



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Monday, October 12, 2020

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

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

A. Administrative - 6:30 p.m.

1. Call to Order

President Karen Cronin

2. Reverence

Keri Greener, Assistant Superintendent of Elementary Teaching & Learning

3. Flag Salute/Pledge of Allegiance

Connie Archibald, Board Member

B. Approval of Agenda - 6:40 p.m.

C. Public Comment - 6:45 p.m.

Public Comment was received via survey which closed at 4:00 p.m. October 12, 2020.

D. Return to Learn Presentation and Discussion - 6:50 p.m.

Dr. Redd and Bear River Health Department

E. Action Items - 7:40 p.m.

1. Return to Learn Plan

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2. Approval of Amendment to Lake View Elementary School Land Trust

5

3. Approval of Literacy Plan Amendments

7

Keri Greener, Assistant Superintendent of Elementary Teaching & Learning

4. Approval of Waiver for the School Community Council for Grouse Creek School for 2020-21

13

Keri Greener, Assistant Superintendent of Elementary Teaching & Learning

5. Approval of School Resource Office Interlocal Cooperation Agreement

15

Rod Cook, Business Administrator

F. Information Items - 8:10 p.m.

1. Construction Report

Corey Thompson, Director of Facilities

2. School/District Report Cards

28

Jeremy Young, Director of Assessment

3. October 1 Enrollment Report

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Keith Mecham, Assistant Superintendent

4. Financing of Brigham City East Elementary School

35

Rod Cook, Business Administrator

5. Monthly Financial Report

36

Rod Cook, Business Administrator

G. Policy Review - 8:30 p.m.

1. First Reading

a. Policy 3022 Employment - BESD LEA Specific Teacher License Endorsement

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b. Policy 3023 Educator Induction, Mentoring, and Professional Learning

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c. Policy 3035 Employee Criminal Background Checks and Arrest Disclosure

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Requirements

d. Policy 3098 Employee Surveys

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e. Policy 5230 School Fees

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f. Policy 5310 Fundraising

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g. Policy 5360 Suicide Prevention

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2. Second Reading	
a. Policy 1160 Superintendent Termination	98
b. Policy 1190 District Annual Reports	101
c. Policy 3110 District Emergency Response Plan	103
d. Policy 4060 High School Graduation Requirements	109
e. Policy 4105 Sex Education	112
f. Policy 5036 Admissions and Attendance: Determining Daily Attendance	119
g. Policy 5053 School Breakfast Program	121
h. Policy 5055 Vision Screening	123
i. Policy 5100 Student Records	124
j. Policy 5140 Education and Family Privacy Rights	144
k. Policy 5225 Student Activities	147
l. Policy 5270 Student Rights and Responsibilities: Bullying, Cyberbullying, Hazing, and Abusive Conduct	155
m. Policy 5350 Student Complaints - Resolution	168
H. Board Discussion Items 8:40 p.m.	
1. <i>"Learning by Doing"</i> Schedule	170
I. Consent Items 8:50 p.m.	
1. Minutes	171
2. Claims	181
3. Personnel	197
4. Exemption from Compulsory Attendance (Home School)	
J. Suggestions for Future Board Meetings 8:55 p.m.	200
K. Board Handbook	203
L. Adjournment 9:00 p.m.	

The next meeting of the Board of Education will be held on Wednesday, November 11, 2020, with 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.

BESD CARES FUNDS 2020 & 2021

Revenue			
GEERS		\$488,900.51	
ESSER		\$804,397.99	
Estimated Total		\$1,293,298.50	
Expenditures			
	2019-20	2020-21	Notes, Description
Salaries	\$76,442.50	\$58,931.61	Extra Hours Worked, Online Teachers
Benefits	\$17,006.82	\$16,326.53	Benefits for extra hours
Professional Services	\$9,742.52	\$141.94	Graduation videos, Other prof services
Other Purchased Services	\$2,117.40	\$2,396.23	Communication, Travel
Supplies and Materials	\$30,520.13	\$116,224.92	PPE, Cleaning Supplies
Equipment	\$0.00	\$24,164.99	Ionizing wands, Cleaning equipment
Total Spent by Year	\$135,829.37	\$218,186.22	
Grand Total Spent		\$354,015.59	
Total Remaining		\$939,282.91	

Recommendation to approve

Submitted by: Superintendent Carlsen

Recommendation:

It is recommended that after the Board of Education has taken in public comment and listened to a presentation from Dr. Ed Redd and Superintendent Carlsen to make a decision on altering the **Return to Learn Plan**.

Recommended Motion:

I move that the Box Elder Board of Education approve altering the **Return to Learn Plan** by: At this point I do not know what that is exactly. Whether it is a shorter student day of 45 minutes or an hour a day. In the survey we asked about a 45 minute shorter day and had 70% approval from 400+ teachers.

Background: With the number of students that are being quarantined it is putting a burden on the teachers in those schools to teach their in person students and keep the students who are on quarantine caught up. Other school districts have given the extra 45 minutes or 60 minutes to give the teachers more time to do this. Currently we only have about six of our schools with this situation so it is debatable if we do this or not. Box Elder High is the school being hit the hardest. On the survey and in person some teachers are concerned they won't be able to cover the content required if we shorten their time.

Policy Implications: Should be minimal if any

Financial Implications: Should be the same

Staff Implications: May change some ESP hours

Recommendation for Lake View Elementary for 2020-2021

Submitted by: Keri Greener *Assistant Superintendent Elementary Teaching and Learning*

Recommendation: It is recommended that the Box Elder School District Board of Education approve the amendment for Lake View Elementary's School Land Trust Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve the amendment for Lake View Elementary's School Land Trust Plan.

Background:

Annual submission

Policy Implications:

This action will have no policy implications.

Financial Implications:

There are no known negative consequences.

Staff Implications

N/A at the district level

9/30/20

Lake View Elementary School Land Trust Amendment

We would like to make a change to our SchoolLand Trust plan. An incorrect number was used in figuring the instructional paraprofessionals' salaries so there will be a remaining balance in our salaries and benefits budget. We would like to use a portion of these funds to purchase the Utah NetSmartz curriculum to provide our students with digital citizenship lessons. This program will meet the digital citizenship requirement and provide valuable lessons to our students as they negotiate the internet and the potential dangers they may encounter. The Community Council met to discuss the amendment on September 29, 2020. After this meeting, a vote took place with a unanimous vote of 7 for and 0 against.

Recommendation Trustlands Amendment Plan for Elementary Literacy Plan for 2020-2021

Submitted by: Keri Greener Assistant Superintendent Elementary Teaching and Learning

Recommendation: It is recommended that the Box Elder School District Board of Education approve the Elementary Literacy Plan as submitted.

Recommended Motion:

I move that the BESD Board of Education approve the Elementary Literacy Plan for the 2020-2021 school year.

Background:

Annual submission

Policy Implications:

This action will have no policy implications.

Financial Implications:

There are no known negative consequences.

Staff Implications

N/A at the district level

EARLY LITERACY PLAN 2020-2021

LEA Name: Box Elder School District

Date of Expected Local Board Approval: August 12, 2020

Directions:

- *Submission of an Early Literacy Plan (sections A and B) are required for each LEA regardless of applying for funding.*

Funds Being Applied for:

Early Literacy Program Funds

DISTRICT ONLY - Matching Funds:

X Low Income Program - Amount Matching \$326,949

X Guarantee Program - Amount Matching \$281,679

Submission of Early Literacy Plan: For plan pre-approval, submit to EarlyLearning20@schools.utah.gov by July 17. For final approval, submit your plan and local board minutes in <https://utahgrants.utah.gov/> **no later than September 1 by 5 p.m.** Goals must be submitted into the Data Gateway - <https://datagateway.schools.utah.gov/>

***Note - if applications are not concise, include excessive detail, or are too long, they will be sent back for consolidation prior to being reviewed.**

SECTION A: EARLY LITERACY

1. Describe core instruction in grades K-3 in the following areas:

Core Area	Duration	Frequency	Grades	Evidence-based Curriculum/Strategies
Phonological Awareness	10 minutes	Daily	K-1	Phonemic Awareness Michael Heggerty
Phonics	40 minutes	Daily	K-2	Saxon Phonics
Fluency	15 minutes	Daily	K-3	Cengage- Reach for Reading K-2
Vocabulary	15 minutes	Daily	K-3	Cengage- Reach for Reading - K-2 OER- Engage New York/Ela-Vate 3rd
Comprehension	30 minutes	Daily	K-3	Reach for Reading- K-2 OER- Engage New York/Ela-Vate 3rd

Oral Language	10 minutes	Daily	K-3	Reach for Reading- K-2 OER- Engage New York/Ela-Vate 3rd
Writing	30 minutes	Daily	K-3	Step Up to Writing

2. Explain how literacy assessments are used for core (tier 1) instruction and intervention to make instructional decisions and ensure interventions are aligned to students' diagnostic needs.

Acadience Reading is a screener that will be used to indicate which students need further diagnostic testing to be able to target their reading deficit.

District BEPA (Box Elder Phonics Assessment) is a diagnostic assessment that indicates specific phonics deficits. Assessment will be used for benchmark assessments 3 times a year. Data from these assessments will guide Tier 1, 2 and 3 instruction.

95% Phonological and Blending Strategies will be incorporated into Tier 1 and/or Tier 2 instruction.

Progress Monitoring will indicate if the targeted intervention is effective.

Saxon weekly assessments are used as ongoing formative assessments to guide Tier 1 instruction and indicate whether students are learning the phonics skills presented in whole group instruction.

Acadience Reading is administered three times a year and students who are below benchmark in composite and accuracy will be given the BEPA during the Acadience testing window.

Teachers meet weekly in PLC teams to review student data and discuss effective teaching strategies to ensure students are achieving. In addition to PLC time, BESD provides regular RTI collaboration time to review student data (spreadsheets with current data on it) and make instructional decisions to ensure students are making progress. BESD Teachers share teaching strategies to improve their Tier 1 instruction. The SPED, SLP, and classroom teachers, building administrator, Instructional Coach, and the school psychologist, when available, are all members of the RTI collaboration team.

3. Describe the tier 2 and 3, evidence-based intervention system available to students struggling to reach grade-level benchmark goals in reading.

Tier 2: Teachers meet weekly in Professional Learning Communities (PLC) and review weekly Saxon, PSI (Phonic Survey Inventory), BEPA, and BEPAST (Box Elder Phonemic Awareness Skill Test) data. Based on this data, students are divided into groups for either intervention or extension times. In K-1, the Saxon's Reteaching/Intervention component of the Saxon phonics program will be used as the first line of defense for Tier 2 instruction. Tier 2 taught by teachers and paras in small groups, four days a week. If the progress monitoring indicates that this intervention is not effective after a minimum of two weeks of 20-30 minute sessions, four to five days a week, then the 95% Group Phonics Intervention program will be implemented with the same frequency as the Saxon Reteaching/Intervention program. If three separate lines of evidence indicate that the student has reached the 80% minimum proficiency expectation, the student will exit the intervention group and be monitored every month to ensure they are maintaining the skill. Classroom teachers and paraeducators facilitate the groups. The Instructional Coach in each building provides training to paraeducators on the different curriculums that they may use in intervention time. Each week the data is reviewed during RTI-Collaboration and/or PLC time, and

adjustments or new plans are made to ensure students are making progress.

Tier 3: Teachers and paras will provide instruction to identified students who need support in addition to their Tier 2 instruction. The RTI team meets twice a month and reviews Tier 2 data, and from this data, students that need additional support are provided Tier 3 for at least 20 minutes four days a week. Regular assessments are given according to the program being used. Assessment results are reported to teachers and the RTI team. Using this data, the team makes instructional adjustments and, if needed, program adjustments to ensure students are progressing. Teachers and paras will record daily attendance, opportunities to respond, student engagement, and any other components the team deems appropriate. Teachers will take the information from this meeting and make adjustments as needed in their Tier 1 and Tier 2 instruction to better support the Tier 3 students. The students reach three consecutive data points indicating a minimum of 80% proficiency they will test out of Tier III interventions. At the bimonthly data review team meeting if a student is not showing progress the team might change the time, curriculum, or strategy and continue for three two-week rotations. If after the three two-week rotation the student is still not showing progress, we refer to the School Psychologist for more diagnostic testing and follow up suggestions for meeting that student's individual needs. In all of our elementary schools, we will use the following resources as appropriate and applicable: Reading Mastery, Scott Foresman Early Reading, 95% Phonics Lesson Library, and Sound Partners intervention resources.

4. Describe the professional learning opportunities that will be provided for K-3 teachers, literacy coaches, and interventionists. *These funds cannot be used for faculty or staff in grades 4-6.*

- A Canvas course will be created on Saxon Phonics and required for all new teachers and available for any teachers that want to take the course to increase their understanding of the program.
- A Canvas course will be created on Heggerty Phonemic Awareness and required for all new teachers and available for any teachers that want to take the course to increase their understanding of the program.
- A Canvas course will be created on 95% Phonics and required for all new teachers and available for any teachers that want to take the course to increase their understanding of the program.
- All administrators and instructional coaches will meet monthly and review literacy data and literacy instruction together. Administrators will be given instruments to use to document that Tier 1 instruction is happening in every classroom. This data will be reviewed monthly at the principal meeting.
 - [Tier I Instrument](#)
 - [Saxon Phonics Instrument](#)

SECTION B: LOCAL GOALS

Requirements per 53F-2-503: Goals must be measurable, address current performance gaps in student literacy data, and include specific strategies for improving outcomes.

For literacy goals only, include early intervention K-3 software if being used.

1. Early Literacy Goal *(required)*

By May 31, 2021, BESD will increase the percentage of first grade students' proficient on the Acadience Reading accuracy score by 8% from MOY to EOY by providing professional development and instructional coaching, on how to use the decodable readers in Saxon to monitor accuracy and on how to use Shell Fluency in Tier 1 to provide students opportunities to practice reading in text. The students that are identified on the BEPAST or PSI as having a deficit in phonics or phonemic awareness skills will be provided Tier 2 support. Administrators and literacy coaches will monitor Tier 1 and Tier 2 with grade-level collaborative teams on a regular basis to monitor students' growth as accurate readers. Teachers will be given feedback on classroom management, learning targets, student engagement, and explicit instruction.

2. Early Literacy Goal *(required)*

By May 31, 2021, BESD will reduce the percentage of 2nd grade students who begin the year below grade-level on the Acadience Reading Assessment by helping them to reduce the number of students who are falling from below grade level to well below grade level by 49% from BOY-EOY on their composite score by providing ongoing professional development and instructional coaching on how to use each of the District-adopted Tier 1 instructional programs. Administrators and literacy coaches will monitor Tier 1 and Tier 2 with grade-level collaborative teams on a regular basis to monitor student growth using a common observation tool and provide feedback on classroom management, learning targets, student engagement, and explicit instruction. Each school will record their data on the District Spreadsheet to monitor the progress on target students.

General Assurances: *Check all the boxes below.*

- The Early Literacy Plan submitted has been reviewed and approved by your local school board in an open, public meeting.
- The Early Literacy Plan must be submitted in Utah Grants along with local board approval minutes no later than September 1 by 5 p.m.
- The Early Literacy Goals must be submitted in the Data Gateway-Early Literacy page no later than September 1 by 5 p.m.
- We understand our state growth goal for literacy is to achieve at least 60% of students in grades 1-3 making typical or better progress on Acadience Reading.
- We understand that we will assess literacy using state mandated assessments within the state required testing windows: before September 30, December 1- January 31, and mid-April - June 15.

- We understand that we will submit our literacy data and SIS special codes including if a student received or did not receive intervention by October 30, the last day in February, and June 30 annually.
- We understand that we must implement evidence-based remediation interventions for reading if a student is scoring below or well below benchmark.
- We understand that if our plan is not approved by October 15, we forego our Early Literacy Program funds (*see R277-406*).
- We understand that we will report literacy results to all parents of students in grades 1-3 three times per year following guidelines in R277-406.
- We understand that if our LEA does not meet goal requirements laid out in state code and board rule, our LEA will be required to participate in the System of Support.
- Early Literacy Program funds shall only be used for early literacy interventions and supports in kindergarten through grade 3 that have proven to significantly increase the percentage of students who are proficient in literacy (*53F-2-503*).
- We understand that if program money is used in a manner that is inconsistent with 53F-2-503 and R277-406, our LEA is liable for reimbursement for the amount of funds improperly used.

By submitting this form, I certify the information I provided on and in connection to this application is true, accurate and complete. I also understand that any false statements on this application I file with the Utah State Board of Education may be grounds for disqualification for Early Literacy Program funds.

To whom it may concern,

9/25/2020

I am proposing that Grouse Creek School be granted a Community Council waiver because of special circumstances. According to [State Board Rule R277-491-3](#) allows an exemption:

(5)(a) A public school that is a secure facility, juvenile detention facility, hospital program school, or other small or special school may receive School LAND Trust Program funds without having a school community council if the school demonstrates and documents a good faith effort to:

- (i) recruit members;
- (ii) have meetings; and
- (iii) publicize the opportunity to serve on the council.

(5)(b) A local school board shall make the determination whether to grant the exemption for a school described in Subsection (5)(a).

In Grouse Creek we currently have three students enrolled. One of them being the teacher's child. The remaining two children are siblings. I have attempted to recruit members to the best of my ability. I currently have Sarah and Kenny Warr as willing participants. Our staff used the Roberts Rules and procedures. We have two staff members (Teacher- Sonya Spackman and myself). Using the three possible parents, I am unable to fill the 4:2 ratio required by the state policy.

I have publicized the opportunity to serve on the council on my website, personal phone calls, and word of mouth.

I have contacted both Keri Greener and Natalie Gordon with recommendations. Both advised me to seek a special community Council Waiver for the current school year.

Thank you for your time and consideration.

Melissa Morris

Recommendation for Waiver for Grouse Creek School Community Council for 2020-2021

Submitted by: Keri Greener, Assistant Superintendent – Elementary Curriculum

Recommendation: It is recommended that the Box Elder School District Board of Education approve the waiver for the School Community Council for Grouse Creek School for 2020-2021.

Recommended Motion:

I move that the BESD Board of Education approve the waiver for School Community Council for Grouse Creek School for 2020-2021.

Background:

Annual submission

Policy Implications:

This action will have no policy implications.

Financial Implications:

There are no known negative consequences.

Staff Implications

N/A at the district level

Recommendation: It is recommended that the board approve the proposed School Resource Officer agreement submitted by Tremonton City.

Recommended Motion: I move to accept the agreement as presented for a School Resource Officer to cover schools in the Garland Tremonton area.

Background: School Resource Officers have been in our secondary schools for years the partnership is valuable. The new contracts have requirements set out by law and must be approved in a School Board Meeting.

Policy Implications: None at this time.

Financial Implications: The previously agreed payment will stay in place. This has been established in the current year budget.

Staff Implications: Staff are expected to work with, utilize, and coordinate with School Resource Officers.

SCHOOL RESOURCE OFFICER
INTERLOCAL COOPERATION
AGREEMENT

This SCHOOL RESOURCE OFFICER INTERLOCAL COOPERATION AGREEMENT (the "Agreement"), is made and entered into by and between the BOARD OF EDUCATION OF THE BOX ELDER SCHOOL DISTRICT (the "School District"), a political subdivision of the State of Utah, 960 S Main Street, Brigham City, Utah, 84302, and GARLAND CITY (the "City"), a Utah municipality, 72 N Main Street, Garland, Utah, 84312.

WITNESSETH

WHEREAS, Garland City (the "City") has entered into an agreement with Tremonton City, a Utah municipality, 102 S Main Street, Tremonton, Utah, 84337, wherein Garland and Tremonton have combined police services within the newly formed Tremonton-Garland Police Department (the "Department");

WHEREAS, pursuant to the provisions of the Utah Interlocal Cooperation Act, Utah Code Annotated, Section 11-13-101, et seq., as amended, public agencies, including political subdivisions of the State of Utah as defined therein, are authorized to enter into mutually advantageous agreements for joint or cooperative action;

WHEREAS, pursuant to the provisions of the Utah Code Annotated, Section 53G-8-703, which provides that the School District may contract with a law enforcement agency to provide school resource officer services at the schools pursuant to Board review and approval of this Agreement;

WHEREAS, the School District and City, through their respective governing bodies, have voluntarily determined that the interests and welfare of the public within their respective jurisdictions will best be served by this Agreement to provide for joint and cooperative action in regards to having a School Resource Officer ("SRO") to maintain safe schools, improve school climate, and support educational opportunities for students while serving at the following schools within the corporate limits of Garland City: Bear River High School and Bear River Middle School, and such other schools or locations in Garland and Tremonton as the City and the School District may determine in writing from time to time;

WHEREAS, the City's School Resource Officer Program will provide the outreach to school administrators, parents, students, businesses and the community for stakeholder involvement in problem solving and solutions and enable the Police Department and School District to form valuable partnerships and promote ongoing continued relationships that will benefit the community, which collective effort will help the City's Police Department to provide the best public safety services to better protect citizens and support officers in their law enforcement work;

WHEREAS, the governing bodies of the School District and the City have by resolution agreed to adopt this Agreement to provide for the joint and cooperative action contained herein; and

WHEREAS, this Agreement shall replace and supersede any agreements or memoranda of understanding approved and executed previously by the School District and the City regarding school resource officers.

NOW, THEREFORE, be it mutually covenanted and agreed as follows, each of the parties accepting as consideration for this Agreement the mutual promises and agreements of the other:

SECTION ONE
EFFECTIVE DATE AND DURATION

This Interlocal Cooperation Agreement shall be effective as of August 31, 2020 and shall continue for a period of up to two (2) years, unless sooner terminated as provided herein. However, should either party encounter budgetary constraints that make the continuation of this agreement impractical, then either party may cancel this agreement upon sixty (60) days' notice to the other, subject to the termination provisions set out in Section 13 below. Following the initial two-year term, this agreement shall be renewed for successive one-year periods upon written agreement by the Parties, with a total term not to exceed 5 years, unless either party requests termination or modification of this agreement.

SECTION TWO
ADMINISTRATIVE
ENTITY

The City and the School District do not contemplate nor intend to establish a separate legal entity under their terms of this Agreement.

SECTION THREE
PURPOSE

This Agreement is established for the purpose of jointly providing for School Resource Officers to serve at schools in Garland, Utah, including the following existing schools: Bear River High School and Bear River Middle School, or such other school or place in Garland and Tremonton as the City and the School District may determine from time to time.

SECTION FOUR
MANNER OF FINANCING

This Agreement and the matters contemplated herein shall not receive separate financing, nor shall a separate budget be required. Each party shall be responsible for its own obligations under this Agreement. The City shall budget and be responsible for all payments related to the employment of the School Resource Officer. The City shall send an invoice to the School District on an annual basis for payment of the services of the School Resource Officer. For 2020-2021, and 2021-2022, this amount will be \$56,000.00 per year. This amount can be renegotiated at the request of the district or the city with each renewal of the contract. The invoice shall be paid before May 30th of each year. If this agreement is terminated during the budget year, the City and the School District agree to reduce that cost on a pro-rata basis.

SECTION FIVE
ADMINISTRATOR

Pursuant to Utah Code Annotated, Section 11-13-101, et seq., the parties agree that the City shall act as administrator responsible for this Agreement. This Agreement does not anticipate nor provide for any organizational changes in the City or the School District.

SECTION SIX
FILING OF AGREEMENT

A copy of this Agreement shall be placed on file in the Office of the City Recorder of the City and with the Business Administrator of the School District and shall remain on file for public inspection during the term of this Agreement.

SECTION SEVEN
DESCRIPTION OF
ARRANGEMENT

I. Employment of School Resource Officers

- a. The School Resource Officers shall be employees of the City's Police Department and shall be subject to the administration, supervision and control of the Police Department.
- b. The Department will furnish any training state law requires and as is needed for the operation of this agreement.
- c. The Department will provide School Resource Officer with uniforms and equipment.
- d. The School Resource Officers shall be subject to all personnel policies and practices of the City's Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- e. The City's Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the School Resource Officers; however, the School District and the City's Police Department will jointly discuss School Resource Officer applicants, specifically, the principal primarily working with the School Resource Officer will be given the opportunity to meet with the School Resource Officer candidate prior to the assignment of the School Resource Officer.
- f. As employees of the City's Police Department, School Resource Officers will be subject to the chain of command of the Police Department.
- g. If a principal is dissatisfied with a School Resource Officer who has been assigned to that principal's school, then that principal may request that the Chief of Police or his or her designee assign a different officer as the School Resource Officer for that school. Such a request to the Chief of Police will occur after the principal has met with the School Resource Officer's Supervisor to discuss concerns and allow a reasonable amount of time for the School Resource Officer's Supervisor to remediate the issues unless the concerns are of such a nature, in the opinion of the principal, to warrant bringing them immediately to the attention of the Chief of

Police. The Chief of Police shall make reasonable efforts to expeditiously assign a new School Resource Officer for that school with the understanding that an immediate reassignment may not be possible based on current personnel. The City's Police Department reserves the right to remove/re-assign any School Resource Officer at any time and for any reason so long as notification is given to the School District.

- h. The School Resource Officer and the principal (or designee) at the school where a School Resource Officer will be working will jointly complete the School Resource Officer training described in Utah Code Annotated, Section 530-8-702. If training is required during the school day, the City's Police Department will make a good faith effort to cover the School Resource Officer's classes and responsibilities in the school.
- i. The School District acknowledges and agrees that as law enforcement officers employed by the City, School Resource Officers may be called upon to respond to emergency situations arising in Garland and Tremonton. This Agreement shall not be interpreted to prevent a School Resource Officer from responding to an emergency where all City police officers are called upon to respond.

II. Duties of School Resource Officers

- a. The mission of the School Resource Officer is to provide for and maintain a safe, healthy and productive learning environment, emphasizing the use of restorative approaches to address negative behavior while acting as a positive role model for students in the School District by working in a cooperative, proactive, problem-solving partnership between the Police Department and the School District.
- b. One School Resource Officer will build partnerships, enhance community-policing activities, identify problems within the schools, develop problem solving strategies with school administrators and staff, and collaboratively develop a comprehensive school safety plan with school administrators, staff, and the District's Risk Management.
- c. Additional School Resource Officer services may be assigned to assist with the D.A.R.E. curriculum at the district's elementary schools in the cities to include Garland Elementary, North Park Elementary, and McKinley Elementary. School Resource Officers may also provide additional presentations to the schools in safety, crime prevention, and bullying. When lawful, permissible, and practical the School Resource Officer should respond to requests for assistance by the elementary schools to address problems or meet school needs.
- d. The School Resource Officer and the School Resource Officer's supervisor will meet regularly to identify problem and solve issues at the schools.

- e. The City and School Resource Officer will work closely with the School District to improve the social and behavioral skills of students in order to maximize their ability to achieve academically and become successful, contributing citizens. Issues to be addressed include substance abuse, violence reduction, social skills and other areas of district and community concern.
- f. The City's Police Department and School District understand that the School Resource Officer may use any measures to secure school property by following established protocols of the City's Police Department in the event of an emergency situation that requires "lock-down".
- g. The School Resource Officer will be a visible active law enforcement figure dealing with law enforcement matters. The School Resource Officer shall confer with the principal (or designee) to resolve an offense that is a minor violation of the law but would not violate the law if the offense was committed by an adult, which originates or continues on the assigned campus. As to school policy violations, the School Resource Officer will take the student to the principal's office for discipline to be taken by the school officials.
- l. The School Resource Officer will differentiate between disciplinary issues and crime problems and respond appropriately, de-escalating school-based incidents whenever possible.
 - i. School Resource Officers are responsible for criminal law issues, not school discipline issues.
 - ii. Absent a real and immediate threat, School Resource Officers shall refer to school administration any offenses identified by the Officer which fall within the scope of Utah Code § 53G-8-211(3); such offenses shall be handled as student discipline matters and not referred to juvenile court or other law enforcement officers.
- j. The School Resource Officer will be involved in school discipline when it pertains to preventing a disruption that would, if ignored, place students, faculty, visitors and staff at risk of harm, and the School Resource Officer is able to resolve the problem to preserve the safe school climate. In all other cases, disciplining students is a School District responsibility and the School Resource Office will take students who violate school policies or the code of conduct to the principal's office for discipline to be taken by school officials.
- k. The School Resource Officer shall initiate positive interaction with students in the classroom and general areas of the school building to promote the profession of police officers and be a positive role model, while increasing the visibility and accessibility of police to the school community
- l. The School Resource Officer will share information with the school's administrator about persons and conditions pertaining to campus safety concerns.
- m. As partners with the School District, when appropriate, the School Resource Officer may assist with resolving law enforcement issues that affect the School District and the broader community.
- n. The School Resource Officer shall notify school administration upon removing a student from campus.

- o. The School Resource Officer shall notify parents as soon as possible when students are ticketed or arrested.
- p. If a student's arrest is warranted, the School Resource Officer shall use the least disruptive and the least obtrusive manner reasonably available to conduct the arrest of the student. The School Resource Officer will be accompanied by a school principal or vice principal when arresting a student unless emergency circumstances require otherwise for the safety of the student, School Resource Officer, and/or others.
- q. The School Resource Officer shall question students in a manner and a time when it has the least impact on the student's schooling so long as the delay in questioning does not interfere with the effectiveness of an investigation.
- r. School administrators shall handle routine discipline (tardiness, loitering, use of profanity, dress code violations, disruptive or disrespectful behaviors, etc.) within the school and without involving the School Resource Officer in an enforcement capacity (issuing citations) unless it absolutely necessary or required by law.
- s. The School Resource Officer shall become familiar with School District's student discipline policies.
- t. The School Resource Officer will make reasonable efforts to inform the principal when the School Resource Officer will be out of the building due to training, temporary assignments or vacations and will, when possible, minimize vacations while school is in session.

