has already transferred to another school for the current school year under open enrollment (whether that was effective at the beginning of the school year or during the school year).
11. Standards may not include previous academic achievement, athletic or other extra-curricular ability, the fact that the student requires special education services for which space is available, previous disciplinary proceedings, except that the District may deny applications from students who have committed serious infractions of the law or school rules, including rules of the District which may not have been rules of the student's prior district where the conduct occurred. The District may deny applications from students who have been guilty of chronic misbehavior which would, if continued, endanger persons or property, cause serious disruptions in the school, or place unreasonable burdens on school staff.
12. The Board may, in its discretion, allow provisional enrollment of students with prior behavior problems. In such cases the Board will, on a case-by-case basis, establish conditions under which enrollment of the nonresident student would be permitted. The Board may also impose such conditions on a nonresident student previously enrolled in the District, under which the nonresident student's enrollment would be continued.

[Utah Code § 53G-6-402\(1\) \(2023\)](#)  
[Utah Code § 53G-6-403 \(2019\)](#)

#### R. Posting of School Enrollment Information

1. For each school, the District shall post the following information on the District website:
  - a. The school's maximum capacity;
  - b. The school's adjusted capacity;
  - c. The school's projected enrollment used in calculating the open enrollment threshold;
  - d. The school's actual enrollment on October 1, January 2, and April 1;
  - e. The number of nonresident student enrollment applications for the school;
  - f. The number of nonresident student enrollment applications accepted; and
  - g. The number of resident students transferring to another school.

[Utah Code § 53G-6-403\(5\) \(2019\)](#)

#### S. Participation in Interscholastic Competition

1. The participation by nonresident students in interscholastic competition shall be governed under rules established by the State Board of Education, in consultation with the Utah High School Activities Association. Final determinations as to extent of participation shall be made by the Board of Education or coaches delegated such authority.

#### T. Termination of Enrollment

1. Once a nonresident student is enrolled within a school in the District, the student may remain enrolled in that school subject to compliance with all rules and standards established for students in the District, and is not required to submit annual or periodic applications unless one of the following occurs:
  - a. the student graduates;
  - b. the student is no longer a Utah resident;
  - c. the student is suspended or expelled from school; or
  - d. the District determines that enrollment within the school in question will exceed the open enrollment threshold during the coming school year.

2. However, even when the open enrollment threshold will be exceeded, a student may remain enrolled in the following circumstances. When a military servicemember (as defined in [Utah Code § 53B-8-102](#)) moves from temporary to permanent housing outside of the relevant boundaries following a permanent change of station, a child of the servicemember in kindergarten through grade 10 may remain enrolled until the student completes the current school year and a child of the servicemember in grade 11 or 12 may remain enrolled until the student graduates. Where a nonresident student is enrolled in a nonresident school for safety reasons because bus service is not provided between the student's neighborhood and their school of residence, that student may remain at that school through the highest grade offered and may thereafter attend the middle school, junior high school, or high school into which the nonresident school feeds, until graduation.

[Utah Code § 53G-6-402\(6\), \(11\) \(2024\)](#)

3. Otherwise, where the open enrollment threshold will be exceeded, determination of which nonresident students will be excluded from continued enrollment in the school during a subsequent year is based upon time in the school, with those most recently enrolled being excluded first and the use of a lottery system when multiple nonresident students have the same number of school days at the school. Nonresident students who will not be permitted to continue their enrollment in the District shall be notified on or before March 15 of the school year prior to the school year during which enrollment will be denied.

[Utah Code § 53G-6-402\(7\) \(2024\)](#)

#### U. Transportation

1. The parent of the nonresident student must arrange for the student's own transportation to and from schools. The District shall provide transportation for a nonresident student on the basis of available space on an approved route within the District to the school of attendance if District students would be eligible for transportation to the same school from that point on the bus route and the student's presence does not increase the cost of the bus route.

[Utah Code § 53G-6-407 \(2019\)](#)

#### V. Withdrawal of Enrollment

1. Except as set forth below for charter school students, the parent of a nonresident student may withdraw the student from the nonresident school by doing one of the following:

- a. Submitting notice of intent to enroll the student in the student's school of residence for the subsequent year.
  - b. Submitting notice of intent to enroll the student in another nonresident school for the subsequent school year.
2. Unless provisions have previously been made for enrollment in another school, if the District releases a nonresident student from enrollment in the District, the District superintendent shall immediately notify the student's district of residence.
  3. If the District receives notice from another district that a student residing in the District, but who has been enrolled in the other district, is released from enrollment with that district, the District shall enroll the student in the appropriate District school and take such additional steps as may be necessary to ensure compliance with laws governing school attendance.

[Utah Code § 53G-6-402\(8\), \(9\) \(2024\)](#)

4. The Board may allow a student residing outside the state to attend school within the District but shall charge the nonresident child tuition at least equal to the per capita cost of the school program in which the child enrolls, unless the Board, in open meeting, determines to waive all or part of the charge for that child. In determining what nonresident students to enroll, the Board may give priority to children of military servicemembers (as those are defined by [Utah Code § 53B-8-102](#)). Such action shall be recorded in the minutes of the meeting.

[Utah Code § 53G-6-306\(2\), \(3\) \(2023\)](#)

#### W. Returning Charter School Students

1. A charter school student who resides in the District and who submits required enrollment information for the upcoming school year before June 30 shall be enrolled in the student's boundary school for the upcoming school year. However, if the student is leaving the charter school because it has been closed, the student shall be enrolled in the student's boundary school regardless of when the enrollment information is submitted. Otherwise, if the enrollment application is submitted after June 30 for the following year or is submitted for the current year, the student may enroll in a District school, grade level, program or course which is below capacity or has space available "Below capacity" means that the grade level or program is less than 100% of the District, school, or grade level average (as applicable). The capacity and averages are determined as provided for in Utah Administrative Rules R277-472-2, R277-472-3, and R277-472-4. However, below capacity standards for individual schools, grade levels, courses or programs do not apply if the school has documentation that the school community council in a public meeting has

designated more than ½ of the school's LAND trust annual allotment to reduce class size in a specific school, grade level, program, or course.

[Utah Code § 53G-6-503\(7\) \(2019\)](#)

[Utah Admin. Rules R277-472-2 \(May 8, 2024\)](#)

[Utah Admin. Rules R277-472-3 \(May 8, 2024\)](#)

[Utah Admin. Rules R277-472-4 \(May 8, 2024\)](#)

[Utah Admin. Rules R277-472-5\(2\) \(May 8, 2024\)](#)

[Utah Admin. Rules R277-472-7 \(May 8, 2024\)](#)

2. To facilitate transfer of charter school students, the District shall post the following information on District and school websites:
  - a. Elementary schools within the District that are below capacity and available for charter transfer students;
  - b. Grade levels and special programs within elementary schools that are below capacity and available for charter transfer students;
  - c. Secondary schools that are below capacity and available for charter transfer students based on calculated capacity of language arts, science and mathematics; and
  - d. Special programs within secondary schools that are below capacity and available for charter transfer students.

[Utah Admin. Rules R277-472-5\(1\) \(May 8, 2024\)](#)

3. Notwithstanding these limitations, a student may be enrolled at any time if the District determines that is necessary to protect the health or safety of the student.

[Utah Code § 53G-6-503\(8\) \(2019\)](#)

#### X. Exception to Open Enrollment Requirements for DCFS Cases

1. Regardless of the student's place of residency or the open enrollment requirements set forth above, the District shall allow enrollment of a student in a District school where such enrollment is determined by the Utah Division of Child and Family Services to be necessary to comply with the provisions of [42 U.S.C. § 675](#).

[Utah Code § 53G-6-402\(12\) \(2024\)](#)

#### Y. Transfer from a Persistently Dangerous School

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

[20 U.S.C. § 7912](#)

[20 U.S.C. § 7961](#)

[Utah Code § 53G-8-205\(2\) \(2024\)](#)

[Utah Admin. Rules R277-714-2 \(April 9, 2020\)](#)

[Utah Admin. Rules R277-714-3\(1\) \(April 9, 2020\)](#)

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

[Utah Admin. Rules R277-714-3\(3\) \(April 9, 2020\)](#)

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

[Utah Admin. Rules R277-714-3 \(April 9, 2020\)](#)

[Utah Admin. Rules R277-714-4 \(April 9, 2020\)](#)

## Z. Required Identification

1. An “enroller” is an individual who enrolls a student in a public school. Upon enrollment of a student for the first time in a particular school in the District, that school shall notify the enroller in writing that within 30 days the enroller shall provide the school with either

- a. a certified copy of the student's birth certificate, or
  - b. other reliable proof of the student's identity, biological age, and relationship to the student's legally responsible individual, together with an affidavit explaining the enroller's inability to produce a copy of the student's birth certificate.
2. If the documentation inaccurately describes the student's biological age, the enroller shall also provide an affidavit explaining the reason for this inaccuracy and supporting documentation that establishes the student's biological age.

[Utah Code § 53G-6-603 \(2024\)](#)

3. Supporting documentation to establish a student's biological age may include:
- a. A religious, hospital, or physician certificate showing the student's date of birth;
  - b. An entry in a family religious text;
  - c. An adoption record;
  - d. Previously verified school records;
  - e. Previously verified immunization records;
  - f. Documentation from a social service provider (as defined by Utah Code § 53E-3-524); or
  - g. Other legal documentation, including from a consulate, that reflects the student's biological age.

[Utah Code § 53G-6-603\(3\)\(b\) \(2024\)](#)

4. If supporting documentation to establish the student's biological age is not available, the school shall assign a review team to determine the student's biological age for the District to use in enrolling and placing the student. The review team shall consist of at least three members, with at least one of the members having completed the child sexual abuse and human trafficking prevention training described in Policy DDA and Policy GH within the prior two years. Review team members may include any of the following: an appropriate district administrator, the student's teacher or teachers, the school principal, a school counselor, a school social worker, a school psychologist, a culturally competent and trauma-informed community representative, a school nurse or other school health specialist, an interpreter (if necessary), or a relevant educational equity administrator.

[Utah Code § 53G-6-603\(4\)\(a\), \(b\) \(2024\)](#)

5. In addition to meeting the mandatory reporting requirements regarding suspected physical or sexual abuse, the school shall also report to local law enforcement and to the Division of Child and Family Services any sign of child trafficking that the review team identifies in performing its duties.

[Utah Code § 53G-6-603\(4\)\(c\) \(2024\)](#)

[Utah Code § 53E-6-701 \(2022\)](#)

[Utah Code § 80-2-602 \(2022\)](#)

AA. Distribution of Kits for Missing Child Identification Program

1. The Missing Child Identification Program administered by the Utah Attorney General provides for distribution of fingerprint and DNA identification kits that parents may use to collect and store fingerprint and DNA information for potential use by law enforcement in the event that the child is missing. Each elementary school in the District which receives a supply of such kits through the program shall offer a kit to a parent or guardian of each student entering kindergarten at the school.

[Utah Code § 67-5-38\(3\) \(2022\)](#)

BB. Missing Child

1. If a school within the District receives notification from the Bureau of Criminal Identification that a child that is currently or was previously enrolled is missing, the school shall flag that child's records sufficiently to alert school officers that the record is that of a missing child. If the school receives notification from the Bureau of Criminal Investigation that the child is no longer missing, it shall remove the flag from the record.

[Utah Code § 53G-6-602 \(2018\)](#)

CC. Transfer Students

1. Within fourteen (14) days after enrolling a transfer student (simultaneously if the student is a military child), a school shall request, directly from the student's previous school, a certified copy of his record and shall exercise due diligence in obtaining the record.

[Utah Code § 53G-6-604 \(2018\)](#)

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

2. If a school within the District is requested to forward a copy of a transferring student's record to the student's new school, it shall comply within thirty (30) school days (10 days if the student is a military child) unless the record has been flagged as being that of a missing child, in which case the copy shall not be forwarded and the school shall notify the Bureau of Criminal Identification of the request. Any knowledge as to the whereabouts of a missing child shall be reported immediately to the Bureau of Criminal Identification.

[Utah Code § 53G-6-602 \(2018\)](#)

[Utah Code § 53G-6-604 \(2018\)](#)

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

#### DD. Health Examinations

1. The Board shall implement policies as prescribed by the Department of Health and Human Services for vision, dental, abnormal curvature of spine, and hearing examinations of students attending the District's schools.
2. Qualified health professionals shall provide instruction, equipment and material for conducting the examinations.
3. Upon written request from any parent of a student who contends that an examination provided by this policy would violate the personal beliefs of the person making the request and of the student, the student shall be exempt from submitting to the examination.
4. The school shall give notice in writing to a student's parent of any impairment disclosed by the examination.

[Utah Code § 53G-9-402 \(2023\)](#)

#### EE. Credits and Records Transfer

1. The District shall accept credits from accredited secondary schools and accredited special purpose schools.

[Utah Code § 53G-7-206 \(2019\)](#)

#### FF. Graduation

1. The District shall award a diploma to a nonresident student attending school within the District during the semester immediately preceding graduation if the student meets graduation requirements generally applicable to students in the school.

[Utah Code § 53G-6-406 \(2019\)](#)

GG. Placement of Transfers

1. Records and transcripts of students from Utah nonpublic schools or from out of state shall be evaluated, and students shall be placed promptly in appropriate classes.

HH. Expelled Within Twelve Months

1. A student who has been expelled from a public school within the prior 12 months who is otherwise eligible to enroll may be denied enrollment in a District school for that reason. A student who has been expelled within the past 12 months may be allowed to enroll upon approval by the superintendent or designee, subject to such conditions and requirements as are determined to be appropriate.

[Utah Code § 53G-8-205\(3\) \(2024\)](#)

II. Student Identification Number

1. The District may not use a nine-digit number as a student's identification number with the District.

[Utah Code § 63G-15-201 \(2012\)](#)

FORM

SCHOOL DISTRICT DURABLE POWER OF ATTORNEY  
(Under Utah Code § 53G-6-302)

The undersigned Grantor(s) is (are) the custodial parent(s) or legal guardian(s) of \_\_\_\_\_, a minor child (herein "Student"). Pursuant to Utah Code § 53G-6-302, Grantor(s) hereby designate(s) \_\_\_\_\_, who by relationship is (are) the Student's \_\_\_\_\_, and who reside(s) at \_\_\_\_\_ as the Custodian(s) of Student and grant(s) to Custodian(s) a Durable Power of Attorney with full authority to take any appropriate action, including authorization for educational or medical services, in the interests of the Student. Such action shall have the same force and effect and shall bind the undersigned Grantor(s), the Grantor(s)' heirs and assigns, to the same degree as would have been the case had the action been taken by the Grantor(s).

Grantor(s) agree(s) to assume full responsibility for payment of any fees or other charges relating to the Student's education in \_\_\_\_\_ School District. If eligibility for fee waivers is claimed under Utah Code § 53G-7-504, or application is made under other programs requiring financial information (such as for free or reduced school lunch) Grantor(s) also agree(s) to provide all financial information requested by the school district in determining eligibility.

This Durable Power of Attorney shall not be affected by the disability of the Grantor(s) and shall remain in effect until the earliest of the following:

- a. The Student reaches the age of 18, marries, or becomes emancipated;
- b. The following expiration date: \_\_\_\_\_; or
- c. This Durable Power of Attorney is revoked or rendered inoperative by the Grantor(s), the Custodian(s), or by order of a court of competent jurisdiction.

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

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

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

Signature \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_

THIS POWER OF ATTORNEY DOES NOT CONFER LEGAL GUARDIANSHIP  
FORM

ACCEPTANCE OF DESIGNATION AS CUSTODIAN

The undersigned accept(s) the designation as Custodian(s) of the Student and agree(s) to take appropriate action, including authorization for educational or medical services, in the interests of the Student. The undersigned also agree(s) to assume responsibility for payment of any fees or other charges relating to the Student's education in \_\_\_\_\_ School District. If eligibility for fee waivers is claimed under Utah Code § 53G-7-504, or application is made under other programs requiring financial information (such as for free or reduced school lunch) the undersigned also agree(s) to provide all financial information requested by the school district in determining eligibility.

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

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

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

Signature \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_

FORM

Affidavit Granting Guardianship

I, \_\_\_\_\_, the \_\_\_\_\_  
(Print Name) (legal relationship)  
of \_\_\_\_\_ give guardianship of  
(Name of Student)  
him/her to \_\_\_\_\_  
(Name of Responsible Adult who will act as Guardian)  
while the said student lives as a permanent resident of \_\_\_\_\_ School District  
attending schools in the District.

I affirm the following:

- a) I verify that the child's presence in the district is not for the primary purpose of attending the public schools;
- b) I have determined that the child's physical, mental, moral or emotional health would be best served by transfer of guardianship;
- c) I am aware that designation of a guardian is equivalent to a Court established guardianship and will suspend or terminate any existing parental or guardianship rights in the same manner as a court-established guardianship;
- d) I consent and submit to suspension or termination of parental or guardianship rights;
- e) I submit to jurisdiction of Utah State courts in which the District is located for any action related to guardianship or custody of the student;
- f) I designate \_\_\_\_\_ as my agent to accept service of process and notice regarding custody and guardianship matters; and
- g) I verify that it is my intent that the student become a permanent resident of the District under the supervision of the responsible adult.

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

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

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

Signature \_\_\_\_\_

FORM

Affidavit For Guardianship Where Parent Cannot Be Found

I certify that no parent or previous legal guardian can be found to grant guardianship of

\_\_\_\_\_ (Name of student)

to me, \_\_\_\_\_

(Name of Responsible Adult)

because \_\_\_\_\_

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

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

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

Signature \_\_\_\_\_

FORM

Affidavit Accepting Guardianship

I, \_\_\_\_\_,  
(Name of Responsible Adult who will act as Guardian)

affirm the following:

- a) I am a resident of \_\_\_\_\_ School District and desire to become the guardian of \_\_\_\_\_;
- b) I consent and submit to the jurisdiction of the Utah district court with jurisdiction of \_\_\_\_\_ School District in any action relating to the guardianship or custody of this child in question;
- c) I accept the responsibilities of guardianship of this child, which include the responsibilities to provide adequate supervision, discipline, food, shelter, educational and emotional support, medical care and to pay all school fees; and
- d) I accept appointment by \_\_\_\_\_ as his or her agent for accepting service of process for any matter involving custody or guardianship of this child.

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

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

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

Signature \_\_\_\_\_

FORM  
Student Guardianship Affidavit

I, \_\_\_\_\_,  
(Name of Student)

affirm the following:

- a) I desire to become a permanent resident of the State of Utah;
- b) I desire to reside within the boundaries of the \_\_\_\_\_ School District;
- c) I agree to be responsible to \_\_\_\_\_; and
- d) I will abide by the rules and policies of \_\_\_\_\_ School District and its schools.

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

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

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

Signature \_\_\_\_\_

## POLICY 5061

### Do Not Resuscitate Directives

- A. It is the policy of Box Elder School District that life-sustaining emergency care shall be provided to any and all students in need of such care while under the control and/or supervision of the Box Elder School District. In very isolated situations, a child who is terminally ill may be enrolled and actively participating in a public school. This policy sets forth what school personnel may and must do if a student subject to a “do not resuscitate” (DNR) directive faces a life-threatening medical emergency.
- B. The law provides that an ~~Physician’s Order for Life Sustaining Treatment (POLST)~~ “order for life sustaining treatment” executed pursuant to [Utah Code § 75-2a-106](#) may be directed to health care providers or emergency medical service providers licensed or certified under [Utah Code § 26B-4, Part 1, Utah Emergency Medical Services System](#). An ~~POLST~~ order for life sustaining treatment gives direction to health care providers, health care facilities, and emergency medical services providers regarding the specific health care decisions of the individual to whom the order relates. The law further provides that those licensed or certified emergency medical providers may be directed to withhold or withdraw all life-sustaining procedures. Professionals licensed pursuant to [Utah Code § 26B-4-116](#) include paramedics, advanced emergency medical service technicians, emergency medical service technicians, and behavioral emergency services technicians. Such professionals are granted immunity from liability for complying in good faith with an ~~POLST~~ order for life sustaining treatment. Such professionals are also granted immunity for providing life-sustaining treatment notwithstanding a contrary directive in an ~~POLST~~ order for life sustaining treatment.

[Utah Code § 26B-4-116 \(2023\)](#)

[Utah Code § 75-2a-103\(17\) \(2024\)](#)

[Utah Code § 75-2a-106 \(2024\)](#)

- C. Medical service providers who are school employees may have responsibilities related to the treatment or withholding of treatment for persons for whom a valid ~~POLST~~ order for life sustaining treatment has been issued pursuant to [Utah Code § 75-2a](#). Such providers may act in good faith to exercise their judgment with regard to complying with an ~~POLST~~ order for life sustaining treatment order to withhold or withdraw life-sustaining treatment or to provide life-sustaining treatment despite a contrary directive in the order.
- D. With the exception of situations governed by A. above, it is the policy of the District that first aid shall be provided to any and all students in need of such assistance while under

the control and/or supervision of the School District. ~~POLST~~ Orders for life sustaining treatment orders will **not** be followed by school district staff who are not licensed under [Utah Code § 26B-4-116](#).

- E. When a school employee or volunteer observes or becomes aware of a medical emergency involving a student, normal responsive actions should be taken, including the summoning of emergency medical personnel and administering first aid. This should be done by school staff irrespective of whether an ~~POLST~~ order for life sustaining treatment is in place and has been provided to the school with respect to the particular student.