III. Duties of School District Administrators

- a. Provide the Police Department a School District "point of contact" to facilitate communication.
- b. Provide an office or work space for the School Resource Officer and a storage area for the Officer's materials and personal effects.
- c. Provide students, classroom, equipment and supplies for classes taught by School Resource Officers.
- d. Differentiate between disciplinary issues and crime problems and respond appropriately.
- e. Facilitate School Resource Officer-initiated investigations and actions.
- f. Provide ongoing feedback to the Police Department designee for evaluation purposes.
- g. Notify School Resource Officers responding to a school-based infraction if any student involved possesses disabilities and/or an Individualized Education Plan ("IEP") and who therefore may require special treatment or accommodations.
- h. The School District acknowledges that School Resource Officers are required by policy and procedures to attend mandatory trainings and/or meetings

IV. Respect for Student's Rights

- a. A School Resource Officer may conduct or participate in a search of a student's person, possessions, or locker only where there is probable cause to believe that the search will turn up evidence that the student has committed or is committing a criminal offense.
 - i. It is recommended that in addition to having probable cause, a School Resource Officer should follow Federal and Utah state law and City Police Department policy and procedures applicable to conducting searches of persons and property which may require a search warrant and to obtain a warrant under those circumstances before conducting the search of a student's property under her or his control.
 - ii. The School Resource Officer shall inform school administrators prior to conducting a probable cause search where practicable.
 - iii. The School Resource Officer shall not ask school officials to search a student's person, possessions, or locker in an effort to circumvent his or her protections.
- b. At the School District's own risk, a school official may conduct a search of a student's person, possessions, or locker where there is a reasonable suspicion to believe that the search will turn up evidence that the student has violated or is violating either that law or the rules of the school, and the search is justified in scope given such suspicion.
 - i. Absent a real and immediate threat to student, teacher, School Resource Officer or public safety, a school official shall not ask a School Resource Officer to be present or participate in such a search. Even if the School Resource Officer is requested to be present, the School Resource Officer retains the complete discretion to not participate in such search without repercussions from the School District other than as provided for under Section Seven.
- c. A School Resource Officer may question a student about criminal conduct that could expose the child to court-involvement or arrest so long as state and federal laws with respect to question of students are followed, including laws with respect to questions of children under the age of 14.
 - i. The School Resource Officer shall inform school administrators prior to questioning the student where practical.
 - ii. The School Resource Officer shall not ask a school official to question a student in an effort to circumvent these protections.
 - iii. Other conversations between School Resource Officers and student will be on the premise of building relationships to help develop a healthy learning environment and promote pro-social behaviors.
- d. Strip searches of children by either school officials or School Resource Officers shall be prohibited.
- e. A School Resource Officer shall not use physical force or restraints on a student

(including handcuffs, tasers, mace, or other physical or chemical restraints) unless a student's actions pose a threat or they are subject to arrest.

V. Access to Education Records

- a. School officials shall allow School Resource Officers to inspect and copy any public records, including directory information, maintained by the school to the extent allowed by law.
- b. If some information in a student's record is needed in an emergency to protect the health or safety of the student or other individuals, school officials shall disclose to the School Resource Officers that information that is needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety; the need of the information to meet the emergency situation; and the extent to which time is of the essence.
- c. If a School Resource Officer needs confidential student record information, but no emergency situation exists, the information may be released only as allowed by law.

VI. Law Enforcement Units

- a. The School District will designate the District's Risk Management as the District's Law Enforcement Unit and School Resource Officers as the School's Law Enforcement Unit as provided under FERPA (Family Education Rights Privacy Act), pursuant to 20 U.S.C. 1232g(a)(4)(ii) and 34 C.F.R. 99.8. Parents shall be notified annually of these designations. All school security equipment shall be the responsibility of the District's law enforcement unit. All school security records, including but not limited to, school security campus videotapes or school bus videotapes, are created and maintained by the District's law enforcement unit. These records are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. In addition, records created by the School's Law Enforcement Unit are not deemed to be student records or educational records [20 U.S.C. 1232g(a)(4)(ii)]. If the District's law enforcement unit or School's law enforcement unit provides these records to the School's officials for student disciplinary purposes, the records maintained by the School officials may become student records or educational records.

SECTION EIGHT **NOTICE OF DEFAULT; CORRECTIVE ACTION**

The failure of either party to comply with each and every term and condition of this Agreement shall constitute a breach of this Agreement. Either party shall have thirty (30) days after receipt of written notice from the other of any breach to correct the conditions specified in the notice, or if the corrections cannot be made within the thirty (30) day period, within a reasonable time if corrective action is commenced within ten (10) days after receipt of the notice.

SECTION NINE
RIGHTS AND REMEDIES

In the event of any breach hereunder and after the lapse of the cure period as per Section Eight above, the non-breaching party shall have all the rights and remedies available under the laws of the State of Utah in effect. The rights and remedies of the parties hereto shall not be mutually exclusive, but shall be cumulative in all respects. The respective rights and obligations of the parties hereunder shall be enforceable in equity as well as at law or otherwise. In addition, in the event the -School District breaches this Agreement and fails to make corrections as set forth in Section Eight above, the City may terminate this Agreement and cease providing a School Resource Officers.

SECTION TEN
GOVERNING LAW, JURISDICTION, AND VENUE

All questions with respect to the construction of this Agreement and all right and liability of the parties hereto shall be governed by the laws of the State of Utah. Jurisdiction and venue for the enforcement of this Agreement shall be found in the courts of Box Elder County State of Utah.

SECTION ELEVEN
COSTS OF ENFORCEMENT

In the event of a breach of this Agreement, the non-breaching party shall be entitled to recover from the breaching party all of the non-breaching party's costs (including, but not limited to, courts fees and expert witness costs) and attorneys' fees associated with the enforcement of this Agreement.

SECTION TWELVE
NOTICE

Any written notice which must or may be given relating to this Agreement shall be sufficient if mailed postage prepaid, registered or certified mail, in the United States mail addressed to a party at the address given above. In the case of the School District, notice shall be mailed to the attention of the Business Administrator at the above address. In the case of the City, notice shall be mailed to the attention of the City Mayor at the above address. Either party may notify the other to designate a different address for mailing.

SECTION
THIRTEEN
TERMINATION

Either party may terminate this Agreement for any or no reason and at any time by giving the other party at least sixty (60) days prior written notice of the same.

SECTION FOURTEEN
APPROPRIATION OF FUNDS

The Parties' obligations under this Agreement are expressly subject to the appropriation of funds by the City Council and/or the School District's Board of Education. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the obligations under this Agreement, the Parties may terminate this Agreement.

SECTION
FIFTEEN
INDEMNIFICATION

Both parties are governmental entities under the Governmental Immunity Act of Utah (the "Immunity Act"), Utah Code Annotated Sections 630-7-101 to -904, as amended. Consistent with the terms of the Immunity Act, it is mutually agreed that each party is responsible and liable for its own wrongful or negligent acts, which it commits or which are committed, by its agents, officials, or employees. Neither Party waives any defenses otherwise available under the Immunity Act nor does any party waive any limits of liability now or hereafter provided by law.

SECTION SIXTEEN
GENERAL PROVISIONS

A. Severability. In the event that any condition, covenant, or other provision herein contained is held to be invalid or void by any court of competent jurisdiction, the same shall be deemed severable from the remainder of this Agreement and shall in no way affect any other covenant or condition herein contained. If such condition, covenant, or other provision shall be deemed invalid due to its scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.

B. Entire Agreement. This Agreement contains the entire agreement between the parties. No promise, representation, warranty, or covenant not included in this Agreement has been or is relied upon by the parties. All prior understandings, negotiations, or agreements are merged herein and superseded hereby.

C. Amendments. This Agreement may be modified only by a writing signed by each of the parties hereto.

D. Covenants and Conditions. Each provision of this Agreement performable by the City and the School District shall be deemed to be both a covenant and a condition.

E. Not Assignable. This Agreement is specific to the parties hereto and is therefore not assignable.

F. Binding Effect. This Agreement shall bind the parties and their respective successors and assigns.

G. Captions. The captions to the various Sections of this Agreement are for convenience and ease of reference only and do not define, limit, augment, or describe the scope, content, or intent of this Agreement or any part or parts of this Agreement.

H. Time. Time is of the essence of each term, provision, and covenant of this Agreement.

I. Counterparts. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

J. Gender and Number. Whenever the context of any provision shall require it, the singular number shall be held to include the plural number, and vice versa, and the use of any gender shall include any other and all genders or other entity or entities or any combination of persons and entities.

K. Waiver or Forbearance. No delay or omission in the exercise of any right or remedy by any party hereto shall impair such right or remedy or be construed as a waiver. Any waiver of any breach must be in writing and shall not be a waiver of any other breach concerning the same or any other provision of this Agreement.

L. No Partnership, Joint Venture, or Third-Party Rights. Except as specifically set forth herein, nothing in this Agreement shall be construed as creating any partnership, joint venture, or business arrangement among the parties hereto, nor any rights or benefits to third- parties.

IN WITNESS WHEREOF, the parties have signed and executed this SCHOOL RESOURCE OFFICER INTERLOCAL COOPERATION AGREEMENT, after resolutions duly and lawfully passed, on the dates listed below.

DATED this ____ day of _____, 2020.

THE BOARD OF EDUCATION OF BOX ELDER COUNTY, UTAH:

Steven E. Carlsen
Superintendent

THE TREMONTON-GARLAND POLICE DEPARTMENT

Kurt M. Fertig
Chief of Police

GARLAND CITY CORPORATION

Todd Miller
Garland City Mayor

Attest:

Sharlet Anderson
City Recorder

2020 School Report Card Summary

School	ELL Proficiency	Attendance [1]	4-Year Grad Rate [2]	Readiness [3]	Post Sec Enroll [4]	Teacher Retention [5]
State Average	2%	91%	87%	85%	38%	57%
BESD	3%	89%	84%	92%	31%	64%
BEHS	0%	90%	87%	95%	31%	71%
BRHS	ND	92%	93%	96%	36%	76%
Sunrise	ND	46%	45%	57%	0%	64%
BEMS	0%	87%				55%
BRMS	0%	90%				57%
ACHI	3%	94%				57%
ACYI	10%	92%				67%
Century	0%	94%				68%
Discovery	0%	93%				70%
Fielding	ND	88%				63%
Foothill	ND	91%				57%
Garland	29%	92%				69%
Lake View	13%	87%				48%
McKinley	5%	91%				79%
Mountain View	ND	85%				46%
North Park	16%	86%				74%
Park Valley	ND	100%				N<10
Snowville	ND	77%				N<10
Three Mile Creek	ND	92%				64%
Willard	ND	90%				45%

[1] Consistent attendance is the percentage of students who miss fewer than ten school days during the school year.

[2] Percentage of students graduating within four years.

[3] Percentage of students who earn a C or better in advanced placement, concurrent enrollment, and international baccalaureate courses, or who complete a career or technical education (CTE) pathway.

[4] For high schools, Postsecondary Enrollment is the percentage of students who enroll in college in the state of Utah in the year after graduation.

[5] Percentage of teachers that have taught at the same school for 3 or more years.



UTAH SCHOOL REPORT CARD FAQ



This document is designed to help schools, parents, and communities navigate the 2019-2020 [Utah School Report Card](#) and to answer frequently asked questions (FAQs) about unique circumstances affecting education in the 2019-2020 school year and the resulting impact on school accountability.

Q. WHAT IS THE UTAH SCHOOL REPORT CARD?

- A** The Utah School Report Card is just one piece of information that, when combined with other information, shows how schools and districts are performing in multiple areas. It is designed to give parents, caregivers, community members, educators, and policymakers transparent information about school performance, to both celebrate successes and identify areas for improvement. The state’s education community experienced unprecedented conditions during 2019-2020 due to the coronavirus (COVID-19) pandemic. Although the 2019-2020 Report Card is heavily impacted by COVID-19-related school soft closures and the education landscape of Spring 2020, the goal of the Report Card remains - to ensure high expectations and equitable outcomes for all Utah students.

Q. WHAT DECISIVE ACTIONS AFFECTED THE SCHOOL REPORT CARD?

- A** As a result of state-wide school building closure, the Utah State Board of Education made the [decision](#) to forego certain statewide tests in Spring 2020. The U.S. Department of Education also granted an Assessment and Accountability [waiver](#) to states in March 2020, suspending federal requirements to administer Spring statewide tests, but which still required states to meet certain public reporting requirements. With the cancellation of testing in Spring 2020, the data that feeds into several measures on the report card are not available this year, and thus Report Card for 2019-2020 will look notably different from prior years. Each area will be noted with explanations in this guide.

Q. HOW HAS THE 2019-2020 SCHOOL REPORT CARD BEEN IMPACTED BY COVID-19?

- A** Each year, The School Report Card shows student performance for the prior school year. This edition of the report card shows the available information for school year 2019-2020. Schools were not required to administer Utah’s state tests, including RISE, Utah Aspire Plus, ACT, Acadience Reading, and alternate assessments for students with significant cognitive disabilities during the spring of 2020. As a result, in the absence of assessment data, the accountability data associated with these assessments is also absent from the Report Card. “NA” is displayed where data are not applicable or unavailable.



Q. WHAT IS NOT INCLUDED ON THE 2019-2020 REPORT CARD?

A Without Spring 2020 assessment data available to calculate school accountability, the Report Card will not report any assessment, achievement, or growth data, and individual ratings for accountability indicators will not be displayed. State legislation suspended assigning overall letter grades for schools, and schools will not receive points for any accountability indicators as they do in a typical year. The U.S. Department of Education Assessment and Accountability Waiver also suspended the ranking of schools for 2019-2020 and the identification of low performing schools for Comprehensive and Targeted Support and Improvement.



Q. WHAT IS INCLUDED ON THE REPORT CARD FOR 2019-2020?

A This edition of the Utah Report Card will provide the data that is available for 2019-2020. Information about high school graduation rates, college and career readiness course taking, postsecondary enrollment, and consistent attendance are included. Utah was able to complete all WIDA ACCESS testing for English Learners prior to the school closure, so English Learner Progress information is made available. In addition, much of the usual demographic and enrollment data will be published, along with schools' self-reported indicators. Information about teacher experience has been added as a new addition to school profiles.

Not Reported for 2019-2020	Reported for 2019-2020
<ul style="list-style-type: none"> • Achievement Indicator – Includes: <ul style="list-style-type: none"> • Assessment results for RISE, Utah Aspire Plus, and alternate assessments • Growth Indicator • Growth of the Lowest 25% Indicator • ACT Performance • Assessment Participation Rates • Early Literacy for grades 1-3 • School Letter Grades • Comparisons to the State and district • Performance of student groups • Progress toward State Long-Term Goals 	<ul style="list-style-type: none"> • English Learner Progress Indicator • Graduation Rate for the 2019 graduating cohort • Readiness Coursework for the 2019 graduating cohort • Post-Secondary Enrollment for the 2019 graduating cohort • Consistent Attendance • Self-Reported Indicators (optional for schools) • Teacher experience (New) – Includes: <ul style="list-style-type: none"> • Teacher experience • Teacher retention • Percentage of teachers teaching with emergency credentials or teaching outside of their field/certification



INTERPRETING 2019-2020 REPORT CARDS

Q. WHAT CAUTIONS SHOULD BE TAKEN WHEN INTERPRETING THE DATA?

- A** The data provided on the Report Card for 2019-2020 can be considered as generally reliable indication of school performance in the areas that are report, however the unprecedented conditions placed on schools in Spring 2020 warrant some caution when interpreting the information. Consistent Attendance, for example, is dependent on how individual schools or districts chose to report student attendance while under remote learning conditions, and therefore should be interpreted with appropriate caution.



Q. WHAT DATA WAS NOT IMPACTED BY THE CONDITIONS OF SPRING 2020?

- A** Other data, such as graduation rate, readiness coursework, and postsecondary enrollment, are reflective of students in the 2018-2019 graduating cohort who were not impacted by COVID-19. Utah was also able to complete all WIDA ACCESS testing for English Learners prior to the statewide school soft closure, so the English Learner Progress Indicator is reported as it is in a typical year to promote equity and opportunity for English Learners.

Q. WHY DO MANY ELEMENTS ON REPORT CARD SHOW 'ND', 'NA', OR 'N<10'?

- A** In cases where assessment data is not available to calculate a piece of information, NA indicates that the element is not applicable. Similarly, ND indicates that there is no data available. N<10 indicates where there are fewer than 10 individuals in a group and the data is suppressed to protect personally identifiable information.

Q. WHY ARE SELF-REPORTED INDICATORS MEANINGFUL IN 2019-2020?

- A** Schools may choose to describe up to two additional pieces of information about how their school is supporting students. In this reporting year, where state assessment data is absent from Report Cards, the self-reported indicators may add more value than ever. Self-reported indicators are optional but can provide the opportunity for schools to highlight successful practices, programs, and provide rich information to their school community. LEA Assessment Directors can assist schools to upload these additional indicators should the school choose to do so.

Q. WHAT CAN BE EXPECTED FOR 2020-2021?

- A** 2020-2021 presents many unknowns, and learning is occurring in a wide variety of ways - most of which are much different than our traditional idea of what school looks like. The effects of COVID-19 will continue to reach every corner of our state. The Utah State Board of Education is hopeful that the conditions for schools will stabilize, Spring assessments can be administered to students as planned, and Report Cards can provide more information to stakeholders in the new future. The USBE has created [resources and a three-phase path to recovery](#) to support students and families and create educational success in the near- and long-term.



ADDITIONAL FREQUENTLY ASKED QUESTIONS

Q. WHERE CAN I FIND MORE INFORMATION ABOUT SCHOOL ACCOUNTABILITY?

- A** The [Utah Accountability Technical Manual](#) describes the accountability system purpose, the method for calculating each indicator, and provides more information about the Utah School Report Card. It can be found on the Utah State Board of Education's [Assessment and Accountability Resources](#) website. It is important to note that the manual describes the Utah Accountability System as it operates in a typical school year for the purpose of documentation and reference. This FAQ guide describes the unique circumstances and impacts for the 2019-2020 Report Card.

Q. HOW SHOULD STAKEHOLDERS INTERPRET ENGLISH LEARNER PROGRESS?

- A** The English Learner Progress measure shows the percentage of students learning the English language and have made adequate progress or reached English proficiency in the areas of listening, reading, speaking, and writing on the WIDA ACCESS assessment. Adequate progress targets for English Learners are set for each student based on where they started and how long they have been in school. These adequate progress targets are defined in the [Accountability Technical Manual](#) on page 20.

Q. MY STUDENT TOOK THE ACT IN 2020. WHY IS ACT NOT REPORTED?

- A** Utah made great effort to give all 11th graders in the state the opportunity to take ACT in 2020, either during the regular testing window or by providing vouchers for national test dates during the Summer or Fall. However not all students took the ACT in 2020. Reporting ACT performance for only those students who took the ACT would be misrepresentative and open to misinterpretation. The decision was made to leave ACT performance off the Report Card and allow schools to interpret and use their own data locally, where they have a better understanding of their own context.

Q. WHY IS SOME DATA AVAILABLE FOR HIGH SCHOOLS IN POSTSECONDARY READINESS?

- A** Some high school indicators are calculated using lagged data collected from the prior year's graduating cohort. These include Graduation Rate, Readiness Coursework, and Postsecondary Enrollment. This data is published on the 2019-2020 report card because the graduating cohort from 2018-2019 was unimpacted by school closures and COVID-19. The [Accountability Technical Manual](#) describes these indicators in detail on p. 21-23. Looking forward, the USBE plans to closely examine the impact of COVID-19 conditions on these measures for students who graduated during the pandemic.

Box Elder School District - October 1, 2020

School	Pre-K	K	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	Oct 1, 2020	Oct 1, 2019	Difference
DYCH										3	2	10	32	76	123	116	7
BRHS												396	381	328	1,105	1036	69
BEHS												516	525	460	1,501	1545	(44)
BRMS										450	390				840	781	59
BEMS										541	586				1,127	1093	34
Harris								404	400						804	841	(37)
Young								547	524						1,071	1060	11
Century		95	68	71	79	78	75								466	496	(30)
Discovery		87	58	75	61	79	66								426	457	(31)
Fielding		85	68	84	61	72	74								444	450	(6)
Foothill		58	64	85	96	94	94								491	515	(24)
Garland		87	107	90	136	131	94								645	706	(61)
Lake View		83	88	95	85	93	96								540	597	(57)
McKinley		104	106	85	72	73	76								516	499	17
Mt. View		46	64	46	28	42	132								358	327	31
No. Park		106	91	102	63	73	74								509	504	5
Three Mile				144	154	138	134								570	562	8
Willard		116	129												245	245	0
Grouse Creek						1	1	1							3	5	(2)
Park Valley		5	3	3	5	4	2	4		3	5	2			36	40	(4)
Snowville		4		6	4	5	1								20	24	(4)
Out of State			1		1		1				1	1	4	1	10	15	(5)
Totals:	0	876	847	886	845	883	920	956	924	997	984	925	942	865	11,850	11,914	(64)

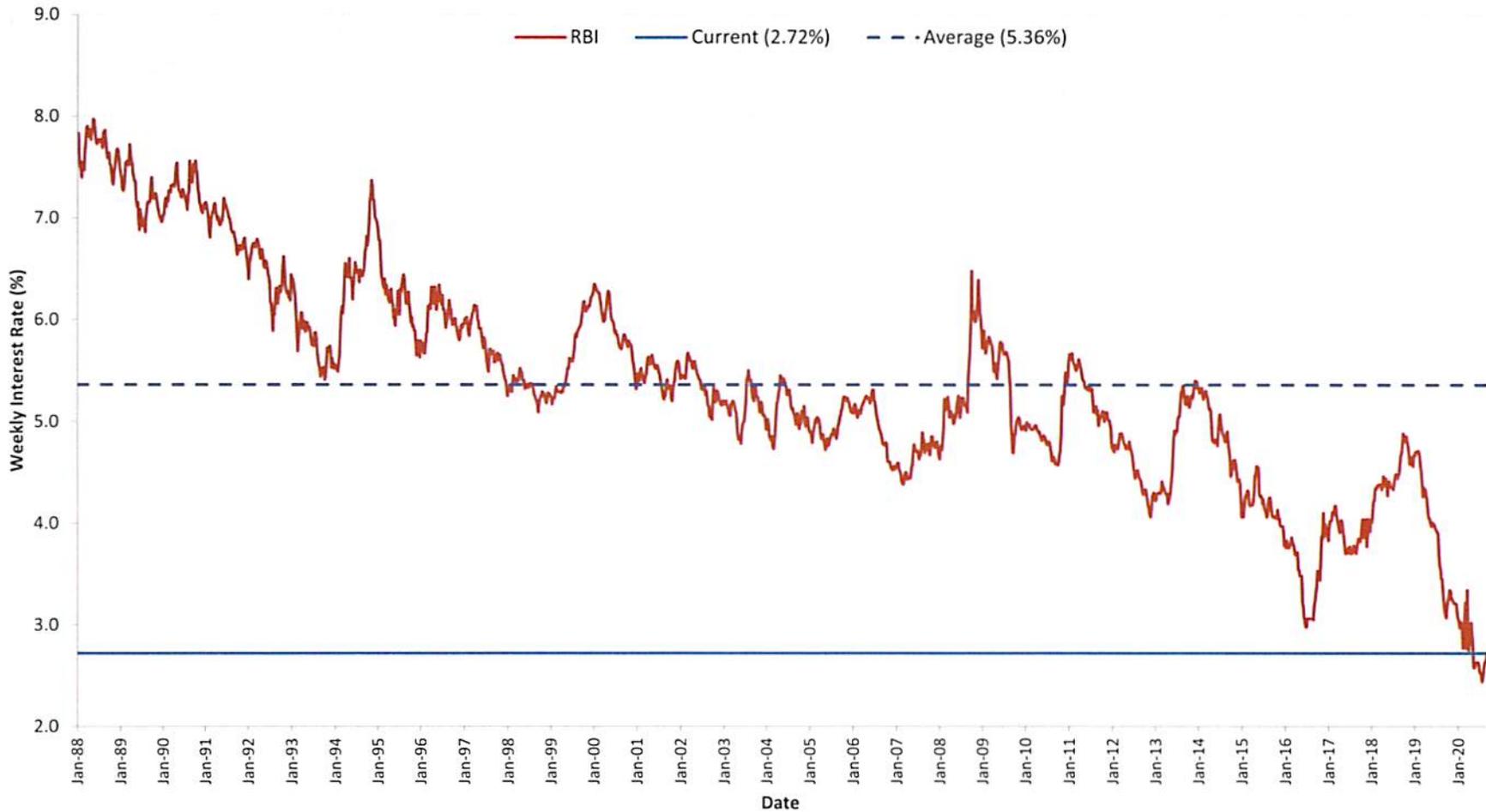
District Wide	Oct 1	Oct 1	
Grade	2020	2019	Diff
Kindergarten	876	852	24
Grade 1	847	916	-69
Grade 2	886	861	25
Grade 3	845	899	-54
Grade 4	883	916	-33
Grade 5	920	963	-43
Grade 6	956	935	21
Grade 7	924	975	-51
Grade 8	997	962	35
Grade 9	984	923	61
Grade 10	925	973	-48
Grade 11	942	864	78
Grade 12	865	875	-10
Regular Total	11850	11914	-64

Note: Some totals are affected by BESD online enrollment

Interest Rate Trends

Revenue Bond Index

January 1988 to September 2020



Since January 1988:

Interest rates have been higher than the current RBI 99.06% of the time.

Interest rates have been lower than the current RBI .94% of the time.



ZIONS PUBLIC FINANCE, INC.

MONTHLY FINANCIAL REPORT
September 30, 2020

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	22,255,309	335,628	1.5%	1.9%	414,809	22,279,801
6	Tuitions	645,000	29,086	4.5%	6.1%	39,270	640,000
7	Inv Earnings	445,000	25,840	5.8%	0.0%	17	645,234
8	Inidr. Costs-SL	680,000	0	0.0%	0.0%	0	650,000
9	Rental Fees/Building/Tra	230,000	5,631	2.4%	9.1%	8,643	95,000
10	Other	790,000	70,946	9.0%	10.3%	124,910	1,218,072
11	State	69,695,271	17,077,585	24.5%	24.2%	16,754,109	69,225,000
12	Federal	4,525,000	-252,596	-5.6%	-6.6%	-297,046	4,525,000
13	Misc./ Fund Bal	0					
14	TOTAL M & O						
15	REVENUE	99,265,580	17,292,120	17.4%	17.2%	17,044,712	99,278,107
16	Beg Balance	1,603,336					1,892,331
17	Less:						
18	Ending Balance	2,249,988					1,603,336
19	TOTAL M & O FUNDS						
20	available	98,618,928	17,292,120	17.5%	17.1%	17,044,712	99,567,102
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	45,233,157	6,724,663	14.9%	14.8%	6,693,594	45,233,157
24	Benefits	17,153,955	3,398,505	19.8%	21.4%	3,679,030	17,153,955
25	Purchased Serv.	2,070,500	686,301	33.1%	26.8%	554,846	2,070,500
26	Supplies/Textbooks	2,503,086	2,347,889	93.8%	30.7%	767,209	2,503,086
27	Equipment	250,000	210,170	84.1%	88.1%	352,418	400,000
28	Other	450,000	431	0.1%	0.0%	0	450,000
29	Total	67,660,698	13,367,959	19.8%	17.8%	12,047,097	67,810,698
30							
					Textbook Adoption 2020		
31	Student Services (2100)						
32	Salaries	3,189,715	559,693	17.5%	16.1%	513,996	3,189,715
33	Benefits	1,045,807	225,629	21.6%	20.0%	209,162	1,045,807
34	Other	350,000	5,285	1.5%	25.1%	87,747	350,000
35	Total	4,585,522	790,607	17.2%	17.7%	810,905	4,585,522
36							
37	Instructional Staff (2200)						
38	Salaries	1,396,821	335,465	24.0%	21.1%	277,559	1,316,821
39	Benefits	495,096	140,384	28.4%	23.4%	109,757	470,024
40	Other	450,000	49,000	10.9%	5.7%	25,591	450,000
41	Total	2,341,917	524,849	22.4%	18.5%	412,907	2,236,845

MONTHLY FINANCIAL REPORT
September 30, 2020

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
42	District Administration (2300)						
43	Salaries	479,554	83,481	17.4%	23.0%	78,023	339,554
44	Benefits	219,134	45,380	20.7%	25.6%	44,897	175,258
45	Purch Services	178,000	41,755	23.5%	25.1%	44,713	178,000
46	Liability Insurance	250,235	0	0.0%	94.1%	221,273	235,235
47	Supplies	35,000	10,177	29.1%	47.3%	16,559	35,000
48	Other	25,000	20,972	83.9%	78.7%	18,893	24,000
49	Total	1,186,923	201,765	17.0%	43.0%	424,358	987,047
50	School Administration (2400)						
51	Salaries	3,854,303	884,036	22.9%	4.0%	849,122	3,854,303
52	Benefits	1,641,487	363,856	22.2%	3.7%	365,465	1,641,487
53	Prof Serv/Travel	88,000	16,727	19.0%	44.0%	24,050	88,000
54	Other	15,000	0	0.0%	47.7%	0	15,000
55	Total	5,598,790	1,264,619	22.6%	22.1%	1,238,637	5,598,790
56							
57	Business & Support (2500)						
58	Salaries	689,377	163,413	23.7%	22.1%	152,381	689,377
59	Benefits	247,312	63,460	25.7%	24.8%	61,418	247,312
60	Purchased Services	159,665	28,762	18.0%	24.3%	38,762	159,665
61	Other	25,000	6,662	26.6%	28.6%	7,151	25,000
62	Total	1,121,354	262,297	23.4%	23.2%	259,712	1,121,354
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,039,094	1,194,861	23.7%	25.1%	1,158,270	4,607,094
66	Benefits	2,068,328	528,091	25.5%	26.7%	516,393	1,932,939
67	Electricity	959,212	107,710	11.2%	14.1%	120,587	857,397
68	Purchased Service	420,000	198,823	47.3%	35.6%	251,311	705,000
69	Telephone	162,750	53,860	33.1%	47.6%	104,681	220,000
70	Natural Gas	513,838	14,420	2.8%	3.0%	14,451	489,000
71	Prop Insurance	250,329	0	0.0%	98.2%	236,456	240,698
72	Repair	270,000	52,007	19.3%	33.4%	59,096	177,000
73	Supplies	660,300	273,633	41.4%	38.4%	422,854	1,100,000
74	Other	2,500	150	6.0%	0.0%	0	2,500
75		0					0
76	Total	10,346,350	2,423,555	23.4%	27.9%	2,884,099	10,331,628
77							