## POLICY 5064

### Medical Recommendations by School Personnel to Parents

#### A. Medical Recommendations by School Personnel Testing

1. School employees may provide information and observations to a student's parents about the student's
  - a. Progress;
  - b. Health and wellness;
  - c. Social interactions; and/or
  - d. Behavior.
2. School employees may complete a behavioral health evaluation form if requested by a student's parent to provide information to a licensed physician, physician assistant, advanced practice nurse or nurse practitioner.
3. In addition, a school employee may communicate information and observations between school personnel regarding a student. School employees may also refer a student to other appropriate school personnel and agents, including referrals and communication with a school counselor or other mental health professionals working within the school.
4. If a school employee believes a student is at risk of (a) attempting suicide, (b) physical self-harm, or (c) harming others, then the employee may question the student about the suicidal thoughts, self-harming behavior, or thoughts of harming others in order to refer the student to appropriate prevention services and to inform the student's parent. However, the questioning shall be limited to that which is necessary for referral to prevention services or to make the parent aware of the perceived risk. (See [Policy 5140 Student and Family Privacy Rights](#))

#### [Utah Code § 53E-9-203\(7\) \(2024\)](#)

5. If a school employee believes that a situation exists which presents a serious threat to the well-being of a student, that employee shall notify the student's parent without delay. The school employee may consult or use appropriate health care professionals in the event of an emergency while the student is at school, consistent with the student emergency information provided at student enrollment.

6. The school shall notify the parent of a student who:
  - a. Threatens suicide; or
  - b. Is involved in an incident of bullying, hazing, abusive conduct, cyber-bullying, or retaliation (whether as a victim or as a perpetrator).
7. When a student threatens suicide **or is involved in one of these incidents**, the school shall also provide the parent with
  - a. suicide prevention information materials **and information as recommended by the State Superintendent**,
  - b. ~~as well as~~ information on ways to limit the student's access to fatal means, including a firearm or medication, **and**
  - c. **information and resources on the healthy use of social media and online practices.**
  - d. ~~The materials and information provided shall be those selected by the State Superintendent.~~
8. The school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above **and provided the required information**. The record is a private record for purposes of the Government Records Access and Management Act.
9. The process for notifying a parent shall consist of:
  - a. The school principal or designee shall attempt to make personal contact with a parent when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two school people present. If personal contact is not possible, the parent may be contacted by phone. A second school person should witness the phone call.
  - b. Contact with the parent must be documented in a "Verification of Parent Contact Regarding Threat or Incident". **When there is an action plan for addressing an incident of bullying, hazing, abusive conduct, cyber-bullying, or retaliation, the documentation shall be supplemented to track implementation of the action plan.**
10. Subject to laws regarding confidentiality of student educational records, at the request of a parent, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-203 \(2019\)](#)

[Utah Code § 53G-9-604 \(2024\)](#)

[Utah Admin. Rules R277-613-4\(3\) \(August 8, 2023\)](#)

11. The record of parental notification shall be maintained in accordance with [Policy 5100 Student Records](#), [Policy 5140 Student and Family Privacy Rights](#), [Title 53E, Chapter 9, Part 3](#), Student Data Protection, [Title 53E, Chapter 9, Part 2, Student Privacy](#), and the Federal Family Educational Rights and Privacy Act (“FERPA”). A copy of the record of parental notification shall upon request be provided to the student to whom the record relates. After the student has graduated, the District shall expunge the record of parental notification upon request of the student.

[Utah Code § 53G-9-604\(2\)\(a\)\(iii\), \(4\) \(2024\)](#)

#### B. Schools Cannot Require Students to Take a Specific Medication or Treatment

1. School employees shall not require that a student take or continue to take a specific medication, whether over-the-counter or prescription medicine, as a condition for attending school.
2. This policy does not include immunizations against communicable diseases as required by the Department of Health as a prerequisite to school attendance. See [Policy 5050 Immunization Requirements](#).
3. School employees may not:
  - a. Recommend to a parent that a student take or continue to take a psychotropic medication;
  - b. Require that a student take or continue to take a psychotropic medication as a condition for attending school;
  - c. Recommend that a parent seek or use a type of psychiatric or psychological treatment for a student;
  - d. Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a student, except when necessitated to meet the requirement of the Individual with Disabilities Education Act, [20 U.S.C. § 1400 et seq.](#), and its subsequent amendments; or
  - e. Make a child abuse or neglect report to authorities, including the Division of Student and Family Services, solely or primarily on the basis that a parent refuses to consent to:

- 1) A psychiatric, psychological, or behavioral treatment for a student, including the administration of a psychotropic medication to a student; or
- 2) A psychiatric or behavioral health evaluation of a student.
  - a) However, school employees may make a report that would otherwise be prohibited under Subsection (5) if failure to take the action described under Subsection (5) would present a serious, imminent risk to the student's safety or the safety of others.

[Utah Code § 53G-9-203 \(2019\)](#)

C. School Mental health Professionals and Counselors Can Recommend Treatment or Evaluation

1. A school counselor, licensed clinical social worker (LCSW), Nurse Practitioner, or other mental health professional acting in accordance with the Mental Health Professional Practice Act, or licensed through the State Board of Education, working within the school system may:
  - a. Recommend, but not require, a psychiatric or behavioral health evaluation of a student;
  - b. Recommend, but not require, psychiatric, psychological, or behavioral treatment for a student;
  - c. Provide to a parent, upon the specific request of the parent, a list of three or more health care professionals or providers, including licensed physicians, psychologists, or other health specialists; and
  - d. Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment of a student; however, prior written consent of the student's parent and a two-week minimum notification period are required prior to conducting the behavioral health evaluation or mental health screening, test, evaluation, or assessment. A parent may waive the two-week minimum notification period. However, this written consent and notice is not required before questioning a student believed to be at risk of suicide, physically self-harming behavior, or harming others to the extent needed for referral to appropriate prevention services and to notify the parent of the perceived risk. See [Policy 5140 Student and Family Privacy Rights](#).

[Utah Code § 53G-9-203 \(2019\)](#)

[Utah Code § 53E-9-203\(7\) \(2024\)](#)

D. Training and Discipline

1. Each school shall provide training to the appropriate personnel on the proper application of this policy. An intentional violation of this policy shall be dealt with according to the provisions of [Policy 3120 Orderly School Termination for Employees](#).

[Utah Code § 53G-9-203 \(2019\)](#)

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

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

[  ] in person

[  ] by telephone (number used: \_\_\_\_\_)

[  ] by email (email address used: \_\_\_\_\_)

[  ] by other method (specify): \_\_\_\_\_

Notice was given of:

[  ] bullying incident

[  ] cyberbullying incident

[  ] abusive conduct incident

[  ] hazing incident

[  ] retaliation incident

[  ] suicide threat

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

\_\_\_\_\_  
Principal or Principal's Designee                      Title                      Date

\_\_\_\_\_  
School Staff Member                      Title                      Date

## POLICY 5065

### Administration of Medication

A. The following procedures are intended to facilitate the implementation of this policy:

1. Prescription and/or over-the-counter medication may be administered to a student only if:
  - a. The student's parent has provided a completed, current, signed and dated "~~School Medication Authorization~~ ~~Student Medication Authorization of School Personnel to Administer Medication~~" (Utah Department of Health and Human Services) form providing for the administration of medication to the student during regular school hours. This requirement must be updated at the beginning of each school year (within the first ten school days) and whenever a change is made in the administration of medication.
  - b. The student's licensed medical provider has also signed and dated the "~~School Medication Authorization~~ ~~Student Medication Authorization of School Personnel to Administer Medication~~" form stating the name, method of administration, dosage, time to be given, side effects that may be seen in the school setting from the medication, and the necessity for administering.
  - c. The medication is delivered to the school by the student's parent, or authorized adult.
  - d. The prescription medication is in a container that has been properly labeled by a pharmacy.
  - e. The nonprescription over-the-counter medication is in a sealed, the original container and clearly labeled with child's name and dose, per doctor's order on the container. A one week's supply or more recommended. **The medication must not be expired.**
    - 1) Nonprescription over the counter medications shall include but not be limited to, sunscreen or any alternative, herbal, or homeopathic substances. Each shall be in the original container and clearly labeled with child's name, and dose, per doctor's order. Alternative, herbal, or homeopathic substances will be administered by the student, under supervision of school staff, in grades K-7.

2. All medication provided to the school is to be kept in a secure location under lock and key. All controlled substances, Schedule II, III, and IV medications will be double locked.
  3. Insofar as possible, one person shall be assigned the responsibility of administering student medication.
  4. A record including the type of medication, amount, and the time and day it was administered must be kept for each student receiving medication at school. The person administering the medication must sign the record each time medication is given.
  5. Students are not to carry or self-administer prescription medication on school premises unless it is expressly ordered by the student's physician because of life threatening circumstances. (Refer to 1. above)
  6. Authorization for administration of medication by school personnel may be withdrawn by the school at any time following actual notice to the student's parent.
- B. The Board may consult with the Department of Health and other health professionals to determine:
1. Designation of employees who may administer medication.
  2. Proper identification and safekeeping of medication.
  3. Maintenance of records of administration.
- C. School personnel shall substantially comply with the physician's or dentist's written statement in order that they and the district and Board may take full advantage of the immunity from liability granted under [Utah Code § 53G-9-502\(3\)](#).
- D. Emergency Medication Administration (These must all be followed by a 911 call)
1. Intranasal Naloxone
    - a. It is the policy of Box Elder School District to provide assistance to any person(s) who may be suffering from an opioid overdose. According to the [Utah Code § 26-55-102\(10\) – Opiate Overdose Response Act](#) – schools would be under the category “overdose outreach provider” as defined in (f) “an organization providing support services for an individual, or a family of an individual, with a substance use disorder”. The delegation of this medication by school nurses would be covered under the [Nurse Practice Act Rules](#). A school nurse may give intranasal Naloxone and also may train resource officers to administer the intranasal

- Naloxone as well. Those administering shall make every reasonable effort, to include the use of Naloxone combined with rescue breaths, to revive the victim of any apparent overdose.
- b. Naloxone in the Box Elder School District is provided through a grant from the Bear River Health Department.
2. Epinephrine Auto-injectors (EAI's)
- a. The District will maintain stock of EAI's with standing order, signed each year by the medical director, for nursing staff and trained volunteers to administer to student or staff that appear to be having a severe allergic reaction (anaphylaxis) but do not have a patient specific order at school.
  - b. Training is online with One Shot to Live and is administered by school nurses with return demonstration as part of that training.
3. Administration of Glucagon
- a. The following provisions govern administration of glucagon in place of the provisions set forth above under "Administering Medication." A glucagon authorization shall include a signed statement from a parent of a student with diabetes:
    - 1) Certifying that glucagon has been prescribed for the student;
    - 2) Requesting that the ~~student's public~~ school identify and train school personnel who volunteer to be trained in the administration of glucagon; and
    - 3) Authorizing the administration of glucagon in emergency situations to the student.
  - b. After receiving a glucagon authorization from a student's parent, the school shall:
    - 1) Within a reasonable time, train two or more school personnel who volunteer to be trained in the administration of glucagon, with training provided by the school nurse or another qualified, licensed medical professional;
    - 2) Allow all interested personnel to receive training in the administration of glucagon. Training in the administration of glucagon shall include:
      - a) Techniques for recognizing the symptoms that warrant the administration of glucagon;

- b) Standards and procedures for the storage and use of glucagon;
  - c) Other emergency procedures, including calling the emergency 911 and contacting, if possible, the student's parent.
- 3) Retain for reference the written materials prepared for training personnel;
- 4) Permit a student and/or school personnel to possess or store prescribed glucagon so that it will be available for administration in an emergency;
- c. A person who has received glucagon administration training may administer glucagon at a school or school activity to a student with a glucagon authorization if:
- 1) The student is exhibiting the symptoms that warrant the administration of glucagon; and
  - 2) A licensed health care professional is not immediately available.
- d. A person who administers glucagon in accordance with this policy shall direct a responsible person to call 911 and take other appropriate actions in accordance with his or glucagon administration training.
- e. School personnel who provide or receive training under this policy and pursuant to [Utah Code § 53G-9-504](#) and act in good faith are not liable in any civil or criminal action for any act taken or not taken under the authority of [§ 53G-9-504](#) with respect to the administration of glucagon.

[Utah Code § 53G-9-504 \(2019\)](#)  
[Utah Code § 53G-9-502\(4\)\(a\) \(2024\)](#)

#### 4. Seizure Rescue Medications

- a. In accordance with requirements set forth in [Utah Code § 53G-9-505](#) allowing seizure rescue medications to be in the school setting, the following guidelines will be followed:
- 1) A prescribing health care professional has prescribed a seizure rescue medication for the student.
  - 2) A student's parent has previously administered the student's seizure rescue medication in a non-medically supervised setting without complication.

- 3) The student has previously ceased having full body prolonged or convulsive seizure activity as a result of receiving the seizure rescue medication.

## POLICY 5067

### Student Asthma Emergency

#### A. Definitions

1. “Asthma action plan” means a written plan developed with a school, nurse, a student’s parent, and the student’s health care provider to help control the student’s asthma, which is signed by the student’s parent and health care provider.
2. “Asthma emergency” means an episode of respiratory distress that may include symptoms such as wheezing, shortness of breath, coughing, chest tightness, or breathing difficulty.
3. “Qualified adult” means a person who is 18 years of age or older and who has successfully completed the Utah Department of Health training program described in this policy.
4. “Stock albuterol” means a prescription inhaled medication which is used to treat asthma and that may be delivered through a device, including an inhaler or a nebulizer with a mouthpiece or mask.

[Utah Code § 26B-4-401\(4\), \(5\), \(14\), \(19\) \(2024\)](#)

#### B. Administration of Stock Albuterol for Asthma Emergency

1. This policy does not create a duty or standard of care for a person to be trained in the use and storage of stock albuterol, nor does it create a duty on the part of the District or a school to store stock albuterol at a school, nor does it relieve a student’s parent from providing a student’s medication, nor does it create an expectation that a school will have stock albuterol available. A school, School Board, or school official may encourage a teacher or other school official to volunteer to complete the training described below and to make stock albuterol available for asthma emergencies. A school, school board, or school official may encourage a teacher or other school employee to volunteer for such training. A school, the school board, or a school official may not prohibit or dissuade a school employee from
  - a. being trained in use and storage of stock albuterol,
  - b. possessing or storing stock albuterol on school premises (if the employee is a qualified adult and the possession and storage is in accord with training), or

- c. administering stock albuterol (if the employee is a qualified adult and the administration is in accord with training).

[Utah Code § 26B-4-406 \(2023\)](#)

2. Each primary and secondary school shall make initial and annual refresher training regarding the storage and emergency use of stock albuterol available to any interested teacher or other school employee, who is at least eighteen (18) years of age, who volunteers for such training. The training will be provided by the Utah Department of Health.
3. The training will include instruction on:
  - a. Techniques for recognizing symptoms of an asthma emergency;
  - b. Standards and procedures for the storage and emergency use of a stock albuterol;
  - c. Emergency follow-up procedures, and contacting, if possible, the student's parent; and
  - d. Written materials covering the information provided during training.
4. The volunteers shall retain for reference the written materials covering the information provided during training.

[Utah Code § 26B-4-408 \(2023\)](#)

5. A teacher or other school employee who is a "qualified adult":
  - a. May ~~obtain (along with the school nurse) request~~ from the school district physician, the medical director of the local health department, the local emergency medical services director, a physician, pharmacist, or any other person or entity authorized to prescribe or dispense prescribed medicines or drugs, a prescription for stock albuterol;
  - b. May, when a school nurse is not immediately available, immediately administer stock albuterol to a person who (a) has a diagnosis of asthma by a health care provider, (b) has a current asthma action plan on file with the school, and (c) is showing symptoms of an asthma emergency as described in the student's asthma action plan;
  - c. Shall initiate appropriate medical follow-up in accordance with the training materials after administering stock albuterol.

6. Each primary or secondary school may make stock albuterol available to any teacher or other school employee who is employed at the school and has become a “qualified adult.”

[Utah Code § 26B-4-406\(6\) \(2023\)](#)

[Utah Code § 26B-4-409\(1\) \(2024\)](#)

7. A school may obtain a prescription for a supply of stock albuterol for storage at the school and use by qualified adults if the school (a) designates an individual to complete an initial and annual refresher training program regarding the proper storage and emergency use of stock albuterol and (b) stores the stock albuterol according to Utah Department of Health standards.

[Utah Code § 26B-4-409\(5\) \(2024\)](#)

8. The following, if acting in good faith, are not liable in any civil or criminal action for any act taken or not taken under the authority of [Utah Code § 26B-4-401](#) et seq. with respect to an asthma emergency:

- a. A “qualified adult”,
- b. A person who conducts training regarding the emergency use and storage of stock albuterol, and
- c. The District or its schools

[Utah Code § 26B-4-410 \(2024\)](#)

- C. [Policy 5065 Administration of Medication](#) prohibits elementary and middle school students from carrying and self-administering medication on school premises except under certain limited circumstances. However, elementary and middle school students may carry and self-administer prescription or non-prescription asthma medications provided that the student’s parent has previously provided the school with a written request and written health care provider approval.

1. The written request must state that the parent authorizes the student to have and use the asthma medication.
2. The written health care provider statement must specifically identify any prescription medication and must state that:
  - a. The name of the asthma medication prescribed or authorized for the student’s use and

- b. The student is capable of appropriately self-administering the medication, and
  - c. The provider finds that it is medically appropriate for the student to keep the medication with or readily available to him or her at all time.
- D. If the medication is to be stored other than on the student's person, the student or parent shall inform the school nurse and administration where the medication will be kept to enable access for emergency use.
- E. The student shall only use prescription asthma medication as directed by a health care provider's written order, and shall use non-prescription asthma medication in accordance with the manufacturer's instructions.
- F. No student is permitted to sell, share, or otherwise give to others any medication, prescription or non-prescription. Violations of this policy are subject to disciplinary action under the school's drug policies.

## POLICY 5100

### Student Records

#### A. Definition/Types

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

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

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

#### B. Notification of Significant Data Breach

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

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

#### C. Student Identification Number

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

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

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

[Utah Code § 63G-15-201 \(2012\)](#)

#### D. Screening Records

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

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

[20 U.S.C. § 1232g](#)

E. Immunization Records

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

F. Assessment Transfers

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

G. Academic Achievement Record

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

H. Access to Education Records

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

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

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

[34 CFR § 99.4](#)

3. Except as provided for by [Utah Code § 53E-9-203\(7\)](#), or unless a parent's right of access has been specifically revoked by a state statute, court order, or other legally binding document, schools must provide a parent access to the education records of the parent's student.

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

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

[34 CFR § 99.5 \(a\)\(1\)](#)

[34 CFR § 99.3](#)

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

[34 CFR § 99.12\(a\)](#)

I. Request Procedure

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

[34 CFR § 99.10](#)

J. Access by Other Persons

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

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

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

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

[34 CFR § 99.31](#)

[34 CFR § 99.35](#)

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

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

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

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

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

[34 CFR § 99.31](#)

#### K. Transfer Not Permitted

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

#### L. Notice of Behavior that may Threaten Safety

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

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

#### M. Record of Access to Student Record

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

#### [20 U.S.C. § 1232g](#)

2. The record shall not include requests for access by, or access granted to, parents of the student or officials of the District, requests accompanied by prior written consent of the parent, requests for directory information, or a party seeking or receiving the records as directed by a Federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

[34 CFR § 99.32](#)

N. Right to Amend Records

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

[34 CFR § 99.20](#)

[34 CFR § 99.21](#)

O. Restriction on Gender Identity Changes in Student Records

1. "Gender identity" has the meaning provided in the Diagnostic and Statistical Manual (DSM-5). A person's gender identity can be shown by providing evidence, including, but not limited to, medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity, or other evidence that the gender identity is sincerely held, part of a person's core identity, and not being asserted for an improper purpose. "Sex" means the biological, physical condition of being male or female, determined by an individual's genetics and anatomy at birth. Written parental consent is required to change the gender or gender identity in an education record to a gender or gender identity that does not conform with the student's sex.

[Utah Code § 53E-9-205 \(2023\)](#)

P. Annual Notification of Rights

1. The District shall give parents of in-attendance students or the in-attendance students themselves annual notification of their rights under the [Family Educational Rights and Privacy Act of 1974](#) and of the places where copies of this policy may be located. The District shall effectively notify parents or eligible students who are

disabled. The District shall effectively notify parents who have a primary or home language other than English. The notice must include:

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

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

#### Q. Directory of Information

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

[34 FR § 99.37](#)

#### R. Directory Information

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

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

#### S. Fee for Copies

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

[20 U.S.C. § 1232g](#)

[34 CFR § 99.11](#)

#### T. Records of Students with Disabilities

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

[34 CFR § 300.501\(a\)](#)

[State Board of Education Special Education Rules IV.A.1](#)

#### U. Access Rights

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

[34 CFR § 300.613\(b\)\(3\)](#)

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

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

[34 CFR § 300.613\(a\)](#)

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

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

[34 CFR § 300.614](#)

[State Board of Education Special Education Rules IV.V.6](#)

## V. Parental Consent

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

### [34 CFR § 300.622](#)

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

4. The school may not provide either a reward or a consequence to a student for participation or lack of participation in any such psychiatric examination, testing, treatment, survey, analysis, or evaluation.
5. The data collected through an authorized test or survey is a private record which may not be shared except in accordance with the Family Educational Rights and Privacy Act ("FERPA").

[20 USC § 1232h](#)  
[Utah Code § 53E-9-203 \(2024\)](#)

#### W. Confidentiality

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

[34 CFR § 300.623](#)

#### X. Destruction of Information

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

[34 CFR § 300.624](#)

#### Y. Comprehensive System

1. The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.
2. A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

3. This record shall move with the student from school to school and be maintained at the school where currently enrolled until graduation or withdrawal. Records for non-enrolled students shall be retained for the period of time required by law. No permanent records may be destroyed without explicit permission from the Superintendent.