MONTHLY FINANCIAL REPORT
September 30, 2020

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
78	Transportation (2700)						
79	Salaries	2,866,953	355,413	12.4%	13.1%	376,739	2,866,953
80	Benefits	835,777	158,511	19.0%	19.2%	160,342	835,777
81	Purch Serv	280,000	16,655	5.9%	18.8%	52,554	280,000
82	Fuel	590,000	14,943	2.5%	5.1%	30,085	590,000
83	Supplies	357,565	34,118	9.5%	16.7%	59,580	357,565
84	Other/Property	1,010,000	1,008,680	99.9%	0.0%	0	1,010,000
85	Total	5,940,295	1,588,320	26.7%	11.4%	679,300	5,940,295
86	Community Services (3300)						
87	Salary	627,250	142,620	22.7%	17.7%	110,989	627,250
88	Benefits	169,818	43,583	25.7%	22.2%	37,783	169,818
89	Purchased Serv	347,727	2,815	0.8%	133.2%	63,582	47,727
90	Supplies/Util	168,872	14,022	8.3%	20.0%	13,792	68,872
91	Property	87,105	1,042	1%	5.5%	303	5,500
92	Other Objects	30,756	2,744	8.9%	2.7%	964	35,756
93	Desig. Fund Bal						
94	Total	1,431,528	206,826	14.4%	23.8%	227,413	954,923
86	Total Expenditures	100,213,377	20,630,797	2	2	18,984,428	99,567,102
95	Interfund Trans	0	0			1	1
96	Change Desig Fund Bal	0	0			1	0
97	Other/Budget Cuts	0	0			1	0
98	TOTAL EXPENDITURERS	0					0
99	M & O	100,213,377	20,630,797	20.59%	19.1%	18,984,431	99,567,103

MONTHLY FINANCIAL REPORT
September 30, 2020

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	1,242,682	28.2%	31.6%	1,359,717	4,300,000
104							
105	Other		0			0	
106	Total Revenue	4,400,000	1,242,682	28.2%	31.6%	1,359,717	4,300,000
107	EXPENDITURES:						
108	Purchased Services	902,150	54,431	6.0%	16.4%	92,647	565,000
109	Supplies	2,882,850	561,642	19.5%	19.5%	647,252	3,319,253
110	Equipment	290,000	8,951	3.1%	36.6%	33,222	90,747
111	Desig/Other/Adm	325,000	49,211	15.1%	18.1%	58,984	325,000
112	Total Expenditures						
113	School Activity	4,400,000	674,235	15.3%	19.4%	832,105	4,300,000
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	2,805,364	38,193	1.4%	1.7%	47,204	2,805,364
118	Interest	105,750	9,694	9.2%	0.3%	564	165,000
119	Other						0
120	Total	2,911,114	47,887	1.6%	1.6%	47,768	2,970,364
121	Begining Bal	5,696,268	6,034,982			5,562,798	5,696,268
122	LESS:						
123	Ending Balance	6,034,982					6,034,982
124	Funds Available	4,530,220	3,261,269	72.0%	116.4%	5,610,566	4,820,132
125	EXPENDITURE:						
126	Bond Debt	3,927,162	2,819,100	71.8%	73.3%	2,812,250	3,837,000
127	Fees	150,000	2,500	0.0%	26.3%	2,500	9,500
128	Other Uses	0	0			0	0
129	Total	4,077,162	2,821,600	69.2%	73.2%	2,814,750	3,846,500

MONTHLY FINANCIAL REPORT

September 30, 2020

				Current Bud vs Actual	Prev Bud vs Actual		
		2020-21 Preliminary	2020-21 YTD	%	%	2019-20 YTD	2019-20 Revised
Description							
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
130	CAPITAL OUTLAY FUND (32)						
131							
132	REVENUE:						
133	Property Tax	11,105,000	172,903	1.6%	1.8%	213,695	11,983,675
134	Interest	500,000	53,492	10.7%	0.0%	0	575,000
135	Other	168,000	17,376	10.3%	12.5%	19,707	158,000
136	State	120,000	20,501			28,157	120,000
137	Federal /MBA	0	30,058			0	0
138	Ins./Prop.Recry	180,000	9,694	5.4%	3.8%	3,594	95,000
139	Total Revenue	12,073,000	304,024	2.5%	2.1%	265,153	12,931,675
140	Lease Revenue MBA		0			0	0
141	Other Sources(F50)	345,580	0			0	345,580
142	Desig. Fund Bal	0					0
143	TOTAL REVENUE CAPITAL						
144	OUTLAY	12,418,580	304,024	2.4%	2.0%	265,153	13,277,255
145	Beg. Balance	17,839,288					18,006,035
146	Less:						
147	Ending Balance	17,512,867					17,839,288
148	Capital Outlay Funds						
149	available	12,745,001	304,024	2.4%	2.0%	265,153	13,444,002

MONTHLY FINANCIAL REPORT
September 30, 2020

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
150	EXPENDITURES:						
151	Oper/Maint	0	0			0	
152	Other Equipment		0			0	
153	Purchased Services	55,000	250	0.5%	15.5%	5,428	35,000
154	Technology/Software	810,000	648,923	80.1%	46.1%	732,281	1,590,000
155	Improvement	1				0	1
156	Buildings Maint	2,300,000	1,209,767	52.6%	60.1%	1,141,875	1,900,000
157	Vehicles	1,180,000	69,378	5.9%	0.0%	0	1,200,000
158	Furniture/Equip	1,424,998	626,312	44.0%	145.5%	909,644	625,000
159	Other Objects	1	0	0.0%	0.0%	0	154,000
160	Vehicle charges	1	0			0	1
161	Total Capital	5,770,001	2,554,630	44.3%	50.7%	2,789,228	5,504,002
162	West Tremonton Elem/Ot	100,000	0	0.0%		2,455	1
163	Other Proj	150,000	102,793	68.5%	3.4%	512	15,000
164	Sunrise High School	5,000,000	1,586,468	31.7%	1.0%	50,879	5,100,000
165	Brigham East Elem	800,000	147,675	18.5%	0.0%	0	400,000
166	HS Athletic Facilities	200,000	109,859	54.9%	56.3%	1,181,754	2,100,000
167	Property Purchase	400,000	0			0	0
168	Total Construction	6,650,000	1,946,795	29.3%	16.2%	1,235,600	7,615,001
169	Desig. F Bal						
170	MBA/Bond Fee/Fund 50	325,000	0	0.0%	0.0%	0	325,000
171	Other	0	0			0	0
172	TOTAL EXPENDITURES CAPITAL						
173	OUTLAY	12,745,001	4,501,425	35.3%	29.9%	4,024,828	13,444,003

MONTHLY FINANCIAL REPORT
September 30, 2020

				Current	Prev Bud vs		
		2020-21	2020-21	Bud vs	Actual	2019-20	2019-20
	Description	Preliminary	YTD	Actual	Actual	YTD	Revised
				%	%		
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	1,395,000	27,411	2.0%	9.9%	133,129	1,350,000
178	Other Local	6,100	188	3.1%	0.0%	0	6,100
179	State	1,075,000	40,113	3.7%	2.6%	28,384	1,075,000
180	Federal	2,872,000	320,434	11.2%	3.7%	114,812	3,072,000
181	Other/Inventory Adj	0	0		0.0%	0	1
182	TOTAL REVENUE SCHOOL						
183	FOODS	5,348,100	388,146	7.3%	5.0%	276,325	5,503,101
184	Beg. Balance	406,751					690,707
185	Less:						
186	Ending Balance	202,795					406,751
187	School Food Service Funds						
188	available	5,552,056	388,146	7.0%	4.8%	276,325	5,787,057
189	EXPENDITURES:						
190	Salaries	2,190,899	304,738	13.9%	13.0%	284,490	2,190,899
191	Benefits	657,157	120,726	18.4%	17.7%	116,155	657,157
192	Food/Supplies	2,294,000	326,360	14.2%	10.8%	273,439	2,524,000
193	Equipment	60,000	20,990	35.0%	96.3%	113,658	118,000
194	Other Costs	50,000	4,802	9.6%	255.0%	5,100	2,000
195	Dir/Indirect Costs	300,000	139	0.0%	0.0%	0	295,000
196	TOTAL EXPENDITURES SCHOOL						
197	FOODS	5,552,056	777,755	14.0%	13.7%	792,842	5,787,056

MONTHLY FINANCIAL REPORT
September 30, 2020

		2020-21	2020-21	Current	Prev Bud vs	2019-20	2019-20
	Description	Preliminary	YTD	Bud vs Actual %	Actual %	YTD	Revised
	Percent of Year completed to date			25.0%	25.0%		
	Percent of 9 month contract complete			16.7%	16.6%		
198	Foundation Fund (75)						
199							
200	REVENUE:						
201	Total Revenue	80,000	28,037	35.0%	20.7%	16,584	80,000
202	Avallable Revenue	80,000	28,037	35.0%	20.7%	16,584	80,000
203	EXPENDITURE:						
204	Expenses	80,000	19,154	23.9%	32.1%	43,333	135,000
205	Changes/Desg Fund Bal	0					0
206	TOTAL EXPENDITURE	80,000	19,154	23.9%	32.1%	43,333	135,000
207	Agency Fund (76)						
208							
209	REVENUE:						
210	Agent Services	105,000	2,129	2.0%	1.7%	500	29,400
211	State	0	4,359			0	0
212	Federal	0					0
213	Other	7,000	0	0.0%	0.0%	0	18,331
214	TOTAL REVENUE/BB						
215	AGENCY FUND	112,000	6,488	5.8%	1.0%	500	47,731
216	EXPENDITURE:						
217	Instruction	0	6,084			0	0
218	NUCC	105,000	0	0.0%	18.1%	6,500	35,899
219	Other	7,000	0	0.0%	2.9%	200	7,000
220	Changes/Desg Fund Bal	0					0
221	TOTAL EXPENDITURES						
222	AGENCY FUND	112,000	6,084	5.4%	15.6%	6,700	42,899
223							
224							
225			SUMMARY			SUMMARY	
226							
227	GRAND TOTAL FUNDS AVAILABLE						
228	ALL FUNDS	126,038,205	19,309,384	15.3%	14.8%	19,010,759	128,046,024
229	GRAND TOTAL EXPENDITURE						
230	ALL FUNDS	127,179,596	29,431,050	23.1%	21.6%	27,498,989	127,122,561

POLICY 3022

Employment: Box Elder School District – Local Education Agency Specific Teacher License/Endorsement

A. Purpose

1. The purpose of this policy is to identify Box Elder School District (BESD) – Local Education Agency (LEA) specific licensing/endorsement requirements pursuant to the conditions outlined in [Utah Administrative Rule R277-301](#).

B. Policy

1. The following procedures are established to identify qualification requirements and guidelines for the issuance of BESD-LEA specific licensing and endorsements.

C. Procedure

1. Educator License/Endorsement Requirements

a) BESD-LEA License Eligibility Criteria

1) All applicants must:

- a) Complete a bachelor's or higher degree in a related field of study; or have exceptional or specialized occupational experience, training, or expertise directly related to the area of assignment; and,
- b) Complete a criminal background check including review of any criminal offenses and clearance in accordance with [Rule R277-214](#); and,
- c) Complete the educator ethics review described in [Rule R277-500](#) within one calendar year prior to the application; and,
- d) Complete the following Professional Learning Modules (linked to the USBE website – available after March 1, 2020):
 - i. Educator Ethics;
 - ii. Classroom Management and Instruction;

iii. Basic Special Education Law and Instruction; and

iv. Utah Effective Teaching Standards described in [R277-530](#).

b) BESD-LEA Endorsement Eligibility Criteria

- 1) This authorization is issued for a temporary period upon request from a District Administrator for a licensed teacher (LEA, Associate, or Professional) who is not endorsed in the area of assignment.

2. Approval

- a. The application must receive approval from the BESD Board of Education in a public meeting no more than 60 days prior to the LEA application to USBE and include:
 - 1) Rationale for the appointment of a BESD-LEA specific license or endorsement;
 - 2) Verification that there is an inadequate supply of highly qualified and suitable licensed applicants in the license and endorsement area as demonstrated by posting the position for a reasonable period of not less than one week. (Not required for less than half-time [$<.5$ FTE] applicants);
 - 3) Where applicable include an Associate Licensing Plan.
- b. Applicants placed on BESD-LEA specific licenses serve under temporary (at-will) employment agreements subject to termination at any time at the sole discretion of the Box Elder School District.
- c. A BESD-LEA specific license, license area, or endorsement is valid for one, two, or three years in accordance with the LEA application to the USBE. After three years, renewal of the license is subject to the approval or denial of the State Board of Education.
- d. A BESD-LEA specific license expires immediately if the educator's employment with the District ends and the educator is not rehired as an educator in the next contract year.
- e. The District is not authorized to provide an LEA specific educator license in the area of:

- 1) Special Education; or
 - 2) Preschool Special Education.
3. BESD-LEA Specific Educator Training, Mentoring, and Support
- a. Within the first year of employment, the educator must complete the training modules listed under BESD-LEA License Eligibility Criteria:
 - b. The educator must participate in the District's Mentoring Program.
 - 1) The District shall provide at least a three-year mentoring program by a trained mentor educator who:
 - a) holds a professional educator license and where possible;
 - b) performs substantially the same duties as the educator and has available time to work as a mentor; or
 - c) is assigned as an instructional coach or equivalent position.
 - d) the assigned mentor shall assist the educator to meet the Utah Effective Educator Standards established in [Rule R277-530](#), but may not serve as an evaluator of the educator.
 - c. The Mentoring Program shall include:
 - 1) A formal Professional Learning Plan for the educator, which consists of:
 - a) Mentor Observation and Feedback,
 - b) ongoing communication and goal-setting,
 - c) compilation/organization of evidence of Educator Effectiveness, and
 - d) professional development course work.
4. The Applicant and the District will jointly develop an Associate Licensing Plan to:
- a. Encourage transition from a BESD-LEA license to a Professional License.
 - b. Identify applicable educational, skill, and/or content knowledge requirements for enrollment in a qualified educator preparation program.

- c. Identify paths and opportunities to prepare for successful passage of a pedagogical performance assessment (PPAT).
 - d. Develop significant competency and knowledge sufficient to justify an extension request from the Utah State Board of Education for a continued BESD-LEA License if transition to an Associate License is not reasonable or applicable.
5. The District shall post LEA-specific Educator licenses, license areas, or endorsements on each school's website. The post shall include:
- a. A fact that the school employs LEA-specific educator licenses, license areas, or endorsements;
 - b. The percentage of the types of licenses, license areas, and endorsements held by educators employed in the school based on the employee's FTE in CACTUS (Comprehensive Administration of Credentials for Teachers in Utah Schools); and
 - c. A link to the Utah educator Look-up tool. See <https://cactus.schools.utah.gov/PersonSearch>
6. An "eminence" designation granted by the State Superintendent for an individual with a District-specific license, license area or endorsement can satisfy the licensing requirement for employees whose instructional load is no more than 37% of a teacher's regular instructional load.

[Utah Admin. Rules R277-301-8 \(July 8, 2020\)](#)

[Utah Admin. Rules R277-309-5 \(March 12, 2020\)](#)

7. The employee shall have all endorsements required by the State Board of Education for the Employee's position.

[Utah Admin. Rules R277-309-3 \(March 12, 2020\)](#)

[Utah Admin. Rules R277-309-4 \(March 12, 2020\)](#)

POLICY 3023

Educator Induction, Mentoring, and Professional Learning

A. Educator Induction Program

1. The District and each school shall develop an educator induction program for educators who are: licensed as associate educators, licensed as professional educators and have less than 3 years of experience teaching, and licensed under District-specific licensure during the first 3 years of working in the District. The induction program shall provide for:
 - a. A documented professional learning plan appropriate to the educator.
 - b. Assistance in meeting the Utah Educator Standards ([Utah Admin. Rules R277-530](#)).
 - c. Mentoring (including observation and feedback beginning early in the program).
 - d. Evaluation consistent with [Policy 3210 Educator Evaluation](#), including observation and feedback from the principal.
 - 1) For associate educators, support in meeting the requirements for a professional educator license.

[Utah Admin. Rules R277-308-3 \(February 7, 2019\)](#)

B. Mentoring

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

[Utah Admin. Rules R277-308-2\(2\) \(February 7, 2019\)](#)

[Utah Admin. Rules R277-308-3 \(February 7, 2019\)](#)

C. Learning Opportunities for Professional Educators

1. Each year, each District employee holding a professional educator license shall be provided professional learning opportunities which upon completion would enable

the employee to obtain the equivalent of twenty license renewal points as defined by Utah Administrative Rules R277-302-7, including trainings required by state law or State Board of Education rule. The District shall maintain documentation of these professional learning activities or shall provide the documentation to the employee. If an employee does not participate in these activities, the District shall notify the employee and the State Superintendent that the employee is not eligible to use the simplified license renewal provisions provided under Utah Administrative Rules R277-302-4(1)(a).

Utah Admin. Rules R277-302-6 (July 8, 2020)

D. Professional Learning Standards

1. Professional learning” means a comprehensive, sustained, and evidence-based approach to improving teachers’ and principals’ effectiveness in raising student achievement. Professional development plans shall implement high quality professional learning which meets the following standards:
 - a. It occurs within learning communities committed to continuous improvement, individual and collective responsibility, and goal alignment;
 - b. It requires skillful leaders who develop capacity, advocate for professional learning and create support systems for professional learning;
 - c. It requires prioritizing, monitoring, and coordinating resources for educator learning;
 - d. It uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
 - e. It integrates theories, research, and models of human learning to achieve its intended outcomes;
 - f. It applies research on change and sustains support for implementation of professional learning for long-term change;
 - g. It aligns its outcomes with:
 - 1) Performance standards for teachers and school administrators as described in rules of the State Board of Education and
 - 2) Performance standards for students as described in the core standards for Utah public schools adopted by the State Board of Education; and

- h. It incorporates the use of technology in the design, implementation, and evaluation of high-quality professional learning practices and includes targeted professional learning on the use of technology devices to enhance the teaching and learning environment and the integration of technology in content delivery.

[Utah Code § 53G-11-303\(1\), \(2\) \(2019\)](#)

POLICY 3035

Employee Criminal Background Checks and Arrest Disclosure Requirements

- A. ~~A "Licensed Educators" or "licensed employees" is one who holds are individuals who hold a valid Utah educator license and have satisfied all requirements to be a Licensed Educator in the Utah public school system or are on a Letter of Authorization from the Utah State Board of Education (USBE) (i.e., school teachers, school administrators, psychologists, counselors, specialists, etc.). Licensed Educators include individuals who are student teaching, who are involved in the alternative routes to licensure program, and individuals who hold District specific licenses.~~
- B. ~~A "non-licensed employees" is one who does not hold a current Utah educator license issued by the State Board of Education are all other employees of the District, except "Licensed Employees." Non-Licensed Employees include, but are not limited to, the "Classified Employees" in the District.~~
- C. A "qualifying volunteer" is a volunteer who will be given significant unsupervised access to a student in connection with the volunteer's assignment. For purposes of this policy, "qualified volunteer" does not include an officer or employee of a cooperating employer which has an internship safety agreement with the District as provided by [Policy 3060 Student Teachers and Interns](#).
- D. A "contract employee" is an employee of a staffing service or other entity who works at a District school under a contract.
- E. "Personal identifying information" means an individual's current name, former names, nicknames and aliases; date of birth, address; telephone number; driver license number or other government-issued identification number; Social Security number; and fingerprints.
- [Utah Code 53G-11-401\(3\), \(6\), \(7\) \(2019\)](#)
- F. "Criminal History Report" is a document generated by the Bureau of Criminal Identification after a search of the State of Utah's criminal history files and/or other state and federal databases designated by applicable law or by the District.
- G. "Background Check" means information on an applicant or employee that may include, but is not limited to, Criminal History Reports and driving record reports.

H. Employment Screening

1. Utah law requires Background Checks on all prospective employees (i.e., the individual who is selected as the "successful applicant" for a particular job position in the District), substitutes and coaches (herein referred to cumulatively as the "prospective employee") [Utah Admin. Rules R277-516](#). Accordingly, the District requires each prospective employee to submit to a background check prior to employment or service in the District.
2. At the time a prospective employee makes application for employment with the District, such prospective employee shall fill out an employment application providing the following warning:
 - a. "All references stated in this application will be checked by the School District and it is the policy of this School District that false information will be grounds for rejecting your application with no further consideration for the position; or, if such false information is discovered after hire, you may be subject to immediate termination for cause. Any false information may also be the grounds for criminal prosecution."
3. All Employees seeking employment with the District shall provide personal identifying information including: current name, former names, nicknames, and aliases, date of birth, address, telephone number, driver license number or other government issued identification number, social security number and fingerprints.
4. All employees, **qualifying volunteers, and contract employees** seeking employment with the School District **and who are 18 years of age or older** shall sign a written release, waiver and authorization which authorize the School District to request information from the prospective employee's past three employers and supervisors. The release, waiver and authorization shall also authorize the School District to contact former employers to obtain a reference check and to conduct a background search into the employee's criminal record, if any, or any other background check as the School District deems necessary to satisfy itself of the quality and competence of the prospective employee's credentials.
5. The prospective employee shall pay the cost of the background check.
6. The District shall consider only those convictions which are job-related. The prospective employee shall have opportunity to respond to any information received as a result of the background check.
7. If a current employee is dismissed from employment because of information obtained through a background check, the person shall receive written notice of the

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

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

[Utah Code § 53G-11-402 \(2018\)](#)

[Utah Admin. Rules R277-520-8](#)

[Utah Admin. Rules R277-516-4](#)

I. Licensed Employees - Background Checks

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

J. Licensed Employees - Reporting of Arrests and Convictions

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

- e. Any matters relating to arrests for violations of the vehicle code for employees who drive motor vehicles as an employment responsibility.
 2. A Licensed Educator shall report convictions, including pleas in abeyance and diversion agreements, within forty-eight (48) hours or as soon as possible upon receipt of notice of the conviction, plea in abeyance, or diversion agreement.
 3. A Licensed Educator will be immediately suspended from student supervision responsibilities for alleged sex offenses and other alleged offenses which may endanger students during the period of investigation.
 4. A Licensed Educator will be immediately suspended from transporting students or driving a public education vehicle for alleged offenses involving alcohol or drugs during the period of investigation.
 5. The District will provide adequate due process for the accused employee consistent with [Utah Admin. Rules R277-516](#) and applicable administrative procedures established by the District.
 6. The Superintendent or his/her designee shall report a conviction, arrest, or offense information received from a Licensed Educator to the USBE.
 7. Records of arrests and convictions shall be placed in the employee's personnel file upon receipt by the District and will:
 - a. Include final administrative determinations and actions following investigation; and
 - b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- K. Non-Licensed Employees - Background Checks
1. The District shall conduct periodic background checks for all non-licensed employees every five (5) years. The employee shall pay the cost of the background check.
- L. Non-Licensed Employees - Reporting of Arrests and Convictions

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

- b. Be maintained only as necessary to protect the safety of students and/or employees and with strict requirements for the protection of confidential employment information.
- M. When arrest/conviction information is received by the District regarding a Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employment status consistent with [Utah Admin. Rules R277-316-3\(1\)\(b\) \(February 7, 2020\) Utah Code § 53E-6-604, Utah Admin. Rules R277-515](#) and District policy. The District will also report the arrest to the USBE within forty-eight (48) hours.
- N. When arrest/conviction information is received by the District regarding a Non-Licensed Employee, the Superintendent or his/her designee shall review that information and assess the employee's employment status while considering the Non-Licensed Employee's employment status consistent with applicable Utah law, rules, and regulations, District policy, and any applicable Employment Agreements or Memorandums of Understanding.
- O. Where reasonable cause exists, a current employee may be required to submit to fingerprinting and a criminal background check at the Board's expense prior to the intervallic background check.
- P. An administrator may obtain any information in the possession of the State Office of Education that is relevant to evaluating the employment of a current or prospective employee of the school. If a decision is made not to hire a prospective employee or to take action against a current employee based upon such information, the individual affected shall be given notice of the information and be provided an opportunity to refute or respond to the information. An administrator who, in good faith, discloses or receives information under this section is exempt from civil liability relating to that receipt or disclosure.
- Q. The District shall cooperate with the USBE in investigations of Licensed Educators.

References:

- [Utah Code § 53E-6-401](#)
- [Utah Code § 76-5, Offenses Against the Person](#)
- [Utah Admin. Rules R277-516](#)

POLICY 3098

Employee Surveys

A. Definition

1. For purposes of this policy, “educator” means a general education classroom teacher, a preschool teacher, a special education teacher, or a school-based specialist.

Utah Admin. Rules R277-325-2(1) (January 9, 2020)

B. Administration of Engagement Survey

1. Beginning with the 2019-2020 school year and at least every other year thereafter, all educators in the District shall be requested to complete the Utah State Board of Education Model Public Education Engagement Survey through an online provider approved by the State Board of Education. The survey shall be administered in alternating years with the school climate survey, except as provided below for new educators.

Utah Admin. Rules R277-325-4(1) (January 9, 2020)

2. The District shall request that new educators complete the Utah State Board of Education Model Public Education Engagement Survey each of the educator’s first three years in the profession.

Utah Admin. Rules R277-325-4(2) (January 9, 2020)

3. The survey shall be administered so as to allow each educator to remain anonymous and shall ask the educator to identify the educator’s school district. The survey may ask the educator to voluntarily identify the educator’s school and may ask the educator to provide basic nonidentifying demographic data as requested by the State Superintendent. The District may also include additional questions along with the required survey questions. The survey may not request the educator’s CACTUS ID number.

Utah Admin. Rules R277-325-4(4), (6)(a) (January 9, 2020)

C. Administration of Exit Survey

1. At the time of separation from employment, the District shall request all educators who leave employment with the District to complete the Utah State Board of

Education Model Public Education Exit Survey through an online provider approved by the State Board of Education.

Utah Admin. Rules R277-325-4(3) (January 9, 2020)

D. Confidentiality of Survey Information

1. All District staff are prohibited from identifying survey participants or to attempting to identify survey participants. Survey results shall be provided only to the Superintendent and the Superintendent's designee or designees. Data from answers to any additional District questions added to the model surveys shall be disseminated only as directed by the Superintendent.

Utah Admin. Rules R277-325-4(5), (6)(a) (January 9, 2020)

E. Access to Model Surveys

1. The USBE model surveys can be obtained at the Utah State Board of Education offices and online at:

<https://schools.utah.gov/file/b470b911-a489-4278-8b05-809adbf7e360>
<https://schools.utah.gov/file/f3d60dcc-c592-4137-9e90-981a60b749d5>

Utah Admin. Rules R277-325-3(2) (January 9, 2020)

POLICY 5230

School Fees

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A. Purpose

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

B. Policy

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

C. Establishing a Fee Schedule

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

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

D. "Fee" includes:

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

E. "Fee" does not include:

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

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

F. Fee Setting Process

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

G. Board Approval of Fee Schedules and Policies

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

H. Fee Schedule Requirements

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

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

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

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

- 2) "Instructional equipment" includes course related tools or instruments.
 - i. BESD may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

J. Project Related Courses

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

K. School Activities Outside of the Regular School Day

1. Fees may be charged in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
 - a. participation in the activity is voluntary;
 - b. the fee is on the Board approved fee schedule;
 - c. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
 - d. the fee revenue is collected in compliance with BESD financial policies;
 - e. fee revenue is expended in compliance with the spend plan;
 - f. the fee is subject to the fee waiver requirements; and

g. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.

2. Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

L. Notice to Parents

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

M. Fee Waivers

1. General Fee Waiver Provisions
 - a. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
 - b. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or [Utah Admin Code R277-407](#).
 - c. A school is not required to waive a non-waivable charge.

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

2. Fee Waiver Eligible Charges

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

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

- b) college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
 - c) a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.
- 2) Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
- a) tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
 - b) a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in [Utah Code Title 53G, Chapter 7, Part 7, Student Clubs](#);
 - c) a charge for a school breakfast or lunch;
 - d) a fine for improper use of school property, including a parking violation; or
 - e) a fine for replacement of damaged or lost school property in accordance with [Utah Code Ann. § 53G-8-212](#).
 - i. If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
 - ii. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.
4. Fee Waiver Administrator
- a. The principal in each school shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:
 - 1) be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and

- 2) work in an appropriate setting to facilitate confidential conversations and documents.
 - b. The Fee Waiver Administrator shall be responsible to:
 - 1) review fee waiver applications and verification documents;
 - 2) grant or deny fee waiver requests;
 - 3) compile all logs and maintain fee waiver documents in compliance with the [Family Educational Rights and Privacy Act \(FERPA\)](#); and
 - 4) report fee waiver information.
 - c. The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.
 - d. A student may not assist in the fee waiver approval process.
5. Fee Waiver Application Process
- a. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
 - b. The application for fee waiver shall be included on each school's website.
 - c. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
 - d. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.
 - e. Fee waiver eligibility begins July 1 and continues through June 30 and must be completed annually.
6. Fee Waiver Eligibility Verification
- a. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:

- 1) The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
 - a) these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/school fees](https://schools.utah.gov/school-fees) on the fee waiver application form;
 - b) all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
 - 2) The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
 - 3) The student's family receives Temporary Assistance for Needy Families (TANF) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.
 - 4) The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
- b. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.
- 1) A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.
 - 2) An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.
 - 3) Verification may be collected as appropriate for the situation.

7. Notification of Eligibility

- a. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
 - b. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
 - 1) That the student's eligibility was verified;
 - 2) The name and position of the person who reviewed the verification documents;
 - 3) The date it was verified; and
 - 4) The type of documentation used to verify eligibility.
 - c. The Fee Waiver Administrator shall maintain documentation of the following:
 - 1) The school year the request was submitted;
 - 2) The type and amount of fees requested to be waived;
 - 3) Whether the request was approved or denied;
 - 4) If approved, the type and amount of fees which were waived.
 - d. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
 - e. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.
8. Appeal of Fee Waiver Denial
- a. A student or the student's parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to the principal or designee within 14 calendar days of receiving notice of denial.

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

N. Collection of School Fees

1. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
2. A student may not collect or receive student fees from other students or parents.
3. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
 - a. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or BESD;
 - b. refuse to issue a course grade; or
 - c. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
4. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
5. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.
6. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with [Utah Code § 53G-8-212\(2\)\(a\)](#).
7. BESD may exclude a student from participating in the graduation ceremony for unpaid fees.

O. Fundraising

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

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

P. Donations in Lieu of Fees

1. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or BESD and receipt of the donation will not affect participation by an individual student.
2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.
3. BESD level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
4. The BESD foundation may raise money to offset the cost attributed to granting fee waivers to students throughout BESD.
5. BESD shall direct donations provided to BESD through the BESD foundation in accordance with policies governing the BESD foundation.

6. BESD or a school may not accept a donation that would create a significant inequity among the schools within the BESD.

Q. School Reporting Requirements

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

R. Training

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

S. Penalties for Violation of School Fee Policy

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

T. Definitions

1. Definitions applicable to this policy are intended to be consistent with [Utah Admin. Code R277-407](#). In the case of a discrepancy, the administrative code shall prevail.
 - a. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum **and which is:**
 - 1) **an extension of a curricular activity,**
 - 2) **included in an instructional plan, and**
 - 3) **conducted by a teacher or education professional.**
 - b. "Curricular activity" means an activity, a course, or a program that is:
 - 1) provided, sponsored, or supported by BESD; and
 - 2) conducted only during school hours.

- c. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
 - 1) is sponsored, recognized, or sanctioned by BESD; and
 - 2) supplements or compliments, but is not part of, BESD's required program or regular curriculum.
- d. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
 - 1) provide financial support to a school or any of the school's classes, groups, teams, or programs; or
 - 2) benefit a particular charity or for other charitable purposes.
- e. "Fundraiser," "fundraising," or "fundraising activity" may include:
 - 1) the sale of goods or services;
 - 2) the solicitation of monetary contributions from individuals or businesses; or
 - 3) other lawful means or methods that use students to generate funds.
- f. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- g. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.
- h. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- i. "Noncurricular club" has the same meaning as that term is defined in [Section 53G-7-701](#).
- j. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
 - 1) is authorized by BESD or school, according to local education board policy; or

- 2) satisfies at least one of the following conditions:
- a) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an BESD or school, or a BESD or school employee **in the capacity of their District employment;**
 - b) the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, BESD or school's facilities, equipment, or other school resources; or
 - c) the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- k. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in [Title 53G, Chapter 7, Part 7, Student Clubs](#).
- l. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- m. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- n. "Regular school day" has the same meaning as the term "school day" described in [Section R277-419-2](#).
- o. "Requested or required by BESD as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
- 1) fully participate in school or in a school activity, class, or program;
 - 2) successfully complete a school class for the highest grade; or
 - 3) avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
 - a) peer pressure, shaming, stigmatizing, bullying, or the like; or

- b) withholding or curtailing any privilege that is otherwise provided to any other student.
- p. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- q. "Something of monetary value" includes:
 - 1) charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - 2) payments made to a third party that provide a part of a school activity, class, or program;
 - 3) classroom supplies or materials; and
 - 4) a fine, except for a student fine specifically approved by BESD for:
 - a) failing to return school property;
 - b) losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
 - c) improper use of school property, including a parking violation.
- r. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.
- s. "Student supplies" include:
 - 1) pencils;
 - 2) paper;
 - 3) notebooks;
 - 4) crayons;
 - 5) scissors;

- 6) basic clothing for healthy lifestyle classes; **and**
 - 7) **clothing that is commonly found in students' homes, and**
 - 8) similar personal or consumable items over which a student retains ownership.
- t. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

U. References

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

V. Forms

[Fee Waiver Forms](#)

POLICY 5310

Fundraising

A. General Policy Statements – District/School Sponsored Fundraising

1. School sponsored activities are those authorized by the District or an individual building principal that supports the District or individual school's authorized curricular school clubs, activities, sports, classes or programs that satisfies one or more of the following:
 - a. Is managed or supervised by the District or an individual school or a District or school employee **in the capacity of the employee's District employment.**
 - b. Uses the District or school's facilities, equipment, or other school resources.
 - c. Is supported or subsidized by public funds including the school's activity funds or minimum school program.
2. All monies raised through fundraisers for school-sponsored activities are considered public funds and must fully comply with the District's cash receipting and cash disbursement policies. It is expected that in all dealings, District and school employees will act ethically, consistent with the District's ethics training, the Utah Educators' Standards (R277-217), the Public Officers' and Employees' Ethics Act ([Utah Code ' 67-16-1 et seq.](#)) The District and individual schools will comply with all applicable state and federal laws; the State procurement code ([Utah Code § 63G-6a](#)); State Board of Education rules, including construction and improvements; [IRS Publication 526 "Charitable Contributions"](#); and other applicable IRS regulations.

[Utah Code § 51-7-3\(26\)](#)
3. Donations should be used for the purpose for which they were donated and in accordance with State and District policies. Donations, whether in-kind, cash, or otherwise, shall be complete transfers of ownership, rights, privileges, and/or title in or to the donated goods or services and become exclusive property of the District upon delivery.
4. The Box Elder School District Foundation (the "Foundation") is an entity established to receive donations and gifts for the benefit of the District and the District's schools. Any organization or individual wishing to donate cash, materials, equipment, other

property or programs to a school is encouraged to make such donations through the Foundation.

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

[Utah Admin. Rules R277-407-7\(5\) \(December 10, 2019\)](#)

6. Approval may be denied for fundraising activities that would expose the school or District to risk of financial loss or liability if the activity is not successful.
7. Records of all fundraising efforts shall be open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. This policy does not require the release of students' personally identifiable information protected by FERPA.

[Utah Admin. Rules R277-407-7\(5\) \(December 10, 2019\)](#)

8. The District is committed to principles of gender equity and compliance with Title IX guidance. The District commits to use all facilities, unrestricted donations and gifts, and other available funds in harmony with these principles. The District reserves the right to decline or restrict donations, gifts, and fundraising proceeds, including those that might result in gender inequity or a violation of Title IX. The benefits derived from donations and gifts should be equitable for all students, comply with Title IX, and be in harmony with Article X of the Utah Constitution.
9. Records of all school sponsored fundraising efforts are open to the parents, students and donors, including accurate reporting on participation levels and financial outcomes. (Information that may identify individual students is protected under the provisions of the [Family Educational Rights and Privacy Act \(FERPA\)](#).)
10. Fundraising activities require prior written authorization as follows:
 - a. District wide or multiple school fundraising activities require the approval of the superintendent and the building principals that will be affected by the activity.
 - b. Individual school fundraising activities where the anticipated earnings are less than \$10,000 require the approval of the building principal.

- c. Individual school fundraising activities where the anticipated earnings are \$10,000 to \$50,000 require the approval of the building principal and the superintendent.
- d. Individual school fundraising activities where the anticipated earnings exceed \$50,000 must be approved by the Board of Education.
- e. The sale of banners, advertising, signs, or other promotional material that will be displayed on school property must be approved by the building principal. Political advertising or advertising of products prohibited by law for sale or use by minors is prohibited.
- f. All projects dealing with construction, maintenance, facility renovation or improvement or other capital equipment purchases must be approved by the superintendent and the facilities director or the business administrator.

11. Students involved in fundraising

- a. Participation in fundraising is voluntary, although a student may be required to participate in a school, team, or group-wide fundraiser in order to benefit from the fundraiser. Any fees that are required to participate in the school sponsored or supported activity are subject to fee waiver regardless of whether an eligible student participates in a fundraising activity. Costs that are **not** required to participate in the school sponsored or supported activity—either explicitly or implicitly—but are optional costs are not subject to fee waiver but may be covered by funds raised for those students who participate in the fundraiser.
- b. Participation in fundraising shall not affect a student's grade, shall not be a condition of ~~participating in an activity or of~~ belonging to a team or group, or be used as criteria for participation time. **A request for approval of a required group fundraiser shall describe the nature of the fundraiser and the estimated required participation time for the student and/or parent. Parents and students shall be notified of required group fundraising and how and when the details about the fundraising will be provided to parents and students.**

[Utah Admin. Rules R277-407-10\(2\)\(d\) \(December 10, 2019\)](#)

- c. Competitive enticements for participation in fundraisers are strongly discouraged, especially when the enticements are aimed at individual students.
- d. A sales quota is not permitted, nor is the practice of requiring students to pay for any unsold items.

12. Faculty and staff involved in fundraising

- a. Participation in fundraising is voluntary unless directed to supervise a specific activity as an employment assignment.
- b. Rewards, prizes, commissions, or other forms of compensation shall not be received by any teacher, activity, club or group director or any other District employee or volunteer.
- c. Employees who approve, manage, or oversee fundraising activities are required to disclose any conflict of interest that they may have with the fundraising organization or company.

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

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

- a. Proceeds are used for equipment purchases.
- b. Fundraisers must be as authorized by this policy.
- c. Fundraisers under this clause may not be conducted for more than five (5) years from the completion and occupancy of the building.
- d. This policy will govern all fundraising done by, in the name of, or in behalf of the school.

B. Elementary/Middle/Intermediate School Sponsored Fundraising

1. Each school will be limited to one (1) fundraising activity per year.
2. Additionally, the school PTA organization will be permitted to disseminate information about one (1) PTA fundraising activity through the school, e.g., newsletter, notes sent home with students, or other such uses of school resources or persons.
3. All fundraising activities involving students shall consistently insist students do not go door-to-door for any purpose. Fundraising instructions shall specify students' involvement is to be limited to family and/or close personal friends.

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

C. High School Sponsored Fundraising

1. All proposed fundraising projects for the school year must be submitted in writing to the principal not later than the Friday nearest to October 1.
2. A committee of five (5) appointed by the principal will review all proposed fundraising projects.
3. Projects will be screened to eliminate inappropriate fundraising activities.
4. Recommended projects will be presented to those responsible for authorization by the building principal.
5. Approved projects will be scheduled throughout the school year to avoid conflict and excessive fundraising at any given time.
6. Students involved in door-to-door solicitation should go in groups, not individually.

POLICY 5360

Suicide Prevention

- A. 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 which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.
- B. 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.
- C. Definitions
1. At-risk
 - a. A student who is defined as **high 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 ~~and may provide mental health services for effective crisis interventions and recovery supports.~~

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 Assessment

- ~~a. An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.~~

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

D. 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.

E. 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 **annual 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**. ~~The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out of home settings, those experiencing homelessness, American Indian/Alaska Native students, LGBTQ+ (lesbian, gay, bisexual, transgender, questioning, and other) students, students bereaved by suicide, and those with medical conditions or certain types of disabilities.~~
- b. ~~Additional professional development in risk assessment and crisis intervention will be provided to school-employed mental health professionals and school nurses.~~

3. Youth Suicide Prevention Programming

- a. Developmentally-appropriate, student-centered ~~education materials will be integrated into the curriculum of all K-12 health classes. The content of these age-appropriate materials will include: 1) the importance of safe and healthy choices and coping strategies, 2) how to recognize risk factors and warning signs of mental disorders and suicide in oneself and others, 3) help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help. In addition, schools may provide supplemental small-group suicide prevention programming for students~~ 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 ~~distributed annually and included in all student and teacher handbooks and on the school website~~ posted on the school website.

F. 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, ~~the student will be seen by a school counselor within the same school day to assess risk and facilitate referral.~~
 - 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. ~~The counselor, nurse, principal or designee will contact the student's parent, as described in the Parental Notification and Involvement section, and will assist the family with an urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local Emergency Department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.~~ 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.

- a. 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.

13. In-School Suicide Attempts

- a) 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. The school nurse, counselor, or principal will contact the student's parent, as described in the Parental Notification and Involvement section. 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.

14. Re-Entry Procedure

- a) **When the school is aware of a student's returning 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.
 - 2) A school counselor or nurse will be identified to coordinate with the student, their parent, and any outside mental health care providers.
 - 3) 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.
 - 4) 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.

15. Out of School Suicide Attempts

- a) 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:
 - 2) Call the police and/or emergency medical services, such as 911
 - 3) **Inform the student's parent**
 - 4) Inform the school principal **who shall in turn inform the parent as described below.**
 - a) **In situations where a student is assessed at risk for suicide or has made a suicide attempt:**
 - i. **the student's parent will be informed as soon as practicable by the principal, designee, or mental health professional.**
 - ii. **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.**

- iii. 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.
 - iv. 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. ~~Staff will also seek parental permission to communicate with outside mental health care providers regarding their child.~~ 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.

16. Postvention

- a) 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:

2) Verify the death

- a) **Staff 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.

3) 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.

4) 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.

5) 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.

6) 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.

7) 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 Memorials](#).

8) 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 1160

Superintendent Termination

- A. The Superintendent may be terminated during the term of his or her contract of employment for good and just cause before the completion of the term fixed in the contract upon a vote of two-thirds of the Board.
- B. The Board's decision to terminate or dismiss the Superintendent shall not be based on the Superintendent's exercise of rights guaranteed by the Constitution, or based unlawfully on race, color, religion, sex, national origin, disability, age, pregnancy, childbirth or pregnancy-related conditions, sexual orientation or gender identity. Causes for the termination of the Superintendent may include but are not limited to:
1. Deficiencies pointed out in evaluations, supplemental memoranda, or other communications; or incompetence or inefficiency in the performance of duties; or
 2. Insubordination or failure to comply with board directives, policies or administrative regulations; or
 3. The possession, use, or being under the influence of alcohol, alcoholic beverages, illegal drugs or controlled substances while on school property, acting within the scope of the Superintendent's duties, or attending any school or District-sponsored activity; or
 4. Conviction of a felony or any crime involving moral turpitude; or
 5. Failure to meet the District or State's standards of professional conduct including, but not limited to, inappropriate use of public funds, public intoxication, use of illegal drugs or controlled substances, illegal use of prescription drugs; or
 6. Disability, not otherwise protected by law, that impairs performance of required duties; or
 7. Immorality, which is conduct the Board determines is not in conformity with the accepted moral standards of the community encompassed by the District or any activity, school-connected or otherwise, that, because of publicity given it or knowledge of it among students, faculty, or community, impairs or diminishes the Superintendent's effectiveness in the District; or

8. Reasons specified in the individual employment contract reflecting special conditions of employment; or
 9. Assault on an employee or student; or
 10. Falsification of records or other documents related to the District's activities; or misrepresentation of facts; or
 11. Mismanagement of District property or financial resources; or
 12. Failure to adequately provide for the safety of students.
- C. The Board may, by majority vote, place the Superintendent on leave with pay or place him or her in another position with equivalent pay and such action shall not constitute termination.
- D. Before the Superintendent is terminated, the Superintendent shall be given reasonable notice, in writing, of the proposed action and the grounds set out in sufficient detail to fairly enable him or her to show any error that may exist. The Superintendent shall be advised of the names of adverse witnesses and the nature of their testimony. The notification shall be by certified mail.
- E. If, upon written notification, the Superintendent desires to be heard and contest the proposed action of the Board, the Superintendent shall make a written request for a hearing before the Board within 15 days of receiving the written notification. The hearing shall be set on a date that affords the Superintendent reasonable time to prepare an adequate defense but not more than 30 days from the Board's receipt of the written request, unless postponed by mutual consent.
- F. The Board will conduct the hearing in closed session ([Utah Code § 52-4-205\(1\)](#)) unless the Board and the Superintendent have mutually agreed upon a public hearing during an open session of the Board.
- G. At the hearing before the Board, the Superintendent may be represented by an advocate of his/her choice. The Superintendent and his or her advocate has the right to hear the evidence upon which the charges are based, to cross-examine all adverse witnesses, and to present evidence of innocence or extenuating circumstances. Prior to termination, the Board shall determine the existence of good cause for termination. Such determination shall be based solely on the evidence presented in the hearing. Termination may be by a majority vote of the Board.

- H. The Board shall notify the Superintendent of its decision, in writing, within 15 days after the hearing.
- I. At the discretion of the Board by majority vote, the Superintendent may be placed on leave with pay pending the outcome of the termination hearing.
- J. The President of the Board shall notify the Utah ~~State Board of Education~~ Professional Advisory Commission whenever the Board becomes aware that ~~terminates or takes other employment action against~~ the Superintendent has been determined, in any judicial or administrative proceeding, to have violated any of the Utah Educator Standards and ~~the termination or action is due to a final judicial or administrative determination or determination by the Board of immorality, or of unprofessional conduct, or professional incompetence which results in termination or suspension for more than one week, or which requires mandatory licensing discipline under R277-515, or which otherwise warrants review by the Utah Professional Practices Advisory Commission.~~ If possible, this notification shall be made using the form provided by the UPPAC Executive Secretary. In submitting the notification to UPPAC, the Board may make a recommendation to the UPPAC Executive Secretary regarding whether UPPAC investigation would be appropriate under the circumstances, taking into consideration any employment action taken by the Board. Notice is not required to be given if there are no other proceedings other than a District administrative proceeding and the District's proceeding determines that the allegations constituting the violation are unsupported. (A criminal charge would be an example of another proceeding.)

Utah Admin. Rules R277-217-5 (February 7, 2020)

- K. A two-year evaluation cycle will be used incorporating a formative, summative format.

POLICY 1190

District Annual Reports

A. Fiscal year

1. The District's fiscal year begins on July 1 and ends on June 30.

[Utah Code § 53G-4-403\(1\) \(2019\)](#)

B. Annual fiscal audit and report

1. The District's accounts shall be audited annually at District expense by an independent auditor who is a competent certified public accountant. The audit shall be conducted in conformance with the requirements of [Utah Code § 51-2a-102\(2\)](#), and an audit report will be prepared according to the requirements of [Utah Code § 51-2a-102\(3\)](#). **The District shall use fund and program accounting methods and standardized account codes capable of producing financial reports that comply with generally accepted accounting principles, financial reporting requirements established by the State Board of Education under [Utah Code § 53E-3-501](#), and accounting standards established by the state auditor as described in [Utah Code § 51-2a-301](#).** Copies of the audit report shall be submitted as follows:
2. A copy of the audit report shall be submitted to the State Superintendent of Public Education by October 1.
3. After any necessary audit adjustments are made to the audit report and verified by the auditor or auditors, the completed audit report shall be delivered to the State Superintendent of Public Education by November 30.
4. A copy of the completed audit report shall be filed with the State Auditor no later than December 31.

[Utah Code § 51-2a-102 \(2017\)](#)

[Utah Code § 51-2a-201\(1\) \(2017\)](#)

[Utah Code § 51-2a-202 \(2019\)](#)

[Utah Code § 53G-4-404 \(2020\)](#)

[Utah Admin. Rules R277-113-5\(4\) \(June 22, 2018\)](#)

C. Other statistical and financial reports

1. The District shall forward statistical and financial reports for the preceding school year, containing items required by law or by the State Board of Education, to the State Superintendent at the times and in the forms and containing the information required by the State Board of Education.

[Utah Code § 53G-4-403 \(2019\)](#)

[Utah Code § 53G-4-404 \(2019\)](#)

[Utah Admin. Rules R277-484-1 \(August 7, 2017\)](#)

[Utah Admin. Rules R277-484-3 \(August 7, 2017\)](#)

D. Annual letter of assurances

1. Unless authorization for later submission has been obtained from the State Office of Education, by July 1 of each year, the Board shall send the State Superintendent of Public Education the Board's responses to the assurance document and other compliance forms. The Board's assurances document shall contain a signed attestation by the appropriate authority to the accuracy and validity of all responses and assurances provided by the District.

[Utah Admin. Rules R277-108-3 \(November 29, 2018\)](#)

[Utah Admin. Rules R277-108-5 \(November 29, 2018\)](#)

[Utah Admin. Rules R277-108-6 \(November 29, 2018\)](#)

POLICY 3110

District Emergency Response Plan

A. Adoption of Plan

1. Pursuant to [Utah Code § 53G-4-402\(18\)](#), the Board shall adopt and implement a comprehensive emergency response plan to prevent and combat violence in the schools, on school grounds, on school vehicles, and in connection with school-related activities and events. Existing plans shall be modified as needed to conform to the requirements of rules issued by the State Board of Education. Plans shall be reviewed at least once every three years and updated as needed.

[Utah Code § 53G-4-402\(18\)\(a\) \(2020\)](#)
[Utah Admin. Rules R277-400-3\(4\) \(January 22, 2020\)](#)

B. Emergency Response Plan Committee

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

[Utah Admin. Rules R277-400-3\(3\) \(January 22, 2020\)](#)

C. Contents of Plan

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

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

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

[Utah Code § 53G-4-402\(18\)\(b\) \(2020\)](#)
[Utah Admin. Rules R277-400-4\(4\), -5, -6\(1\), -6\(10\), -9, -10\(2\)\(b\), -11\(1\) \(January 22, 2020\)](#)

D. Formulation and Review of Plan

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

[Utah Code § 53G-4-402\(18\)\(c\) \(2020\)](#)

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

[Utah Admin. Rules R277-400-3\(2\) \(January 22, 2020\)](#)

3. In cooperation with the appropriate local law enforcement agencies, the District shall establish a parent and student reunification plan for each school in the District. Such plan shall provide for reasonable care and supervision of students until the student is released to a responsible party. Schools shall not release students grade 8 or below unless a parent or other responsible person has been notified and assumed responsibility for the student. A school may release a student grade 9 or above

without such notification if a school administrator determines that the student is reasonably responsible and that notification is not practicable.

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

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

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

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

E. Public Notice of Plan

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

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

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

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

F. Emergency Preparedness Training

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

[Utah Admin. Rules R277-400-3\(1\) \(January 22, 2020\)](#)

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

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

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

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

G. Prevention and Intervention

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

[Utah Admin. Rules R277-400-8 \(January 22, 2020\)](#)

H. School Building Access

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

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

I. Cooperation With Other Government Entities

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

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

POLICY 4060

High School Graduation Requirements

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

Number of Credits Required

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

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

[Utah Admin. Rules R277-700-8 \(March 14, 2018\)](#)

3. Science 3.0

- a. at a minimum, two credits from the five science foundation areas:
 - i. Earth Science (1.0 unit of credit);
 - ii. Biological Science (1.0 unit of credit);
 - iii. Chemistry (1.0 unit of credit);
 - iv. Physics (1.0 unit of credit);
 - v. Computer Science (1.0 unit of credit)
 - b. one additional unit of credit from the foundation courses or the applied or advanced science courses from the list of State Board-approved courses consistent with the student's PCCR.
4. Mathematics 3.5
- a. Secondary Math I (1.5 units of credit);
 - b. Secondary Math II (1.0 unit of credit);
 - c. Secondary Math III (1.0 unit of credit).
 - i. Students may opt out of Secondary Mathematics III with written parent request. If an opt-out is requested, the third mathematics credit shall come from the advanced and applied courses from the list of State Board-approved courses consistent with the student's PCCR.
 - ii. A student who successfully completes Calculus has completed mathematics graduation requirements regardless of the number of mathematics credits earned.
5. Physical and Health Education 2.0
- a. Health (0.5 units of credit)
 - b. Participation Skills (0.5 units of credit)
 - c. Fitness for Life (0.5 units of credit)

d. Individualized Lifetime Activities (0.5 units of credit)

(A maximum of .5 units of credit can be earned for team sport/athletic participation with school approval.)

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

*TOTAL REQUIRED CORE CREDITS 19.5

*REQUIRED ELECTIVE CREDITS – MINIMUM 10.5

*TOTAL CREDITS REQUIRED FOR GRADUATION 24.0 - 30.0

TOTAL CREDIT AVAILABLE 36.0

B. Additional Provisions

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

*During the COVID-19 pandemic there have been circumstances that have been inconsistent with BESD students being able to complete the full 19.5 required core credits and all of the 10.5 elective credits. On a case-by-case basis (in a PCCR meeting and approval by the principal) if a student has completed the required core credits (19.5) plus at least 3.5 elective credits for a total of 24 credits, the student may receive a BRHS or BEHS diploma.

POLICY 4105

Sex Education

A. The following definitions apply in this policy:

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

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

[Utah Admin. Rules R277-474-2 \(October 8, 2019\)](#)

[Utah Code § 53G-10-402\(1\) \(2020\)](#)

[Utah Code § 53G-10-403 \(2019\)](#)

B. Sex Education Instruction Requirement

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

[Utah Code § 53G-10-402\(3\)\(a\) \(2020\)](#)

C. Parental Notification and Permission Form Required for Participation

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

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

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

[Utah Code § 53G-10-403 \(2019\)](#)

[Utah Admin. Rules R277-474-2\(8\) \(October 8, 2019\)](#)

[Utah Admin. Rules R277-474-5\(9\) \(October 8, 2019\)](#)

3. If a student is exempted from participation in sex education or maturation education, the District shall either waive the participation requirement or provide a reasonable alternative to the requirement.

[Utah Admin. Rules R277-474-5\(11\) \(October 8, 2019\)](#)

D. Health and Sex Education Guidelines

1. All health and sex education shall stress the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods of preventing sexually transmitted diseases. The curriculum and education shall also stress personal skills that encourage individual choice of abstinence and fidelity in marriage.
2. At no time may instruction be provided, including responses to spontaneous questions raised by students, regarding any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult.

3. Nothing in this policy precludes an educator from responding to a spontaneous question provided that the response is consistent with this policy.

[Utah Code § 53G-10-402\(2\)\(b\), \(e\)\(i\) \(2020\)](#)

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

[Utah Admin. Rules R277-474-3\(1\) \(October 8, 2019\)](#)

[Utah Code § 53G-10-402\(2\)\(b\)\(iii\) \(2020\)](#)

E. Sexual Abuse Prevention and Awareness

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

[Utah Code § 53G-9-207\(4\), \(5\) \(2019\)](#)

F. Instructional Staff Training and In-service

1. District staff who have responsibility for some aspect of sex education instruction in the District may include administrators, teachers, counselors, teacher's assistants, or coaches, but are not necessarily limited to those categories.

2. In their first year of service or assignment, all newly hired or newly assigned District staff who have responsibility for any aspect of sex education instruction in the District will attend a State-sponsored in-service outlining the sex education curriculum and the criteria for sex education instruction in any courses offered in the public education system.
3. All District staff who have any responsibility for any aspect of sex education instruction in the District will attend District training outlining the sex education curriculum and the criteria for sex education instruction in any courses offered in the public education system at least once every three years.

[Utah Admin. Rules R277-474-3\(5\) \(October 8, 2019\)](#)

[Utah Admin. Rules R277-474-5\(1\), \(2\) \(October 8, 2019\)](#)

G. Sex Education Curriculum Materials Review Committee

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

[Utah Admin. Rules R277-474-2\(1\) \(October 8, 2019\)](#)

[Utah Admin. Rules R277-474-5\(3\), \(4\), \(5\) \(October 8, 2019\)](#)

H. Review of Guest Presentations Relating to Sex Education

1. Before any guest speaker or guest presenter may present any information in any District course relating to sex education instruction, the speaker and presenter and the materials to be presented must have been approved by the District Sex Education Curriculum Materials Review Committee.

2. The committee shall not authorize the use of any sex education instructional program which has not been previously approved for use in the District as set forth below regarding curriculum approval.

[Utah Admin. Rules R277-474-5\(5\)\(c\), \(6\) \(October 8, 2019\)](#)

I. Adoption of District Sex Education Instructional Materials

1. The Board of Education shall approve the sex education instructional materials which will be used in the District. The Board shall request that the District Sex Education Curriculum Materials Review Committee provide recommendations regarding the sex education instructional materials to be used in the District. Such recommended materials must be medically accurate and must be consistent with the Health and Sex Education Guidelines set forth above. Following recommendations from the Review Committee, the Board shall consider whether to adopt recommended materials at a public meeting which includes a public hearing on the issue. The proposed materials shall have been made available for review by residents of the District a reasonable time in advance of the meeting. If a majority of the Board members present vote to adopt the recommended materials, then the materials may be used in the District. **Following adoption of the materials, a resident of the District may appeal regarding the content of the materials by submitting a written appeal to the Board which specifically explains the resident's objections or concerns regarding the materials. The Board shall refer the appeal to the District Sex Education Curriculum Materials Review Committee for recommendations regarding the response to the appeal. The Board shall review the Committee's recommendations and then determine what action, if any, is appropriate.**
2. Following adoption of sex education instruction materials which have not previously been approved by the State Instructional Materials Commission, the Board shall report such adoption to the State Board of Education. That report shall provide a copy of the materials, documentation of the adoption of the materials at the Board meeting, documentation that the materials are medically accurate, documentation of the committee recommendations, and the Board's rationale for adopting the materials.
3. The Board of Education shall annually review the decision to adopt the sex education instructional materials used in the District, and shall consider whether to continue use of those materials. The Board's review shall include data for each county that the District is located in regarding teen pregnancy, child sexual abuse,

and sexually transmitted diseases and infections, and also shall include data on the number of pornography complaints or other instances reported within the District.

[Utah Code § 53G-10-402\(2\)\(g\)\(ii\), \(h\), \(8\) \(2020\)](#)

[Utah Admin. Rules R277-474-6 \(October 8, 2019\)](#)

J. Monitoring of Sex Education Instruction

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

[Utah Admin. Rules R277-474-5\(10\) \(October 8, 2019\)](#)

[Utah Admin. Rules R277-474-7\(3\) \(October 8, 2019\)](#)

POLICY 5036

Admissions and Attendance: Determining Daily Attendance

A. Student Attendance for In-Person Instruction

1. Daily attendance for students receiving instruction in person shall be determined through attendance checks performed and recorded by the school at least once each day.
 - a. In grades pre K-5th, daily attendance will be recorded by the classroom teacher during the morning, before 10:00 a.m. or in accordance with procedures of the individual school.
 - b. In grades 6th-12th daily attendance will be recorded by the classroom teacher at the beginning of each class period.

B. Student Attendance for Live- on-Line Instruction

1. Daily attendance for students receiving instruction on-line in real time shall be determined through attendance checks performed during each day of on-line instruction and recorded by the school.
 - a. In Grades K-5th daily attendance will be recorded by the online teacher. Attendance requirements will be to login to the online classroom during the morning before 9:00 a.m.

C. Student Attendance for On-line Instruction

1. Daily attendance for students receiving instruction on-line but not in real time (including competency- based instruction) shall be determined through records of the student's on-line activity in the instructional materials and resources, based on the student's login, and interaction with the teacher.
 - a. In Grade 6- daily attendance will be recorded by a district employee. Attendance requirements will be to log into Canvas and complete modules and assessments of online course work.

- b. In Grades 7th -12th daily attendance will be recorded by a district employee.
Attendance requirements will be to log into Edgenuity and complete modules and assessments of online course work.
2. All online teachers will correspond with students in some way at least once every ten consecutive school days i.e. email, text, zoom, telephone, face-to-face or other communication opportunities.

POLICY 5053

School Breakfast Program

A. Definitions

1. "Alternative breakfast service model" means a method of serving breakfast to a student after the instructional day begins.
2. "National School Lunch Program" means the same as that term is defined in [7 CFR § 210.2](#).
3. "School Breakfast Program" means the same as that term is defined in [7 CFR § 220.2](#).
4. "Traditional breakfast service model" means a method of serving breakfast to a student before the instructional day begins.

[Utah Code § 53G-9-205.1 \(2020\)](#)

B. Participation in School Breakfast Program

1. Unless granted an undue hardship waiver by the State Board of Education, each school in the District that participates in the National School Lunch Program shall also participate in the School Breakfast Program.

[Utah Code § 53G-9-205.1\(2\), \(3\) \(2020\)](#)

C. Alternative Breakfast Service Model

1. The following requirements apply to District schools who participate in the School Breakfast program but do not apply to a school in which 70% or more of the students who qualify for free or reduced lunch participate in the School Breakfast Program.
2. Beginning with the 2020-21 school year, a school in which 70% or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.
3. Beginning with the 2021-22 school year, a school in which 50% or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.

4. Beginning with the 2022-23 school year, a school in which 30% or more of the students qualify for free or reduced lunch shall use an alternative breakfast service model.
5. A school which is required to use an alternative breakfast service model may also, in addition to that service model, use a traditional breakfast service model.