Z. Custodian of Records

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

AA. Types and Locations of Records

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

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

BB. Request Procedures

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

CC. Student Rights

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

[34 CFR § 99.5\(a\)\(1\)](#)

[34 CFR § 99.3](#)

[34 CFR § 300.625](#)

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

DD. Access by School Officials

1. For the purposes of this policy, "school officials" shall mean any employees, trustees, or agents of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities. The term also includes attorneys, consultants, and independent contractors who are retained by the District, by cooperatives of which the District is a member, or by facilities with which the District contracts for placement of students with disabilities.
2. School officials have a "legitimate educational interest" in a student's records when they are working with the student, considering disciplinary or academic actions, or developing a student with disabilities' individual education plan; compiling statistical data; or investigating or evaluating programs.

[34 CFR § 300.622\(b\)\(1\)](#)

EE. Access by Parents

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

FF. Access by School Employees

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

access to such records by those school employees included on the list of employees authorized to access student education records.

[Utah Code § 53E-9-204 \(2019\)](#)

GG. Transcripts and Transfers of Records

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

[Utah Code § 53G-6-604 \(2018\)](#)

HH. Military Child's Records

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

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

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

## II. Records of a Missing Child

1. Upon notification by the Criminal Investigations and Technical Services Division of the Department of Public Safety ("division") of a missing child, the school in which that child is currently or was previously enrolled shall flag the record of that child in a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing child.
2. The school shall immediately report any request concerning flagged records or knowledge as to the whereabouts of any missing child to the division. The school may not forward the record to the new school.
3. Upon notification by the division that a missing child has been recovered, the school shall remove the flag from that child's record.

[Utah Code § 53G-6-602 \(2018\)](#)

## JJ. The Records Responsibility for Students with Disabilities

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

## KK. Procedure to Amend

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

LL. Notice of Parent and Student Rights

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

1. The Box Elder School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.
2. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are eighteen (18) years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.
3. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: 960 South Main, Brigham City, UT 84302.
4. The addresses of the principals' offices are:
  - a. Bear River High School 1450 S Main, Garland, UT 84312
  - b. Bear River Middle School 300 E 1500 S, Garland, UT 84312
  - c. Alice C. Harris Intermediate School 515 N 800 W, Tremonton, UT 84337
  - d. Box Elder High School 380 S 600 W, Brigham City, UT 84302
  - e. Box Elder Middle School 18 S 500 E, Brigham City, UT 84302
  - f. Adele C. Young Intermediate School 830 Law Dr., Brigham City, UT 84302
  - g. Sunrise High School 230 W 200 S, Brigham City, UT 84302
  - h. ~~Early Learning Center 2275 N 3900 W, Corinne, UT 84307~~
  - i. Century Elementary 5820 N 4800 W, Bear River City, UT 84301
  - j. Discovery Elementary 820 N 500 W, Brigham City, UT 84302
  - k. Fielding Elementary 50 W Main, Fielding, UT 84311
  - l. Garland Elementary 450 S 100 W, Garland, UT 84312
  - m. Golden Spike Elementary 730 E 300 N, Brigham City, UT 84302
  - n. Grouse Creek Elementary and Secondary
    1. 76785 W 11900 N, Grouse Creek, UT 84313

- o. Lake View Elementary 851 S 200 W, Brigham City, UT 84302
  - p. McKinley Elementary 120 W 500 S, Tremonton, UT 84337
  - q. North Park Elementary 50 E 700 N, Tremonton, UT 84337
  - r. Park Valley Elementary and Secondary
    - a. 788 Education Dr., Park Valley, UT 84329
  - s. Snowville Elementary PO Box 669, Snowville, UT 84336
  - t. Three Mile Creek Elementary 2625 S 1050 W, Perry, UT 84302
  - u. Willard Elementary 40 W 50 S, Willard, UT 84340
5. Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Board Members of the District, or of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are
- a. working with the student;
  - b. considering disciplinary or academic actions, the student's case, or a student with disabilities' individual education plan;
  - c. compiling statistical data; or
  - d. investigating or evaluating programs.
6. Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches eighteen (18) years of age, he or she has the right to consent to release of records transfers to the student.
7. The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as, but not limited to, teachers' personal notes on a student that are shared only with a substitute teacher and records on former students do not have to be made available to the parents or students.
8. Students over eighteen (18) and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the

records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

9. Copies of student records are available at the reasonable current rate per page, payable in advance. Parents may be denied copies of student's records (1) after the student reaches age eighteen (18) and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.
10. Certain information about District students is considered directory information. This information will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about his child. In connection with receiving federal funding, the District is also required by law to provide requesting military recruiters with secondary student names, addresses and telephone numbers unless the parent objects to the release of that information. (The same objection may be used for both general directory information release and release to military recruiters.) This objection must be made in writing to the principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.
11. The District's complete policy regarding student records is available from the principal's or Superintendent's office.

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

## POLICY 5224

### Non-enrolled District Student's Participation in Extracurricular Activities

A. The following definitions apply for purposes of this policy:

1. "Academic Eligibility Panel" means a three-person panel selected by the Superintendent from nominees submitted by national, state, or regional organizations whose members are home school students and parents. The three panel members will include:
  - a. one member with experience teaching in a public school as a licensed teacher and in home-schooling high school-age students;
  - b. one member with experience teaching in a higher education institution and in-home schooling; and
  - c. one member with experience in home schooling high school-age students.

[Utah Code § 53G-6-703\(10\) \(2023\)](#)

2. "Association" means an organization that governs or regulates a student's participation in an athletic interscholastic activity.

[Utah Code § 53G-6-703\(1\)\(b\) \(2023\)](#)

[Utah Code § 53G-7-1101\(3\) \(2019\)](#)

3. "Extracurricular activity" has the same meaning as set out in [Policy 5230 Student Fees](#).

[Utah Code § 53G-6-703\(1\)\(c\) \(2023\)](#)

[Utah Code § 53G-7-501 \(2020\)](#)

4. "Initial establishment of eligibility requirements" means meeting an association's eligibility requirements, policies, procedures, and transfer rules to participate on a high school sports team as required in grade 9 or 10 when the student is selected for membership on a high school sports team.

[Utah Code § 53G-6-703\(1\)\(d\) \(2023\)](#)

5. “Online education” means the use of information and communication technologies to deliver educational opportunities to a student in a location other than a school.

[Utah Code § 53G-6-705\(1\)\(d\) \(2023\)](#)

6. “Online student” means a student who participates in an online education program sponsored or supported by the State Board of Education, a school district, or a charter school and who generates funding for the school district or school under [Utah Code § 53F-2-102\(4\)](#) and State Board of Education Rules.

[Utah Code § 53G-6-705\(1\)\(e\) \(2023\)](#)

7. “Qualifying online student” means an online student seeking to participate in an extracurricular activity at a district school:
- a. within the attendance boundaries of which the student’s custodial parent resides (and, for interscholastic competition of athletic teams, the student did not have a prior initial establishment of eligibility requirements); or
  - b. from which the on-line student withdrew for the purpose of participating in an on-line education program.

[Utah Code § 53G-6-705\(2\) \(2023\)](#)

8. “Qualifying charter school student” means a charter school student seeking to participate in an extracurricular activity which is not offered at the student’s charter school, at a district school:
- a. within the attendance boundaries of which the student’s custodial parent resides (and, for interscholastic competition of athletic teams, the student did not have a prior initial establishment of eligibility requirements); or
  - b. from which the charter school student withdrew to attend charter school; or
  - c. if the student’s charter school is located on or has Board approval to locate on the campus of that district school; or
  - d. as may be provided for in rules established by the Utah State Board of Education.

[Utah Code § 53G-6-704\(2\), \(3\) \(2023\)](#)

9. “Qualifying private school student” means a private school student who did not have a prior initial establishment of eligibility requirements who is seeking to participate in an extracurricular activity at a district school:
  - a. within the attendance boundaries of which the student’s custodial parent resides;  
or
  - b. from which the private school student withdrew to attend private school.

[Utah Code § 53G-6-703\(2\)\(c\) \(2023\)](#)

10. “Qualifying home school student” means a home school student who did not have a prior initial establishment of eligibility requirements who is seeking to participate in an extracurricular activity at a district school:
  - a. within the attendance boundaries of which the student’s custodial parent resides;  
or
  - b. from which the home school student withdrew to attend home school.

[Utah Code § 53G-6-703\(2\)\(c\) \(2023\)](#)

11. “Qualifying student” means a qualifying home school, private school, charter school, or online student as defined above.
12. “Non-qualifying student” is a student who is not enrolled in a District school who is not a qualifying student as defined above.

#### B. Qualifying Student Participation in Extracurricular Activities

1. A qualifying student who is not enrolled in a District school is eligible to participate in extracurricular activities.

[Utah Code § 53G-6-703\(2\)\(a\) \(2023\)](#)

[Utah Code § 53G-6-704\(2\) \(2023\)](#)

[Utah Code § 53G-6-705\(2\) \(2023\)](#)

[Utah Admin. Rules R277-494-3 \(October 11, 2023\)](#)

[Utah Admin. Rules R277-494-5 \(October 11, 2023\)](#)

#### C. Non-Qualifying Student Participation in Extracurricular Activities

1. A school may allow a non-qualifying student to participate in an extracurricular activity that the school sponsors and supports if (a) the student satisfies the general

eligibility requirements set forth below and (b) the student meets the open enrollment requirements of [Policy 5010 Admissions Eligibility Requirements](#), subject to the following additional requirements:

- a. For an interscholastic competition of athletic teams, a private school student, home school student, charter school student, or online student meets the initial establishment of eligibility requirements.
- b. For an interscholastic contest or competition for music, drama, or forensic groups or teams, the private school student's private school does not offer the activity and the private school meets the entry requirements for participation.
- c. For an interscholastic contest or competition for music, drama, or forensic groups or teams, the home school student, charter school student, or online student meets the entry requirements for participation.

[Utah Code § 53G-6-703\(2\)\(d\) \(2023\)](#)

[Utah Code § 53G-6-704\(4\) \(2023\)](#)

[Utah Code § 53G-6-705\(3\) \(2023\)](#)

#### D. Eligibility Requirements for Non-Enrolled Student Participation in Extracurricular Activities

1. Non-enrolled students who are allowed to participate in an extracurricular activity as provided for above shall be subject to all eligibility standards:
  - a. applied to a fully enrolled District school student;
  - b. of the District school where the student participates in an extracurricular activity; and
  - c. for the extracurricular activity in which the student participates.
2. Apart from the basic eligibility requirements outlined above, District schools may not impose additional requirements on non-enrolled students to participate in an extracurricular activity that are not imposed on fully enrolled students at the District school.

[Utah Code § 53G-6-703\(3\)\(a\), \(b\) \(2023\)](#)

[Utah Code § 53G-6-704\(5\), \(6\) \(2023\)](#)

[Utah Code § 53G-6-705\(4\), \(5\) \(2023\)](#)

E. Specific Eligibility Requirements for Participation in Extracurricular Activities for Home School Students

1. Eligibility requirements based on school attendance are not applicable to a home school student.
2. A home school student meets academic eligibility requirements to participate in an extracurricular activity if:
  - a. the student is mastering the material in each course or subject being taught; and
  - b. the student is maintaining satisfactory progress towards achievement or promotion.
3. To establish a home school student's academic eligibility, a parent, teacher, or organization providing instruction to the student shall submit an academic eligibility affidavit to the principal indicating the student meets academic eligibility requirements. Upon submission of this affidavit, a home school student shall:
  - a. be considered to meet academic eligibility requirements; and
  - b. retain academic eligibility for all extracurricular activities during the activity season for which the affidavit is submitted, until:
    - 1) an academic eligibility panel determines the home school student does not meet academic eligibility requirements; or
    - 2) the person who submitted the academic eligibility affidavit provides written notice to the school principal that the student no longer meets academic eligibility requirements.
4. A home school student who loses academic eligibility pursuant to E.3.2) above may not participate in an extracurricular activity until the person who submitted the affidavit under E.3.2) provides written notice to the school principal that the home school student has reestablished academic eligibility. If a home school student reestablishes academic eligibility as described above, the home school student may participate in extracurricular activities for the remainder of the activity season.
5. A person who has probable cause to believe a home school student does not meet academic eligibility requirements may submit an affidavit to the principal:
  - a. asserting the home student does not meet academic eligibility requirements; and

- b. providing information indicating that the home school student does not meet the academic eligibility requirements.
6. A principal shall review the affidavit, and if the principal determines it contains information which constitutes probable cause to believe a home school student may not meet academic eligibility requirements, the principal shall request an academic eligibility panel to verify the student's compliance with academic eligibility requirements.
  7. The Superintendent shall appoint an academic eligibility panel to verify a home school student's compliance with academic eligibility requirements when requested by a principal. A panel shall:
    - a. review the affidavit and may confer with the person who submitted the affidavit;
    - b. request the home school student to submit test scores or a portfolio of work documenting the student's academic achievement to the panel;
    - c. review the test scores or portfolio of work; and
    - d. determine whether the home school student meets academic eligibility requirements.
  8. If the panel determines that the home school student meets academic eligibility requirements, the student will retain academic eligibility for all extracurricular activities during the activity season for which an affidavit was submitted. A panel's determination that a home school student does not comply with academic eligibility requirements is effective for an activity season and all extracurricular activities that have academic eligibility requirements.

[Utah Code § 53G-6-703\(4\) to \(14\) \(2023\)](#)

F. Extracurricular Activities Fees

1. Non-enrolled students who participate in an extracurricular activity at a District school shall pay the same fees as required of fully enrolled District school students to participate in an extracurricular activity.
2. If the District imposes a mandatory student activity fee for a student enrolled in a District school, the fee may be imposed on a non-enrolled student who participates in an extracurricular activity at a District school if the same benefits of paying the mandatory student activity fee that are available to a fully enrolled District school

student are available to a non-enrolled student who participates in an extracurricular activity at the District school.

[Utah Code § 53G-6-703\(3\)\(c\) \(2023\)](#)

3. All fees, including school participation fees, student participation fees and activity fees shall be paid prior to student participation. **School participation fees are paid by the charter school or online school to the District school for a student to be able to participate at the District school as provided by Utah State Board of Education rule. Student participation fees are the specific fees charged to all students who participate in the activity.** School fees for non-enrolled students shall be waived by the District if required under Utah law and State Board of Education policy. However, the student's on-line or charter school shall be responsible for payment of **the school participation fee for students qualifying for fee waivers and shall also pay the student participation fee waived fees** to the District.

[Utah Admin. Rules R277-438-4 \(December 8, 2016\)](#)

[Utah Admin. Rules R277-494-2\(8\), \(9\) \(October 11, 2023\)](#)

[Utah Admin. Rules R277-494-3\(7\) \(October 11, 2023\)](#)

## POLICY 5229

### Evaluation of Interscholastic Athletic Participation

#### A. Definitions

1. "Interscholastic sport" means an activity in which a student represents the student's school in the sport in competition against another school.
2. "Gender-designated interscholastic sport" means an interscholastic sport that is specifically designated for female or male students.
3. "Title IX" means Title IX of the Education Amendments of 1972, as codified at [20 U.S.C. § 1681 et seq.](#)

[Utah Code § 53G-6-1101 \(2024\)](#)

#### B. Report on Interscholastic Sports

1. Before the beginning of each academic year, the athletic director or another designated administrator from each school in the District which sponsors or offers an interscholastic sport shall provide the Board of Education with a report regarding the interscholastic sports available at the school, including both gender-designated interscholastic sports and interscholastic sports which are designated as mixed. The report shall include the interscholastic sports designated by the Utah High School Activities Association ("UHSAA") as girls sports, boys sports, and mixed sports, but shall also include any interscholastic sports that are not regulated by UHSAA. The report shall include:
  - a. the number of students participating in each interscholastic sport, categorized by gender;
  - b. the amount of spending that the school devotes to each gender-designated interscholastic sport (in total and on a per-student basis);
  - c. the amount of spending that the school devotes to each interscholastic sport which is not gender-designated (in total and on a per-student basis);
  - d. a comparison and evaluation of designated practice and game locations for each interscholastic sport, including comparisons between similar gender-designated interscholastic sports; and

- e. information regarding the school's efforts to comply with [Utah Code Title 63G, Chapter 31, Part 2, Distinctions on the Basis of Sex](#), and to comply with the Title IX nondiscrimination requirements as those apply to interscholastic sports.
2. If the report data indicate that there is an overall discrepancy in participation of 10% or greater between the school's male-designated interscholastic sports and the school's female-designated interscholastic sports, the report shall also include an action plan developed by the school to address the discrepancy.

[Utah Code § 53G-6-1101\(2\) \(2024\)](#)

[Utah High Schools Activities Association Handbook 2021-2022 pg. 61](#)

### C. Board Review of Reports

1. The Board of Education shall review each report it receives from schools on interscholastic athletic sports in a public board meeting.

[Utah Code § 53G-6-1101\(3\) \(2024\)](#)

## 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 5274 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 their parents as well as the privacy interests of other students and their parents. 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 5274

# Participation in Sex-Designated Athletic Activities, Programs, and Events

### A. Definitions

1. "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.
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.
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.
4. "Co-ed" or "mixed" means that a team is composed of members of both sexes who traditionally compete together.

[Utah Code § 53G-6-901\(1\) \(2022\)](#)

[Utah Code § 68-3-12.5\(12\), \(18\), \(33\) \(2024\)](#)

### B. Designation of School Athletic Activities and Teams

1. Each school in the District shall designate each of its school athletic activities and teams as designated for male students, designated for female students, or coed or mixed. In making the designation for activities and teams which are interscholastic activities governed by the Utah High School Activities Association ("UHSAA"), the school shall consider the listing of girls' teams, boys' teams, and mixed teams established by the Association.

[Utah Code § 53G-6-902\(1\)\(a\) \(2022\)](#)

[Utah High Schools Activities Association Handbook 2024-2025 pg. 60](#)

### C. Participation in Sex-Designated Athletic Facilities, Programs, and Events

1. A male student is not entitled to and may not access, use or benefit from a school or District athletic facility, program, or event which is designated for females. A female student is not entitled to and may not access, use, or benefit from a school or District athletic facility, program, or event which is designated for males.

[Utah Code § 63G-31-201\(3\)\(b\), \(c\) \(2024\)](#)

## POLICY 5360

### Suicide Prevention

#### A. Establishment of Youth Suicide Prevention Program

1. In collaboration with the public education suicide prevention coordinator appointed by the State Board of Education, the District shall implement a youth suicide prevention program for students in elementary and secondary grades. (Elementary grades are kindergarten through grade 5 and grade 6 if the associated middle or junior high school does not include grade 6. Secondary grades are Grades 7 through 12 and grade 6 if a middle or junior high school includes grade 6.) These programs shall consider appropriate coordination with programs for the prevention of bullying and cyber-bullying and for the prevention of underage drinking of alcohol and substance abuse. The programs shall also include provisions to ensure prompt communication with parents in accordance with [Utah Code § 53G-9-604](#). The elementary and secondary programs shall include programs and training to address:
  - a. Life-affirming education, including the concepts of resiliency, healthy habits, self-care, problem-solving, and conflict resolution;
  - b. Methods of strengthening the family; and
  - c. Methods of strengthening a youth's relationships in the school and community.
2. The secondary program shall also include programs and training to address:
  - a. Prevention of youth suicide;
  - b. Decreasing the risk of suicide among youth who are not accepted by family for any reason, including lesbian, gay, bisexual, transgender, or questioning youth, or who suffer from bullying;
  - c. Youth suicide intervention; and
  - d. Postvention for family, students, and faculty;
  - e. Underage drinking of alcohol;
3. In implementing this program and related training, the District shall refer to and as appropriate make use of the model programs developed by the Department of Health and the state suicide prevention coordinator.

[Utah Code § 53G-9-702 \(2023\)](#)

[Utah Admin. Rules R277-620-3\(3\) to \(6\) \(November 7, 2023\)](#)

B. Youth Suicide Prevention Training

1. Each licensed employee of the District shall complete ~~a minimum of two hours of~~ professional development training on youth suicide prevention every three years, using the training materials adopted by the District.

[Utah Code § 53G-9-704 \(2024\)](#)

C. The purpose of this policy is to protect the health and well-being of all district students by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide. The district:

1. recognizes that physical, behavioral, and emotional health is an integral component of a student's educational outcomes,
2. further recognizes that suicide is a leading cause of death among young people,
3. has an ethical responsibility to take a proactive approach in preventing deaths by suicide, and
4. acknowledges the school's role in providing an environment that is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

D. Toward this end, the policy is meant to be paired with other policies supporting the emotional and behavioral health of students more broadly. Specifically, this policy is meant to be applied in accordance with the district's Child Find obligations.

E. Definitions

1. At-risk
  - a. A student who is defined as at risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This

situation would necessitate a referral, as documented in the following procedures.

## 2. Crisis Team

- a. A multidisciplinary team of primarily administrative, emotional, and or mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response, and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans and in ensuring school staff can effectively execute various crisis protocols.

## 3. Mental Health

- a. A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental, emotional, and substance use disorders.

## 4. Postvention Suicide

- a. Postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

## 5. Risk Factors for Suicide

- a. Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.

## 6. Self-harm

- a. Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Can be categorized as either nonsuicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

## 7. Suicide Death

- a. Suicide death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must

first confirm that the death was a suicide before any school official may state this as the cause of death.

#### 8. Suicide attempt

- a. A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.

#### 9. Suicidal Behavior

- a. Suicide attempts, intentional injury to self associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.

#### 10. Suicide Contagion

- a. The process by which suicidal behavior or suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

#### 11. Suicidal Ideation

- a. Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

### F. Scope

1. This policy covers actions that take place in the school, on school property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and at school-sponsored out-of-school events where school staff are present. This policy applies to the entire school community, including educators, school and district staff, students, parents, and volunteers. This policy will also cover appropriate school responses to suicidal or high-risk behaviors that take place outside of the school environment.