[Utah Code § 53G-9-205.1\(2\) \(2020\)](#)

POLICY 5055

Vision Screening

- A. A child nine years old entering a public school for the first time in Utah must present one of the following to the school:
1. A completed vision screening form signed by health care professional certifying that the child has received an adequate vision; or
 2. A written statement signed by a parent that the child will not be screened before attending public school in the state.
- B. The District shall conduct free vision screening clinics for children who are at least 3 1/2 years old but not yet 16 years old who enrolled at a school within the boundaries of the District pursuant to [Utah Code § 53G-9-404](#).
- C. A volunteer who serves as a vision screener for a free vision screening clinic for a qualifying child must be either trained by a school nurse or complete the Department of Health online training module and must be supervised by a school nurse or and outside entity conducting screening for the District consistent with Department of Health regulations. A vision screening volunteer may not market, advertise, or promote a business in connection with assisting at the screening clinic.
- D. Screening provided under this policy shall follow the procedures and standards set out in [Utah Admin. Rules R384-201](#).

[Utah Code § 53G-9-404 \(2019\)](#)

[Utah Admin. Rules R384-201 \(July 8, 2020\)](#)

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 \(2019\)](#)

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](#)

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. 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](#)

4. 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.

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. 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](#)

P. Directory of Information

1. The District may release information if it has given public notice of:

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

[34 FR § 99.37](#)

Q. 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](#)

R. 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](#)

S. 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\(a\)](#)

T. 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\(b\)\(3\)](#)

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\(a\)](#)

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](#)

U. Parental Consent

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

[34 CFR § 300.622](#)

2. No student shall be required without parental consent to submit to testing or treatment or psychiatric examination of which the primary purpose is to reveal information concerning:
 - a. political affiliations or philosophies (except as provided in Policy ECF);
 - b. mental or psychological problems;

- c. sexual behavior, orientation, and/or attitudes/
 - d. illegal, anti-social, self-incriminating or demeaning behavior;
 - e. critical appraisals of close family members;
 - f. any legally privileged information;
 - g. income (except as required to receive financial assistance or fee waivers);
and
 - h. religious affiliations or beliefs.
3. The parent shall be notified in writing of the means and purposes of the testing and the person(s) doing the testing at least two weeks, but not more than five months, before information protected by this policy is sought. This written notice must include an internet address where the parent can view the exact test or survey to be administered.
4. The data collected through an authorized test or survey is a private record which may not be shared except in accordance with the Family Educational Rights and Privacy Act ("FERPA").

[20 USC § 1232h](#)
[Utah Code § 53E-9-203 \(2020\)](#)

V. Confidentiality

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

[34 CFR § 300.623](#)

W. 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](#)

X. 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.

Y. 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.

Z. 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.

AA. 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.

BB. 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\(4\)\(b\)\(ii\) \(2019\)](#)

CC. 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\(b\)\(1\)](#)

DD. 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.

EE. 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 \(2019\)](#)

FF. 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 \(2018\)](#)

GG. 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\(1\), \(2\) \(2018\)](#)

HH. 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 \(2018\)](#)

II. 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.

JJ. Procedure to Amend

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

I. Notice of Parent and Student Rights

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

1. The Box Elder School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.
2. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are eighteen (18) years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

3. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: 960 South Main, Brigham City, UT 84302.

4. The addresses of the Principals' offices are:

Bear River High School	1450 S Main, Garland, UT 84312
Bear River Middle School	300 E 1500 S, Garland, UT 84312
Alice C. Harris Intermediate School	515 N 800 W, Tremonton, UT 84337
Box Elder High School	380 S 600 W, Brigham City, UT 84302
Box Elder Middle School	18 S 500 E, Brigham City, UT 84302
Adele C. Young Intermediate School	830 Law Dr., Brigham City, UT 84302
Sunrise High School	230 W 200 S, Brigham City, UT 84302
Early Learning Center	2275 N 3900 W, Corinne, UT 84307
Century Elementary	5820 N 4800 W, Bear River City, UT 84301
Discovery Elementary	820 N 500 W, Brigham City, UT 84302
Fielding Elementary	50 W Main, Fielding, UT 84311
Foothill Elementary	820 N 100 E, Brigham City, UT 84302
Garland Elementary	450 S 100 W, Garland, UT 84312
Grouse Creek Elementary and Secondary	76785 W 11900 N, Grouse Creek, UT 84313
Lake View Elementary	851 S 200 W, Brigham City, UT 84302
McKinley Elementary	120 W 500 S, Tremonton, UT 84337
Mountain View Elementary	650 E 700 S, Brigham City, UT 84302
North Park Elementary	50 E 700 N, Tremonton, UT 84337
Park Valley Elementary and Secondary	788 Education Dr., Park Valley, UT 84329
Snowville Elementary	PO Box 669, Snowville, UT 84336
Three Mile Creek Elementary	2625 S 1050 W, Perry, UT 84302
Willard Elementary	40 W 50 S, Willard, UT 84340

5. Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Board Members of the District, or of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a student with disabilities'

individual education plan; (3) compiling statistical data; or (4) investigating or evaluating programs.

6. Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches eighteen (18) years of age, he or she has the right to consent to release of records transfers to the student.
7. The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as, but not limited to, teachers' personal notes on a student that are shared only with a substitute teacher and records on former students do not have to be made available to the parents or students.
8. Students over eighteen (18) and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.
9. Copies of student records are available at the reasonable current rate per page, payable in advance. Parents may be denied copies of student's records (1) after the student reaches age eighteen (18) and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.
10. Certain information about District students is considered directory information. This information will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about his child. In connection with receiving federal funding, the District is also required by law to provide requesting military recruiters with secondary student names, addresses and telephone numbers unless the parent objects to the release of that

information. (The same objection may be used for both general directory information release and release to military recruiters.) This objection must be made in writing to the Principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

11. The District's complete policy regarding student records is available from the Principal's or Superintendent's office.

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

POLICY 5140

Education and Family Privacy Rights

- A. Except as permitted below for crisis intervention, the School District prohibits the administration of any psychological or psychiatric examination, test, treatment, survey, analysis or evaluation, or the obtaining or disclosing of defined information in curriculum or other school activities unless the student's parent has been given prior written notice and the School District has obtained consent as defined in this policy if such disclosure would tend to reveal information concerning the student's or a family member's:
1. political affiliations or philosophies;
 2. mental or psychological problems;
 3. sexual behavior, orientation, or attitudes;
 4. illegal, anti-social, self-incriminating, or demeaning behavior;
 5. critical appraisals of individuals with whom the student or family member has close family relationships;
 6. religious affiliation or beliefs;
 7. legally recognized privileged and analogous relationships, such as those with attorneys, medical professionals, religious clerics, or ministers;
 8. Income, except as otherwise required by law.

[Utah Code § 53E-9-203\(1\) \(2020\)](#)

- B. At least two weeks before the identified information is obtained or disclosed, the parent of the affected student shall be given written notice of intent to obtain or disclose requested information, unless the matter has been reported to the Division of Family Services.

[Utah Code § 53E-9-203 \(2020\)](#)

- C. The notice to the parent shall state the availability of written information concerning:

1. the nature of records or information about relationships that have been requested for examination;
 2. the means by which the information shall be examined;
 3. a copy of any questions to be asked of the student in obtaining the desired survey information to be made available to the school;
 4. the means by which the information is to be obtained;
 5. the identity of the person(s) or entity requesting release of the information;
 6. the purposes for which the records are needed;
 7. a method by which the parent of a student can grant permission to access or examine the personally identifiable information.
- D. If express written consent from the parent has not been obtained authorizing the collection or release of information and documents defined above, such documents and information shall not be obtained or disclosed.

[Utah Code § 53E-9-203\(2\), \(4\) \(2020\)](#)

E. Term of Consent

1. Unless specifically stated otherwise in the authorization, the authorization is valid only for the activity for which it was granted. However, the school district is authorized to request parental authorization that shall be valid until the commencement of the subsequent school year or until the student withdraws from the program in which such testing, evaluation, or survey is conducted.

[Utah Code § 53E-9-203\(5\)\(c\) \(2020\)](#)

F. Permitted Crisis Intervention

1. Notwithstanding the prohibitions stated above, if a school employee, agent, or resource officer believes a student is at risk of (a) attempting suicide, (b) physical self-harm, or (c) harming others, then the employee, agent, or officer may question the student about the suicidal thoughts, self-harming behavior, or thoughts of harming others in order to refer the student to appropriate prevention services and to inform the student's parent. However, the questioning shall be limited to that which

is necessary for referral to prevention services or to make the parent aware of the perceived risk.

[Utah Code § 53E-9-203\(7\) \(2020\)](#)

G. Private Information

1. The data collected through an authorized test or survey is a private record which may not be shared except in accordance with the Family Educational Rights and Privacy Act (“FERPA”). Such data also may not be included in a student’s Student Achievement Backpack, as that term is defined in [Utah Code § 53E-3-511](#).

[Utah Code § 53E-9-203\(10\) \(2020\)](#)

POLICY 5225

Student Activities

- A. Student activities are those programs, events, etc., sponsored by the school which, although they are not a part of the formal curriculum, develop life-long skills, demonstrate positive attitudes, teach the value of fair and honest competition, reinforce and are consistent with concepts and principles taught in the classroom, and instill self-esteem in students. This definition includes all school activities, kindergarten through grade twelve.
- B. Activities of a purely entertainment nature or which are not planned with the above goals in mind, will not be funded with District or school funds and should be avoided.
- C. All student activities must be conducted under the direction and supervision of Box Elder School District employees.
- D. Student activities shall be planned and conducted in such a way as to contribute to learning, rather than detracting from it. The following guidelines are to be considered in planning and conducting all student activities.
 - 1. Student activities should be scheduled to not interfere with ongoing academic activities.
 - a. Activities should be scheduled outside the regular school day to the greatest extent possible.
 - b. Activities should be scheduled to allow for homework time and other family activities and responsibilities on a daily basis.
 - c. Activities should end at a reasonable time to allow student to return home, take care of other responsibilities, and get a good night's sleep. Only in extreme cases should activities be scheduled that will result in returning home late at night when school is held the next day. Over-night activities should be avoided as much as possible.
 - d. Excessive travel for activities should be avoided.
 - 2. Activities should be designed and scheduled to allow students to develop multiple skills and participate in various activities both in school and out of school.

- a. Activities should be scheduled to allow for active student participation in community, religious, and family-based activities. Students should be encouraged, not penalized, for participation in these activities.
 - b. Activities should be seasonal in nature. Long-term and year-round activities should be avoided.
3. Activities should be designed and implemented to involve the maximum number of students possible.
- a. Teams, clubs, organizations, etc. should have rules of membership that allow participation by the maximum number of students possible.
 - b. Participation in school related activities should not be contingent upon participation in non-school related activities or organizations.
4. All activities that are governed by the Utah High School Activities Association must conform fully to the rules and guidelines of the UHSAA.

E. Definitions

1. Definitions of curricular, co-curricular, and extracurricular activities shall be as follows:
 - a. Curricular activities occur within the regular school day and constitute the delivery of instruction to students in the District.
 - b. Co-curricular activities are an extension of classroom instruction in which participation is by the entire class or a significant portion thereof. They relate directly to, and enhance student learning of, essential elements through participation, demonstration, illustration, and observation. Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other educational professional such as a librarian, school nurse, counselor, or administrator. Students suspended from extracurricular activities because of a grade(s) below 2.0 or more than one failed courses shall not be prevented from participating in after-school co-curricular activities.
 - c. Extracurricular activities are school-sponsored activities that are not directly related to instruction of the essential elements, but that may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant

contributions to a student's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

F. Extracurricular Activities

1. There is no constitutional right to participate in extracurricular activities and student government, and this policy does not create such a right.
2. Students who participate in student government and extracurricular activities become role models for others in the school and community. These individuals often play major roles in establishing standards of acceptable behavior in the school and community, and establishing and maintaining the reputation of the school and the level of community confidence and support afforded the school. It is of the utmost importance that those involved in student government, whether as officers or advisors, and those involved in competitive athletics and related activities, whether students or staff, comply with all applicable laws and standards of behavior and conduct themselves at all times in a manner befitting their positions and responsibilities.

[Utah Code § 53G-8-209 \(2020\)](#)

G. Participation Eligibility

1. A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year.
2. In order to be eligible to participate in an extracurricular activity event for a grade report period following the initial grade report period of a school year, a student shall not have a recorded grade average lower than 2.0 on a scale of 0 to 4 in what is considered as a full schedule for the preceding grade report period or have more than one failed or incomplete courses for the preceding grade report period.

H. Prohibited Conduct

2. The following prohibited conduct may render a student ineligible for and/or unable to continue participation in student government and/or extracurricular activities, if occurring while the student is in the classroom, on school property, or during school-sponsored activities, regardless of location or circumstances:

- a. Repetitive or flagrant use of foul, abusive, profane, or threatening language while engaged in school-related activities;
- b. Illicit use, possession, or distribution of ~~a controlled substances~~ ~~or drug paraphernalia,~~ ~~and the use, possession, or distribution a tobacco product, of~~ an electronic cigarette product, ~~tobacco~~ or ~~an~~ alcoholic beverages ~~contrary to law~~; or
- c. Hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under ~~Utah state~~ law.

[Utah Code § 53G-8-209 \(2020\)](#)

I. Reporting of Student Prohibited Acts

1. School employees shall immediately report to the school principal or District superintendent any reasonable belief that a violation of [Policy 5225 Student Activities](#) has occurred, wherein any student participating in student government and/or extracurricular activities, if occurring while the student is in the classroom, on school property, or during school-sponsored activities, regardless of location or circumstances:
 - a. Repetitively uses foul, abusive, profane, or threatening language while engaged in school-related activities;
 - b. Illicitly uses, possesses, or distributes a controlled substance, drug paraphernalia, a tobacco product, an electronic cigarette product, or an alcoholic beverage or
 - c. Hazes, demeans, or engages in assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under state law.
2. Principals who receive a report of a violation of [Policy 5225 Student Activities](#) shall submit a report of the alleged incident, and actions taken in response, to the District behavior management system within ten working days after receipt of the report.

3. Failure of a person holding a professional certificate to report these prohibited acts as required under this policy constitutes an unprofessional practice.

[Utah Code § 53G-8-209 \(2020\)](#)

J. Suspension from Extracurricular Activities

1. A student whose recorded report period grade average in any course is lower than 2.0 at the end of a grade report period shall be suspended from participation in any extracurricular activity event during succeeding grade report periods until the end of a grade report period during which the student achieves a course grade average for that grade report period of at least 2.0 in each course. This suspension shall become effective seven days after the last day of the grade report period during which the grade lower than 2.0 was earned. A student who has at least one F in any class for the grading period is placed on probation for a period of two weeks. If after two weeks the F is not improved, that student is suspended from practice and play until such time as the grade is improved.

K. Students with Disabilities

1. Suspension of a student with disabilities whose disability significantly interferes with the student's ability to meet regular academic standards shall be based on the student's failure to meet the requirements of the student's Individual Education Plan, as determined by the Special Education Committee.

L. Out-of-School Practice

2. A student who has been suspended from extracurricular activity events shall also be suspended from out-of-school practice in extracurricular activities until suspension from participation has been lifted.

M. Reinstatement to Extracurricular Activities

1. At the end of any grade report period in which a student attains a course grade average for that period of 2.0 or more in each course taken, any suspension from participation in extracurricular activities and/or suspension from out-of-school practice for extracurricular activities shall be removed.

N. Practice and Performance

1. Schools shall comply with the rules and regulations of the Utah High School Activities Association in scheduling and conducting practices and performances of competitive play.

[Utah High Schools Activities Association Handbook 2019-20, Bylaws Art. 2](#)

O. Classes

1. Schools shall not schedule full-year physical education or athletic fitness and movement classes for specific school teams. In schools where in-season fitness and movement classes are scheduled, the classes shall not be used to violate the starting and stopping dates for practice and competitive play as prescribed by the UHSAA. High school competitive sports programs shall be supplementary to the high school curriculum.

[Utah Admin. Rules R277-605-3](#)

P. Off-Season Clinics

1. Required or voluntary participation in summer or other off-season sports clinics, workshops, and leagues may not be used as criteria for team membership or for the opportunity to try out for team membership. School personnel, activity leaders, coaches, advisory and other personnel shall not require students to attend out-of-school camps, clinics or workshops for which the personnel, activity leaders, coaches or advisory personnel receive remuneration from a source other than the school or district in which they are employed.
2. A summer workshop or clinic conducted by a school for any sport or activity shall be scheduled and held consistent with UHSAA bylaws and policies.

[Utah Admin. Rules R277-605-4 \(December 8, 2016\)](#)

[Utah High Schools Activities Association Handbook 2019-20, Bylaws Art. 2, Sec. 3](#)

Q. Supervision

1. Coaches and other designated school leaders shall diligently supervise players at all times while on school-sponsored activities, including during the activity itself, in locker rooms, seating areas, eating establishments, lodging facilities and during travel. Coaches and school leaders accompanying school players and teams shall at no time leave them unsupervised. Coaches, assistants, and advisers shall not permit hazing, demeaning, or assaultive behavior (whether consensual or not), including behavior involving physical violence, restraint, improper touching,

inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law. There may be times when a coach is unable to supervise the locker room due to gender differences. When this occurs the coach should make every reasonable attempt to have another adult of the same gender as the team supervise the locker room.

[Utah Admin. Rules R277-605-3\(2\)](#)

R. Example

1. A coach or other designated school leader shall not participate in the use of alcoholic beverages, tobacco **products**, (**including** electronic cigarette products), controlled substances, or promiscuous sexual relationships while on school-sponsored activities. Coaches are expected to refrain from use of foul, abusive, or profane language while engaged in school related activities. Violations may warrant disciplinary action.

[Utah Admin. Rules R277-605-3\(2\)](#)
[Utah Code § 53G-8-209\(2\) \(2020\)](#)

S. School District Location Defined

1. "School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

T. Notice to Parent

1. Upon receiving a report from a school employee of student use or possession of illegal drugs or alcohol, counterfeit substances, or any associated paraphernalia at a school District location, the designated Administrator shall immediately report the information to the student's parent, and may report the information to law enforcement agencies or officials. The identity of the school Administrator who reported the prohibited act shall not be disclosed to the student or the parent.

[Utah Code § 53G-8-502 \(2018\)](#)

U. Immunity for Good Faith Reporting

1. A school employee who in good faith reports student use or possession of illegal drugs or alcohol, counterfeit substances, or any associated paraphernalia at a school District location in accordance with these provisions is immune from any civil or criminal liability resulting from that action.

[Utah Code § 53G-8-503 \(2018\)](#)

Policy 5270
Student Rights and Responsibilities
Bullying, Cyberbullying, Hazing, and Abusive Conduct

A. Definitions

1. "Abusive conduct" means verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress.
2. ~~Bullying: In general, bullying is aggressive behavior that is intended to cause distress and harm, exists in a relationship where there is an imbalance of power and strength, and is repeated over time. Bullying includes relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation. As specifically defined in this policy,~~ "Bullying" means intentionally committing a written, physical, or verbal act against a school employee or student that a reasonable person under the circumstances should know or reasonably foresee will have one of the following effects:
 - a. Causing physical or emotional harm to the school employee or student;
 - b. Causing damage to the school employee or student's property;
 - c. Placing the school employee or student in reasonable fear of:
 - 1) Harm to the school employee's or student's physical or emotional well-being;
or
 - 2) Damage to the school employee's or student's property.
 - d. Creating a hostile, threatening, humiliating, or abusive educational environment due to:
 - 1) The pervasiveness, persistence, or severity of the actions; or
 - 2) A power differential between the bully and the target; or

- e. Substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.
 - f. The foregoing conduct constitutes bullying regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.
3. “Communication” means the conveyance of a message, whether verbal, written, or electronic.
4. “Cyberbullying” means:
- a. Using the internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
 - b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyberbullying.
5. “Hazing” means a student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
- a. Meets one of the following:
 - 1) Endangers the mental or physical health or safety of a school employee or student; or
 - 2) Involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - 3) Involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or

- 4) Involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and either
 - b. Is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club or event; or
 - c. Is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

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

[Utah Admin. Rules R277-613-2 \(May 26, 2020\)](#)

[Utah Code § 76-5-107.5 \(2011\)](#)

[Utah Code § 53G-9-601\(1\) to \(5\) \(2019\)](#)

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

[Utah Admin. Rules R277-613-2 \(May 26, 2020\)](#)

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

[Utah Admin. Rules R277-613-2 \(May 26, 2020\)](#)

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

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

[Utah Code § 53G-9-601\(8\) \(2019\)](#)

9. "School Employee" means:

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

[Utah Code § 53G-9-601\(10\) \(2019\)](#)

B. Bullying and Abusive Conduct Prohibited

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

[Utah Code § 53G-9-605 \(2019\)](#)

[Utah Admin. Rules R277-613-4\(1\)\(a\) \(May 26, 2020\)](#)

[Utah Admin. Rules R277-613-7 \(May 26, 2020\)](#)

C. Hazing and Cyberbullying Prohibited

1. No student may engage in hazing or cyberbullying of a student or of a school employee at any time or at any location.
2. Students who engage in hazing or cyberbullying are in violation of this policy and verified **violations infractions** shall result in disciplinary action up to and including expulsion as well as suspension or removal from a school-sponsored team or activity, including school sponsored transportation, consistent with the District's [Safe Schools Policy 5005](#).

3. The school may also determine to break up or dissolve a team, organization, or other school sponsored group for hazing violations by its members.
4. Anonymous reports of hazing or cyberbullying alone cannot constitute the basis for formal disciplinary action.
5. The school or district may also report ~~students who engage in hazing or cyberbullying infractions~~ to law enforcement if that is permitted by [Utah Code § 53G-8-211](#).

[Utah Code § 53G-9-605 \(2019\)](#)

[Utah Admin. Rules R277-613-4\(1\)\(a\) \(May 26, 2020\)](#)

D. Retaliation Prohibited

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

[Utah Code § 53G-9-605 \(2019\)](#)

[Utah Admin. Rules R277-613-4\(1\)\(a\) \(May 26, 2020\)](#)

E. Making a False Report Prohibited

1. No student may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against a school employee or student.

2. Students who engage in making such false allegations are in violation of this policy and verified violations shall result in disciplinary action up to and including expulsion, consistent with the District's [Safe Schools Policy 5005](#).

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

[Utah Admin. Rules R277-613-4\(1\)\(a\) \(July 9, 2018\)](#)

F. Action Plan

1. Upon receipt of a reported incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation, the school principal or designee shall promptly review and investigate the allegations. At a minimum, this investigation shall include interviewing the alleged targeted individual and the individual alleged to have engaged in prohibited conduct. The principal or designee may also interview other individuals who may provide additional information, including the parents of the alleged target and alleged perpetrator, any witnesses to the conduct, and school staff. The principal or designee may also review physical evidence, including but not limited to video or audio recordings, notes, email, text messages, social media, and graffiti. The principal or designee shall inform any person being interviewed that the principal or designee is required to keep the details of the interview confidential to the extent allowed by law and that further reports of bullying will become part of the investigation.

[Utah Admin Rules R277-613-5\(2\), \(3\), \(4\) \(May 26, 2020\)](#)

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

[Utah Admin. Rules R277-613-5\(6\) \(May 26, 2020\)](#)

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

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

4. The plan of action may include supporting involved students through trauma-informed care practices, if appropriate, as defined in [Utah Admin. Rules R277-613-2\(134\)](#).

[Utah Admin. Rules R277-613-5\(7\) \(May 26, 2020\)](#)

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

[Utah Admin. Rules R277-613-2\(12\) \(May 26, 2020\)](#)

[Utah Admin. Rules R277-613-6\(7\) \(May 26, 2020\)](#)

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

[Utah Admin. Rules R277-613-4\(4\) \(May 26, 2020\)](#)

G. Training and Education

1. Each school shall establish procedures for training school employees, coaches, volunteers and students on bullying, cyberbullying, hazing, or retaliation.

- a. Training to students, staff, and volunteers shall:

~~1) Include information on various types of aggression and bullying, including:~~

- ~~a) overt aggression that may include physical fighting such as punching, shoving, kicking, and verbally threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior;~~
- ~~b) relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;~~
- ~~c) sexual aggression or acts of a sexual nature or with sexual overtones;~~
- ~~d) cyberbullying, including use of email, web pages, text messaging, instant messaging, social media, three-way calling or messaging, or~~

~~any other electronic means for aggression inside or outside of school;
and~~

- ~~e) civil rights violations, including bullying, cyberbullying, hazing, and retaliation based upon the students' or employees' actual or perceived identities and conformance or failure to conform with stereotypes.~~
- 2) ~~Complement required student suicide prevention programs and required suicide prevention training; and~~
- 3) ~~Include information on when issues relating to this policy may lead to student or employee discipline.~~
- 4) Include information on:
 - a) Bullying, cyberbullying, hazing and retaliation;
 - b) Discrimination under Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act of 1990;
 - c) How bullying, cyberbullying, hazing and retaliation are different from discrimination and may occur separately from each other or in combination,
 - d) Bullying, cyberbullying, hazing and retaliation based on the students' or employees' actual or perceived characteristics, including race, color, national origin, sex, disability, religion, gender identity, sexual orientation, or other physical or mental attributes, or conformance or failure to conform with stereotypes, and
 - e) The right of free speech and how it differs ofr students, employees, and parents;
- 5) Complement the suicide prevention program required for students and the suicide prevention training required for licensed educators; and
- 6) Include information on when issues relating to these standards may lead to employee or student discipline.

[Utah Admin. Rules R277-613-4\(5\)\(b\) \(May 26, 2020\)](#)

- b. This training shall be provided to all new employees, coaches, and volunteers and shall be provided to all employees, coaches, and volunteers at least once every three years.

[Utah Admin. Rules R277-613-4\(6\) \(May 26, 2020\)](#)

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

[Utah Admin. Rules R277-613-6 \(May 26, 2020\)](#)

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

[Utah Code § 53G-9-605 \(2019\)](#)

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

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

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

[Utah Admin. Rules R277-613-5\(1\)\(b\) \(May 26, 2020\)](#)

H. Assessment

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

[Utah Admin. Rules R277-613-4\(3\) \(May 26, 2020\)](#)
[Utah Code § 53E-9-203 \(2020\)](#)

I. Publication and Acknowledgment

1. A copy of this policy shall be included in student conduct handbooks, shall be provided to the parent of each student enrolled in the District, and shall be available on the District website.
2. Each student 8 years of age and older and a parent of each student enrolled in the District shall annually provide a signed statement stating that the student and parent has received a copy of this policy.

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

J. Parental Notification of Incidents

1. The school shall notify the parent or a student who is involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation (whether as a target or as a perpetrator).
2. The school is also required to notify the parent of a student who threatens to commit suicide. In addition, the school shall produce and maintain a record that verifies that the parent was notified of the threats or incidents listed above. The record is a private record for purposed of the Government Records Access and Management Act.
 - a. The process for notifying a parent shall consist of:

- 1) The school principal or designee shall attempt to make personal contact with a parent when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two school people present. If personal contact is not possible, the parent may be contacted by phone. A second school person should witness the phone call.
- 2) Contact with the parent must be documented in a “Verification of Parent Contact Regarding Threat or Incident”.
3. (A copy of the “Verification of Parent Contact Regarding Threat or Incident” is attached below.) Subject to laws regarding confidentiality of student education records, at the request of a parent, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-604 \(2019\)](#)

[Utah Admin Rules R277-613-4\(2\) \(May 26, 2020\)](#)

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

[Utah Code § 53G-9-604\(2\)\(b\) \(2019\)](#)

K. Report to State Superintendent

1. Each year, on or before June 30, the District shall submit a report to the State Superintendent which includes
 - a. a copy of the District’s bullying policy;
 - b. confirmation of compliance with the requirement to obtain a signed acknowledgment of the policy from students, parents, and employees;
 - c. verification of required training regarding bullying, cyberbullying, hazing, and retaliation;
 - d. the number of incidents of bullying, cyberbullying, hazing, and retaliation; and

- e. the number **and type** of those incidents that either included a student who is part of a federally protected class or was bullied, cyberbullied, hazed, or retaliated against because of the student's **actual or perceived** disability, race, national origin, religion, sex, gender identity, ~~or~~ sexual orientation, **or other characteristic**.

[Utah Admin. Rules R277-613-5\(8\) \(May 26, 2020\)](#)

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

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

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

Notice was given of:

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

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

Principal or Principal's Designee Title Date

School Staff Member Title Date

POLICY 5350

Student Complaints - Resolution

A. Purpose

1. The purpose of this policy is to facilitate prompt and equitable resolution of student complaints, including those alleging discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status at the appropriate level.

B. Exclusions

1. Student complaints regarding instructional materials, removal to alternative education programs, expulsion, prior review of non-school materials intended for distribution to students, or special education appeals are covered by separate procedures. **Student complaints relating to sexual harassment (which is on form of sex discrimination) are addressed using the procedure in [Policy 5275 Sexual Harassment](#) instead of the procedure in this policy. (Student complaints about other forms of sex discrimination can be raised under this policy.)**

C. Aggrieved Students

1. A student aggrieved by a violation of a constitutional, statutory, or common law right, or a violation of a rule adopted by the State Board of Education or a policy adopted by the Board shall be afforded a hearing in accordance with applicable law and as provided in this policy. However, this provision shall not be construed to create an independent right to a hearing before the Board in addition to hearings required by law.

D. Presentations and Hearings

1. In most circumstances, students shall be entitled to administrative conferences and informal presentations of the complaint to the Board as outlined in this policy.

E. Representation

1. The student may be represented by an adult at any level of the complaint.

2. If the complaint involves a problem with a teacher, the student shall in most circumstances be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One.

F. Level One

1. A student who has a complaint shall request a conference with the principal within ten calendar days of the time the student knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student within five days.

G. Level Two

1. If the outcome of the conference with the principal is not to the student's satisfaction, the student has ten calendar days to request a conference with the superintendent or designee who shall schedule and hold a conference. Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the conference with the principal.

H. Level Three

1. If the outcome of the conference with the superintendent or designee is not to the student's satisfaction, the student may present the complaint to the Board. Students shall request time on the agenda for the next board meeting through the superintendent. The student shall, at least 5 days before the meeting, provide a written statement identifying specifically the claimed violation and the relief requested.
2. The Board shall designate a portion of its regular monthly meeting to hear student complaints. The board president may set reasonable time limits on complaint presentations. The Board shall listen to the complaint, but is not required to respond or take action on the matter unless the complaint is from an aggrieved party and the meeting with the Board is a hearing as required by law it determines that is appropriate.

I. Closed Hearing

1. If the complaint involves complaints or charges about another person, the complaint shall be heard by the Board in a closed meeting unless the other person complained about requests the meeting to be public.



Learning by Doing

3rd Edition

2020 Box Elder Board of Education
Reading Schedule

Board Meeting Date

Reading Assignment

September 9, 2020

-**About the Authors**
-**Introduction to the Third Edition**
-**Chapter #1** A Guide to Action for Professional Learning Communities at Work

October 14, 2020

-**Chapter #2** Defining a Clear and Compelling Purpose

November 11, 2020

-**Chapter #3** Building a Collaborative Culture of a Professional Learning Community

December 9, 2020

-**Chapter #4** Creating a Results Orientation in a Professional Learning Community

January 13, 2021

-**Chapter #5** Establishing a Focus on Learning

February 10, 2021

-**Chapter #6** Creating Team-Developed Common Formative Assessments

March 10, 2021

-**Chapter #7** Responding When Some Students Don't Learn

April 14, 2021

-**Chapter #8** Hiring, Orienting, and Retaining New Staff

May 12, 2021

-**Chapter #9** Addressing Conflict and Celebrating in a Professional Learning Community

June 9, 2021

-**Chapter #10** Implementing the Professional Learning Community Process Districtwide

July 14, 2021

-**Conclusion** The Fierce Urgency of Now

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening August 12, 2020 at 6:30 p.m. at the Independent Life Skills Center.

Those in attendance at the meeting included Board President Karen Cronin, Members Julie Taylor, Connie Archibald, and Nancy Kennedy. Wade Hyde, Bryan Smith and Tiffani Summers attended electronically. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keri Greener, Gary Allen and Keith Mecham, Business Administrator Rod Cook, district employees, and representatives of the press.

President Cronin welcomed those in attendance and conducted the business of the meeting.

After the reverence, which was offered by Julie Taylor, Connie Archibald led the audience in the pledge of allegiance.

Recognition

Superintendent Steve Carlsen read the following recognitions:

Bear River High School – Gold Star 2020 Sportsmanship Award

Dr. Ed Redd for his presentation to the Board on Covid 19 strategies

Approval of Agenda

Connie Archibald made the motion to approve the agenda. Julie Taylor seconded the motion, which passed unanimously.

Public Comment

No Public Comment or online comments

Action Items

Approval of Early Literacy Plan

Keri Greener, Assistant Superintendent of Elementary Teaching and Learning, presented the Early Literacy plan to the Board for approval.

Connie Archibald made the motion to approve the recommendation to approve the Early Literacy Plan. Nancy Kennedy seconded the motion which passed unanimously.

Information/Discussion Items

COVID-19 Return to Learn Plan

Steve Carlsen, Superintendent, reviewed the issues with Covid 19 including masks, online teaching, quarantine, and air circulation.

Karen Cronin's comments at the August 12, 2020 School Board Meeting:

It is a privilege to go back to school and I know that students, my son and some of his friends, are so excited to go back to school and I think from the teachers that I've heard from, they're excited to go back to school too. However, there is also a risk. We need to let our students and our parents and our community know that this privilege comes with the precautions that we have talked about. Like the Superintendent said, we are going to be strong on those precautions and that is that we need them to stay home when they are sick or not feeling well; we need them to wear masks when they are not six feet apart, we need them to wash their hands frequently and to sanitize where they can. The Superintendent said this is a mandate by the Governor and the Public Health Director; the State School Board supports this, and as we've heard, this School Board supports this.

The Superintendent's letter today that came out, this went the principals and the School Board members. I think it's very timely. I was telling the Superintendent the other day that I went to get milk and it took me a half hour to go to the back of the store and back, just because people have questions. So I think this answers it.

Karen read Superintendent Carlsen's letter:

Attached you will see the order that we received on July 17th. It is very explicit in this order that to go to school you have to wear masks or by physical distanced (6ft or more). This is still the order that is out there and has not been replaced. I think if we consistently use this in our decisions and follow this as role models we will be able to have a consistent message that is given to us from the Executive Director of the Utah Department of Health. There is no debate, no variance, no opt out (only medical). To go to school you wear a mask!!! To ride a school bus you wear a mask!!! To be on school property at a school event you wear a mask!!!

So I think as long as we hold a tight concerted effort in enforcement of this, like he said, we will be able to help keep our students safe, our teachers and support staff safe, and our community safe. I want to echo the kudos for the very strong direction that our Superintendent has lead out and his team and just add that the School Board is 100% behind him in that.

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report

Policy Review

Policies with No Changes

Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements

Policy 3045 Retirement, Purchase of Insurance Benefits

Policy 4100 Homework

Connie Archibald made the motion to approve the policies with no changes. Bryan Smith seconded the motion which passed unanimously.

First Reading

Policy 1036 Conflict of Interest: Board Member and Employee

Policy 3000 Employment – Nondiscrimination

Policy 3007 Employment – Staff Code of Conduct

Policy 3010 Employee Bullying and Hazing

Policy 3015 Title IX Sexual Harassment

Policy 3120 Orderly School Termination for Employees

Policy 3210 Educator Evaluation

Policy 4037 Reading Assessment for K-3

Policy 5275 Title IX Sexual Harassment

Policy 5282 Student Behavior Management

Bryan Smith made the motion to approve the above policies on first reading. Wade Hyde seconded the motion which passed unanimously.

Second Reading

Policy 1040 Board Member Elections/Board Officers

Policy 1225 School Size-Elementary School

Policy 2100 Gifts, Donations, and Bequests-Acceptance

Policy 2170 Buildings, Grounds & Equipment-Use by Students Employees

Policy 2210 Transportation Eligibility

Policy 3042 Educational Support Professionals Employee Evaluation

Policy 3043 Redress of Grievances

Policy 3055 Substitute Teachers

Policy 3086 Employee Use of Personal Electronic Devices

Policy 4061 Curriculum-American Heritage

Policy 4062 College Course Work

Policy 4070 Early Graduation

Policy 4086 Comprehensive Counseling and Guidance Program

Policy 4087 Work-based Learning
Policy 4177 Responsible Computer Use
Policy 5027 Foreign Exchange Students
Policy 5035 Attendance Requirements-Procedures
Policy 5064 Medical Recommendations by School Personnel to Parents
Policy 5066 Students with Potentially Life Threatening Allergies
Policy 5067 Student Asthma Emergency
Policy 5069 Student Self-Treatment for Diabetes
Policy 5205 Use of Protective Eyewear
Policy 5225 Student Activities
Policy 5305 Student Use of Electronic Devices
Policy 5310 Fundraising
Policy 5360 Suicide Prevention
Policy 6012 Parent Classroom Observation

Connie Archibald made the motion to approve the above policies, with Policy 4061 and Policy 5205 to be returned for review next board meeting, on second reading. Julie Taylor seconded the motion which passed unanimously.

Board Discussion Items

Covid-19 High School Credits to Graduate

The option to allow graduation requirements to decrease to 24 credits was discussed. The Board directed Administration to add that option to the board policy for Board approval.

Consent Calendar

Nancy Kennedy moved to accept the consent items. The motion was seconded by Connie Archibald, it passed on a unanimous vote.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of July 15, 2020.

Approval of claims numbered 34099-34318, 70731201, 80731200, 90731201, and the District Foundation and ACH payments as well as School Activity checks for the month of July.

Personnel Items

As detailed in agenda.

Adjournment

Nancy Kennedy made the motion to adjourn the meeting. Connie Archibald seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, September 9, 2020 at The Independent Life Skills Center with the Work Session at 5:30 p.m. and regular board meeting at 6:30 p.m. President Cronin adjourned the meeting at 8 :20 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT

The School Board had a work session at 5:30 p.m. where the Student Services Director, Jacqueline Whitaker discussed Adverse Childhood Experiences and how to connect with students.

Tentative minutes of a Regular Meeting of the Board of Education, Box Elder School District, held Wednesday evening September 9, 2020 at 6:30 p.m. at the Independent Life Skills Center.

Those in attendance at the meeting included Board President Karen Cronin, Members Julie Taylor, Connie Archibald, Nancy Kennedy, Wade Hyde, and Tiffani Summers. Bryan Smith attended electronically. Also present were Superintendent Steven Carlsen, Assistant Superintendents Keri Greener, Gary Allen, and Keith Mecham, Business Administrator Rod Cook, district employees, and representatives of the press.

President Cronin welcomed those in attendance and conducted the business of the meeting.

After the reverence, which was offered by Steve Carlsen, Keri Greener led the audience in the pledge of allegiance.

Recognition

Board Member Tiffani Summers presented following recognitions:

2020 Approved Walmart Grants

Walmart representatives presented a check to the School Board representing a total of \$15,000 of grants given to schools and classrooms.

Bear River High School Student Abbie Fuhriman received the UIAAA Student Athlete Award – 2nd in the nation.

Katy Willis and Lauri Weaver – Made masks for students

Approval of Agenda

Connie Archibald made the motion to approve the agenda. Julie Taylor seconded the motion, which passed unanimously.

Public Comment

Linsey Wilcock from Snowville requested a waiver of the mask mandate for the school. Amy Wilcock from Snowville also spoke asking for an exemption from wearing masks.

A copy of their statements are attached to these minutes.

Action Items

Approval of Amendment of Return to Learn Plan 2020-21

Steve Carlsen, Superintendent, reviewed the issues with the Covid 19 including masks, online teaching, quarantine, and air circulation. He spoke about concerns of parents and students. He also recommended adding that physical distancing allowed masks to be removed needed to be deleted from the plan. He also recommended that any new orders by the Governor that effect the Return to Learn Plan be accepted when the Governor makes such an order.

Bryan Smith made the motion to approve the recommendation to approve the amendment of Return to Learn Plan 2020-21. Wade Hyde seconded the motion which passed unanimously.

Board Meeting Calendar

Superintendent Steve Carlsen recommended the calendar for board meetings for the rest of the school year including a change in October to the 21st from the 14th.

Connie Archibald made the motion to approve the calendar as proposed. Nancy Kennedy seconded the motion which passed unanimously.

Closed Session

A closed session was approved to discuss the Purchase, Exchange, or Lease of Real Property.

Nancy Kennedy Made the motion to move into closed session to discuss the Purchase, Exchange, or Lease of Real Property. Julie Taylor seconded the motion which passed unanimously by a vocal roll call vote.

Nancy Kennedy made the motion to move into regular board meeting. Connie Archibald seconded the motion which passed unanimously by a vocal roll call vote.

Approval of Land Acquisition

Corey Thompson, Facilities Director, presented a recommendation to the Board to purchase 6.8 acres of property north of Bear River High School.

Connie Archibald made the motion to give administration the authority to pursue the purchase of 6.8 acres of property north of Bear River High School if appraised at asking value. Tiffani Summers seconded the motion which passed unanimously.

Declaration of Surplus Property

Corey Thompson, Facilities Director, presented a recommendation to the Board to declare the Corinne Elementary Building surplus and preparing for a closed bidding process.

Bryan Smith made the motion to declare the Corinne Elementary School surplus when the Community High School moves out. Connie Archibald seconded the motion which passed unanimously.

Information/Discussion Items

Construction Report

Corey Thompson, Facilities Director, gave a presentation to the Board updating the expected completion of Sunrise High and the beginning of the project for the Elementary School in East Brigham City.

Monthly Financial Report

Business Administrator, Rod Cook presented the Monthly Financial Report

First Week of School Update

Superintendent Steve Carlsen gave the Board an update on the opening of school. He indicated that it had been a good start and expressed his appreciation for the support of parents.

Policy Review

First Reading

- Policy 1160 Superintendent Termination
- Policy 1190 District Annual Reports
- Policy 3110 District Emergency Response Plan
- Policy 4060 High School Graduation Requirements
- Policy 4105 Sex Education
- Policy 5036 Admissions and Attendance: Determining Daily Attendance
- Policy 5053 School Breakfast Program
- Policy 5055 Vision Screening
- Policy 5100 Student Records
- Policy 5225 Student Activities
- Policy 5140 Education and Family Privacy Rights
- Policy 5270 Student Rights and Responsibilities: Bullying, Cyberbullying, Hazing, and Abusive Conduct.
- Policy 5350 Student Complaints – Resolution

Connie Archibald made the motion to approve the above policies on first reading. Wade Hyde seconded the motion which passed unanimously.

Second Reading

Policy 1036 Conflict of Interest: Board Member and Employee
Policy 3000 Employment – Nondiscrimination
Policy 3007 Employment – Staff Code of Conduct
Policy 3010 Employee Bullying and Hazing
Policy 3015 Title IX Sexual Harassment
Policy 3120 Orderly School Termination for Employees
Policy 3210 Educator Evaluation
Policy 4037 Reading Assessment for K-3
Policy 4061 Curriculum – American Heritage
Policy 5027 Foreign Exchange Students
Policy 5275 Title IX Sexual Harassment
Policy 5282 Student Behavior Management

Julie Taylor made the motion to approve the above policies upon second reading. Connie Archibald seconded the motion which passed unanimously.

Board Discussion Items

Learn by Doing Reading Schedule

The Board discussed their impressions of the book. The importance of PLCs was emphasized.

Discussion on virtual Regional Meeting September 29, 2020 6:00 to 7:30 p.m.

Consent Calendar

Nancy Kennedy moved to accept the consent items including the LEA specific licenses. The motion was seconded by Wade Hyde, it passed on a unanimous vote.

The Consent Calendar included the following items:

Approval of the minutes of the working and regular meetings of August 12, 2020

Approval of claims numbered 34198-34524, 1081020, 7083120, 8083120, 9082020, 9082120, 9083120, and the District Foundation and ACH payments as well as School Activity checks for the month of August.

Personnel Items

As detailed in agenda.

Adjournment

Connie Archibald made the motion to adjourn the meeting. Tiffani Summers seconded the motion which passed by unanimous vote.

With the announcement that the next meeting will be held on Wednesday, October 21, 2020 at The Independent Life Skills Center with the Work Session at 5:30 p.m. and regular board meeting at 6:30 p.m. President Cronin adjourned the meeting at 9:15 p.m.

APPROVED: _____

ATTESTED: _____
School Business Administrator
Box Elder School District

President, Board of Education

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00034166	-495.00	09/09/20	52485 SAP AMERICA, INC	CV
01	00034525	57.50	09/03/20	1 HEATHER MILLBURN	C
01	00034526	258.00	09/03/20	11088 AMERICAN SCHOOL COUNSELOR ASSOC	C
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01	00034528	255.50	09/03/20	85768 BEAR RIVER SEWER DEPT	C
01	00034529	256.60	09/03/20	87120 BEEHIVE TELEPHONE CO	C
01	00034530	310.00	09/03/20	111754 GREGG CEFALO	C
01	00034531	6,750.00	09/03/20	19178 CHEAPERTHANSHIRT	C
01	00034532	266.11	09/03/20	53228 MIKE CLARK	C
01	00034533	190.55	09/03/20	156817 CORINNE CITY CORP	C
01	00034534	150.00	09/03/20	2798 BOBBI JONES	C
01	00034535	19.08	09/03/20	111277 SANDY MACSPARRAN	C
01	00034536	210.00	09/03/20	572452 KIM W MILLER	C
01	00034537	983.42	09/03/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
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01	00034539	2,845.92	09/03/20	111273 NUCO2 LLC	C
01	00034540	19.75	09/03/20	53392 JESSICA NYE	C
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01	00034542	500.00	09/03/20	52400 PARADISE FIRE PROTECTION	C
01	00034543	229.00	09/03/20	700077 PERRY CITY	C
01	00034544	6,400.00	09/03/20	4391 PLTW / PROJECT LEAD THE WAY INC	C
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01	00034546	304.90	09/03/20	52175 KERRY SHEA, PHD	C
01	00034547	1,425.27	09/03/20	10731 SMITH'S CUSTOMER CHARGES	C
01	00034548	1,383.49	09/03/20	802087 SNOWVILLE WATERWORKS INC	C
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01	00034551	45.00	09/03/20	44512 TREMONTON LEADER	C
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01	00034554	1,200.00	09/03/20	53430 LI WANG	C
01	00034555	20.00	09/03/20	4316 WASHINGTON SCHOOL DISTRICT	C
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01	00034557	13,344.88	09/03/20	38032 AMAZON CAPITAL SERVICES INC	C
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01	00034568	276.94	09/03/20	4014 IDENTISYS	C
01	00034569	161.94	09/03/20	33430 LEADING EDGE LAMINATING	C
01	00034570	923.60	09/03/20	45020 LEARNING A-Z, LLC	C
01	00034571	455.02	09/03/20	545971 MARC / MID AMERICAN RESEARCH	C
01	00034572	625,890.51	09/03/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00034573	383.05	09/03/20	100359 NASCO MODESTO	C
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A/P Summary Check Register

FPREG01A

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01	00034585	642.58	09/10/20	14010 AED EVERYWHERE	C
01	00034586	3,750.00	09/10/20	109111 GLADYS AGUILERA	C
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01	00034595	200.00	09/10/20	26921 SARAH LEEANN BLIESNER	C
01	00034596	400.00	09/10/20	8125 MICHELE BOWDEN	C
01	00034597	114.90	09/10/20	104370 BOX ELDER NEWS JOURNAL	C
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01	00034599	33.00	09/10/20	53465 NOAH BURGGRAF	C
01	00034600	111.00	09/10/20	107994 CERTIFIED SHRED	C
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01	00034604	200.00	09/10/20	9512 JULIANNE CRAWFORD	C
01	00034605	30.00	09/10/20	14958 CULLIGAN	C
01	00034606	200.00	09/10/20	25780 VICTORIA DANCE	C
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01	00034623	200.00	09/10/20	588360 MEGAN MUELLER	C
01	00034624	200.00	09/10/20	3050 OBSERVERTAB, LLC	C
01	00034625	88.32	09/10/20	9750 CLAUDIA PETERSEN	C
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01	00034629	2,934.44	09/10/20	892645 ROCKY MOUNTAIN POWER	C
01	00034630	436.35	09/10/20	762360 RUPP WASTE CONTAINERS INC	C
01	00034631	720.93	09/10/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
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A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00034637	150.00	09/10/20	891181 UTAH STATE UNIVERSITY-PBL	C
01	00034638	340.00	09/10/20	110931 WEESE GLASS LLC	C
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01	00034649	1,200.00	09/10/20	107027 HOUGHTON MIFFLIN HARCOURT	C
01	00034650	7,566.14	09/10/20	386370 HYKO SUPPLY CO	C
01	00034651	107.96	09/10/20	33430 LEADING EDGE LAMINATING	C
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01	00034654	93.34	09/10/20	699420 PERMA BOUND BOOKS	C
01	00034655	145.97	09/10/20	100683 REALLY GOOD STUFF INC	C
01	00034656	495.00	09/10/20	52485 SAP AMERICA, INC	C
01	00034657	234.00	09/10/20	108663 SCHOOL OUTFITTERS	C
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01	00034659	1,526.00	09/10/20	157371 STAPLES	C
01	00034660	896.00	09/10/20	38601 SUMMIT PARTNERS UTAH LLC	C
01	00034661	7,157.50	09/10/20	310 VIRCO INC	C
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01	00034665	31.00	09/17/20	1 MICAELA MAUCHLEY	C
01	00034666	33,000.00	09/17/20	31364 95 PERCENT GROUP	C
01	00034667	569.40	09/17/20	6617 ACME WATER CO	C
01	00034668	210.00	09/17/20	50237 RACHAEL BARKER	C
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01	00034672	853.81	09/17/20	43907 BRIGHAM GLASS	C
01	00034673	11,770.00	09/17/20	31658 BSN SPORTS	C
01	00034674	144.07	09/17/20	53619 ADELINE CALL	C
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01	00034678	495.00	09/17/20	587760 MSR WEST INC / E3 DIAGNOSTICS	C
01	00034679	280.00	09/17/20	729332 ECONO WASTE INC	C
01	00034680	8,335.50	09/17/20	107136 ERS HEATING & COOLING	C
01	00034681	80.00	09/17/20	106202 JOHN FINDLAY	C
01	00034682	126.04	09/17/20	53600 SARA FULLER	C
01	00034683	2,822.83	09/17/20	304217 GARLAND CITY	C
01	00034684	210.00	09/17/20	49557 MAYRA GARZA	C
01	00034685	65.32	09/17/20	53643 DIANE GLEDHILL	C
01	00034686	436.88	09/17/20	106378 GOLDEN SPIKE POWERSPORTS	C
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01	00034688	125.00	09/17/20	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00034691	1,000.00	09/17/20	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00034692	136.99	09/17/20	29602 LIBRARY JOURNALS, LLC	C
01	00034693	91.08	09/17/20	53635 EMILY MOTT	C
01	00034694	361.15	09/17/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00034695	40.89	09/17/20	598361 NATIONAL GEOGRAPHIC SOCIETY	C
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01	00034698	89.24	09/17/20	53651 ALICIA QUIGLEY	C
01	00034699	68.08	09/17/20	53597 JANEAL ROGERS	C
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01	00034701	809.07	09/17/20	25976 SHERWIN-WILLIAMS	C
01	00034702	41.40	09/17/20	53627 EMILY SINEX	C
01	00034703	840.00	09/17/20	822122 SUMMERHAYS MUSIC CENTER	C
01	00034704	73,005.21	09/17/20	12688 SYSCO	C
01	00034705	1,907.36	09/17/20	852617 TREMONTON CITY CORP	C
01	00034706	250.00	09/17/20	111331 BRYAN J TURNER	C
01	00034707	8,770.10	09/17/20	892916 STATE OF UTAH FUEL NETWORK	C
01	00034708	17,257.16	09/17/20	891181 LB 410027	C
01	00034709	12,500.00	09/17/20	100618 WIGGINS & CO	C
01	00034710	109.48	09/17/20	53660 LAURA WILDE	C
01	00034711	1,510.01	09/17/20	102931 ZIONS BANK NATIONAL BANK	C
01	00034712	8,736.80	09/17/20	38032 AMAZON CAPITAL SERVICES INC	C
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01	00034716	2,222.88	09/17/20	109704 FOLLETT SCHOOL SOLUTIONS	C
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01	00034719	2,359.58	09/17/20	386370 HYKO SUPPLY CO	C
01	00034720	255.00	09/17/20	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00034721	261.66	09/17/20	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00034722	209.90	09/17/20	45020 LEARNING A-Z, LLC	C
01	00034723	499.80	09/17/20	105995 MAXON	C
01	00034724	12,700.00	09/17/20	109964 MIDGLEY HUBER INC	C
01	00034725	86,875.92	09/17/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00034726	899.00	09/17/20	590870 MURPHY'S APPLIANCE & TV	C
01	00034727	311.00	09/17/20	105708 NICKYS FOLDERS/ROCHESTER 100	C
01	00034728	4,303.25	09/17/20	633340 OFFICE DEPOT	C
01	00034729	7,650.00	09/17/20	43460 ONIX NETWORKING CORP	C
01	00034730	7,600.00	09/17/20	105361 READ NATURALLY INC	C
01	00034731	224.14	09/17/20	103604 SCHOLASTIC EDUCATION	C
01	00034732	1,313.03	09/17/20	101816 SCHOOL SPECIALTY	C
01	00034733	374.61	09/17/20	157371 STAPLES	C
01	00034734	125.00	09/17/20	100652 TARBETS CONCRETE CUTTING INC	C
01	00034735	330.00	09/17/20	53244 TFD SUPPLIES	C
01	00034736	21,994.00	09/17/20	866716 UTAH CORRECTIONAL INDUSTRIES	C
01	00034737	1,654.62	09/17/20	43753 VISTA HIGHER LEARNING, INC.	C
01	00034738	9,215.90	09/17/20	109355 VOYAGER SOPRIS LEARNING	C
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01	00034740	35.00	09/24/20	1 HOLLIE WILLIAMS	C
01	00034741	150.00	09/24/20	1 PAM ZERKLE	C
01	00034742	299.98	09/24/20	14010 AED EVERYWHERE	C
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A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
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01	00034745	691.90	09/24/20	104338 BOX ELDER HIGH SCHOOL	C
01	00034746	57.00	09/24/20	104370 BOX ELDER NEWS JOURNAL	C
01	00034747	5,657.51	09/24/20	3271 CANON SOLUTIONS AMERICA	C
01	00034748	286.00	09/24/20	85559 CENTURY ELEMENTARY	C
01	00034749	453.00	09/24/20	40363 CIO MEDICAL SERVICES	C
01	00034750	210.00	09/24/20	25771 AMBER CLARK	C
01	00034751	72.00	09/24/20	158220 COVER UP	C
01	00034752	210.00	09/24/20	50148 KRISTINE DINSDALE	C
01	00034753	4,680.00	09/24/20	109000 GRADECAM CORPORATION	C
01	00034754	125.00	09/24/20	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00034755	458.44	09/24/20	106111 INTERMOUNTAIN HOUSE LLC	C
01	00034756	1,026.41	09/24/20	49026 IVY LANE PEDATRICS	C
01	00034757	6,190.12	09/24/20	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00034758	2,513.60	09/24/20	106477 JUNIOR LIBRARY GUILD	C
01	00034759	18.30	09/24/20	489250 KENTS MARKET PL/BRIGHAM	C
01	00034760	250.00	09/24/20	512588 LAKE VIEW SCHOOL	C
01	00034761	82.26	09/24/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00034762	263.88	09/24/20	102302 MARVIN W NIELSON	C
01	00034763	233.33	09/24/20	612068 NORTH PARK SCHOOL	C
01	00034764	27,469.84	09/24/20	892645 ROCKY MOUNTAIN POWER	C
01	00034765	75.00	09/24/20	52175 KERRY SHEA, PHD	C
01	00034766	1,240.01	09/24/20	10731 SMITH'S CUSTOMER CHARGES	C
01	00034767	270.00	09/24/20	45756 KELLY SORENSEN	C
01	00034768	141.94	09/24/20	891181 LB 410027	C
01	00034769	6,963.87	09/24/20	42846 VERACITY NETWORKS, LLC	C
01	00034770	265.00	09/24/20	110040 WALL 2 WALL	C
01	00034771	820.66	09/24/20	22764 WT COX INFORMATION SYSTEMS	C
01	00034772	5,783.60	09/24/20	38032 AMAZON CAPITAL SERVICES INC	C
01	00034773	1,798.00	09/24/20	106497 APPLE STORE	C
01	00034774	1,802.77	09/24/20	110509 AUDIO ENHANCEMENT	C
01	00034775	4,390.00	09/24/20	43370 BRAINPOP, LLC	C
01	00034776	4,152.06	09/24/20	779 GOVCONNECTION INC	C
01	00034777	60.52	09/24/20	105243 DECKER INC	C
01	00034778	4,378.00	09/24/20	100293 DELL COMPUTER	C
01	00034779	387.79	09/24/20	180241 DEMCO INC	C
01	00034780	144.66	09/24/20	48755 ECRI -EXEMPLARY CENTER FOR READING INST.	C
01	00034781	8,534.50	09/24/20	212299 EDUTEK CORPORATION	C
01	00034782	1,021.02	09/24/20	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00034783	56.18	09/24/20	322776 GRAINGERS INC	C
01	00034784	2,970.00	09/24/20	107027 HOUGHTON MIFFLIN HARCOURT	C
01	00034785	3,019.54	09/24/20	386370 HYKO SUPPLY CO	C
01	00034786	523.32	09/24/20	50270 IMAGING CONCEPTS OF NORTHERN UTAH, LLC	C
01	00034787	594.43	09/24/20	545971 MARC / MID AMERICAN RESEARCH	C
01	00034788	18,479.54	09/24/20	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00034789	1,298.00	09/24/20	590870 MURPHY'S APPLIANCE & TV	C
01	00034790	6,896.08	09/24/20	633340 OFFICE DEPOT	C
01	00034791	714.52	09/24/20	759360 ROTO AIRE	C
01	00034792	2,266.83	09/24/20	103604 SCHOLASTIC EDUCATION	C
01	00034793	430.66	09/24/20	101816 SCHOOL SPECIALTY	C
01	00034794	301.68	09/24/20	157371 STAPLES	C
01	00034795	11,365.83	09/24/20	861085 TV SPECIALISTS INC	C
01	00034796	77.48	09/24/20	109804 WARD'S NATURAL SCIENCE	C
01	00034797	58,587.00	09/24/20	102737 YOUNG CHEVROLET CO	C

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01	00034798	8,310.53	09/25/20	24580 VERIZON WIRELESS	C
01	00034799	1,392.27	09/28/20	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00034800	5,050.18	09/28/20	999014 AMERICAN FAMILY LIFE COMP	C
01	00034801	70.00	09/28/20	999027 B E SCHOOL BOARD FUND	C
01	00034802	104.40	09/28/20	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00034803	345.43	09/28/20	999110 BONNEVILLE BILLING & COLLECTIONS	C
01	00034804	1,007.03	09/28/20	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00034805	9,346.83	09/28/20	999021 BOX ELDER CREDIT UNION	C
01	00034806	176.00	09/28/20	999055 BOX ELDER FOUNDATION	C
01	00034807	1,101.23	09/28/20	999033 BUREAU CHILD SUPPORT SERV	C
01	00034808	51.33	09/28/20	4642 CREDIT SERVICE OF LOGAN	C
01	00034809	27,864.96	09/28/20	999077 DENTAL SELECT	C
01	00034810	531.09	09/28/20	999054 U.I.E.B.T.	C
01	00034811	588.78	09/28/20	999019 EDUCATORS MUTUAL	C
01	00034812	69.12	09/28/20	999017 GLOBE LIFE INSURANCE CO	C
01	00034813	21,849.53	09/28/20	999035 HORACE MANN INSURANCE COMPANY	C
01	00034814	1,026.73	09/28/20	999111 MEADE RECOVERY SERVICES LLC	C
01	00034815	24,888.20	09/28/20	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00034816	5,033.28	09/28/20	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00034817	3,061.65	09/28/20	999008 OPTICARE	C
01	00034818	729,107.92	09/28/20	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00034819	1,846.25	09/28/20	999032 PRE-PAID LEGAL SERVICES	C
01	00034820	28,988.40	09/28/20	999018 THE HARTFORD	C
01	00034821	440.00	09/28/20	999012 UESP	C
01	00034822	6,707.09	09/28/20	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00034823	190,918.35	09/28/20	999003 UTAH STATE TAX COMMISSION	C
01	00034824	1,800.00	09/28/20	110014 INTERNATIONAL GREENHOUSE CO	C
01	00034825	23,491.00	09/28/20	102737 YOUNG CHEVROLET CO	C
01	01091020	139,886.56	09/09/20	888540 US BANK	M
01	07093020	127,254.46	09/28/20	999070 HEALTH EQUITY INC	M
01	08093020	1,206,736.35	09/28/20	999005 UTAH STATE RETIREMENT FUND	M
01	09091820	83,353.00	09/28/20	999140 BANK OF UTAH	M
01	09093020	961,658.19	09/28/20	999140 BANK OF UTAH	M
Total Bank No 01		5,412,673.48			
02	00100767	664.52	09/03/20	38032 AMAZON CAPITAL SERVICES INC	C
02	00100768	200.00	09/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100769	1,069.43	09/03/20	51055 BULK BOOKSTORE	C
02	00100770	500.00	09/03/20	85559 CENTURY ELEMENTARY	C
02	00100771	500.00	09/03/20	512588 LAKE VIEW SCHOOL	C
02	00100772	501.35	09/10/20	38032 AMAZON CAPITAL SERVICES INC	C
02	00100773	290.00	09/10/20	85738 BEAR RIVER HIGH SCHOOL	C
02	00100774	1,500.00	09/17/20	11126 BYU - IDAHO	C
02	00100775	300.00	09/23/20	702688 PETTY CASH	C
02	00100776	178.64	09/24/20	38032 AMAZON CAPITAL SERVICES INC	C
02	00100777	15.45	09/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
02	00100778	36.00	09/24/20	281678 FIELDING SCHOOL	C
02	00100779	523.75	09/24/20	47686 TNT ENGRAVING	C
02	00100780	3,876.00	09/24/20	52140 EAGLE MOUNTAIN GOLF COURSE	C
Total Bank No 02		10,155.14			
11	01102574	680.41	09/03/20	101520 BELL JANITORIAL	A
11	01102575	1,063.90	09/03/20	102177 BRADY INDUSTRIES LLC	A
11	01102576	67,509.69	09/03/20	105301 CACHE VALLEY ELECTRIC INC	A
11	01102577	304.04	09/03/20	106437 CARSON ELEVATOR CO INC	A
11	01102578	310.00	09/03/20	134250 CEM SALES & SERVICE	A