### G. Prevention

1. District Policy Implementation

- a. A district-level suicide prevention coordinator shall be designated by the Superintendent. This may be an existing staff person. The district suicide prevention coordinator will be responsible for planning and coordinating implementation of this policy for the school district.
- b. Each elementary school principal and secondary principal or designee shall be the school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator.

## 2. Staff Professional Development

- a. All licensed staff will receive ~~two hours of~~ professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention once every three years.

## 3. Youth Suicide Prevention Programming

- a. Developmentally-appropriate, student-centered supports will be provided to students including the importance of safe and healthy choices and coping strategies and help seeking strategies for oneself or others.

## 4. Publication and Distribution

- a. This policy will be posted on the school website.

## H. Assessment and Referral

1. When a student is identified by a staff person as potentially suicidal, i.e., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers.
  - a. School staff will continuously supervise the student to ensure their safety until a parent, or emergency contact can arrive to get the student.
  - b. The principal will be made aware of the situation as soon as reasonably possible.
  - c. In situations where a student is assessed at risk for suicide or has made a suicide attempt:

- 1) the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional.
  - 2) If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction", limiting the child's access to mechanisms for carrying out a suicide attempt.
  - 3) Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to parent notification. If the principal, nurse or counselor believes, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate.
  - 4) If contact is delayed, the reasons for the delay should be documented.
- d. Staff will ask the student's parent for a signature on a release of information form to discuss the student's health with outside care, if appropriate.

#### I. In-School Suicide Attempts

1. In case of an in-school suicide attempt, the health and safety of the student are paramount. In these situations:
  - a. First aid will be rendered until professional medical treatment and/or transportation can be received, following district emergency medical procedures.
  - b. In situations where a student is assessed at risk for suicide or has made a suicide attempt:
    - 1) the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional.
    - 2) If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction", limiting the child's access to mechanisms for carrying out a suicide attempt.
    - 3) Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to parent notification. If the principal, nurse, or counselor believed, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate.
    - 4) If contact is delayed, the reasons for the delay should be documented.

- c. School staff will supervise the student to ensure their safety until a parent or another emergency contact arrives.
- d. Staff will move all other students out of the immediate area as soon as possible.
- e. If appropriate, staff will immediately request a mental health assessment for the youth by referring the parents to the Bear River Mental Health Department.
- f. Staff will immediately notify the principal regarding in-school suicide attempts.
- g. The school will engage as necessary the crisis team to assess whether additional steps should be taken to ensure student safety and well-being.

#### J. Re-Entry Procedure

- 1. When the school is aware of a student's return to school after a mental health crisis:
  - a. For students returning to school after a mental health crisis (e.g., suicide attempt or psychiatric hospitalization), the principal, or designee will meet with the student's parent, and if appropriate, meet with the student to discuss re-entry and appropriate next steps to ensure the student's readiness for return to school.
    - 1) A school counselor or nurse will be identified to coordinate with the student, their parent, and any outside mental health care providers.
    - 2) The parent will provide documentation from a mental health care provider that the student has undergone examination and that they are no longer a danger to themselves or others.
    - 3) The principal, counselor, or other designated staff person will periodically check in with the student to help the student readjust to the school community and address any ongoing concerns.

#### K. Out of School Suicide Attempts

- 1. Parental Notification and Involvement
  - a. If a staff member becomes aware of a suicide attempt by a student that is in progress in an out-of-school location, the staff member will:
    - 1) Call the police and/or emergency medical services, such as 911
    - 2) Inform the school principal who shall, in turn, inform the parent as described below.

- 3) In situations where a student is assessed at risk for suicide or has made a suicide attempt:
  - a) the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional.
  - b) If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction", limiting the child's access to mechanisms for carrying out a suicide attempt.
  - c) Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to a parent notification. If the principal, nurse, or counselor believes, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate.
  - d) If contact is delayed, the reasons for the delay should be documented.
- b. If the student contacts the staff member and expresses suicidal ideation, the staff member should maintain contact with the student (either in person, online or on the phone). The staff member should then enlist the assistance of another person to contact the police while maintaining verbal engagement with the student.
- c. In situations where a student is assessed at risk for suicide or has made a suicide attempt, the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional. If the student has exhibited any kind of suicidal behavior, the parent should be counseled on "means restriction," limiting the child's access to mechanisms for carrying out a suicide attempt. Through discussion with the student, the principal, nurse, or school counselor will assess whether there is a further risk of harm due to parent notification. If the principal, nurse or counselor, believes, in their professional capacity, that contacting the parent would endanger the health or well-being of the student, they may delay such contact as appropriate. If contact is delayed, the reasons for the delay should be documented.
- d. School personnel should not make decisions related to emergency placement unless emergency medical care is needed to save a student's life or prevent further serious injury. In all other cases, the decision to transport the student to the hospital must be the responsibility and decision of the parent or other government agency.

## L. Postvention

### 1. Development and Implementation of an Action Plan

- a. The crisis team will develop an action plan to guide school response following a death by suicide. A meeting of the crisis team to implement the action plan should take place immediately following news of the suicide death. The action plan may include the following steps:
  - 1) Verify the death
    - a) The principal or designee will confirm the death and determine the cause of death through communication with a coroner's office, local hospital, the student's parent, or police department. Even when a case is perceived as being an obvious instance of suicide, it should not be labeled as such until after a cause of death ruling has been made. If the cause of death has been confirmed as suicide but the parent will not permit the cause of death to be disclosed, the school will not share the cause of death but will use the opportunity to discuss suicide prevention with students.
  - 2) Assess the Situation
    - a) The crisis team will meet to prepare the postvention response, to consider how severely the death is likely to affect other students and to determine which students are most likely to be affected. The crisis team will also consider how recently other traumatic events have occurred within the school community and the time of year of the suicide. If the death occurred during a school vacation, the need for or scale of postvention activities may be reduced.
  - 3) Share Information
    - a) Before the death is officially classified as a suicide by the coroner's office, the death can and should be reported to staff, students, and parents with an acknowledgment that its cause is unknown. Inform the faculty that sudden death has occurred, preferably in a staff meeting. Write a statement for staff members to share with students. The statement should include the basic facts of the death and known funeral arrangements (without providing details of the suicide method), recognition of the sorrow the news will cause, and information about the resources available to help students cope with their grief. Public address system announcements and school-wide assemblies should be avoided. The crisis team may prepare a letter (with the input and permission from the student's parent) to send home with students that include facts about the death, information about

what the school is doing to support students, the warning signs of suicidal behavior, and a list of resources available.

4) Avoid Suicide Contagion

- a) It should be explained in the staff meeting described above that one purpose of trying to identify and give services to other high-risk students is to prevent another death. The crisis team will work with teachers to identify students who are most likely to be significantly affected by the death. In the staff meeting, the crisis team will review suicide warning signs and procedures for reporting students who generate concern.

5) Initiate Support Services

- a) Students identified as being more likely to be affected by the death will be assessed by a school employed mental health professional to determine the level of support needed. The crisis team will coordinate support services for students and staff in need of individual and small group counseling as needed. In concert with parents, crisis team members will refer to community mental healthcare providers to ensure a smooth transition from the crisis intervention phase to meeting underlying or ongoing mental health needs.

6) Memorial Plans

- a) The school should not create on-campus physical memorials (e.g., photos, flowers), funeral services, or fly the flag at half-mast because it may sensationalize the death and encourage suicide contagion. School should not be canceled for the funeral. See [Policy 5045 Student and Staff Acknowledgements Due to Death](#).

7) External Communication

- a) The school principal or designee will be the sole media spokesperson. Staff will refer all inquiries from the media directly to the spokesperson. The spokesperson will:
  - i. Keep the district suicide prevention coordinator and superintendent informed of school actions relating to the death.
  - ii. Prepare a statement for the media including the facts of the death, postvention plans, and available resources. The statement will not include confidential information, speculation about victim motivation, means of suicide, or personal family information.

- iii. Answer all media inquiries. If a suicide is to be reported by news media, the spokesperson should encourage reporters not to make it a front-page story, not to use pictures of the suicide victim, not to use the word suicide in the caption of the story, not to describe the method of suicide, and not to use the phrase “suicide epidemic” – as this may elevate the risk of suicide contagion. They should also be encouraged not to link bullying to suicide and not to speculate about the reason for suicide. The media should be asked to offer the community information on suicide risk factors, warning signs, and resources available.

## POLICY 5390

### Kindergarten Student Toilet Training

#### A. Definition of “Toilet Trained”

1. “Toilet trained” means that a child can:
  - a. Communicate the need to use the bathroom to an adult;
  - b. Sit down on a toilet;
  - c. Use the toilet without assistance;
  - d. Undress and dress as necessary; and
  - e. Tend to personal hygienic needs after toileting.
2. If an accident occurs, a toilet trained child can independently tend to hygienic needs and change clothes. A child is not toilet trained if the child has accidents with sufficient frequency to impact the educational experience of the child or the child’s peers, as determined by the District.

[Utah Code § 53G-7-203\(6\) \(2024\)](#)

[Utah Admin. Rules R277-631-2 \(June 7, 2024\)](#)

#### B. Toilet Training Requirement for Kindergarten Enrollment

1. A student may not be enrolled in kindergarten unless the student is toilet trained or the student’s lack of toilet training results from a condition addressed by an Individualized Education Program (IEP) or Section 504 Plan. Prior to enrollment, the parent of each student to be enrolled shall provide assurance to the District that the student is toilet trained using the Confirmation of Toilet Training form contained in this Policy.

[Utah Code § 53G-7-203\(6\)\(a\), \(d\) \(2024\)](#)

[Utah Admin. Rules R277-631-3\(1\), \(2\) \(June 7, 2024\)](#)

#### C. Addressing the Needs of Students Who are Not Toilet Trained

1. When a kindergarten student is determined to not be toilet trained, the District shall:

- a. consider whether the student's delay in toileting capability may be a sign of a disability that could impact the student's education and if appropriate shall conduct an initial evaluation under IDEA;
- b. Refer the student and the student's parent to a school social worker or counselor:
  - 1) To provide additional family supports and resources; and
  - 2) To create an individualized plan to address the student's needs;
- c. Establish the circumstances, if appropriate, under which a parent or a parent's adult designee may aid in toilet training; and
- d. Coordinate with appropriate District personnel and parents to reintegrate the student, as appropriate, once the student has become toilet trained.

[Utah Code § 53G-7-203\(6\)\(c\) \(2024\)](#)

[Utah Admin. Rules R277-631-3\(3\) \(June 7, 2024\)](#)

## 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, the student's plan for college and career readiness, and (if applicable) the student's schedule. If a student has an IEP or Section 504 plan, the District shall forward a copy of the relevant portion of the student's existing IEP or Section 504 accommodation plan to the online course provider in accordance with federal law and regulations, ensure the student's IEP team and the online course provider review a course enrollment for compliance, coordinate additional IEP team reviews as necessary with the online course provider to ensure appropriate services, supports, and accommodations are in place for the student, and ensure that the online course provider is included in a student's IEP revision. These actions shall be completed within a timeline consistent with IDEA requirements. The agreement shall also meet the other requirements specified in [Utah Code § 53F-4-508](#).

[Utah Code § 53F-4-508\(1\) \(2024\)](#)  
[Utah Admin. Rules R277-726-3\(4\) \(August 7, 2024\)](#)  
[Utah Admin. Rules R277-726-8\(6\) \(August 7, 2024\)](#)

#### 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 high school 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\(6\), \(7\) \(August 7, 2024\)](#)

#### 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\(1\), \(2\), \(3\) \(2024\)](#)

[Utah Admin. Rules R277-726-5\(1\), \(3\) \(August 7, 2024\)](#)

#### 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 and Services

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. Where students access program courses using District owned and managed devices, the District shall configure the devices to participating students to form a separate user account or otherwise allow access to program provider materials using credentials supplied by a program provider. The District shall provide enrolled students who are enrolled in online classes with student leadership opportunities, sports, extracurricular and co-curricular activities, counseling, graduation, and other services offered to students generally without consideration of relative levels of participation in traditional courses versus online education courses.

[Utah Admin. Rules R277-726-5\(10\), \(11\) \(August 7, 2024\)](#)

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\(9\) \(August 7, 2024\)](#)

## 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 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\(1\) \(2024\)](#)

Policy 6060  
Amended  
January 11, 2023  
First Reading  
January 8, 2025  
Second Reading  
February 12, 2025

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

## Box Elder School Board Committee

<u>Committee</u>	<u>Assigned Board Members</u>
Audit	Bryan Smith Wade Hyde
BESD Foundation Board	Tiffani Summers
Boys & Girls Club Board	Karen Cronin
Bridgerland Technical College Board	Karen Cronin
Facilities Advisory Committee	Danielle Wright Tiffani Summers Julie Taylor
Increment Financing Committee	Wade Hyde Julie Taylor
Policy Review Committee	Stephanie DeFilippis Wade Hyde
Recognitions	Stephanie DeFilippis
School Security Committee	Bryan Smith Danielle Wright
Student Success Committee	Tiffani Summers
2025 Legislative Priorities Delegates	Tiffani Summers Julie Taylor

## 2025 Assignments

<b><u>Summary of Responsibilities</u></b>
<p><b>Meet Twice Yearly</b></p> <p>Work with B.A. to preview auditors for recommendation to the full board &amp; review the audit with auditors prior to presentation to the full board.</p>
<p>Represent &amp; relay info from the Foundation to the School Board. Help with Fundraisers.</p>
<p>Represent &amp; relay info from Boys &amp; Girls Club to the School Board. Help with Fundraisers.</p>
<p>Represent &amp; relay info from BATC to the School Board</p>
<p><b>Meet Quarterly</b></p> <p>Work with Corey Thompson and BELT to review the short and long term district facility needs prior to presentation to the full board.</p>
<p><b>Time varies on the requests of asking entity</b></p> <p>Represent the board in the initial meetings and discussions with entities asking for school district increment financing partnerships for tax incentive financial developments within BE County prior to presentation to the full board</p>
<p><b>1<sup>st</sup> Thursday of the Month 8:00-9:30</b></p> <p>Review proposed policy changes and/or new policies prior to the policies going to the full board for approval</p>
<p><b>Prepare for Monthly Board Meetings</b></p> <p>Work with district administration to highlight, recognize, &amp; send appreciation from the board to individuals, groups, and schools for great things happening in BESD</p>
<p><b>Meet 2 times Yearly</b></p>
<p><b>3<sup>rd</sup> Tuesday of the Month 3:30-4:30</b></p> <p>Ensure that BESD will be a welcoming community where every individual is valued, respected, and treated with dignity, fostering a strong sense of belonging for all.</p>
<p> </p>

## Box Elder School Board Committee &

<u>School Board Member</u>	<u>Committee Assignments</u>
Karen Cronin	Boys & Girls Club BATC Board *RFP / Architect & Contractor Selection Committee
Stephanie DeFilippis	Policy Review Recognitions
Wade Hyde	Audit Increment Finance Policy Review
Bryan Smith	Audit School Security *Flexible Schedule Committee
Tiffani Summers	Facilities Advisory BESD Foundation Board Student Success *USBA Board of Directors
Julie Taylor	Facilities Advisory Increment Finance *Legislative Priorities Delegate
Danielle Wright	Facilities Advisory School Security
<b>ALL BOARD MEMBERS</b>	Public Relations – Community Involvement

## & School Assignments

### School Responsibility Assignments

Willard  
Three Mile Creek  
Sunrise HS

Garland  
North Park  
ACHIS  
McKinley (shared responsibility)

Discovery  
Century

BEMS  
BEHS

BRHS  
BRMS  
Fielding  
McKinley (shared responsibility)

Lakeview  
Western Schools

Golden Spike  
ACYIS

Attend PTA/PTO Meetings  
Attend Community Council Meetings  
Be involved with your schools

TENTATIVE MINUTES OF A WORK MEETING  
OF THE BOARD OF EDUCATION  
BOX ELDER SCHOOL DISTRICT JANUARY 8, 2025

Work Session to Review Bond Survey Results, Box Elder School District, held Wednesday evening January 8, 2025 at 5:30 p.m. at Independent Life Skills Center.

Those in attendance at the meeting included Board President Wade Hyde, Julie Taylor, Danielle Wright, Bryan Smith, Karen Cronin, Stephanie DeFilippis, and Tiffani Summers. Also, present were Superintendent Steve Carlsen, Assistant Superintendents Keith Mecham and Heidi Jo West, Business Administrator Neil Stevens, Facilities Director Corey Thompson, and Accountant Sherri Harper.

TENTATIVE MINUTES OF A WORK MEETING  
OF THE BOARD OF EDUCATION  
BOX ELDER SCHOOL DISTRICT  
JANUARY 8, 2025

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening January 8, 2025 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, Julie Taylor, Bryan Smith, Danielle Wright, Karen Cronin, Tiffani Summers, Stephanie DeFilippis, and Student Board Member Easton Johnson. Also present were Superintendent Steve Carlsen, Assistant Superintendents Heidi Jo West and Keith Mecham, IT Robert Gordon, Business Administrator Neil Stevens and Accountant Sherri Harper; 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.

Reverence offered by Wade Hyde, Board President.

Flag Salute/Pledge of Allegiance by Julie Taylor, Board Member.

**Recognitions**

Julie Taylor, Board Member –

- Amelia Ward, 2<sup>nd</sup> Grade Teacher at Century Elementary

She goes above and beyond to make a difference for her students. She helps students with reading and gives them positive feedback. She also works with the parents and helps them feel that they are doing a good job.

- Catherine Runyan –LA and reading teacher at BRMS

She is being recognized for her compassion and dedication. She has a great outlook on her teaching. Great teacher and mentor in our District.

**Approval of Agenda:**

Karin Cronin made the motion to approve the agenda, second by Tiffani Summers. The motion passed unanimously.

Julie Taylor - Yes  
Stephanie DeFilippis – Yes  
Danielle Wright – Yes  
Wade Hyde – Yes  
Tiffani Summers – Yes  
Bryan Smith – Yes  
Karen Cronin – Yes

**Administration of Oath of Office**

Neil Stevens, Business Administrator - swearing in new Board Member

1. Stephanie DeFilippis, New School Board Member

**Public Comment:**

Laura Wheatley reports on the Reflections Program in the elementary schools. They had a big increase of participation. The winners were sent on to state. They sent about 7 or 8 on to state.

**Action Items:**

**Elect New Board President and Vice President**

It is a 2-year term and elections are every 2 years.

Nominations for President:

Tiffani Summers was nominated by Julie Taylor with Danielle Wright seconding the nomination.

Karin Cronin made the motion to close the nomination, seconded by Bryan Smith.

Julie Taylor – Tiffani Summers  
Stephanie DeFilippis – Tiffani Summers  
Danielle Wright– Tiffani Summers

Wade Hyde – Tiffani Summers  
Tiffani Summers – Tiffani Summers  
Bryan Smith- Tiffani Summers  
Karin Cronin – Tiffani Summers

Tiffani Summers will be the President of the Board of Education

Nominations for Vice President

Bryan Smith nominated Karin Cronin and Julie Taylor nominated Danielle Wright.

Bryan Smith made the motion to close the nomination, seconded by Tiffani Summers.

Julie Taylor – Danielle Wright  
Stephanie DeFilippis – Karen Cronin  
Danielle Wright – Danielle Wright  
Wade Hyde – Danielle Wright  
Tiffani Summers – Danielle Wright  
Bryan Smith- Karin Cronin  
Karin Cronin – Karin Cronin

Danielle Wright will be the Vice President of the Board of Education.

Approval of 2025-26 District Calendar

Keith Mecham, Assistant Superintendent of Secondary Teaching & Learning

The vote from the survey concerning the 2025 fall break was in favor of Thursday and Friday, October 16<sup>th</sup> and 17<sup>th</sup>.

Bryan Smith made the motion to approve the 2025-26 District Calendar, second by Karen Cronin. The motion passed unanimously.

Julie Taylor - Yes  
Stephanie DeFilippis – Yes  
Danielle Wright – Yes  
Wade Hyde – Yes  
Tiffani Summers – Yes  
Bryan Smith – Yes  
Karen Cronin – Yes

Information Items:

BESD Foundation Report – Colleen Shaffer, BESD Foundation Board President

A yearly review: Guest conductors for band, orchestras and choral clinics, STEM camps, national robotics, and teacher projects are funded through the Foundation. This

year over \$20,000 was granted for teacher projects. The Foundation purchased food pantry cabinets and filled the cabinets with supplies with help from partnership organizations and donations. Over 33 scholarships are available for seniors. A social media campaign to help families choose healthy life behaviors was partially funded through the Student Health & Wellness goal.

Fundraisers consist of two golf tournaments, spring and fall; an ATV ride; and the Jubilee of Trees. The Jubilee of Trees profited around \$20,000.

Colleen recognized Board Member Tiffani Summers for serving on the Foundation Board and the Jubilee of Trees Committee and Marci Hatch for serving as Foundation Secretary.

AAPPL Data – Jeff Morris Assessment Director

DLI testing results were shared. Spanish and Chinese classes are scoring above National averages in multiple areas.

Progress Monitoring – Jeff Morris Assessment Director

100% of our schools met the goal of progress monitoring expectations and about 61% of the schools District wide have made huge improvements to achieve above 90%.

Qualtrics Surveys – Marci Hatch

Marci reviewed the process to create and send out Qualtrics surveys. When links for surveys are sent out, the survey is anonymous. Identifying information such as name or email address is not available in the survey results unless specifically asked for as a question in the survey.

Review of Policies:

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

Monthly Financial Report – Neil Stevens, Business Administrator

The December finances are in alignment with what they should be at this time of year.

Board Committee Reports: None

Student Board Member Report: Easton Johnson

Both high schools had great success on fundraising. They raised \$20,000 for Make-a-Wish Foundation. Tucker and Eloise were the recipients. Both high schools are working on kindness and gratitude week.

### **Policy Review**

#### **Policy to Delete:**

Policy 4036 Kindergarten Assessment (no longer used)

#### **First Reading:**

Policy 1210 School Closures and Boundary Changes – **put back on 1<sup>st</sup> reading**

Policy 4068 Special Programs: Alternative Language Program

Policy 4107 Testing Procedures and Standards

Policy 4130 Participation in Online Education

Policy 4170 Participation of Home School, Scholarship, and Private School Students in Statewide Assessments

Policy 5272 Transgender Students – **put back on 1<sup>st</sup> reading**

Policy 6002 Government Data Privacy

Policy 6060 Conduct on School Premises

Karen Cronin made the motion to delete the Policy 4036, table Policies 1210 and 5272, and approve the rest of the policies on First Reading, seconded by Bryan Smith. The motion passed unanimously.

Julie Taylor - Yes

Stephanie DeFilippis – Yes

Danielle Wright – Yes

Wade Hyde – Yes

Tiffani Summers – Yes

Bryan Smith – Yes

Karen Cronin – Yes

#### **Second 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

Julie Taylor made the motion to approve policies on Second Reading, seconded by Karin Cronin. The motion passed unanimously.

Julie Taylor - Yes  
Stephanie DeFilippis – Yes  
Danielle Wright – Yes  
Wade Hyde – Yes  
Tiffani Summers – Yes  
Bryan Smith – Yes  
Karen Cronin – Yes

**Board Discussion Items:**

Committee Assignments

Board Members will give Tiffani and Danielle their committee preferences and committees will be assigned. Committees should have a maximum of three Board Members. Each Board Member should have the same number of committees so members are not overburdened.

Review Bond Survey Results

Keith Mecham & Heidi Jo West, Assistant Superintendents of Curriculum reviewed the information received from the survey. This information will be sent out to employees and patrons.

**Consent Items:**

Approval of minutes of the work and regular meetings held on December 11, 2024.

Approval of Claim

08122024, 07122024, 05121024, 02121224, 00052285 - 00052567

Personnel Actions

See attachment to agenda.

Bryan Smith made the motion to approve consent items, seconded by Julie Taylor. The motion passed unanimously.

Julie Taylor - Yes  
Stephanie DeFilippis – Yes  
Danielle Wright – Yes  
Wade Hyde – Yes

Tiffani Summers – Yes  
Bryan Smith – Yes  
Karen Cronin – Yes

**Suggestions for Future Board Meetings:**

Committee assignments  
Bump fees to April - May Board Meeting

**Upcoming Events**

- USBA Conference – January 9-11, 2025.

**Adjournment:**

Danielle Wright made motion to adjourn, seconded by Tiffani Summers. The motion passed unanimously.

Julie Taylor - Yes  
Stephanie DeFilippis – Yes  
Danielle Wright – Yes  
Wade Hyde – Yes  
Tiffani Summers – Yes  
Bryan Smith – Yes  
Karen Cronin – Yes

President Wade Hyde adjourned the meeting at 8:45 p.m. with the announcement that 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.

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

ATTESTED: \_\_\_\_\_  
School Business Administrator

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

Check Register Summary

Batch Year: 25 Bank: All Date Range: 01/01/2025 - 01/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00051976	CV	01/07/2025	65781	DELTA DENTAL INSURANCE COMPANY	-33,327.98
01	00052569	C	01/03/2025	890740	CENTURYLINK	380.62
01	00052570	C	01/03/2025	892645	ROCKY MOUNTAIN POWER	21,429.74
01	00052571	C	01/03/2025	24580	VERIZON WIRELESS	5,833.67
01	00052572	C	01/07/2025	65781	DELTA DENTAL INSURANCE COMPANY	33,327.98
01	00052573	C	01/09/2025	1	ALEXANDRIA NELSON	27.30
01	00052574	C	01/09/2025	812477	ALSCO/AMERICAN LINEN	1,022.49
01	00052575	C	01/09/2025	36784	AMERICAN RED CROSS	715.00
01	00052576	C	01/09/2025	110066	NANCY ANDERSON	340.74
01	00052577	C	01/09/2025	18422	CONNIE ARCHIBALD	548.80
01	00052578	C	01/09/2025	66443	TIMBER BAILEY	198.00
01	00052579	C	01/09/2025	85556	BEAR RIVER HEALTH DEPARTMENT	550.00
01	00052580	C	01/09/2025	85768	BEAR RIVER SEWER DEPT	255.50
01	00052581	C	01/09/2025	51136	MARY BINGHAM	150.00
01	00052582	C	01/09/2025	53457	BLACK STITCH LLC	1,810.00
01	00052583	C	01/09/2025	100913	BORDER STATES INDUSTRIES, INC	6,081.75
01	00052584	C	01/09/2025	110723	BOX ELDER CHAMBER OF COMMERCE	175.00
01	00052585	C	01/09/2025	104338	BOX ELDER HIGH SCHOOL	20,029.39
01	00052586	C	01/09/2025	18686	JESSICA BRAEGGER	77.00
01	00052587	C	01/09/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	5,967.00
01	00052588	C	01/09/2025	108217	BRIGHAM CITY CORPORATION	55,189.19
01	00052589	C	01/09/2025	24236	BRODY CHEMICAL	166.15
01	00052590	C	01/09/2025	113116	BRYSON SALES & SERVICE	4,098.81
01	00052591	C	01/09/2025	57991	EMILEE BURNHAM	91.48
01	00052592	C	01/09/2025	72605	MADISON CABANILLAS-ESPARZA	114.48
01	00052593	C	01/09/2025	123130	CACHE COUNTY SCHOOL DISTRICT	3,045.00
01	00052594	C	01/09/2025	107994	CERTIFIED SHRED	141.00
01	00052595	C	01/09/2025	20338	ROXANN CHRISTENSEN	254.66
01	00052596	C	01/09/2025	40363	CIO MEDICAL SERVICES	1,342.00
01	00052597	C	01/09/2025	819370	CLASSICAL STRINGS / G WILHELMSEN	35.00
01	00052598	C	01/09/2025	70440	JOSE CONTRERAS	76.68
01	00052599	C	01/09/2025	10421	VANICA CRANE	130.68
01	00052600	C	01/09/2025	67105	DEANNA CROCKETT	127.87
01	00052601	C	01/09/2025	49050	JENETTE CROSS	6.39
01	00052602	C	01/09/2025	162470	CRUS OIL INC	1,769.10
01	00052603	C	01/09/2025	59269	CUMMINS SALES AND SERVICE	710.00
01	00052604	C	01/09/2025	25780	VICTORIA DANCE	164.16
01	00052605	C	01/09/2025	40592	MELANIE M DAVIDSON	995.00
01	00052606	C	01/09/2025	62235	DEX IMAGING LLC	459.00
01	00052607	C	01/09/2025	60313	DUO GROUP LLC	1,500.00
01	00052608	C	01/09/2025	729332	ECONO WASTE INC	8,108.66
01	00052609	C	01/09/2025	32263	TIFFANY EDDINGTON	760.03
01	00052610	C	01/09/2025	64084	ALDER EDUCATION LAW	1,000.00
01	00052611	C	01/09/2025	71668	CHELSEA ESCALANTE	281.71
01	00052612	C	01/09/2025	58955	BECKY EZOLA	239.40
01	00052613	C	01/09/2025	60950	ROBERT FRANCKOWIAK	92.34
01	00052614	C	01/09/2025	11509	JENNIFER FRANCOM	55.30
01	00052615	C	01/09/2025	67407	MALISSA FREEZE	20.70
01	00052616	C	01/09/2025	39675	NICOLE FRY	246.01
01	00052617	C	01/09/2025	22837	CHASE GODDARD	198.00
01	00052618	C	01/09/2025	324430	GRAYBAR ELECTRIC COMPANY INC	10,529.82
01	00052619	C	01/09/2025	63428	CATHERINE HANSON	137.16
01	00052620	C	01/09/2025	110559	HARMONY HOME HEALTH LLC	2,907.50
01	00052621	C	01/09/2025	68144	MELISSA HISLOP	75.06
01	00052622	C	01/09/2025	111225	BECKY HODGE	186.30
01	00052623	C	01/09/2025	72508	JESSI HOWARD	146.88
01	00052624	C	01/09/2025	61530	INTELEPEER CLOUD COMMUNICATIONS, LLC	10,269.43
01	00052625	C	01/09/2025	361	INTERMOUNTAIN HEALTHCARE	231.45
01	00052626	C	01/09/2025	49026	IVY LANE PEDATRICS	19,612.60
01	00052627	C	01/09/2025	455120	JACKS TIRE & OIL INC	2,252.38
01	00052628	C	01/09/2025	10154	TERYL JEFFS	136.30
01	00052629	C	01/09/2025	67644	MICHELLE JENSEN	529.20

Check Register Summary

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052630	C	01/09/2025	46698	BOBBI JEPSEN	107.35
01	00052631	C	01/09/2025	14427	JEANNIE JOHNSON	838.93
01	00052632	C	01/09/2025	68152	KENLEY KELLERSTRASS	25.92
01	00052633	C	01/09/2025	17582	NANCY KENNEDY	550.65
01	00052634	C	01/09/2025	107465	KIMBALL MIDWEST	1,138.11
01	00052635	C	01/09/2025	72397	KYLE WOODRUFF STUDIOS	45.00
01	00052636	C	01/09/2025	57568	LANGUAGE ACCESS NETWORK LLC	47.31
01	00052637	C	01/09/2025	58246	LINDE GAS & EQUIPMENT INC	2,983.65
01	00052638	C	01/09/2025	62588	DIANE LOOKEBILL	104.49
01	00052639	C	01/09/2025	111284	ANDREW MILLER	198.00
01	00052640	C	01/09/2025	42064	JENNIE MONSEN-HANSEN	434.70
01	00052641	C	01/09/2025	57622	DAVID MORRIS	744.91
01	00052642	C	01/09/2025	29858	MOUNTAINLAND SUPPLY COMPANY	2,999.32
01	00052643	C	01/09/2025	111273	NUCO2 LLC	4,010.92
01	00052644	C	01/09/2025	68160	TRACY ODELL	42.12
01	00052645	C	01/09/2025	49859	JACKSON GROUP LOCKBOX	4,253.88
01	00052646	C	01/09/2025	700077	PERRY CITY	264.81
01	00052647	C	01/09/2025	44903	HAYLEY PHELPS-CHOURNOS	436.64
01	00052648	C	01/09/2025	104436	POWER ENGINEERING INC	4,114.00
01	00052649	C	01/09/2025	56006	BRITNI ROBERTS	158.92
01	00052650	C	01/09/2025	892645	ROCKY MOUNTAIN POWER	16,323.18
01	00052651	C	01/09/2025	55913	SCHINDLER ELEVATOR CORPORATION	5,774.03
01	00052652	C	01/09/2025	110789	CORE BUSINESS TECHNOLOGIES (SIP)	39.95
01	00052653	C	01/09/2025	110968	SKY BLUE INDUSTRIES INC	152.17
01	00052654	C	01/09/2025	11274	JONATHAN SMITH	180.00
01	00052655	C	01/09/2025	7323	SQUARE ONE PRINTING	578.94
01	00052656	C	01/09/2025	67687	ALYSSA STAGG	103.68
01	00052657	C	01/09/2025	810361	STANDARD PLUMBING SUPPLY	146.32
01	00052658	C	01/09/2025	110914	SUPERIOR WATER AND AIR INC	35.95
01	00052659	C	01/09/2025	111109	TOM RANDALL DIST	1,035.20
01	00052660	C	01/09/2025	109356	TRANSPORT DIESEL	399.76
01	00052661	C	01/09/2025	511570	UTAH LABOR COMMISSION DIVISION OF	720.00
01	00052662	C	01/09/2025	892964	UTAH STATE TAX COMMISSION	1,019.38
01	00052663	C	01/09/2025	63177	VALANT MEDICAL SOLUTIONS, INC	165.00
01	00052664	C	01/09/2025	924155	WASTE MGMT OF UTAH INC	7,102.60
01	00052665	C	01/09/2025	38210	OGDEN ECCLES CONFERENCE CENTER	384.00
01	00052666	C	01/09/2025	63410	CLAYTON WELCH	164.16
01	00052667	C	01/09/2025	70246	DIANA WHITAKER	271.24
01	00052668	C	01/09/2025	941217	WILLARD CITY CORP	203.51
01	00052669	C	01/09/2025	68578	RACHEL WILLIAMS	129.60
01	00052670	C	01/09/2025	45233	MARCIA WILSON	123.87
01	00052671	C	01/09/2025	40223	MARGARET SAM YATES	2,996.00
01	00052672	C	01/09/2025	72389	ANGEL ZAMBRANO	58.32
01	00052673	C	01/09/2025	107096	AARIKA ZERKLE	175.00
01	00052674	C	01/09/2025	38032	AMAZON CAPITAL SERVICES INC	8,527.55
01	00052675	C	01/09/2025	70343	BLUUM USA, INC	2,439.20
01	00052676	C	01/09/2025	70416	BRAND-CO CUSTOM APPAREL LLC	301.10
01	00052677	C	01/09/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	210.00
01	00052678	C	01/09/2025	31658	BSN SPORTS	28,783.00
01	00052679	C	01/09/2025	11517	COMPUNET, INC	199,614.00
01	00052680	C	01/09/2025	62235	DEX IMAGING LLC	1,675.80
01	00052681	C	01/09/2025	64270	DIRECT MOP SALES, INC	147.08
01	00052682	C	01/09/2025	109704	FOLLETT SCHOOL SOLUTIONS	1,031.32
01	00052683	C	01/09/2025	778870	GOPHER SPORT	79.74
01	00052684	C	01/09/2025	110014	INTERNATIONAL GREENHOUSE CO	972.17
01	00052685	C	01/09/2025	386370	HYKO SUPPLY CO	230.78
01	00052686	C	01/09/2025	102697	INTERCONNECT SERVICES INC	57,302.51
01	00052687	C	01/09/2025	1791	INTERSTATE ALL BATTERIES CENTER	89.75
01	00052688	C	01/09/2025	71765	MIRACLE METHOD	4,820.00
01	00052689	C	01/09/2025	633340	OFFICE DEPOT	2,341.25
01	00052690	C	01/09/2025	699420	PERMA BOUND BOOKS	926.92
01	00052691	C	01/09/2025	54313	SCHOOL SPECIALTY, LLC	177.73

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052692	C	01/09/2025	810361	STANDARD PLUMBING SUPPLY	159.95
01	00052693	C	01/09/2025	157371	STAPLES	823.02
01	00052694	C	01/09/2025	51837	SWEETWATER	300.00
01	00052695	C	01/09/2025	19488	T SHIRT CHOP SHOP	264.24
01	00052696	C	01/09/2025	43079	WAYSIDE PUBLISHING	720.70
01	00052697	C	01/09/2025	36501	WILKINSON SUPPLY INC	4,168.27
01	00052698	C	01/16/2025	1	MORGAN PHIPPEN	736.00
01	00052699	C	01/16/2025	6617	ACME WATER CO	120.00
01	00052700	C	01/16/2025	10260	ADELE C YOUNG INTERM SCH	32.58
01	00052701	C	01/16/2025	8648	JACOB BALLS	227.88
01	00052702	C	01/16/2025	102956	BEAR RIVER MENTAL HEALTH	234.67
01	00052703	C	01/16/2025	85748	BEAR RIVER MIDDLE SCHOOL	1,517.98
01	00052704	C	01/16/2025	59471	TORIA BIGHAM	2,193.01
01	00052705	C	01/16/2025	104320	BOX ELDER COUNTY TREASURER	8,373.94
01	00052706	C	01/16/2025	73016	CANON U.S.A., INC	11,578.96
01	00052707	C	01/16/2025	105981	KRISTI N CAPENER	831.17
01	00052708	C	01/16/2025	40363	CIO MEDICAL SERVICES	170.00
01	00052709	C	01/16/2025	63274	DAVID COOK	90.00
01	00052710	C	01/16/2025	14958	CULLIGAN	95.55
01	00052711	C	01/16/2025	35750	V KASEY CULLIMORE	198.00
01	00052712	C	01/16/2025	56197	DENTONS DURHAM JONES PINEGAR PC	9,746.68
01	00052713	C	01/16/2025	62235	DEX IMAGING LLC	300.34
01	00052714	C	01/16/2025	67873	BROOKE DRAPER	90.00
01	00052715	C	01/16/2025	203737	EAST GROUSE CREEK WATER	675.00
01	00052716	C	01/16/2025	110514	SHAYLYNN EKINS	42.82
01	00052717	C	01/16/2025	64084	ALDER EDUCATION LAW	1,000.00
01	00052718	C	01/16/2025	70661	LISVET GAMARRA SOTO	150.00
01	00052719	C	01/16/2025	72052	JORGE GARCIA	90.00
01	00052720	C	01/16/2025	304217	GARLAND CITY	1,140.12
01	00052721	C	01/16/2025	71048	GEORGE'S POINT S TIRE	60.00
01	00052722	C	01/16/2025	61468	CHRISTIAN DALLIN GITTINS	211.14
01	00052723	C	01/16/2025	70505	RYAN GREENE	226.80
01	00052724	C	01/16/2025	59374	JOURNEY GREENWELL	1,163.10
01	00052725	C	01/16/2025	32280	BRUCE D HIRSCHI	90.00
01	00052726	C	01/16/2025	50768	INTECH COLLEGIATE HIGH SCHOOL	145.00
01	00052727	C	01/16/2025	111125	IML SECURITY SUPPLY	6,976.99
01	00052728	C	01/16/2025	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	17,742.16
01	00052729	C	01/16/2025	70670	JOHANNA KUNZLER	150.00
01	00052730	C	01/16/2025	108289	DAVID LEE	487.08
01	00052731	C	01/16/2025	63673	SHAUNIECE MACKEY	122.04
01	00052732	C	01/16/2025	543168	MADDOX RANCH HOUSE	491.95
01	00052733	C	01/16/2025	39403	SHAUNIE OWEN	38.00
01	00052734	C	01/16/2025	35270	QUADIENT, INC	111.00
01	00052735	C	01/16/2025	732367	RAFT RIVER RURAL	2,225.98
01	00052736	C	01/16/2025	762360	RUPP WASTE CONTAINERS INC	239.69
01	00052737	C	01/16/2025	55336	S & D CARWASH MANAGEMENT, LLC	215.91
01	00052738	C	01/16/2025	10731	SMITH'S CUSTOMER CHARGES	20.65
01	00052739	C	01/16/2025	802087	SNOWVILLE WATERWORKS INC	37.00
01	00052740	C	01/16/2025	852617	TREMONTON CITY CORP	967.54
01	00052741	C	01/16/2025	72435	TWISTED SUGAR TREMONTON	40.00
01	00052742	C	01/16/2025	1457	U S POSTMASTER	188.00
01	00052743	C	01/16/2025	891181	UTAH STATE UNIVERSITY	800.00
01	00052744	C	01/16/2025	102864	WALKER CINEMAS	800.00
01	00052745	C	01/16/2025	110040	WALL 2 WALL	2,127.00
01	00052746	C	01/16/2025	68187	CHRIS WEEMS	90.00
01	00052747	C	01/16/2025	36501	WILKINSON SUPPLY INC	1,261.92
01	00052748	C	01/16/2025	21679	ACCO BRANDS USA LLC / GBC	351.65
01	00052749	C	01/16/2025	38032	AMAZON CAPITAL SERVICES INC	5,672.21
01	00052750	C	01/16/2025	73016	CANON U.S.A., INC	859.00
01	00052751	C	01/16/2025	109873	COLORADO TIME SYSTEMS	1,030.00
01	00052752	C	01/16/2025	164255	CUMMINS ROCKY MOUNTAIN LLC	1,680.00
01	00052753	C	01/16/2025	100293	DELL INC	621.58