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11	01102579	2,724.72	09/03/20	728870 DOMINION ENERGY UTAH	A
11	01102580	30.00	09/03/20	434 MAEGAN HEINER	A
11	01102581	132,025.75	09/03/20	32816 KLEO INC / CLASS WALLET	A
11	01102582	3,117.89	09/03/20	35718 O C TANNER RECOGNITION COMPANY	A
11	01102583	4,098.71	09/03/20	100590 WAXIE SANITARY SUPPLY	A
11	01102584	40.00	09/10/20	29785 HENRY BAKER	A
11	01102585	6,975.42	09/10/20	101520 BELL JANITORIAL	A
11	01102586	30.00	09/10/20	35211 BONNIE JILL BONAUDI	A
11	01102587	513.30	09/10/20	102177 BRADY INDUSTRIES LLC	A
11	01102588	84,716.04	09/10/20	105301 CACHE VALLEY ELECTRIC INC	A
11	01102589	1,792.18	09/10/20	107034 CHARIOT GROUP INC	A
11	01102590	253,923.59	09/10/20	107656 DWA CONSTRUCTION INC	A
11	01102591	30.00	09/10/20	111750 MARCI HATCH	A
11	01102592	50.00	09/10/20	779470 LORI SECRIST	A
11	01102593	175.00	09/10/20	27570 UTAH TESTING & ENGINEERING	A
11	01102594	870.56	09/10/20	100590 WAXIE SANITARY SUPPLY	A
11	01102595	40.00	09/10/20	105471 COLLEEN M WILLIAMS	A
11	01102596	5,399.18	09/17/20	101520 BELL JANITORIAL	A
11	01102597	338.75	09/17/20	102177 BRADY INDUSTRIES LLC	A
11	01102598	33,550.00	09/17/20	100325 CDW GOVERNMENT INC	A
11	01102599	1,444.00	09/17/20	134250 CEM SALES & SERVICE	A
11	01102600	6,045.23	09/17/20	107656 DWA CONSTRUCTION INC	A
11	01102601	56.00	09/17/20	47686 TNT ENGRAVING	A
11	01102602	2,019.35	09/17/20	100590 WAXIE SANITARY SUPPLY	A
11	01102603	7,093.47	09/24/20	101520 BELL JANITORIAL	A
11	01102604	524.74	09/24/20	102177 BRADY INDUSTRIES LLC	A
11	01102605	788.80	09/24/20	134250 CEM SALES & SERVICE	A
11	01102606	1,818.27	09/24/20	728870 DOMINION ENERGY UTAH	A
11	01102607	850,372.55	09/24/20	107656 DWA CONSTRUCTION INC	A
11	01102608	3,000.00	09/24/20	45900 MHTN ARCHITECTS INC	A
11	01102609	8,910.00	09/24/20	100866 VALCOM	A
11	01102610	8,702.34	09/24/20	100590 WAXIE SANITARY SUPPLY	A
11	01102611	4,431.00	09/24/20	53708 XPANDASECURITYPRODUCTS	A
Total Bank No 11		1,495,514.88			
20	10400447	747.53	09/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
20	10400448	246.68	09/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
20	10400449	56.49	09/17/20	489240 KENTS MARKET PL/TREMONTON	C
Total Bank No 20		1,050.70			
21	12500632	189.07	09/25/20	38032 AMAZON CAPITAL SERVICES INC	C
21	12500633	289.95	09/25/20	104321 BOX ELDER SCHOOL DISTRICT	C
21	12500634	317.54	09/25/20	489250 KENTS MARKET PL/BRIGHAM	C
21	12500635	220.00	09/25/20	104992 PRINT SHOP	C
21	12500636	34.95	09/25/20	110914 SUPERIOR WATER AND AIR INC	C
21	12500637	40.73	09/25/20	47970 ELIZABETH ANN THOMAS	C
Total Bank No 21		1,092.24			
22	13200569	130.98	09/11/20	38032 AMAZON CAPITAL SERVICES	C
22	13200570	239.94	09/11/20	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200571	44.98	09/11/20	489240 KENTS MARKET PL/TREMONTON	C
22	13200572	1,006.18	09/16/20	104321 BOX ELDER SCHOOL DISTRICT	C
22	13200573	129.99	09/16/20	53554 STACEY LIECHTY	C
Total Bank No 22		1,552.07			
23	13400584	1,838.95	09/01/20	45500 BOX ELDER SCHOOL DISTRICT	C
23	13400585	355.26	09/01/20	104338 BOX ELDER HIGH SCHOOL	C

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23	13400586	49.90	09/01/20	164108 CULLIGAN WATER CONDITIONING	C
23	13400587	293.85	09/01/20	45500 BOX ELDER SCHOOL DISTRICT	C
23	13400588	60.00	09/23/20	1 Jodee Parkin	C
23	13400589	30.00	09/23/20	104370 BOX ELDER NEWS JOURNAL	C
23	13400590	43.81	09/23/20	104321 BOX ELDER SCHOOL DISTRICT	C
23	13400591	24.95	09/23/20	164108 CULLIGAN WATER CONDITIONING	C
23	13400592	125.98	09/23/20	489250 KENTS MARKET PL/BRIGHAM	C
Total Bank No 23		2,822.70			
25	15000669	53.70	09/10/20	47686 TNT ENGRAVING	C
25	15000670	17.21	09/17/20	1 HEATHER WAHLEN	C
25	15000671	373.27	09/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 25		444.18			
26	16400905	2,025.68	09/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400906	960.00	09/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
26	16400907	129.56	09/03/20	45292 KELLIE GARRISON	C
26	16400908	144.95	09/03/20	13625 PLANK ROAD PUBLISHING INC	C
26	16400909	30.00	09/03/20	110914 SUPERIOR WATER AND AIR INC	C
Total Bank No 26		3,290.19			
27	16600426	1,030.68	09/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
27	16600427	102.99	09/24/20	12912 LIFETOUCH NSS	C
Total Bank No 27		1,133.67			
28	16701001	57.71	09/17/20	1724 ACE HARDWARE TREMONTON	C
28	16701002	361.55	09/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701003	117.85	09/17/20	14958 CULLIGAN	C
28	16701004	66.96	09/17/20	489240 KENTS MARKET PL/TREMONTON	C
28	16701005	2,760.82	09/17/20	103604 SCHOLASTIC EDUCATION	C
28	16701006	65.00	09/17/20	22683 TK SECURE STORAGE	C
28	16701007	957.59	09/23/20	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701008	87.50	09/23/20	53694 LOCAL GLASS LLC	C
28	16701009	192.24	09/23/20	633340 OFFICE DEPOT	C
Total Bank No 28		4,667.22			
29	16800418	203.20	09/02/20	756640 JANET C ROSE	C
29	16800419	276.68	09/23/20	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800420	164.22	09/23/20	729276 QUILL CORPORATION	C
29	16800421	141.63	09/29/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 29		785.73			
30	17200523	467.76	09/21/20	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200524	310.38	09/21/20	12777 PETTINGILL'S FRUIT FARM	C
Total Bank No 30		778.14			
32	20000235	97.58	09/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 32		97.58			
33	30402359	50.00	09/04/20	1 DARYL ANDERSON	C
33	30402360	50.00	09/04/20	1 STACEY LEICHTY	C
33	30402361	1,024.95	09/04/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402362	611.77	09/04/20	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402363	223.00	09/04/20	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
33	30402364	81.54	09/04/20	327480 GREER'S HARDWARE	C
33	30402365	24.95	09/04/20	110914 SUPERIOR WATER AND AIR INC	C
33	30402366	420.72	09/04/20	102470 THE BOOK TABLE	C
33	30402367	103.00	09/11/20	1 ALEX MILLER	C
33	30402368	100.00	09/11/20	1 ASHLEY CLUFF	C
33	30402369	74.39	09/11/20	1 CHARLOTTE DUNCAN	C

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33	30402370	85.00	09/11/20	1 JAMIE WEST	C
33	30402371	924.17	09/11/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402372	527.67	09/11/20	489240 KENTS MARKET PL/TREMONTON	C
33	30402373	300.00	09/11/20	12190 PETERSEN, STERLING	C
33	30402374	473.33	09/11/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402375	59.00	09/11/20	39667 SIGN GYPSIES BOX ELDER	C
33	30402376	24.95	09/11/20	110914 SUPERIOR WATER AND AIR INC	C
33	30402377	805.51	09/15/20	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402378	206.00	09/21/20	1 ADAM CARTER	C
33	30402379	356.34	09/21/20	38032 AMAZON CAPITAL SERVICES INC	C
33	30402380	25.58	09/21/20	633340 OFFICE DEPOT	C
Total Bank No 33		6,551.87			
34	30802744	939.52	09/03/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802745	5,662.24	09/03/20	16705 BIG FOOT SIGNS & GRAPHICS	C
34	30802746	582.53	09/03/20	158220 COVER UP	C
34	30802747	18.10	09/03/20	39349 RANAE GONZALES	C
34	30802748	72.00	09/03/20	4812 IDLE ISLE CAFE	C
34	30802749	546.00	09/03/20	5070 SAVON	C
34	30802750	24.95	09/03/20	110914 SUPERIOR WATER AND AIR INC	C
34	30802751	39.18	09/10/20	1 MARK HOLLAND	C
34	30802752	406.78	09/10/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802753	79.96	09/10/20	103289 BERT MURDOCK MUSIC	C
34	30802754	192.50	09/10/20	16705 BIG FOOT SIGNS & GRAPHICS	C
34	30802755	51.94	09/10/20	37311 JOANNA BLAYLOCK	C
34	30802756	529.00	09/10/20	819370 CLASSICAL STRINGS / G WILHELMSEN	C
34	30802757	83.37	09/10/20	39349 RANAE GONZALES	C
34	30802758	57.00	09/10/20	633340 OFFICE DEPOT	C
34	30802759	22.66	09/10/20	8940 JEANNETTE ZOBELL	C
34	30802760	69.00	09/17/20	1 MICHELLE MARSH	C
34	30802761	337.15	09/17/20	38032 AMAZON CAPITAL SERVICES INC	C
34	30802762	6.43	09/17/20	9156 ROBIN BAILEY	C
34	30802763	124.46	09/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
34	30802764	75.19	09/17/20	489250 KENTS MARKET PL/BRIGHAM	C
34	30802765	100.00	09/17/20	1457 U S POSTMASTER	C
34	30802766	1,433.50	09/17/20	109463 WOODWIND AND BRASSWIND	C
Total Bank No 34		11,453.46			
35	40402374	50.00	09/04/20	1 JAMIE OWEN	C
35	40402375	724.56	09/04/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402376	150.00	09/04/20	53260 EIDENS, INC	C
35	40402377	896.00	09/04/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402378	2,156.97	09/04/20	48615 CONSONUS MUSIC INSTITUTE, LLC	C
35	40402379	202.36	09/04/20	327480 GREER'S HARDWARE	C
35	40402380	218.94	09/10/20	1724 ACE HARDWARE TREMONTON	C
35	40402381	61.87	09/10/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402382	197.16	09/10/20	110509 AUDIO ENHANCEMENT	C
35	40402383	235.65	09/10/20	109248 J W PEPPER MUSIC	C
35	40402384	214.95	09/10/20	489240 KENTS MARKET PL/TREMONTON	C
35	40402385	76.66	09/10/20	8443 THOMAS JAMES MORRELL	C
35	40402386	242.58	09/10/20	729276 QUILL CORPORATION	C
35	40402387	349.38	09/10/20	157371 STAPLES	C
35	40402388	5,409.91	09/10/20	102470 THE BOOK TABLE	C
35	40402388	-5,409.91	09/11/20	102470 THE BOOK TABLE	CV
35	40402389	25.13	09/11/20	999140 BANK OF UTAH	C
35	40402390	375.80	09/11/20	103604 SCHOLASTIC EDUCATION	C

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35	40402391	5,410.45	09/11/20	102470 THE BOOK TABLE	C
35	40402392	118.68	09/11/20	1 LISA WRIGHT	C
35	40402393	10.09	09/17/20	1 CONNIE ANDERSON	C
35	40402394	116.58	09/17/20	1 KAYTEE JENSEN	C
35	40402395	55.50	09/17/20	38032 AMAZON CAPITAL SERVICES	C
35	40402396	435.38	09/17/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402397	1,298.00	09/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402398	400.00	09/17/20	1821 IXL LEARNING	C
35	40402399	154.83	09/17/20	709060 PITSCO INC	C
35	40402400	90.00	09/17/20	25674 STUDIO R MEDIA	C
35	40402401	44.92	09/17/20	830460 TACO TIME/TREMONTON	C
35	40402402	115.17	09/21/20	1 LISA MARINO	C
35	40402403	209.71	09/21/20	38032 AMAZON CAPITAL SERVICES INC	C
35	40402404	319.23	09/21/20	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402405	1,345.53	09/21/20	109704 FOLLETT SCHOOL SOLUTIONS	C
35	40402406	495.00	09/21/20	1457 U S POSTMASTER	C
Total Bank No 35		16,797.08			
36	40803237	125.00	09/03/20	1 APRIL SIMKINS	C
36	40803238	128.00	09/03/20	1 NATELEE COTTLE	C
36	40803239	1,341.15	09/03/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803240	315.00	09/03/20	19178 CHEAPERTHANSHIRT	C
36	40803241	400.00	09/03/20	17493 FINE ARTS CENTER	C
36	40803242	75.67	09/03/20	633340 OFFICE DEPOT	C
36	40803243	179.00	09/03/20	49220 ROCKALINGUA INC	C
36	40803244	92.91	09/03/20	51063 SHRED IT STERICYCLE, INC	C
36	40803245	57.39	09/04/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803246	65.00	09/04/20	104338 BOX ELDER HIGH SCHOOL	C
36	40803247	1,165.88	09/17/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803248	30.00	09/17/20	104370 BOX ELDER NEWS JOURNAL	C
36	40803249	299.58	09/17/20	489250 KENTS MARKET PL/BRIGHAM	C
36	40803250	979.72	09/17/20	543168 MADDOX RANCH HOUSE	C
36	40803250	-979.72	09/28/20	543168 MADDOX RANCH HOUSE	CV
36	40803251	68.08	09/17/20	633340 OFFICE DEPOT	C
36	40803252	201.60	09/17/20	101816 SCHOOL SPECIALTY	C
36	40803253	100.00	09/17/20	7609 UTAH FBLA-PBL	C
36	40803254	1,026.18	09/22/20	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803255	115.17	09/24/20	1 LaGrand Richards	C
36	40803255	-115.17	09/25/20	1 LaGrand Richards	CV
36	40803256	46.59	09/24/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803256	-46.59	09/25/20	38032 AMAZON CAPITAL SERVICES INC	CV
36	40803257	276.00	09/24/20	19178 CHEAPERTHANSHIRT	C
36	40803257	-276.00	09/25/20	19178 CHEAPERTHANSHIRT	CV
36	40803258	72.39	09/24/20	633340 OFFICE DEPOT	C
36	40803258	-72.39	09/25/20	633340 OFFICE DEPOT	CV
36	40803259	127.60	09/24/20	10731 SMITH'S CUSTOMER CHARGES	C
36	40803259	-127.60	09/25/20	10731 SMITH'S CUSTOMER CHARGES	CV
36	40803260	224.08	09/24/20	157371 STAPLES	C
36	40803260	-224.08	09/25/20	157371 STAPLES	CV
36	40803261	350.00	09/24/20	820521 STYLISH FABRICS/BERNINA	C
36	40803261	-350.00	09/25/20	820521 STYLISH FABRICS/BERNINA	CV
36	40803262	981.55	09/24/20	5908 WALMART COMMUNITY	C
36	40803262	-981.55	09/25/20	5908 WALMART COMMUNITY	CV
36	40803263	320.00	09/24/20	53570 GLEN WHITAKER	C
36	40803263	-320.00	09/25/20	53570 GLEN WHITAKER	CV

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Bank	Check No	Amount	Date	Vendor	Type
36	40803264	115.17	09/25/20	1 LaGrand Richards	C
36	40803265	46.59	09/25/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803266	276.00	09/25/20	19178 CHEAPERTHANSHIRT	C
36	40803267	72.39	09/25/20	633340 OFFICE DEPOT	C
36	40803268	127.60	09/25/20	10731 SMITH'S CUSTOMER CHARGES	C
36	40803269	224.08	09/25/20	157371 STAPLES	C
36	40803270	350.00	09/25/20	820521 STYLISH FABRICS/BERNINA	C
36	40803271	981.55	09/25/20	5908 WALMART COMMUNITY	C
36	40803272	320.00	09/25/20	53570 GLEN WHITAKER	C
36	40803273	184.26	09/30/20	38032 AMAZON CAPITAL SERVICES INC	C
36	40803274	155.00	09/30/20	106055 BLICK ART MATERIALS	C
36	40803275	3,200.00	09/30/20	804825 DALE YOUNG COMMUNITY HIGH SCH	C
36	40803276	55.00	09/30/20	6890 FBLA - PBL	C
36	40803277	1,237.20	09/30/20	709060 PITSCO INC	C
36	40803278	148.08	09/30/20	11711 SOUTHWEST STRINGS	C
36	40803279	570.00	09/30/20	35335 TECHNOLOGY STUDENT ASSOCIATION	C
Total Bank No 36		13,733.36			
37	70410064	-250.00	09/17/20	10839 HIGHLAND HIGH SCHOOL	CV
37	70410182	56.67	09/01/20	35688 ALPHAGRAPHICS	C
37	70410183	466.95	09/01/20	6076 BAND SHOPPE	C
37	70410184	533.28	09/01/20	106055 BLICK ART MATERIALS	C
37	70410185	500.00	09/01/20	53384 MEGAN BOONE	C
37	70410186	175.00	09/01/20	111287 BOWCUTT'S FLOWERS & GIFTS	C
37	70410187	2,195.00	09/01/20	6912 ENCORE DATA PRODUCTS	C
37	70410188	14.48	09/01/20	33790 HENRY SCHEIN INC	C
37	70410189	5.98	09/01/20	4790 HOME DEPOT CREDIT SERVICE	C
37	70410190	395.36	09/01/20	36293 IRC TEAM SPORTS	C
37	70410191	1,003.35	09/01/20	43893 ISTITCH	C
37	70410192	59.36	09/01/20	111030 LOWE'S	C
37	70410193	135.00	09/01/20	12467 OGDEN LITHO INC	C
37	70410194	3,312.49	09/01/20	25453 PRIDE EMBROIDERY & SCREEN PRINTING	C
37	70410195	1,000.00	09/01/20	5924 RESERVE ACCOUNT	C
37	70410196	1,737.67	09/01/20	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70410197	82.25	09/01/20	25674 STUDIO R MEDIA	C
37	70410198	150.00	09/01/20	38210 WEBER COUNTY CORPORATION	C
37	70410199	83.51	09/03/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70410200	5,874.37	09/03/20	106895 BADGER SCREEN PRINTING CO	C
37	70410201	24,685.66	09/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410202	4,527.00	09/03/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410203	112.00	09/03/20	107994 CERTIFIED SHRED	C
37	70410204	2,773.15	09/03/20	158220 COVER UP	C
37	70410205	1,244.86	09/08/20	106055 BLICK ART MATERIALS	C
37	70410206	221.80	09/08/20	327480 GREER'S HARDWARE	C
37	70410207	123.97	09/08/20	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
37	70410208	200.00	09/08/20	7986 CALLI RICHARDS	C
37	70410209	9.49	09/08/20	810361 STANDARD PLUMBING SUPPLY	C
37	70410210	632.85	09/08/20	157371 STAPLES	C
37	70410211	35.00	09/08/20	110914 SUPERIOR WATER AND AIR INC	C
37	70410212	157.00	09/10/20	1 DIANNE KELSEY	C
37	70410213	331.28	09/10/20	1724 ACE HARDWARE TREMONTON	C
37	70410214	315.00	09/10/20	4545 AL'S SPORTING GOODS	C
37	70410215	427.86	09/10/20	35519 AL'S TROPHIES & FRAMES, INC.	C
37	70410216	1,539.12	09/10/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70410217	3,778.81	09/10/20	31658 BSN SPORTS	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410218	164.65	09/10/20	422180 INDUSTRIAL TOOL & SUPPLY	C
37	70410219	959.00	09/10/20	7277 PIONEER ATHLETICS	C
37	70410220	177.35	09/10/20	25674 STUDIO R MEDIA	C
37	70410221	458.70	09/10/20	830460 TACO TIME/TREMONTON	C
37	70410222	50.00	09/10/20	38210 WEBER COUNTY CORPORATION	C
37	70410223	120.00	09/10/20	102864 WALKER CINEMAS	C
37	70410224	800.00	09/11/20	43699 MARCUS '4FX' WING	C
37	70410225	100.00	09/15/20	1 AMBER WILLIE	C
37	70410226	105.00	09/15/20	1 APRIL LITCHFORD	C
37	70410227	60.00	09/15/20	1 APRIL SAUNDERS	C
37	70410228	160.00	09/15/20	1 BRYTON CALL	C
37	70410229	100.00	09/15/20	1 KORY WELLS	C
37	70410230	60.00	09/15/20	1 KRISTI KENT	C
37	70410231	160.00	09/15/20	1 LISA SUMMERS	C
37	70410232	60.00	09/15/20	1 LYNETTE BURRELL	C
37	70410233	30.00	09/15/20	1 MARY THEURER	C
37	70410234	60.00	09/15/20	1 MELISSA HAWS	C
37	70410235	160.00	09/15/20	1 MEREDITH NIELSEN	C
37	70410236	100.00	09/15/20	1 SARA MARBLE	C
37	70410237	60.00	09/15/20	1 SHANNON ALLEN	C
37	70410238	2,754.05	09/15/20	6068 BACKSTAGE INC	C
37	70410239	66.01	09/15/20	106055 BLICK ART MATERIALS	C
37	70410240	188.00	09/15/20	3271 CANON SOLUTIONS AMERICA	C
37	70410241	3,513.50	09/15/20	12386 CHOURNOS PRINT SERVICES	C
37	70410242	395.39	09/15/20	4618 COLEMAN KNITTING MILL	C
37	70410243	290.00	09/15/20	10375 CREATIVE NOTEBOOK SOLUTIONS	C
37	70410244	6.75	09/15/20	7013 FELDMAN'S	C
37	70410245	220.00	09/15/20	21032 KATIE FUHRIMAN	C
37	70410246	48.00	09/15/20	304217 GARLAND CITY	C
37	70410247	105.00	09/15/20	43893 ISTITCH	C
37	70410248	2,610.51	09/15/20	489240 KENTS MARKET PL/TREMONTON	C
37	70410249	400.00	09/15/20	53678 KYLIE KUNZLER	C
37	70410250	250.00	09/15/20	14460 MALAD HIGH SCHOOL	C
37	70410251	125.00	09/15/20	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70410252	351.65	09/15/20	103604 SCHOLASTIC EDUCATION	C
37	70410253	59.00	09/15/20	39667 SIGN GYPSIES BOX ELDER	C
37	70410254	1,956.89	09/15/20	7439 SUNRISE ENVIRONMENTAL	C
37	70410255	913.66	09/17/20	38032 AMAZON CAPITAL SERVICES INC	C
37	70410256	100.00	09/17/20	14478 BURTON, STEFFANIE	C
37	70410257	282.70	09/17/20	633340 OFFICE DEPOT	C
37	70410258	22.98	09/17/20	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70410259	3,000.00	09/17/20	8303 SKY VIEW HIGH SCHOOL	C
37	70410260	928.59	09/17/20	25674 STUDIO R MEDIA	C
37	70410261	16.25	09/17/20	32824 YES PRINT COPY N MORE, LLC	C
37	70410262	466.87	09/22/20	106895 BADGER SCREEN PRINTING CO	C
37	70410263	661.25	09/22/20	158220 COVER UP	C
37	70410264	346.72	09/22/20	107027 HOUGHTON MIFFLIN HARCOURT	C
37	70410265	150.00	09/22/20	5029 ROY HIGH SCHOOL	C
37	70410266	156.00	09/22/20	11908 SALT LAKE VALLEY CLASSIC	C
37	70410267	1,950.00	09/22/20	103945 SKYWAY GOLF COURSE	C
37	70410268	150.00	09/22/20	100795 STURDY BUILT	C
37	70410269	90.00	09/22/20	34185 UTAH DANCE & DRILL ASSOCIATION	C
37	70410270	151.75	09/22/20	26425 VARSITY ATHLETIC APPAREL	C
37	70410271	1,850.00	09/22/20	109463 WOODWIND AND BRASSWIND	C
37	70410272	1,094.33	09/24/20	38032 AMAZON CAPITAL SERVICES INC	C

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Bank	Check No	Amount	Date	Vendor	Type
37	70410273	3,984.48	09/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
37	70410274	300.00	09/24/20	11924 MOUNTAIN CREST HIGH SCHOOL	C
37	70410275	30.00	09/24/20	50474 TAMI RHODES	C
37	70410276	40.00	09/24/20	7625 UHSTCA	C
37	70410277	100.00	09/24/20	7609 UTAH FBLA-PBL	C
37	70410278	1,613.57	09/24/20	5908 WALMART COMMUNITY	C
37	70410279	566.95	09/29/20	111287 BOWCUTT'S FLOWERS & GIFTS	C
37	70410280	1,217.50	09/29/20	111004 BRIDGERLAND APPLIED TECH/BATC	C
37	70410281	1,261.45	09/29/20	31658 BSN SPORTS	C
37	70410282	311.19	09/29/20	19178 CHEAPERTHANSHIRT	C
37	70410283	6,751.75	09/29/20	4618 COLEMAN KNITTING MILL	C
37	70410284	839.66	09/29/20	3263 IMAGE MATTERS	C
37	70410285	505.75	09/29/20	43893 ISTITCH	C
37	70410286	600.00	09/29/20	53740 ROUGH STOCK BAND	C
37	70410287	381.50	09/29/20	157371 STAPLES	C
37	70410288	35.00	09/29/20	110914 SUPERIOR WATER AND AIR INC	C
Total Bank No 37		106,799.92			
38	70809880	100.00	09/02/20	1 EMMALEE OR TEAGAN HUBBARD	C
38	70809881	314.00	09/02/20	1 NICOLE LOWRY	C
38	70809882	90.00	09/02/20	36784 AMERICAN RED CROSS	C
38	70809883	325.00	09/02/20	20869 BELL PRINTING AND DESIGN	C
38	70809884	2,152.34	09/02/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809885	714.00	09/02/20	19178 CHEAPERTHANSHIRT	C
38	70809886	80.00	09/02/20	102017 WOODS CROSS HIGH SCHOOL	C
38	70809887	2,993.21	09/02/20	19593 EASTBAY INC	C
38	70809888	619.70	09/02/20	5070 SAVON	C
38	70809889	915.28	09/02/20	108663 SCHOOL OUTFITTERS	C
38	70809890	1,610.00	09/02/20	111790 SUNSTONE POTTERY	C
38	70809891	2,009.70	09/02/20	53406 URBAN COTURE GROUP, LLC	C
38	70809892	154.35	09/09/20	1 AMANDA STROMBERG	C
38	70809893	80.00	09/09/20	1 BRAD EDGINGTON	C
38	70809894	859.97	09/09/20	112046 ACE HARDWARE - BRIGHAM	C
38	70809895	411.05	09/09/20	108543 B & H PHOTO VIDEO	C
38	70809896	63.00	09/09/20	53457 BLACK STITCH LLC	C
38	70809897	1,818.84	09/09/20	106055 BLICK ART MATERIALS	C
38	70809898	5,271.77	09/09/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809899	6,248.89	09/09/20	31658 BSN SPORTS	C
38	70809900	384.58	09/09/20	302 CAPTURED THOUGHTS	C
38	70809901	1,189.45	09/09/20	23736 WEISSMAN	C
38	70809902	7,064.00	09/09/20	19593 EASTBAY INC	C
38	70809903	177.00	09/09/20	28991 FAMILY CAREER & COMMUNITY LEADERS	C
38	70809904	157.72	09/09/20	25119 SIZZLING CAESARS, LLC	C
38	70809905	497.00	09/09/20	48259 RESILITE SPORTS PRODUCTS, INC.	C
38	70809906	4,356.00	09/09/20	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70809907	439.07	09/15/20	1 APRIL NELSON	C
38	70809908	118.00	09/15/20	85738 BEAR RIVER HIGH SCHOOL	C
38	70809909	863.57	09/15/20	20869 BELL PRINTING AND DESIGN	C
38	70809910	134.00	09/15/20	106055 BLICK ART MATERIALS	C
38	70809911	2,391.26	09/15/20	31658 BSN SPORTS	C
38	70809912	999.99	09/15/20	29327 CHORAL TRACKS LLC	C
38	70809913	229.77	09/15/20	158220 COVER UP	C
38	70809914	800.00	09/15/20	47635 EPIC PRODUCTIONS LLC	C
38	70809915	457.00	09/15/20	29670 GRAPHIC SIGNS INC	C
38	70809916	367.29	09/15/20	489250 KENTS MARKET PL/BRIGHAM	C