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052754	C	01/16/2025	62235	DEX IMAGING LLC	797.44
01	00052755	C	01/16/2025	72664	EMBI TECH	589.00
01	00052756	C	01/16/2025	109704	FOLLETT SCHOOL SOLUTIONS	395.74
01	00052757	C	01/16/2025	386370	HYKO SUPPLY CO	3,601.40
01	00052758	C	01/16/2025	102697	INTERCONNECT SERVICES INC	23,563.73
01	00052759	C	01/16/2025	1791	INTERSTATE ALL BATTERIES CENTER	757.60
01	00052760	C	01/16/2025	633340	OFFICE DEPOT	3,218.55
01	00052761	C	01/16/2025	699420	PERMA BOUND BOOKS	264.43
01	00052762	C	01/16/2025	52221	SAMSARA	587.00
01	00052763	C	01/16/2025	110873	SOLUTION TREE	9,119.00
01	00052764	C	01/16/2025	861085	TVS PRO	3,365.65
01	00052765	C	01/16/2025	866716	UCI ACCOUNTS RECEIVABLE	300.00
01	00052766	C	01/16/2025	29947	WILSON LANE SERVICE	11,835.00
01	00052767	C	01/16/2025	102737	YOUNG CHEVROLET CO	65,402.00
01	00052768	C	01/23/2025	1	LILLY BROPHY	62.25
01	00052769	C	01/23/2025	1	PAULA COTRINA	409.05
01	00052770	C	01/23/2025	69574	ALLISON ADAMS	106.00
01	00052771	C	01/23/2025	25909	AMERIGAS PROPANE	7,488.47
01	00052772	C	01/23/2025	64289	ARIZONA TINT OF LOGAN, INC	920.00
01	00052773	C	01/23/2025	23132	CORY BALLARD	90.00
01	00052774	C	01/23/2025	8648	JACOB BALLS	204.00
01	00052775	C	01/23/2025	67091	MARIA BAUER	159.75
01	00052776	C	01/23/2025	85738	BEAR RIVER HIGH SCHOOL	50.00
01	00052777	C	01/23/2025	85748	BEAR RIVER MIDDLE SCHOOL	305.60
01	00052778	C	01/23/2025	55220	BETTER QUESTIONS, LLC	650.00
01	00052779	C	01/23/2025	109752	DAVID BLAKE	154.24
01	00052780	C	01/23/2025	104348	BOX ELDER MIDDLE SCHOOL	13,445.44
01	00052781	C	01/23/2025	890740	CENTURYLINK	389.78
01	00052782	C	01/23/2025	107994	CERTIFIED SHRED	141.00
01	00052783	C	01/23/2025	73121	DYLAN SMITH	130.00
01	00052784	C	01/23/2025	109514	MICHAEL DRAPER	90.00
01	00052785	C	01/23/2025	60313	DUO GROUP LLC	1,500.00
01	00052786	C	01/23/2025	70505	RYAN GREENE	204.00
01	00052787	C	01/23/2025	73164	ABBY HARRIS	106.00
01	00052788	C	01/23/2025	66737	INSTITUTIONAL COMPLIANCE SOLUTIONS	399.00
01	00052789	C	01/23/2025	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	11,685.17
01	00052790	C	01/23/2025	10340	AMBER KIMBER	106.00
01	00052791	C	01/23/2025	72044	READ MARSHALL	90.00
01	00052792	C	01/23/2025	21300	JEFF MORRIS	204.00
01	00052793	C	01/23/2025	31917	HEATHER MYERS	90.00
01	00052794	C	01/23/2025	66435	OBSERVERTAB, LLC	2,884.00
01	00052795	C	01/23/2025	39403	SHAUNIE OWEN	106.00
01	00052796	C	01/23/2025	104992	PRINT SHOP	7.50
01	00052797	C	01/23/2025	892645	ROCKY MOUNTAIN POWER	38,064.64
01	00052798	C	01/23/2025	60020	RON KELLER TIRE INC	608.14
01	00052799	C	01/23/2025	38024	STEVEN SIMPSON	90.00
01	00052800	C	01/23/2025	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	35.00
01	00052801	C	01/23/2025	111077	UTAH HEALTH INFORMATION NETWORK, INC	1,800.00
01	00052802	C	01/23/2025	55034	UTAH PARENT CENTER, INC	2,673.13
01	00052803	C	01/23/2025	18651	UTAH PUBLIC ED HUMAN RESOURCES ASSOC	75.00
01	00052804	C	01/23/2025	892916	DGO FUEL NETWORK TEAM	30,638.97
01	00052805	C	01/23/2025	891181	UTAH STATE UNIVERSITY	590.00
01	00052806	C	01/23/2025	22128	HEIDI WATSON	106.00
01	00052807	C	01/23/2025	48178	HEIDI JO WEST	93.00
01	00052808	C	01/23/2025	13765	MINDY WHITE	93.00
01	00052809	C	01/23/2025	38032	AMAZON CAPITAL SERVICES INC	11,693.67
01	00052810	C	01/23/2025	63517	AZTEC SOFTWARE, LLC	7,986.00
01	00052811	C	01/23/2025	15660	DAKTRONICS	111,816.80
01	00052812	C	01/23/2025	100293	DELL INC	1,962.01
01	00052813	C	01/23/2025	386370	HYKO SUPPLY CO	2,148.38
01	00052814	C	01/23/2025	100522	INTERMOUNTAIN FARMERS ASSOC / IFA	355.85
01	00052815	C	01/23/2025	21296	LINCOLN ELECTRIC CO	75.00

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01	00052816	C	01/23/2025	30163	LOCALLY TWISTED LLC	315.00
01	00052817	C	01/23/2025	29858	MOUNTAINLAND SUPPLY COMPANY	292.60
01	00052818	C	01/23/2025	633340	OFFICE DEPOT	497.10
01	00052819	C	01/23/2025	709060	PITSCO EDUCATION, LLC	203.78
01	00052820	C	01/23/2025	110417	RESCO	146.00
01	00052821	C	01/23/2025	72206	SEMI SERVICE	19,224.39
01	00052822	C	01/23/2025	157371	STAPLES	2,068.07
01	00052823	C	01/23/2025	861085	TVS PRO	503.90
01	00052824	C	01/23/2025	866716	UCI ACCOUNTS RECEIVABLE	14,585.00
01	00052825	C	01/28/2025	72737	AMERITAS LIFE INSURANCE CORP	3,742.30
01	00052826	C	01/28/2025	999027	B E SCHOOL BOARD FUND	70.00
01	00052827	C	01/28/2025	999024	BOSTON MUTUAL LIFE INS CO - W	501.35
01	00052828	C	01/28/2025	999055	BOX ELDER FOUNDATION	213.00
01	00052829	C	01/28/2025	999023	BOX ELDER SCHOOL DISTRICT	100.00
01	00052830	C	01/28/2025	999033	BUREAU CHILD SUPPORT SERV	1,353.00
01	00052831	C	01/28/2025	65781	DELTA DENTAL INSURANCE COMPANY	33,860.33
01	00052832	C	01/28/2025	999021	ELEVATE CREDIT UNION	7,000.00
01	00052833	C	01/28/2025	999019	EMI HEALTH	389.20
01	00052834	C	01/28/2025	999017	GLOBE LIFE INSURANCE CO	69.12
01	00052835	C	01/28/2025	999035	HORACE MANN INSURANCE COMPANY	32,717.45
01	00052836	C	01/28/2025	51080	IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	451.00
01	00052837	C	01/28/2025	999111	MEADE RECOVERY SERVICES LLC	1,047.80
01	00052838	C	01/28/2025	999084	NATIONAL BENEFITS SERVICES LLC	10,857.29
01	00052839	C	01/28/2025	999081	NATIONAL BENEFITS SERVICES LLC	8,749.84
01	00052840	C	01/28/2025	999079	PEHP	789,410.89
01	00052841	C	01/28/2025	999032	PRE-PAID LEGAL SERVICES	1,353.80
01	00052842	C	01/28/2025	999018	THE HARTFORD	21,267.42
01	00052843	C	01/28/2025	999012	UESP	200.00
01	00052844	C	01/28/2025	999007	UTAH EDUCATION ASSOCIATION	5,988.25
01	00052845	C	01/28/2025	999025	UTAH SCHOOL EMPLOYEES ASSOCIATION	7,284.90
01	00052846	C	01/28/2025	999004	UTAH STATE TAX COMMISSION	643.00
01	00052847	C	01/28/2025	999003	UTAH STATE TAX COMMISSION	236,579.25
01	00052848	C	01/28/2025	999004	UTAH STATE TAX COMMISSION	57.21
01	00052849	C	01/28/2025	71110	VOYA FINANCIAL	8,781.07
01	00052850	C	01/30/2025	1	LISA GROBERG	44.25
01	00052851	C	01/30/2025	62820	STACY ACOR	506.00
01	00052852	C	01/30/2025	4260	BCI / UTAH BUREAU OF CRIMINAL IDENTIF	931.00
01	00052853	C	01/30/2025	59471	TORIA BIGHAM	440.00
01	00052854	C	01/30/2025	109752	DAVID BLAKE	818.02
01	00052855	C	01/30/2025	100913	BORDER STATES INDUSTRIES, INC	12,705.55
01	00052856	C	01/30/2025	104338	BOX ELDER HIGH SCHOOL	1,685.81
01	00052857	C	01/30/2025	40410	KAREN BRAITHWAITE	153.18
01	00052858	C	01/30/2025	123130	CACHE COUNTY SCHOOL DISTRICT	68,203.33
01	00052859	C	01/30/2025	109337	VAL CALL	90.00
01	00052860	C	01/30/2025	61190	MADISEN CLARK	440.00
01	00052861	C	01/30/2025	73318	FOOD FOR THOUGHT NUTRITION THERAPY	300.00
01	00052862	C	01/30/2025	8702	LESLIE GARBANATI	440.00
01	00052863	C	01/30/2025	53937	GENERATION GENIUS, INC	995.00
01	00052864	C	01/30/2025	73261	HOLIDAY INN EXPRESS	9,774.66
01	00052865	C	01/30/2025	19976	HOPE4UTAH	7,500.00
01	00052866	C	01/30/2025	26760	NICHOLE HOWARD	120.00
01	00052867	C	01/30/2025	72281	IRON COWBOY	4,000.00
01	00052868	C	01/30/2025	100774	JEPPSEN DISTRIBUTING/JEFF JEPPSEN	10,598.68
01	00052869	C	01/30/2025	489240	KENTS MARKET PL/TREMONTON	14.97
01	00052870	C	01/30/2025	47864	KAYLEEN KRAUS	120.00
01	00052871	C	01/30/2025	530755	LOGAN SCHOOL DISTRICT	142.98
01	00052872	C	01/30/2025	59854	BOBBIE MAGGS	506.00
01	00052873	C	01/30/2025	58505	MAGOOSH INC.	2,625.00
01	00052874	C	01/30/2025	73245	ERIKA MCDERMOTT	506.00
01	00052875	C	01/30/2025	28738	KIMBERLEE WOOD MCNEELY	120.00
01	00052876	C	01/30/2025	66869	STEVEN MOORE	253.53
01	00052877	C	01/30/2025	39896	TYRELL NEAL	503.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
01	00052878	C	01/30/2025	111189	PATRICK PARKER	510.00
01	00052879	C	01/30/2025	104992	PRINT SHOP	28.50
01	00052880	C	01/30/2025	35955	PROMO PLUS	140.89
01	00052881	C	01/30/2025	892645	ROCKY MOUNTAIN POWER	13,606.68
01	00052882	C	01/30/2025	72940	MATTHEW ROSS	506.00
01	00052883	C	01/30/2025	65919	STANGER, MEGHAN	106.00
01	00052884	C	01/30/2025	47686	TNT ENGRAVING	32.00
01	00052885	C	01/30/2025	18651	UTAH PUBLIC ED HUMAN RESOURCES ASSOC	50.00
01	00052886	C	01/30/2025	63177	VALANT MEDICAL SOLUTIONS, INC	165.00
01	00052887	C	01/30/2025	24580	VERIZON WIRELESS	6,061.98
01	00052888	C	01/30/2025	62510	JESSICA WAITE	622.10
01	00052889	C	01/30/2025	107096	AARIKA ZERKLE	120.00
01	00052890	C	01/30/2025	38032	AMAZON CAPITAL SERVICES INC	13,102.35
01	00052891	C	01/30/2025	106497	APPLE STORE	477.00
01	00052892	C	01/30/2025	70343	BLUUM USA, INC	25,151.16
01	00052893	C	01/30/2025	70416	BRAND-CO CUSTOM APPAREL LLC	1,623.92
01	00052894	C	01/30/2025	110687	CORWIN PRESS, INC	5,240.00
01	00052895	C	01/30/2025	164255	CUMMINS ROCKY MOUNTAIN LLC	810.00
01	00052896	C	01/30/2025	100293	DELL INC	629.13
01	00052897	C	01/30/2025	180241	DEMCO INC	62.90
01	00052898	C	01/30/2025	62235	DEX IMAGING LLC	804.80
01	00052899	C	01/30/2025	109704	FOLLETT SCHOOL SOLUTIONS	1,142.89
01	00052900	C	01/30/2025	71048	GEORGE'S POINT S TIRE	1,847.91
01	00052901	C	01/30/2025	1791	INTERSTATE ALL BATTERIES CENTER	60.75
01	00052902	C	01/30/2025	72524	LDP ASSOCIATES, INC	1,008.00
01	00052903	C	01/30/2025	1023	NUTTALL INC	3,594.00
01	00052904	C	01/30/2025	633340	OFFICE DEPOT	1,182.88
01	00052905	C	01/30/2025	699420	PERMA BOUND BOOKS	395.51
01	00052906	C	01/30/2025	104436	POWER ENGINEERING INC	14,960.00
01	00052907	C	01/30/2025	110840	RUSH TRUCK CENTER OF UTAH	6,755.76
01	00052908	C	01/30/2025	100795	STURDY BUILT	18,600.00
01	00052909	C	01/30/2025	51837	SWEETWATER	4,669.50
01	00052910	C	01/30/2025	69078	USA CLEAN BY JON-DON	159.51
01	00052911	C	01/30/2025	53376	WING AERO PRODUCTS, INC	142.74
01	02011525	M	01/13/2025	109177	UTAH DEPARTMENT OF WORKFORCE SERVICES	9,121.19
01	05011025	M	01/10/2025	888540	US BANK	128,309.73
01	07013125	M	01/28/2025	999070	HEALTH EQUITY INC	152,437.44
01	08013125	M	01/27/2025	999005	UTAH STATE RETIREMENT FUND	1,497,491.97
01	09011725	M	01/28/2025	999140	BANK OF UTAH	126,314.04
01	09013125	M	01/28/2025	999140	BANK OF UTAH	1,324,655.12
<b>Total Bank: 01</b>						<b>\$5,733,428.54</b>

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02	00101369	CV	01/14/2025	11827	SNOW COLLEGE	-1,000.00
02	00101444	C	01/09/2025	14575	AIRMOTIVE SERVICE	700.00
02	00101445	C	01/09/2025	38032	AMAZON CAPITAL SERVICES INC	19.45
02	00101446	C	01/09/2025	104321	BOX ELDER SCHOOL DISTRICT	1,648.99
02	00101447	C	01/09/2025	85559	CENTURY ELEMENTARY	250.00
02	00101448	C	01/09/2025	10804	MUSIC THEATRE INTERNATIONAL	590.00
02	00101449	C	01/09/2025	21210	SPIRALEDGE INC	1,769.85
02	00101450	C	01/09/2025	700008	THREE MILE CREEK ELEMENTARY	96.80
02	00101451	C	01/09/2025	72346	WORKSMAN CYCLES COMPANY INC	2,287.88
02	00101452	C	01/16/2025	38032	AMAZON CAPITAL SERVICES INC	872.32
02	00101453	C	01/16/2025	85738	BEAR RIVER HIGH SCHOOL	8,598.00
02	00101454	C	01/16/2025	85748	BEAR RIVER MIDDLE SCHOOL	358.55
02	00101455	C	01/16/2025	186330	DISCOVERY SCHOOL	1,000.00
02	00101456	C	01/16/2025	11827	SNOW COLLEGE	1,000.00
02	00101457	C	01/23/2025	10260	ADELE C YOUNG INTERM SCH	2,000.00
02	00101458	C	01/23/2025	38032	AMAZON CAPITAL SERVICES INC	115.19
02	00101459	C	01/23/2025	104338	BOX ELDER HIGH SCHOOL	500.00
02	00101460	C	01/23/2025	104321	BOX ELDER SCHOOL DISTRICT	6,417.10
02	00101461	C	01/23/2025	186330	DISCOVERY SCHOOL	3,000.00
02	00101462	C	01/23/2025	66990	FRENDT THEATRICAL PROJECTIONS, LLC	225.00
02	00101463	C	01/23/2025	73113	BRENT LAYTON WELLS	1,620.00
02	00101464	C	01/30/2025	38032	AMAZON CAPITAL SERVICES INC	797.89
02	00101465	C	01/30/2025	286060	FLINN SCIENTIFIC	761.39
02	00101466	C	01/30/2025	47686	TNT ENGRAVING	19.50
<b>Total Bank: 02</b>						<b>\$33,647.91</b>
11	01106064	A	01/09/2025	54828	MCKENZIE ANDERSON	94.00
11	01106065	A	01/09/2025	109024	ARBITERPAY TRUST ACCOUNT	27,000.00
11	01106066	A	01/09/2025	109023	ARBITERPAY TRUST ACCOUNT	20,000.00
11	01106067	A	01/09/2025	29785	HENRY BAKER	47.00
11	01106068	A	01/09/2025	104132	BEAZER LOCK & KEY	231.00
11	01106069	A	01/09/2025	101520	BELL JANITORIAL	381.94
11	01106070	A	01/09/2025	48011	GAILE BINGHAM	77.60
11	01106071	A	01/09/2025	60933	MICHAEL BIRD	26.00
11	01106072	A	01/09/2025	107376	KAYLENE BOND	51.80
11	01106073	A	01/09/2025	18384	CRISTINA BRADSHAW	89.60
11	01106074	A	01/09/2025	39616	JOHN BRYAN	60.00
11	01106075	A	01/09/2025	105301	CACHE VALLEY ELECTRIC INC	61,991.34
11	01106076	A	01/09/2025	70939	CAMFIL USA, INC	376.64
11	01106077	A	01/09/2025	106437	CARSON ELEVATOR CO INC	342.20
11	01106078	A	01/09/2025	66958	CDW GOVERNMENT, LLC	1,885.00
11	01106079	A	01/09/2025	31380	JOSE M CEDILLO	250.00
11	01106080	A	01/09/2025	134250	CEM SALES & SERVICE	2,938.71
11	01106081	A	01/09/2025	53473	CHARLIE'S PRODUCE	1,128.45
11	01106082	A	01/09/2025	103095	KISHA C COLLOM	30.60
11	01106083	A	01/09/2025	108521	MELANIE CROUCH	46.80
11	01106084	A	01/09/2025	60500	DOABLE WELLNESS	7,750.00
11	01106085	A	01/09/2025	66265	CURTIS EGBERT	47.00
11	01106086	A	01/09/2025	728870	ENBRIDGE GAS UTAH	40,080.54
11	01106087	A	01/09/2025	106815	MAILEE FORREST	36.00
11	01106088	A	01/09/2025	108590	CINDY GIBBS	30.60
11	01106089	A	01/09/2025	36706	MONICA GROVER	30.60
11	01106090	A	01/09/2025	56480	ANDRIA HANSEN	109.80
11	01106091	A	01/09/2025	64866	JACOB HANSEN	47.00
11	01106092	A	01/09/2025	72850	KANONI HARRIS	30.60
11	01106093	A	01/09/2025	111750	MARCI HATCH	114.84
11	01106094	A	01/09/2025	110942	KIP A HEINER	96.00
11	01106095	A	01/09/2025	40320	JACINDA HEYDER	54.60
11	01106096	A	01/09/2025	110864	JEFF HUNT	28.80
11	01106097	A	01/09/2025	56669	SHEA L JENSEN	30.60
11	01106098	A	01/09/2025	43346	JOHN JOHNSON	30.60
11	01106099	A	01/09/2025	110088	MICHAEL JOHNSON	30.60
11	01106100	A	01/09/2025	35092	MELISSA JONES	318.60

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
11	01106101	A	01/09/2025	27243	KELLY SERVICES INC	32,830.40
11	01106102	A	01/09/2025	52493	ROBERT KENNER	53.60
11	01106103	A	01/09/2025	493170	STEVEN G KIMBER	30.60
11	01106104	A	01/09/2025	59129	DESI LARSEN	585.90
11	01106105	A	01/09/2025	21610	STEVE LEGGETT	30.60
11	01106106	A	01/09/2025	72842	MONTANAELA LOFTISS	82.00
11	01106107	A	01/09/2025	72486	CORY LOPEZ	30.60
11	01106108	A	01/09/2025	29777	JAMES O MAY	25.20
11	01106109	A	01/09/2025	67075	RACHEL MCCULLOUGH	36.00
11	01106110	A	01/09/2025	49999	BILLY MCFARLAND	47.00
11	01106111	A	01/09/2025	10936	JONI MITCHELL	25.20
11	01106112	A	01/09/2025	43982	MIKE MOORE	461.10
11	01106113	A	01/09/2025	25640	RAMONA MORA	25.20
11	01106114	A	01/09/2025	56103	KARA MORRIS	72.00
11	01106115	A	01/09/2025	67032	GARY MORTENSEN	46.00
11	01106116	A	01/09/2025	54356	MARISSA NELSON	30.60
11	01106117	A	01/09/2025	21962	MARK NELSON	218.60
11	01106118	A	01/09/2025	35718	O C TANNER RECOGNITION COMPANY	700.96
11	01106119	A	01/09/2025	23817	CYNTHIA A PAGE	30.60
11	01106120	A	01/09/2025	69418	SHANE PAGE	30.60
11	01106121	A	01/09/2025	112077	BOB PROFAIZER	27.00
11	01106122	A	01/09/2025	55930	MCKELLEN RADER	30.60
11	01106123	A	01/09/2025	58858	ANNA SHERMAN	274.00
11	01106124	A	01/09/2025	63304	KAYLEE SILVESTER	66.60
11	01106125	A	01/09/2025	69876	MARTIN SOHOLT	77.60
11	01106126	A	01/09/2025	54976	BRIAN STOERING	30.60
11	01106127	A	01/09/2025	59706	TRINI TRACY	37.00
11	01106128	A	01/09/2025	852290	SANDIE TRAPP	53.60
11	01106129	A	01/09/2025	39438	TURNITIN LLC	18,270.00
11	01106130	A	01/09/2025	922060	CALVIN K WARD	30.60
11	01106131	A	01/09/2025	100590	WAXIE SANITARY SUPPLY	5,031.59
11	01106132	A	01/09/2025	40002	MAURY WHEATLEY	53.60
11	01106133	A	01/09/2025	69442	TRINA WINNINGHAM	210.00
11	01106134	A	01/16/2025	101520	BELL JANITORIAL	85.68
11	01106135	A	01/16/2025	102177	BRADY INDUSTRIES LLC	115.44
11	01106136	A	01/16/2025	53473	CHARLIE'S PRODUCE	2,011.71
11	01106137	A	01/16/2025	728870	ENBRIDGE GAS UTAH	47,099.69
11	01106138	A	01/16/2025	46116	ROBERT GORDON	440.00
11	01106139	A	01/16/2025	322776	GRAINGERS INC	9.89
11	01106140	A	01/16/2025	27243	KELLY SERVICES INC	52,312.40
11	01106141	A	01/16/2025	803050	SHI INTERNATIONAL CORP	42.37
11	01106142	A	01/16/2025	6009	IRLANDA STEVENS	177.10
11	01106143	A	01/16/2025	12688	SYSCO	206,854.74
11	01106144	A	01/16/2025	47686	TNT ENGRAVING	21.00
11	01106145	A	01/16/2025	100590	WAXIE SANITARY SUPPLY	2,749.18
11	01106146	A	01/23/2025	104132	BEAZER LOCK & KEY	3,484.46
11	01106147	A	01/23/2025	134250	CEM SALES & SERVICE	506.40
11	01106148	A	01/23/2025	53473	CHARLIE'S PRODUCE	3,028.42
11	01106149	A	01/23/2025	107656	DWA CONSTRUCTION INC	346,923.92
11	01106150	A	01/23/2025	27260	STEVEN C HANSEN	33.43
11	01106151	A	01/23/2025	71439	PILOT THOMAS LOGISTICS, LLC	17,759.85
11	01106152	A	01/23/2025	100590	WAXIE SANITARY SUPPLY	1,044.00
11	01106153	A	01/30/2025	70939	CAMFIL USA, INC	1,604.28
11	01106154	A	01/30/2025	66958	CDW GOVERNMENT, LLC	11,227.70
11	01106155	A	01/30/2025	134250	CEM SALES & SERVICE	1,975.50
11	01106156	A	01/30/2025	53473	CHARLIE'S PRODUCE	2,812.69
11	01106157	A	01/30/2025	27243	KELLY SERVICES INC	61,812.00
11	01106158	A	01/30/2025	111502	SWANK MOVIE LICENSING USA	1,557.00

**Total Bank: 11 \$991,189.86**

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
15	00000203	C	01/07/2025	104321	BOX ELDER SCHOOL DISTRICT	3,669.77
15	00000204	C	01/07/2025	64017	COPPER CANYON APPAREL	149.39
15	00000205	C	01/07/2025	69736	ANNISA G PORTER	600.00
15	00000206	C	01/07/2025	769715	SAM'S CLUB BUSINESS PAYMENTS	367.66
15	00000207	C	01/07/2025	102864	WALKER CINEMAS	2,120.00
15	00000208	C	01/07/2025	38032	AMAZON CAPITAL SERVICES INC	137.26
15	00000209	C	01/07/2025	157371	STAPLES	47.07
15	00000210	C	01/14/2025	106895	BADGER SCREEN PRINTING CO	358.94
15	00000211	C	01/14/2025	72427	BEAR RIVER FLORAL	40.43
15	00000212	C	01/14/2025	106202	JOHN FINDLAY	130.00
15	00000213	C	01/14/2025	489240	KENTS MARKET PL/TREMONTON	245.32
15	00000214	C	01/14/2025	46965	LITTLE REDS LLC	600.00
15	00000215	C	01/14/2025	110914	SUPERIOR WATER AND AIR INC	30.00
15	00000216	C	01/14/2025	38032	AMAZON CAPITAL SERVICES INC	374.41
15	00000217	C	01/21/2025	104370	BOX ELDER NEWS JOURNAL	40.00
15	00000218	C	01/21/2025	104335	BOX ELDER SCH DIST FOUNDATION	120.00
15	00000219	C	01/21/2025	104321	BOX ELDER SCHOOL DISTRICT	804.40
15	00000220	C	01/21/2025	14958	CULLIGAN	139.95
15	00000221	C	01/21/2025	38032	AMAZON CAPITAL SERVICES INC	1,058.29
15	00000222	C	01/21/2025	43567	PENCIL WHOLESALE LLC	384.00
15	00000223	C	01/28/2025	489240	KENTS MARKET PL/TREMONTON	693.19
15	00000224	C	01/28/2025	38032	AMAZON CAPITAL SERVICES INC	1,287.84
<b>Total Bank: 15</b>						<b>\$13,397.92</b>
29	16800597	C	01/08/2025	38032	AMAZON CAPITAL SERVICES INC	76.95
29	16800598	C	01/08/2025	489240	KENTS MARKET PL/TREMONTON	177.96
<b>Total Bank: 29</b>						<b>\$254.91</b>
33	30403114	CV	01/06/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	-1,507.50
33	30403121	C	01/07/2025	38032	AMAZON CAPITAL SERVICES INC	594.00
33	30403122	C	01/07/2025	489240	KENTS MARKET PL/TREMONTON	857.58
33	30403123	C	01/07/2025	12190	STERLING PETERSEN	350.00
33	30403124	C	01/07/2025	102864	WALKER CINEMAS	700.00
33	30403125	C	01/07/2025	5908	WALMART COMMUNITY	553.71
33	30403126	C	01/15/2025	38032	AMAZON CAPITAL SERVICES INC	948.94
33	30403127	C	01/15/2025	104321	BOX ELDER SCHOOL DISTRICT	2,000.89
33	30403128	C	01/15/2025	230	CAROLINA BIOLOGICAL	73.56
33	30403129	C	01/15/2025	3549	JONES SCHOOL SUPPLY CO, INC.	490.61
33	30403130	C	01/15/2025	769715	SAM'S CLUB BUSINESS PAYMENTS	63.52
33	30403131	C	01/29/2025	1	LISA GROBERG	24.00
33	30403132	C	01/29/2025	1	NICOLE MCLAIN	50.00
33	30403133	C	01/29/2025	38032	AMAZON CAPITAL SERVICES INC	1,021.34
33	30403134	C	01/29/2025	5908	WALMART COMMUNITY	72.50
<b>Total Bank: 33</b>						<b>\$6,293.15</b>

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
34	30803680	CV	01/31/2025	38032	AMAZON CAPITAL SERVICES	-1,431.57
34	30803706	C	01/03/2025	1	MARIELA AREVALO	38.72
34	30803707	C	01/03/2025	38032	AMAZON CAPITAL SERVICES INC	513.06
34	30803708	C	01/10/2025	38032	AMAZON CAPITAL SERVICES INC	375.61
34	30803709	C	01/10/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	307.00
34	30803710	C	01/10/2025	5908	WALMART COMMUNITY	666.40
34	30803711	C	01/14/2025	71242	IRON GATE CATERING	2,040.00
34	30803712	C	01/17/2025	1	ASHLEY KAY	29.32
34	30803713	C	01/17/2025	1	AUBRIE SUMKO	54.00
34	30803714	C	01/17/2025	1	LAKEVIEW ELEMENTARY	27.00
34	30803715	C	01/17/2025	38032	AMAZON CAPITAL SERVICES INC	512.36
34	30803716	C	01/17/2025	111635	BRIDGERLAND BAND INSTRUMENT REPAIR	60.00
34	30803717	C	01/17/2025	57223	SCHOOL CHECK IN / NAVIGATE 360	1,034.37
34	30803718	C	01/27/2025	104321	BOX ELDER SCHOOL DISTRICT	1,288.43
34	30803719	C	01/27/2025	71242	IRON GATE CATERING	876.00
34	30803720	C	01/27/2025	44172	NORCO INC	66.00
34	30803721	C	01/31/2025	112046	ACE HARDWARE - BRIGHAM	299.14
34	30803722	C	01/31/2025	38032	AMAZON CAPITAL SERVICES INC	3,932.36
34	30803723	C	01/31/2025	106895	BADGER SCREEN PRINTING CO	44.12
34	30803724	C	01/31/2025	71242	IRON GATE CATERING	876.00
34	30803725	C	01/31/2025	633340	OFFICE DEPOT	45.60
34	30803726	C	01/31/2025	5908	WALMART COMMUNITY	1,131.52
<b>Total Bank: 34</b>						<b>\$12,785.44</b>
35	40403400	C	01/09/2025	38032	AMAZON CAPITAL SERVICES INC	529.68
35	40403401	C	01/09/2025	111761	FIGHT THE NEW DRUG	900.00
35	40403402	C	01/09/2025	489240	KENTS MARKET PL/TREMONTON	660.23
35	40403403	C	01/09/2025	110914	SUPERIOR WATER AND AIR INC	39.95
35	40403404	C	01/15/2025	1	KAILEE KIRBY	50.00
35	40403405	C	01/15/2025	104321	BOX ELDER SCHOOL DISTRICT	1,255.51
35	40403406	C	01/15/2025	111761	FIGHT THE NEW DRUG	86.32
35	40403407	C	01/15/2025	103961	INTERMOUNTAIN WOOD PRODUCTS	1,374.46
35	40403408	C	01/31/2025	1	LISA GROBERG	39.11
35	40403409	C	01/31/2025	38032	AMAZON CAPITAL SERVICES INC	1,140.64
35	40403410	C	01/31/2025	729276	QUILL CORPORATION	392.36
<b>Total Bank: 35</b>						<b>\$6,468.26</b>

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
36	40804535	CV	01/06/2025	35688	ALPHAGRAPHICS	-231.32
36	40804570	CV	01/06/2025	1	SCOTT C. HAMMOND, PHD	-200.00
36	40804640	C	01/08/2025	112046	ACE HARDWARE - BRIGHAM	214.43
36	40804641	C	01/08/2025	38032	AMAZON CAPITAL SERVICES INC	1,335.21
36	40804642	C	01/08/2025	489250	KENTS MARKET PL/BRIGHAM	426.09
36	40804643	C	01/08/2025	19879	HAL LEONARD LLC	40.50
36	40804644	C	01/08/2025	59293	UTAH COUNCIL OF TEACHERS OF ENGLISH	722.34
36	40804645	C	01/08/2025	891181	UTAH STATE UNIVERSITY	175.00
36	40804646	C	01/08/2025	5908	WALMART COMMUNITY	466.50
36	40804647	C	01/14/2025	38032	AMAZON CAPITAL SERVICES INC	156.27
36	40804648	C	01/14/2025	104321	BOX ELDER SCHOOL DISTRICT	1,059.97
36	40804649	C	01/14/2025	286060	FLINN SCIENTIFIC	42.74
36	40804650	C	01/14/2025	71978	NATHAN MINERT	180.00
36	40804651	C	01/22/2025	1	MELISSA MURPHY	5.00
36	40804652	C	01/22/2025	38032	AMAZON CAPITAL SERVICES INC	81.00
36	40804653	C	01/22/2025	104321	BOX ELDER SCHOOL DISTRICT	191.11
36	40804654	C	01/22/2025	70416	BRAND-CO CUSTOM APPAREL LLC	1,730.80
36	40804655	C	01/22/2025	109248	J W PEPPER MUSIC	61.99
36	40804656	C	01/22/2025	16330	PAPA MURPHY'S PIZZA	429.10
36	40804657	C	01/22/2025	19879	HAL LEONARD LLC	68.16
36	40804658	C	01/22/2025	109476	UTAH FCCLA	300.00
36	40804659	C	01/22/2025	73156	KEIRSTYN SANDERS	26.44
36	40804660	C	01/22/2025	7528	UMEA	250.00
36	40804661	C	01/29/2025	38032	AMAZON CAPITAL SERVICES INC	2,255.81
36	40804662	C	01/29/2025	109248	J W PEPPER MUSIC	24.00
36	40804663	C	01/29/2025	11584	TUACAHN CENTER FOR THE ARTS	572.25
36	40804664	C	01/29/2025	7609	UTAH FBLA-PBL	695.00
<b>Total Bank: 36</b>						<b>\$11,078.39</b>
37	70414957	C	01/02/2025	45500	BOX ELDER SCHOOL DISTRICT	840.00
37	70414958	C	01/02/2025	104338	BOX ELDER HIGH SCHOOL	64.45
37	70414959	C	01/02/2025	104321	BOX ELDER SCHOOL DISTRICT	1,750.76
37	70414960	C	01/02/2025	104321	BOX ELDER SCHOOL DISTRICT	1,683.00
37	70414961	C	01/02/2025	59498	CHRISTENSEN ARMS	1,694.99
37	70414962	C	01/02/2025	51187	METALMART INC.	700.13
37	70414963	C	01/02/2025	28967	ROBOTICS ED & COMPETITION FOUNDATION	905.36
37	70414964	C	01/02/2025	69035	TITAN SPORTING GOODS	971.75
37	70414965	C	01/02/2025	72435	TWISTED SUGAR TREMONTON	551.93
37	70414966	C	01/03/2025	12408	COSTA VIDA LOGAN ONLY	262.50
37	70414967	C	01/03/2025	769715	SAM'S CLUB BUSINESS PAYMENTS	2,800.75
37	70414968	C	01/07/2025	1	CHENFENG YAN, ROOM 604	345.00
37	70414969	C	01/07/2025	1	DOUGLAS CHUNG	345.00
37	70414970	C	01/07/2025	1	JARED DAVIS	63.16
37	70414971	C	01/07/2025	1	QI ZHONG	345.00
37	70414972	C	01/07/2025	106055	BLICK ART MATERIALS	1,037.00
37	70414973	C	01/07/2025	104338	BOX ELDER HIGH SCHOOL	465.00
37	70414974	C	01/07/2025	104321	BOX ELDER SCHOOL DISTRICT	123.95
37	70414975	C	01/07/2025	104321	BOX ELDER SCHOOL DISTRICT	3,783.00
37	70414976	C	01/07/2025	63649	DRAPER HAMPTON INN	1,508.40
37	70414977	C	01/07/2025	327480	GREER'S HARDWARE	134.71
37	70414978	C	01/07/2025	4790	HOME DEPOT CREDIT SERVICE	243.85
37	70414979	C	01/07/2025	100522	INTERMOUNTAIN FARMERS ASSOC / IFA	39.99
37	70414980	C	01/07/2025	51187	METALMART INC.	312.42
37	70414981	C	01/07/2025	13706	METTLE WRESTLING	1,900.00
37	70414982	C	01/07/2025	72885	ROSEN CENTRE HOTEL	2,374.90
37	70414983	C	01/07/2025	72877	SHOOT A WAY INC	8,030.00
37	70414984	C	01/07/2025	7323	SQUARE ONE PRINTING	200.00
37	70414985	C	01/07/2025	18392	USA WRESTLING UTAH	150.00
37	70414986	C	01/07/2025	17760	UNITED SPIRIT ASSOCIATION	1,874.00
37	70414987	C	01/07/2025	5908	WALMART COMMUNITY	448.50
37	70414988	C	01/09/2025	347560	ALICE C HARRIS INTERM SCH	45.00
37	70414988	CV	01/17/2025	347560	ALICE C HARRIS INTERM SCH	-45.00
37	70414989	C	01/09/2025	38032	AMAZON CAPITAL SERVICES INC	523.57

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70414990	C	01/09/2025	69841	BEST WESTERN PLUS STOVALL'S INN	5,598.45
37	70414991	C	01/09/2025	31658	BSN SPORTS	8,010.45
37	70414992	C	01/09/2025	72923	CHARTER UP	830.46
37	70414993	C	01/09/2025	65315	ANDI GARDNER	1,725.00
37	70414994	C	01/09/2025	111769	H&H DOORS	1,000.00
37	70414995	C	01/09/2025	489240	KENTS MARKET PL/TREMONTON	4,056.20
37	70414996	C	01/09/2025	543168	MADDOX RANCH HOUSE	399.75
37	70414997	C	01/09/2025	28967	ROBOTICS ED & COMPETITION FOUNDATION	1,020.00
37	70414998	C	01/09/2025	8303	SKY VIEW HIGH SCHOOL	450.00
37	70414999	C	01/09/2025	63649	DRAPER HAMPTON INN	1,097.84
37	70415000	C	01/14/2025	1724	ACE HARDWARE TREMONTON	123.20
37	70415001	C	01/14/2025	10260	ADELE C YOUNG INTERM SCH	45.00
37	70415002	C	01/14/2025	106895	BADGER SCREEN PRINTING CO	344.94
37	70415003	C	01/14/2025	85748	BEAR RIVER MIDDLE SCHOOL	600.00
37	70415004	C	01/14/2025	104321	BOX ELDER SCHOOL DISTRICT	19,856.67
37	70415005	C	01/14/2025	6858	DIXIE HIGH SCHOOL	700.00
37	70415006	C	01/14/2025	18970	DRAMATISTS PLAY SERVICE INC	80.00
37	70415007	C	01/14/2025	60046	KATIE SCHWENDIMAN HOBSON	45.00
37	70415008	C	01/14/2025	29084	MAKE A WISH FOUNDATION OF UTAH	2,465.73
37	70415009	C	01/14/2025	67776	SO SIMPLY SWEET CO	642.00
37	70415010	C	01/14/2025	110914	SUPERIOR WATER AND AIR INC	40.00
37	70415011	C	01/14/2025	109476	UTAH FCCLA	275.00
37	70415012	C	01/16/2025	1	DEBABRATA SARKAR	175.00
37	70415013	C	01/16/2025	38032	AMAZON CAPITAL SERVICES INC	1,292.95
37	70415014	C	01/16/2025	70610	CACHE SPORTS THERAPY, LLC	800.00
37	70415015	C	01/16/2025	47660	ANDREW DAVIS	500.00
37	70415016	C	01/16/2025	73083	ELIZABETH'S CUSTOM CATERING	5,440.36
37	70415017	C	01/16/2025	3263	IMAGE MATTERS	376.68
37	70415018	C	01/16/2025	43893	ISTITCH	1,604.40
37	70415019	C	01/16/2025	67148	MADE IT, LLC	420.00
37	70415020	C	01/16/2025	7242	PINNEAE GREENHOUSES	472.16
37	70415021	C	01/16/2025	39667	SIGN GYPSIES BOX ELDER	70.00
37	70415022	C	01/16/2025	60453	VISTA AT ENTRADA SCHOOL	690.00
37	70415023	C	01/23/2025	1	CAROLINE MAYO	72.02
37	70415024	C	01/23/2025	1	ROLLING ROBOTS STEM PARTNERS	175.00
37	70415025	C	01/23/2025	38032	AMAZON CAPITAL SERVICES INC	3,103.56
37	70415026	C	01/23/2025	104338	BOX ELDER HIGH SCHOOL	275.00
37	70415027	C	01/23/2025	107994	CERTIFIED SHRED	112.00
37	70415028	C	01/23/2025	40363	CIO MEDICAL SERVICES	380.00
37	70415029	C	01/23/2025	29041	CRYSTAL INN SALT LAKE CITY	3,895.28
37	70415030	C	01/23/2025	6890	FBLA - PBL	17.00
37	70415031	C	01/23/2025	361	INTERMOUNTAIN HEALTHCARE	12,033.33
37	70415032	C	01/23/2025	15164	MOUNTAIN VIEW HIGH SCHOOL	420.00
37	70415033	C	01/23/2025	5916	PITNEY BOWES	143.91
37	70415034	C	01/23/2025	67326	PIZZA PLUS OF TREMONTON	2,569.52
37	70415035	C	01/23/2025	25453	PRIDE EMBROIDERY & SCREEN PRINTING	2,984.86
37	70415036	C	01/23/2025	58084	SAUNDERS TOURS	16,500.00
37	70415037	C	01/23/2025	73032	SIDELINE POWER	520.00
37	70415038	C	01/23/2025	64904	KADIE SUE SUMMERS	18.46
37	70415039	C	01/23/2025	16535	VEX ROBOTICS	1,046.41
37	70415040	C	01/23/2025	4316	HURRICANE HIGH SCHOOL	300.00
37	70415041	C	01/23/2025	50423	ASHLEY WRIGHT	240.00
37	70415042	C	01/28/2025	106055	BLICK ART MATERIALS	919.76
37	70415043	C	01/28/2025	73288	COVER ZERO	500.00
37	70415044	C	01/28/2025	109962	MUSIC & ARTS	446.13
37	70415045	C	01/28/2025	39314	MELISSA INGRAM	302.95
37	70415046	C	01/28/2025	361	BEAR RIVER VALLEY HOSPITAL	777.70
37	70415047	C	01/28/2025	4871	LOGAN HIGH SCHOOL	2,060.00
37	70415048	C	01/28/2025	29254	MARRIOTT FAIRFIELD INN & SUITES OREM	1,819.62
37	70415049	C	01/28/2025	66834	MOUNTAIN VALLEY PRINTING	1,780.61
37	70415050	C	01/28/2025	15164	MOUNTAIN VIEW HIGH SCHOOL	675.00
37	70415051	C	01/28/2025	33596	PAUNI ISLAND GRILL LLC	1,100.00

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Bank	Check	Type	Date	Vendor	Vendor Name	Amount
37	70415052	C	01/28/2025	157371	STAPLES	960.91
37	70415053	C	01/28/2025	100686	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	338.00
37	70415054	C	01/28/2025	7536	GAME ONE	31,498.63
37	70415055	C	01/28/2025	892964	UTAH STATE TAX COMMISSION	588.65
37	70415056	C	01/28/2025	891181	LB 413135	200.00
37	70415057	C	01/29/2025	58033	HOLIDAY INN EXPRESS OF OREM	2,041.20
37	70415058	C	01/30/2025	38032	AMAZON CAPITAL SERVICES INC	2,048.38
37	70415059	C	01/30/2025	108563	BEST WESTERN PLUS ABBEY INN	1,806.11
37	70415060	C	01/30/2025	104338	BOX ELDER HIGH SCHOOL	2,500.00
37	70415061	C	01/30/2025	72478	DESERT PEAKS PROMO	1,504.00
37	70415062	C	01/30/2025	7609	UTAH FBLA-PBL	392.00
37	70415063	C	01/30/2025	5908	WALMART COMMUNITY	66.44
37	70415064	C	01/30/2025	32824	YES PRINT COPY N MORE, LLC	16.00
<b>Total Bank: 37</b>						<b>\$196,868.75</b>
38	70815015	CV	01/29/2025	20494	UTAH HOSA	-4,820.00
38	70815020	C	01/02/2025	40363	CIO MEDICAL SERVICES	480.00
38	70815021	C	01/02/2025	158220	COVER UP	115.09
38	70815022	C	01/02/2025	107267	DOMINO'S PIZZA / BRIGHAM	128.69
38	70815023	C	01/02/2025	106202	JOHN FINDLAY	120.00
38	70815024	C	01/02/2025	23876	GET AWAY TODAY INC	8,775.00
38	70815025	C	01/02/2025	103961	INTERMOUNTAIN WOOD PRODUCTS	571.71
38	70815026	C	01/02/2025	25119	SIZZLING PLATTER	69.90
38	70815027	C	01/02/2025	1295	ELISE BURT	90.00
38	70815028	C	01/02/2025	44172	NORCO INC	467.14
38	70815029	C	01/02/2025	104992	PRINT SHOP	222.00
38	70815030	C	01/02/2025	31429	TANITA CORPORATION OF AMERICA	561.00
38	70815031	C	01/02/2025	7536	GAME ONE	1,799.00
38	70815032	C	01/02/2025	14273	VIEWMONT HIGH SCHOOL	845.00
38	70815033	C	01/02/2025	32824	YES PRINT COPY N MORE, LLC	130.80
38	70815034	C	01/09/2025	112046	ACE HARDWARE - BRIGHAM	106.98
38	70815035	C	01/09/2025	38032	AMAZON CAPITAL SERVICES INC	3,211.75
38	70815036	C	01/09/2025	106055	BLICK ART MATERIALS	31.95
38	70815037	C	01/09/2025	104321	BOX ELDER SCHOOL DISTRICT	944.26
38	70815038	C	01/09/2025	104321	BOX ELDER SCHOOL DISTRICT	4,596.88
38	70815039	C	01/09/2025	31658	BSN SPORTS	5,122.72
38	70815040	C	01/09/2025	107267	DOMINO'S PIZZA / BRIGHAM	279.60
38	70815041	C	01/09/2025	63649	DRAPER HAMPTON INN	691.92
38	70815042	C	01/09/2025	109652	DREWES FLORAL & GIFTS	105.00
38	70815043	C	01/09/2025	58467	MEGAN EGBERT	112.50
38	70815044	C	01/09/2025	106202	JOHN FINDLAY	480.00
38	70815045	C	01/09/2025	4790	HOME DEPOT CREDIT SERVICE	161.43
38	70815046	C	01/09/2025	16314	HOSA-FUTURE HEALTH PROFESSIONALS	1,545.00
38	70815047	C	01/09/2025	109248	J W PEPPER MUSIC	178.49
38	70815048	C	01/09/2025	25119	SIZZLING PLATTER	69.90
38	70815049	C	01/09/2025	13706	METTLE WRESTLING	500.00
38	70815050	C	01/09/2025	11924	MOUNTAIN CREST HIGH SCHOOL	550.00
38	70815051	C	01/09/2025	4979	O'REILLY AUTOMOTIVE	73.86
38	70815052	C	01/09/2025	698980	PEPSI-COLA OF OGDEN	718.00
38	70815053	C	01/09/2025	59935	POINT EMBLEMS LLC	2,040.00
38	70815054	C	01/09/2025	21539	PREMIER FOODS	309.89
38	70815055	C	01/09/2025	72834	PRESS PLAY, LLC	375.00
38	70815056	C	01/09/2025	8303	SKY VIEW HIGH SCHOOL	900.00
38	70815057	C	01/09/2025	8303	SKY VIEW HIGH SCHOOL	1,300.00
38	70815058	C	01/09/2025	32875	SPORTS IMPORTS INC	48.00
38	70815059	C	01/09/2025	804825	SUNRISE HIGH SCHOOL	282.00
38	70815060	C	01/09/2025	19488	T SHIRT CHOP SHOP	1,384.00
38	70815061	C	01/09/2025	68314	TEAM BUILDR	1,500.00
38	70815062	C	01/16/2025	1	JUSTIN EMPEY	62.51
38	70815063	C	01/16/2025	1	PATRICIA BRAVO	58.00
38	70815064	C	01/16/2025	72621	ABC SUPPLY CO	1,538.10
38	70815065	C	01/16/2025	38032	AMAZON CAPITAL SERVICES INC	2,979.12
38	70815066	C	01/16/2025	67156	AMERICAN SCALE COMPANY	1,235.25

Check Register Summary

Batch Year: 25 Bank: All Date Range: 01/01/2025 - 01/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70815067	C	01/16/2025	85748	BEAR RIVER MIDDLE SCHOOL	600.00
38	70815068	C	01/16/2025	45500	BOX ELDER SCHOOL DISTRICT	585.00
38	70815069	C	01/16/2025	73067	BEST WESTERN PLUS RAFFLES INN & SUITES	16,760.73
38	70815069	CV	01/30/2025	73067	BEST WESTERN PLUS RAFFLES INN & SUITES	-16,760.73
38	70815070	C	01/16/2025	53457	BLACK STITCH LLC	1,408.00
38	70815071	C	01/16/2025	104321	BOX ELDER SCHOOL DISTRICT	3,850.00
38	70815072	C	01/16/2025	31658	BSN SPORTS	9,507.29
38	70815073	C	01/16/2025	64017	COPPER CANYON APPAREL	162.50
38	70815074	C	01/16/2025	57789	DO GOOD DESIGNS UTAH	1,254.00
38	70815075	C	01/16/2025	107267	DOMINO'S PIZZA / BRIGHAM	198.05
38	70815076	C	01/16/2025	13935	GEORGE S ECCLES ICE CENTER	1,500.00
38	70815077	C	01/16/2025	71943	HYPER GRAPHICS AND APPAREL	909.75
38	70815078	C	01/16/2025	103961	INTERMOUNTAIN WOOD PRODUCTS	820.67
38	70815079	C	01/16/2025	109248	J W PEPPER MUSIC	368.40
38	70815080	C	01/16/2025	100550	JOSTENS INC	287.00
38	70815081	C	01/16/2025	25119	SIZZLING PLATTER	125.82
38	70815082	C	01/16/2025	7137	MORGAN HIGH SCHOOL	720.00
38	70815083	C	01/16/2025	4901	NASSP	56.49
38	70815084	C	01/16/2025	109396	BEN LOMOND HIGH SCHOOL	500.00
38	70815085	C	01/16/2025	104992	PRINT SHOP	247.75
38	70815086	C	01/16/2025	73024	SCENIC HILLS SUPER 8	898.60
38	70815087	C	01/16/2025	280	NORTH SEVIER HIGH SCHOOL	490.00
38	70815088	C	01/16/2025	10731	SMITH'S CUSTOMER CHARGES	901.22
38	70815089	C	01/16/2025	47686	TNT ENGRAVING	54.00
38	70815090	C	01/16/2025	18392	USA WRESTLING UTAH	700.00
38	70815091	C	01/16/2025	20494	UTAH HOSA	100.00
38	70815092	C	01/16/2025	891181	UTAH STATE UNIVERSITY	425.00
38	70815093	C	01/16/2025	5908	WALMART COMMUNITY	5,468.43
38	70815094	C	01/16/2025	5290	UHSAA / UTAH HIGH SCHOOL ACT ASSOC	50.00
38	70815095	C	01/22/2025	104321	BOX ELDER SCHOOL DISTRICT	24,045.36
38	70815096	C	01/24/2025	1	CARSON MUND	225.00
38	70815097	C	01/24/2025	1	CECILIA HARO	56.71
38	70815098	C	01/24/2025	1	CORY BEHUNIN	165.00
38	70815099	C	01/24/2025	1	MICHELLE ROMER	56.71
38	70815100	C	01/24/2025	1	SAMANTHA KAFFITZ	56.71
38	70815101	C	01/24/2025	1	TAMMI JAMES	56.71
38	70815102	C	01/24/2025	72621	ABC SUPPLY CO	236.93
38	70815103	C	01/24/2025	112046	ACE HARDWARE - BRIGHAM	249.24
38	70815104	C	01/24/2025	38032	AMAZON CAPITAL SERVICES INC	2,695.71
38	70815105	C	01/24/2025	17884	BONNEVILLE HIGH SCHOOL	130.00
38	70815106	C	01/24/2025	104321	BOX ELDER SCHOOL DISTRICT	83.22
38	70815107	C	01/24/2025	107994	CERTIFIED SHRED	44.00
38	70815108	C	01/24/2025	40363	CIO MEDICAL SERVICES	702.00
38	70815109	C	01/24/2025	73130	GOOSE IT LACROSSE LLC	3,945.00
38	70815110	C	01/24/2025	4790	HOME DEPOT CREDIT SERVICE	1,665.05
38	70815111	C	01/24/2025	71943	HYPER GRAPHICS AND APPAREL	179.50
38	70815112	C	01/24/2025	109248	J W PEPPER MUSIC	83.99
38	70815113	C	01/24/2025	25119	SIZZLING PLATTER	136.22
38	70815114	C	01/24/2025	4910	NATIONAL FFA ORGANIZATION	526.00
38	70815115	C	01/24/2025	44172	NORCO INC	1,700.04
38	70815116	C	01/24/2025	4979	O'REILLY AUTOMOTIVE	199.99
38	70815117	C	01/24/2025	72915	OVR PERFORMANCE LLC	308.00
38	70815118	C	01/24/2025	8303	SKY VIEW HIGH SCHOOL	33.00
38	70815119	C	01/28/2025	1	KONSTIENGE GIBB	54.78
38	70815120	C	01/28/2025	112046	ACE HARDWARE - BRIGHAM	74.10
38	70815121	C	01/28/2025	38032	AMAZON CAPITAL SERVICES INC	256.47
38	70815122	C	01/28/2025	58211	ARTS PEOPLE	1,127.55
38	70815123	C	01/28/2025	53457	BLACK STITCH LLC	1,819.00
38	70815124	C	01/28/2025	31658	BSN SPORTS	12,325.69
38	70815125	C	01/28/2025	10804	MUSIC THEATRE INTERNATIONAL	3,606.59
38	70815126	C	01/28/2025	4960	OLD GRIST MILL BREAD	191.91
38	70815127	C	01/28/2025	73180	RJ PERFORMANCE GROUP	800.00

**Check Register Summary**

Batch Year: 25 Bank: All Date Range: 01/01/2025 - 01/31/2025

Bank	Check	Type	Date	Vendor	Vendor Name	Amount
38	70815128	C	01/28/2025	69094	RUSH FUNPLEX PV	2,000.00
38	70815129	C	01/28/2025	64122	TRU BY HILTON-LEHI	1,538.63
38	70815130	C	01/28/2025	7609	UTAH FBLA-PBL	956.00
38	70815131	C	01/30/2025	71218	7TH SOUTH DESIGNS, LLC	222.78
38	70815132	C	01/30/2025	38032	AMAZON CAPITAL SERVICES INC	468.23
38	70815133	C	01/30/2025	45500	BOX ELDER SCHOOL DISTRICT	390.00
38	70815134	C	01/30/2025	73067	G2A HOTELS, INC	16,760.73
38	70815135	C	01/30/2025	1597	HILLCREST HIGH SCHOOL	350.00
38	70815136	C	01/30/2025	14583	CASTLE MANOR LLC	300.00
38	70815137	C	01/30/2025	64017	COPPER CANYON APPAREL	1,110.00
38	70815138	C	01/30/2025	158220	COVER UP	1,524.42
38	70815139	C	01/30/2025	102017	WOODS CROSS HIGH SCHOOL	175.00
38	70815140	C	01/30/2025	72478	DESERT PEAKS PROMO	2,112.00
38	70815141	C	01/30/2025	25119	SIZZLING PLATTER	161.29
38	70815142	C	01/30/2025	4910	NATIONAL FFA ORGANIZATION	432.80
38	70815143	C	01/30/2025	4979	O'REILLY AUTOMOTIVE	85.67
38	70815144	C	01/30/2025	21814	UHSBCA	140.00
<b>Total Bank: 38</b>						<b>\$161,799.14</b>
39	77800613	C	01/21/2025	104321	BOX ELDER SCHOOL DISTRICT	689.95
<b>Total Bank: 39</b>						<b>\$689.95</b>

<b>Total Computer Checks:</b>	<b>\$2,997,706.97</b>
<b>Total Manual Checks:</b>	<b>\$3,238,329.49</b>
<b>Total ACH Checks:</b>	<b>\$991,189.86</b>
<b>Total Other Checks:</b>	<b>\$0.00</b>
<b>Total Electronic Checks:</b>	<b>\$0.00</b>
<b>Total Computer Voids:</b>	<b>-\$59,324.10</b>
<b>Total Manual Voids:</b>	<b>\$0.00</b>
<b>Total ACH Voids:</b>	<b>\$0.00</b>
<b>Total Other Voids:</b>	<b>\$0.00</b>
<b>Total Electronic Voids:</b>	<b>\$0.00</b>
<b>Grand Total:</b>	<b>\$7,167,902.22</b>
<b>Number of Checks:</b>	<b>805</b>

Batch Year	Batch	Amount
25	000228	-1,000.00
25	000315	-231.32
25	000675	-200.00
25	000786	-33,327.98
25	000874	32.85
25	000912	-1,431.57
25	000941	2,602.21
25	001000	300.00
25	001068	330.53
25	001096	-1,507.50
25	001126	74,278.26
25	001171	-4,820.00
25	001193	200,320.58
25	001194	116,374.38
25	001195	64,363.17
25	001196	379,030.10
25	001197	11,579.87
25	001198	7,579.12
25	001199	6,906.82
25	001200	184.33
25	001203	9,162.37
25	001204	14,375.33
25	001207	3,063.25
25	001208	27,644.03
25	001209	551.78

**Check Register Summary**

Batch Year: 25    Bank: All    Date Range: 01/01/2025 - 01/31/2025

Batch Year	Batch	Amount
25	001227	23,723.88
25	001232	33,327.98
25	001233	3,055.29
25	001236	76.95
25	001237	3,380.07
25	001249	177.96
25	001252	23,613.88
25	001253	27,619.13
25	001258	2,129.86
25	001260	1,097.84
25	001262	1,349.01
25	001269	116,735.01
25	001270	259,120.07
25	001271	18,856.29
25	001272	71,870.23
25	001273	589.00
25	001274	1,404.69
25	001275	374.41
25	001282	25,217.54
25	001284	1,438.98
25	001285	2,040.00
25	001291	38,010.95
25	001293	2,766.29
25	001294	3,577.52
25	001301	11,841.55
25	001314	50.00
25	001319	69,170.95
25	001320	38,454.42
25	001321	30,240.46
25	001322	176,559.20
25	001323	346,923.92
25	001324	13,877.29
25	001325	1,104.35
25	001326	1,442.29
25	001333	1,717.05
25	001334	689.95
25	001335	24,045.36
25	001342	2,867.16
25	001343	276.44
25	001347	44,806.35
25	001353	13,534.73
25	001368	180,128.59
25	001369	19,668.66
25	001370	12,870.55
25	001371	116,292.02
25	001373	1,578.78
25	001374	693.19
25	001375	1,287.84
25	001376	128,309.73
25	001381	2,230.43
25	001383	4,273,586.04
25	001386	24,750.72
25	001387	43,967.96
25	001390	2,041.20
25	001391	1,167.84
25	001394	3,547.06
25	001402	8,332.93
25	001404	24,232.92
25	001417	1,572.11
25	001418	6,328.74

For February 12, 2025 Board Meeting

**Leaving the District**

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
District Office	Emily Williams	Exec. Director of HR & Title IX	Resigned
Century	Justin Bishop	Counselor	Resigned
ACHI	Robin Myers	Custodian	Retired
Garland	Douglas Ayotte	ISS Para	Resigned
ACHI	Robin Myers	Custodian	

**New Hires**

<i>Site</i>	<i>Employee</i>	<i>Position</i>
BEHS	Cody Storey	Resource Math Teacher
District Office	Jenna Gardner	Menu Coordinator
District Office	Haley Hill	Medicaid Secretary
District Office	Maclane Ballard	Roaming Custodian
ACHI	Andrea Stringham	ISS Para/School Within a School

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## Suggestions for Future Board Meetings

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### March 12, 2025 – *(tentative)*

- Negotiations Team Approval – Coerina Fife
- Legislative Update – Steve Carlsen
- Policy Review

### April 9, 2025 – *(tentative)*

- ESP Recognitions – Coerina Fife
- First Public Comment on School Fees
- 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 – Coerina Fife
- Administrative Association Recognitions - BEAA
- Second Public Comment on School Fees
- Approval of School Fees – Keith Mecham
- 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 – Coerina Fife
- Tentative Ratification of Negotiated Agreement with BEAA – Coerina Fife
- Tentative Ratification of Negotiated Agreement with BEEA – Coerina Fife
- Tentative Ratification of Negotiated Agreement with BEESPA – Coerina Fife
- Declaration of Open Enrollment Schools – Coerina Fife
- 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 – Coerina Fife
- 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 – Matt Nelson
- 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

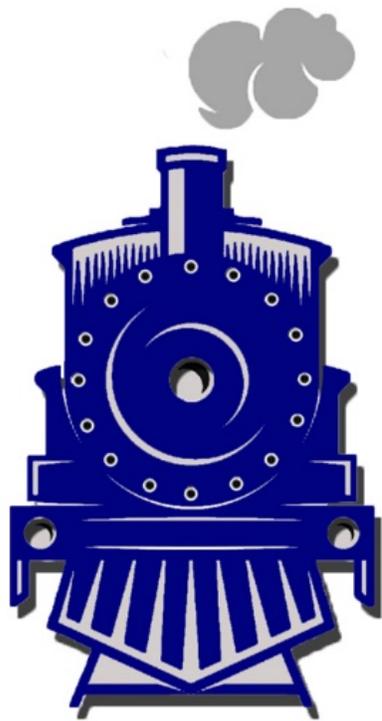
**February 11, 2026 – (*tentative*)**

- Approval of Human Sexuality Curriculum – Keith Mecham
- FY 2026 Capital Improvement Plan – Corey Thompson
- Legislative Update – Steve Carlsen
- Policy Review
- USBA Conference Report

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# BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK

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**BOX ELDER  
SCHOOL DISTRICT**

*Learning is Everything*

REVISED  
OCTOBER 9, 2019  
BOX ELDER SCHOOL DISTRICT

# Box Elder School District Board of Education Handbook Table of Contents

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# BOARD OF EDUCATION HANDBOOK INTRODUCTION

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

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

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

## Authority and Responsibilities of the Board

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

## Principles of Board Leadership

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

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

[Utah Code § 53G-4](#)

# Making School Board Decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Holding Closed Meetings**

**A closed meeting may be held if:**

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

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

**Minutes of the closed meeting shall contain:**

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

**Purpose of a closed meeting:**

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

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

**Record of closed meetings:**

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

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

## **Collaborative Relationships: Shared Governance**

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

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

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

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

## **Essentials of A Professional Learning Community**

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

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

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

## **Authority of Individual Board Members**

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

## **Nominations and Elections for Board Leadership**

### **Nominations**

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

### **Elections**

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

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

## **Board Leadership Responsibilities**

The board president will:

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

The board vice president will:

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

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

## **New Board Member Orientation**

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

# **Board of Education Code of Conduct**

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

Board members shall:

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

## **Board Member Commitments and Ethics**

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

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

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

A. Board of Education Code of Ethics

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

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

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

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

## **Disciplining Board Members**

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

## Policies Governing the Board

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

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

## Guidelines and Parliamentary Motions

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

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

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

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

## Simplified Chart of Parliamentary Motions

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

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

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

### Policy 1010 School Board’s Legal Status

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371387/1010-School\\_Board\\_Legal\\_Status.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371387/1010-School_Board_Legal_Status.pdf)

### Policy 1020 Board Power and Duties

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371388/1020-Board\\_Powers\\_\\_Duties.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371388/1020-Board_Powers__Duties.pdf)

### Policy 1025 Administration Relations

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371389/1025-Administration\\_Relations.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371389/1025-Administration_Relations.pdf)

### Policy 1034 Board of Education Code of Conduct

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371392/1034-Board\\_of\\_Education\\_Code\\_of\\_Conduct.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371392/1034-Board_of_Education_Code_of_Conduct.pdf)

### Policy 1035 Board Member Commitments and Ethics

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371393/1035-Board\\_Member\\_Commitments\\_and\\_Ethics.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371393/1035-Board_Member_Commitments_and_Ethics.pdf)

Policy 1036 Conflict of Interest: Board Member and Employee

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371394/1036-Board\\_Member\\_Employee\\_Conflict\\_of\\_Interest.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371394/1036-Board_Member_Employee_Conflict_of_Interest.pdf)

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

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371395/1037-Employee\\_Assignment\\_of\\_Relatives.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371395/1037-Employee_Assignment_of_Relatives.pdf)

## **Board Policies Relevant to School Board Meetings**

Policy 1070 Board Meeting Procedures

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371399/1070-Board\\_Meeting\\_Procedures.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371399/1070-Board_Meeting_Procedures.pdf)

Policy 1072 Board Meetings: Notice Requirements

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371400/1072-Board\\_Meetings\\_Notice\\_Requirements.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371400/1072-Board_Meetings_Notice_Requirements.pdf)

Policy 1074 Board Meetings: Closed Meetings

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371401/1074-Board\\_Meetings\\_Closed\\_Meetings.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371401/1074-Board_Meetings_Closed_Meetings.pdf)

Policy 1080 Board Committees

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371402/1080-Board\\_Committees.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371402/1080-Board_Committees.pdf)

Policy 1090 Rules of Order

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371403/1090-Rules\\_of\\_Order.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371403/1090-Rules_of_Order.pdf)

Policy 1100 Minutes

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371404/1100-Minutes.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371404/1100-Minutes.pdf)

## Policy 1110 Public Participation in Board Meeting

[https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/1371405/1110\\_Public\\_Participation\\_in\\_Board\\_Meeting.pdf](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371405/1110_Public_Participation_in_Board_Meeting.pdf)