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Bank	Check No	Amount	Date	Vendor	Type
38	70809917	229.57	09/15/20	489250 KENTS MARKET PL/BRIGHAM	C
38	70809918	125.00	09/15/20	11924 MOUNTAIN CREST HIGH SCHOOL	C
38	70809919	15.50	09/15/20	633340 OFFICE DEPOT	C
38	70809920	425.00	09/15/20	22950 OGDEN HIGH SCHOOL	C
38	70809921	27.45	09/15/20	4960 OLD GRIST MILL BREAD	C
38	70809922	760.50	09/15/20	53538 PRIVATE POOL PALACE, LLC	C
38	70809923	1,395.16	09/15/20	5223 SWIRE COCA-COLA	C
38	70809924	2,790.00	09/15/20	7536 JP MORGAN CHASE	C
38	70809925	90.00	09/15/20	34185 UTAH DANCE & DRILL ASSOCIATION	C
38	70809926	167.00	09/15/20	109476 UTAH FCCLA	C
38	70809927	35.00	09/15/20	43869 UTAH VOLLEYBALL COACHES ASSOCIATION	C
38	70809928	3,908.84	09/15/20	5908 WALMART COMMUNITY	C
38	70809929	352.00	09/15/20	7692 WASATCH HIGH SCHOOL	C
38	70809930	3,544.72	09/17/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809931	50.00	09/22/20	1 CALEB BERKLEY	C
38	70809932	149.06	09/22/20	1 CORINA DUONG	C
38	70809933	58.00	09/22/20	1 KARTER KENNINGTON	C
38	70809934	2,268.13	09/22/20	38032 AMAZON CAPITAL SERVICES INC	C
38	70809935	525.00	09/22/20	20869 BELL PRINTING AND DESIGN	C
38	70809936	89.00	09/22/20	106055 BLICK ART MATERIALS	C
38	70809937	7,690.95	09/22/20	19593 EASTBAY INC	C
38	70809938	264.00	09/22/20	42609 FIREHOUSE PIZZERIA	C
38	70809939	91.84	09/22/20	4790 HOME DEPOT CREDIT SERVICE	C
38	70809940	90.00	09/22/20	23337 PREMIUM MEAT COMPANY	C
38	70809941	726.00	09/22/20	11908 SALT LAKE VALLEY CLASSIC	C
38	70809942	735.41	09/22/20	10731 SMITH'S CUSTOMER CHARGES	C
38	70809943	17.00	09/22/20	109476 UTAH FCCLA	C
38	70809944	170.64	09/22/20	32824 YES PRINT COPY N MORE, LLC	C
38	70809945	38.00	09/24/20	1 CADE PORTER	C
38	70809946	50.00	09/24/20	1 MAKAYLA PREWITT	C
38	70809947	381.00	09/24/20	45500 BOX ELDER SCHOOL DISTRICT	C
38	70809948	426.80	09/24/20	104321 BOX ELDER SCHOOL DISTRICT	C
38	70809949	1,580.00	09/24/20	19488 CHOP SHOP	C
38	70809950	144.00	09/24/20	819370 CLASSICAL STRINGS / G WILHELMSEN	C
38	70809951	989.76	09/24/20	158220 COVER UP	C
38	70809952	1,829.28	09/24/20	53724 BRIANNA DAVIS	C
38	70809953	135.00	09/24/20	16314 HOSA-FUTURE HEALTH PROFESSIONALS	C
38	70809954	3,500.00	09/24/20	52515 JODIE'S CUSTOM DANCEWEAR	C
38	70809955	1,983.38	09/24/20	110154 MEDCO SUPPLY	C
38	70809956	1,300.00	09/24/20	110822 PETERS ALISHA	C
38	70809957	396.00	09/24/20	5029 ROY HIGH SCHOOL	C
38	70809958	100.00	09/24/20	7609 UTAH FBLA-PBL	C
38	70809959	100.00	09/24/20	20494 UTAH HOSA	C
38	70809960	240.00	09/24/20	27383 UTAH RESTAURANT ASSOCIATION	C
38	70809961	396.00	09/24/20	7692 WASATCH HIGH SCHOOL	C
38	70809962	90.00	09/24/20	38210 WEBER COUNTY CORPORATION	C
Total Bank No 38		87,926.79			
39	77800487	40.00	09/02/20	1 ALEX YOUNG	C
39	77800488	60.00	09/02/20	1376 DARCI DYER	C
39	77800489	410.04	09/18/20	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 39		510.04			

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Bank	Check No	Amount	Date	Vendor	Type
				Total Manual Checks	2,518,888.56
				Total Computer Checks	3,180,481.80
				Total ACH Checks	1,495,514.88
				Total Other Checks	.00
				Total Electronic Checks	.00
				Total Computer Voids	-15,054.80
				Total Manual Voids	.00
				Total ACH Voids	.00
				Total Other Voids	.00
				Total Electronic Voids	.00
				Grand Total	7,179,830.44
				Number of Checks	735

Batch Yr	Batch No	Amount
21	000019	-495.00
21	000030	-250.00
21	000141	3,229.84
21	000199	629,699.67
21	000200	116.23
21	000292	88,901.11
21	000340	28,047.80
21	000341	2,817.72
21	000368	11,923.23
21	000380	170,877.72
21	000381	5,039.86
21	000382	9,771.63
21	000383	466,373.07
21	000384	1,854.48
21	000386	11,822.84
21	000396	2,244.11
21	000397	293.85
21	000399	100.00
21	000401	203.20
21	000403	747.53
21	000404	2,656.73
21	000406	7,845.34
21	000407	38,055.69
21	000413	3,290.19
21	000416	2,486.93
21	000420	122.39
21	000422	4,179.89
21	000425	85,243.18
21	000426	72,807.90
21	000427	10,758.74
21	000428	82,577.98
21	000429	239,402.08
21	000430	791.35
21	000431	2,467.97
21	000439	246.68
21	000443	28,733.62
21	000454	53.70
21	000460	8,358.77
21	000468	120.00
21	000469	1,597.19
21	000470	1,462.39
21	000477	25.13
21	000480	138,790.17
21	000481	5,440.62
21	000482	45,194.54

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>	
				Batch Yr	Batch No	Amount
				21	000483	172,567.52
				21	000484	6,045.23
				21	000485	1,500.00
				21	000488	800.00
				21	000489	415.90
				21	000491	5,786.25
				21	000492	118.68
				21	000494	2,671.51
				21	000503	14,554.75
				21	000511	17,120.97
				21	000515	805.51
				21	000524	1,136.17
				21	000526	2,145.73
				21	000530	3,544.72
				21	000535	5,264.18
				21	000536	1,865.14
				21	000537	2,605.30
				21	000539	56.49
				21	000542	3,429.89
				21	000545	390.48
				21	000546	410.04
				21	000555	28,394.76
				21	000556	29,288.11
				21	000557	6,064.45
				21	000558	114,653.21
				21	000559	853,603.55
				21	000560	753.84
				21	000561	778.14
				21	000562	587.92
				21	000563	2,484.64
				21	000568	5,972.59
				21	000569	12,925.03
				21	000570	1,026.18
				21	000577	97.58
				21	000578	1,237.33
				21	000581	300.00
				21	000584	284.74
				21	000586	440.90
				21	000587	.00
				21	000588	1,133.67
				21	000590	13,679.22
				21	000591	7,162.38
				21	000595	3,440,568.05
				21	000597	3,876.00
				21	000599	1,092.24
				21	000601	2,513.38
				21	000603	8,310.53
				21	000610	139,886.56
				21	000613	25,291.00
				21	000629	12,470.75
				21	000631	141.63
				21	000639	5,549.54

For October 8, 2020 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
District Office	Pam Zerkle	Classified Secretary	Retired
BRHS	Kristine Hansen	Cook	Retired
BRMS	Nancy Brough	PE	Retired

**2020-2021 Box Elder School District
LEA Specific Licenses**

Thursday, October 8, 2020

Requesting Board Approval

Name	School	Subject	# of Years Requesting
Adrienne Nelson	Lake View	1st Grade	3
Taylor Boyce	BRMS	Math	3

Suggestions for Future Board Meetings

November 11, 2020 – (tentative)

- Audit Report
- Demo and Site Plan Bid Approval – Corey Thompson
- Construction Report – Corey Thompson
- Policy Review

December 9, 2020 – (tentative)

- Approval of New Courses
- Approval of 2021-2022 School District Calendar
- Construction Report – Corey Thompson
- Policy Review

January 13, 2021 – (tentative)

- Administration of Oath of Office
- Vote for Board President and Vice President
- Approval of School Fees
- Construction Bid Approval – Corey Thompson
- SHARP Survey Results
- DLI Achievement Data
- ACT and AP Data
- Review of Policies 1034 Board of Education Code of Conduct and 1035 Board Member Ethics
- Construction Report – Corey Thompson
- Board Committee Assignments Discussion
- Policy Review

February 10, 2021 – (tentative)

- Approval of New 2 Year Contract for Business Administrator
- Construction Report – Corey Thompson
- Policy Review

March 10, 2021 – (tentative)

- Negotiations Team Approval – Keith Mecham
- Construction Report – Corey Thompson
- Legislative Update – Steve Carlsen
- Policy Review

April 14, 2021 – (tentative)

- Classified Employee Recognitions
- Board Graduation Assignments

- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- Construction Report – Corey Thompson
- FY 2022 Capital Improvement Plan – Corey Thompson
- School Lunch Report – Candace Parr
- Cenergistic Report – Mike Clark
- Approval of TSSA Plans – Gary Allen and Keri Greener
- Policy Review

May 12, 2021 – (tentative)

- Retiree Reception and Recognition
- Administrative Association Recognitions
- Approval of School Land Trust Plans – Gary Allen and Keri Greener
- Approval of 2021-22 Board Meeting Calendar
- Construction Report – Corey Thompson
- Policy Review

June 9, 2021 – (tentative)

- Budget Hearing – Rod Cook
- Approval of Budget – Rod Cook
- Approval of 2021-22 Tax Rates – Rod Cook
- Approval of Internal and Independent Auditors – Rod Cook
- MBA Meeting – Rod Cook
- Pick-up Contributions for Members of Contributory Retirement System – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BEEA – Keith Mecham
- Tentative Ratification of Negotiated Agreement with BESPAs – Keith Mecham
- Declaration of Open Enrollment Schools – Keith Mecham
- Construction Report – Corey Thompson
- Policy Review

July 14, 2021 – (tentative)

- Internal and Independent Audit 2020-2021 – Rod Cook
- Approval of Sex Education Committee – Gary Allen
- Construction Report – Corey Thompson
- Long Term Capital Development Plan – Corey Thompson
- 2021-22 TSSA Plan Results – Gary Allen and Keri Greener
- Policy Review

August 11, 2021 – (tentative)

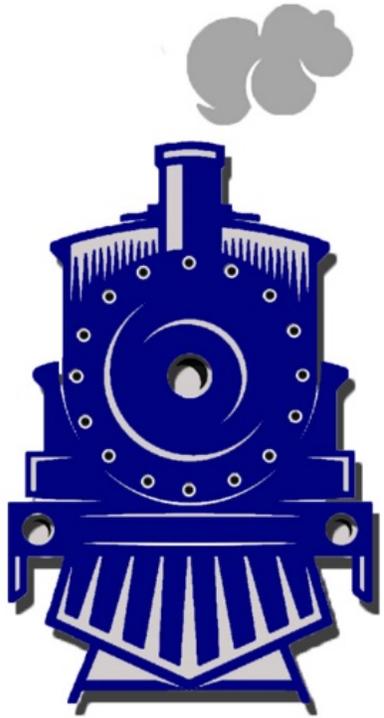
- Approval of Early Literacy Plan – Keri Greener
- Construction Report – Corey Thompson
- Policy Review

September 8, 2021 – (tentative)

- Walmart Grants Presentation
- Swearing in of Student Board Member
- Construction Report – Corey Thompson
- Policy Review

October 13, 2021 – (tentative)

- October 1 Enrollment Report – Keith Meham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- DLI Achievement Data – Jeremy Young
- School/District Report Cards – Jeremy Young
- Construction Report – Corey Thompson
- Policy Review



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

BOX ELDER SCHOOL DISTRICT
BOARD OF EDUCATION
HANDBOOK

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

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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

- A. Promote education
 - 1. The Board has the legal power and duty to do all things necessary for the maintenance, prosperity and success of the schools and for the promotion of education and to exercise all powers given by statute. The Board’s legal powers and duties include the actions set forth in this policy, but are not necessarily limited to the listed powers and duties.
[Utah Code § 53G-4-402\(20\) \(2018\)](#)
- B. Govern
 - 1. The Board of Education recognizes that under Utah law “it is the province of the Board of Education to determine what things are detrimental to the successful management, good order, and discipline of the schools and the rules required to produce” successful management, good order, and discipline in the schools.
Beard v. Board of Education, 16 P.2d 900 (Utah 1932)
- C. Adopt rules
 - 1. Adopt such rules, regulations, and bylaws as the Board deems proper for the operation of the Board and for the control and management of the District’s schools.
[Utah Code § 53F-8-201 \(2018\)](#)

- D. Levy taxes
1. Establish tax rates each year and submit the proposed rate to the county legislative body in which the District is located according to statutory procedures:
[Utah Code § 53F-8-201\(1\) \(2018\)](#)
[Utah Code § 53F-8-202 \(2018\)](#)
[Utah Code § 53F-8-402 \(2018\)](#)
- E. Annual budget
1. Prepare, adopt, and file a budget for the next succeeding fiscal year with the county legislative body in which the District is located as required by statute.
[Utah Code § 53F-8-201 \(2018\)](#)
- F. Bequests
1. Receive bequests and donations or other monies or funds which are made for educational purposes.
[Utah Code § 53G-4-402\(12\) \(2018\)](#)
- G. Acquisition and ownership of property
1. Acquire and hold real and personal property in the name of the District, inclusive of all rights and titles, and lease and lease with an option to purchase property. The Board of Education has the direction and control of all school property in the district.
[Utah Code § 53G-4-401\(4\) \(2018\)](#)
- H. Eminent domain
1. Exercise the right of eminent domain to acquire property.
Board of Education of South Sanpete School District v. Barton, 617 P.2d 347 (Utah 1980).
Olsen v. Board of Education of the Granite School District, 571 P.2d 1336 (Utah 1977).
- I. Employ personnel
5. Employ by contract a Superintendent, Business Administrator, Principal(s), teacher(s), or other executive officer(s) and set salary schedules therefor.
[Utah Code § 53G-7-202 \(2018\)](#)
[Utah Code § 53G-4-301 \(2018\)](#)
[Utah Code § 53G-4-302 \(2018\)](#)
- J. Close schools and change school boundaries
1. Close schools or suspend operation of schools or change school attendance area boundaries as determined to be appropriate by the Board of Education after appropriate public notice and hearing as required by statute.
Allen v. Board of Education Weber County School District 236 P.2d 756 (Utah 1951)
Save Our Schools v. Board of Education of Salt Lake City, 2005 UT 55
[Utah Code § 53G-4-402\(21\) \(2018\)](#)
- K. Sue and be sued
1. Sue and be sued in the name of the District.
[Utah Code § 53G-4-401\(4\) \(2018\)](#)

- L. Fulfill other statutory duties and exercise other statutory powers
 - 1. The Board also has the duty to comply with such other duties as are set forth in the laws and regulations of Utah and the United States, and also may exercise the powers and authorities established by such laws and regulations.

Policy 1020 Board Power and Duties

- A. The Board of Education, on its own behalf, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules and regulations to establish the framework of school policies and projects including, but without limitation because of enumeration, the right:
 - 1. To appoint, by contract, a district superintendent who serves as the Board's chief executive officer. [Utah Code § 53G-4-301\(1\)](#)
 - 2. To appoint a business administrator. [Utah Code § 53G-4-302\(1\)](#)
 - 3. To make and enforce policy necessary for the control and management of the district schools. [Utah Code § 53G-4-402\(15\)](#)
 - 4. To prepare and adopt a budget and make appropriations for the next fiscal year. [Utah Code § 53G-7-303\(2\)](#)
 - 5. To administer and implement Federal education programs in accordance with the Federal Programs Act. [Utah Code § 53G-4-402\(10\)](#)
 - 6. To establish, locate, and maintain elementary, secondary, and applied technology schools. [Utah Code § 53G-4-402\(5\)](#)
 - 7. To employ staff necessary to carry out the functions of the school district. The Board shall also determine qualifications, conditions of employment, salary schedules, dismissal, demotion, promotion and work assignments.
 - 8. To establish and supervise the program of instruction, including methods of instruction, schedules, materials, necessary staff, etc., and to make the necessary assignments for all extra-curricular programs that, in the opinion of the Board, benefit students.
 - 9. To sue and be sued in the name of the district. [Utah Code § 53G-4-401\(4\)](#)
 - 10. To take, hold, lease, sell, and convey real and personal property as the interests of the schools may require. [Utah Code § 53G-4-401\(4\)](#)
 - 11. To purchase, sell, and make improvements on school sites, buildings, and equipment and construct, erect, and furnish school buildings. [Utah Code § 53G-4-402\(3\)](#)
 - 12. To accept private grants, loans, gifts, endowments, devises, or bequests that are made for educational purposes. [Utah Code § 53G-4-402\(12\)\(a\)](#)
 - 13. To close the schools or suspend operation if necessary.
 - 14. To do all things necessary for the maintenance, prosperity, and success of the schools and the promotion of education. [Utah Code § 53G-4-402\(20\)](#)
- B. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the Board, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgement and discretion in connection therewith shall be

limited only by the Constitution and Laws of the State of Utah and the Constitution and Laws of the United States.

- C. To work to understand and represent the interest of the community members.

Policy 1025 Administration Relations

A. District Governance

- 1. The Board has the power to manage and govern the public schools of the District.

[Utah Code § 53G-4-402 \(2018\)](#)

Elwell v. Board of Education of Park City, 626 P.2d 460 (Utah 1981)

B. Consultation

- 1. The Board and its administrative personnel may consult with teachers with respect to matters of educational policy and conditions of employment. The Board may adopt and make reasonable rules, regulations, and agreements to provide for such consultation, but these shall not limit or affect the power of the Board to manage and govern the schools of the District, nor shall such rules, regulations or agreements favor one educational association over another or give preferential treatment to an educational association.

[Utah Code § 53G-11-205\(4\) \(2018\)](#)

C. Exclusivity and Coercion

- 1. If the Board chooses to engage in consultation, the process shall be structured so that there is no direct or indirect coercion of employees to join or refrain from joining a labor union, labor organization or other type or association, and such consultation shall be structured so that the Board does not favor one educational association over another or give preferential treatment to an educational association.

[Utah Code § 34-34-4 \(1969\)](#)

[Utah Code § 34-34-7 \(1969\)](#)

[Utah Code § 34-34-8 \(1969\)](#)

[Utah Code § 53G-11-205\(4\) \(2018\)](#)

D. Association Negotiations

- 1. Public employees may negotiate in groups or through employee associations with the District. This is not to be construed as granting to district employees the right to strike, which action is specifically prohibited.

[Utah Code § 34-34-2 \(1969\)](#)

[Utah Code § 34-34-16 \(1969\)](#)

- 2. The term "labor organization" means any organization of any kind, or any agency or employee, representation committee, or plan, in which employees participate and which exists for the purpose, in whole or in part, of dealing with one or more employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

E. Publication of Negotiated Agreement

1. If the Board engages in negotiations with labor organizations and a negotiated or collective bargaining agreement is reached, the Board shall, within ten (10) days of ratification, post the agreement or memorandum on the District's website [Utah Code § 53G-11-207 \(2018\)](#)

F. Distribution of Organization Materials

1. The District shall not allow unstamped, or stamped but not cancelled, employee organization mail to be delivered by interschool mail. Unless off-duty and acting as an agent of an employee organization, a District employee shall not distribute unstamped, or stamped but not cancelled, mail from employee organizations to other District employees.

G. Equal Access for Employee Associations

1. The schools in the District shall allow all employee associations equal access to distribution of information in or access to employee physical or electronic mailboxes (including school-provided email accounts), and to membership solicitation activities at new teacher or new employee training meetings or functions. (This policy does not require the school to afford association access to these activities, but requires that if access is granted to one employee association, equal access must be provided to other employee associations.) [Utah Code § 53G-11-205\(2\), \(3\) \(2018\)](#)

H. No Endorsement of or Preference for Any Employee Association

1. The District does not endorse any one employee association, and District policies, structures, and procedures shall not be applied to favor one employee association over another or to otherwise give preferential treatment to one employee association. District calendars and publications shall not include or refer to the name of any employee association in relation to any day or break in the school calendar. [Utah Code § 53G-11-205\(4\), \(5\) \(2018\)](#)

Policy 1034 Board of Education Code of Conduct

A. Board members shall:

1. Represent the Board with dignity, honesty, and integrity.
2. Attend meetings regularly, prepared, professional, engaged, and dedicated to accomplishing and adhering to the agenda.
3. Support efforts to focus on the important matters, remembering that the student is always our most important matter.
4. Communicate effectively, early, and often with each other and with others concerned, seeking to make your own ideas clear while respecting the different opinions of others.

5. Be loyal to the Board and work to achieve unity by supporting its decisions, even though you may personally espouse a different view.
6. Value civility and avoid contention realizing conflict on some issues is inherent and not undesirable.
7. Represent and seek to understand the needs of all students, staff and citizens in the District without partisanship.
8. Work effectively with the Superintendent, and through him/her, with the staff throughout the District.
9. Develop and improve Board skills by establishing goals, measuring progress, and participating in a variety of training opportunities.

Policy 1035 Board Member Commitments and Ethics

A. Board of Education Commitments

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

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

functions;

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

B. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in violation of [Utah Code, § 67-16-4](#).
3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of [Utah Code §§ 67-16-5 to 5.6](#)
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or transaction consistent with [Utah Code §§ 67-16-6 to 8](#). Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their

public duties in violation of [Utah Code § 67-16-9](#).

6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.
8. Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

Policy 1036 Conflict of Interest: Board Member and Employee

- A. Purpose: The purpose of this policy is to set forth standards of conduct for board members and employees of the Box Elder District in areas where there are actual or potential conflicts of interest between their public duties and their private interests. This policy is intended to strengthen public confidence in the district and its employees. The policy is based on state law, [Utah Code 67-16](#).
- B. No member of the Board of Education or any employee of the Box Elder School District shall:
 1. Improperly disclose confidential information acquired by reason of his or her official position or use such information for his or her or another's private gain or benefit;
 2. Use or attempt to use his or her official position to secure special privileges or exemptions for himself or herself or others;
- C. A written statement shall be filed annually with the superintendent by all board members, superintendent, business administrator, facilities administrator, coordinators of school lunch, purchasing and transportation, and any other district employee who:
 1. Accepts other employment that he or she might expect would impair his or her independence of judgment in the performance of his or her public duties; or would interfere with the ethical performance of his or her public duties.
 2. Accepts any gift, compensation, or loan that comes because of past, present, or future action directly affecting the donor. (An award publicly presented in recognition of public services or a non-pecuniary gift of less than \$50.00 value is not prohibited.)
 3. Initiates business dealings on behalf of the district with any business or individual from whom the board member or employee receives compensation or gifts in any form.
- D. Statements filed with the superintendent under "C" above, shall be signed by the board member or district employee and contain:
 1. The name and address of the board member or district employee involved;

2. The name and address of the person or business entity with whom a conflict of interest may exist;
 3. A brief description of the board member's or employee's involvement or interest with the individual or business entity named.
- E. The statement shall be filed within ten days or the earlier of:
1. The date of any agreement between the board member or district employee and the person or business entity being assisted or;
 2. The receipt of compensation from that entity.
- F. The statement is public information and shall be available for examination by the public.
- G. Penalties for violation of this policy may include removal from office, dismissal from employment, and/or criminal prosecution. Additionally, the school district may rescind or void any contract or subcontract entered into as a result of actions prohibited under this policy, and do so without returning any part of the consideration that the district may have received.

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

- A. Definition: As used in this policy, "appointee" means an employee whose salary, wages, pay, or compensation is paid from public funds; "relative" means father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law - "household member" means a person who resides in the same residence.
[Utah Code § 52-3-1\(1\)\(d\) \(2018\)](#)
- B. No Board member or employee of the district may employ, appoint, or vote for or recommend the appointment of a relative or household member in or to any position or employment, when the appointee will be directly supervised by a relative or household member, unless:
1. The appointee is certificated or otherwise determined eligible or qualified to be employed by the District pursuant to the State Office of Education or other state department or agency; or
 2. The appointee will be compensated from funds designated for vocational training; or
 3. The appointee will be employed for a period of 12 weeks or less; or
 4. The appointee is a volunteer as defined by the District; or
 5. The Superintendent determines that appointee is the only or best person available, qualified, or eligible for the position.
[Utah Code § 52-3-1\(2\)\(a\) \(2018\)](#)
- C. No district employee may directly supervise an appointee who is a relative or household member of the employee unless:

1. The appointee was appointed or employed before the district employee assumed his or her supervisory position, if the appointee's appointment was not unlawful at the time of the appointee's appointment; or
 2. The appointee will be compensated from funds designated for vocational training; or
 3. The appointee will be employed for a period of 12 weeks or less; or
 4. The appointee is a volunteer as defined by the district; or
 5. The appointee is the only person available, qualified, or eligible for the position; or
 6. The Superintendent determines that the employee is the only person available or is best qualified to perform supervisory functions for the appointee.
 7. When a District employee supervises a relative or a household member, the employee shall make a complete written disclosure of the employee's relationship with the relative or household member in a sworn statement provided to the Board of Education. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.
- [Utah Code § 52-3-1\(2\)\(b\), \(c\) \(2018\)](#)
[Utah Code § 67-16-7\(2\)\(b\) \(2018\)](#)

- D. No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative or household member, unless:
1. The relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member was not unlawful at the time of the appointment;
 2. The appointee will be compensated from funds designated for vocational training;
 3. The appointee will be employed for a period of 12 weeks or less;
 4. The appointee is a volunteer as defined by the District;
 5. The appointee is the only person available, qualified or eligible for the position;
 6. The Superintendent determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.
- [Utah Code § 52-3-1\(3\) \(2018\)](#)

E. The rules against nepotism apply to employees paid with public funds regardless of the source of those funds, including employees paid with funds from a federal grant.

- F. Within a town, as defined by [Utah Code § 10-1-104](#), this policy on nepotism shall not apply to the employment of uncles, aunts, nephews, nieces or cousins.
- [Utah Code § 52-3-4 \(1998\)](#)

- G. This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:
1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all-weather public roads;
 2. the job opening has had reasonable public notice; and
 3. the relative is the best qualified candidate for the position.

If an appointee is to be hired under this exception, the District shall make a written record of the proceedings in which it was established that the appointee met the criteria of this exception, which record shall include a written statement by the hiring officer

certifying that the appointee satisfies the exception, all of which shall be retained in the personnel file of the appointee.

[Utah Code § 52-3-4 \(1998\)](#)

H. Under no condition shall a husband/wife or parent/son or daughter be employed in a supervisor/employee relationship (such as principal/teacher; department head/teacher in department; head custodian/custodian; etc.). If such condition occurs as a result of transfer or promotion, it shall be resolved within one year by transfer of either husband/wife, or parent/son or daughter, to another location. Exceptions may be made, with Board approval, for necessarily existent small schools only.

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

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

[Utah Code § 52-4-103\(6\) \(2018\)](#)

B. Rules and Order of Procedure

1. The Board of Education shall adopt Rules of Order and Procedure to govern a public meeting of the Board of Education. The Rules of Order and Procedure shall include a set of policies that govern and prescribe in a public meeting:

- a. Parliamentary order and procedure;
- b. Ethical behavior; and
- c. Civil discourse.

2. After adopting the Rules of Order and Procedure, the Board of Education shall:

- a. Conduct its public meeting in accordance with the Rules of Order and Procedure adopted by the Board of Education; and
- b. Make the Rules of Order and Procedure available to the public at each meeting of the Board of Education, and on the District's public website.

[Utah Code § 53G-4-202{1}\(c\), \(2\) \(2018\)](#)

1. Upon a two-thirds vote, the Board of Education may expel a member of the Board from an open public meeting of the Board for:

- a. Disorderly conduct at the meeting;

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

[Utah Code § 53G-4-202\(5\) \(2018\)](#)

C. Open to the Public

- 1. Every meeting of the Board shall be open to the public unless closed pursuant to [Utah Code §§ 52-4-204 \(2018\)](#), [52-4-205 \(2014\)](#), and [52-4-206 \(2018\)](#). With the exception of those topics identified for a closed session, the Board shall deliberate and take action openly.

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

D. Public Hearing

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

[Utah Code § 11-14-318 \(2009\)](#)

[Utah Code § 53G-4-402\(21\) \(2018\)](#)

[Utah Code § 53G-7-303\(2\) \(1/24/2018\)](#)

[Utah Code § 53G-4-204\(2\) \(2018\)](#)

[Utah Code § 59-1-1605 \(2016\)](#)

E. Interference with Conduct of Board Meetings

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

F. Public recording

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

[Utah Code § 52-4-203\(5\) \(2018\)](#)

G. Attendance by Local Government Representatives

- 1. An interested mayor or interested county executive (or their designees) may attend and participate in the board's discussions in the open portions of the Board's meetings. An "interested mayor" is the mayor of the municipality

which is partly or entirely within the boundaries of the school district. An "interested executive" is the county executive or county manager of a county with unincorporated area within the boundary of the school district. These local government officials may not vote on any issue before the Board and their participation is subject to the Board President's authority to regulate the conduct of the meeting.

2. An interested mayor or interested county official may attend a closed meeting of the Board if invited by the Board. Where the closed meeting is held to discuss disposition or acquisition of real property, an interested mayor or interested county official may attend if invited by the Board and if the mayor or county executive does not have a conflict of interest with respect to the disposition or acquisition.

[Utah Code § 53G-7-208\(3\)\(a\) \(2018\)](#)

H. Quorum

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

[Utah Code § 52-4-103\(11\)\(a\) \(2018\)](#)

[Utah Code § 53G-4-203\(5\) \(2018\)](#)

I. USBA Training session for the Board members

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

Policy 1072 Board Meetings: Notice Requirements

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

[Utah Code § 52-4-202\(2\) \(2016\)](#)

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

[Utah Code § 52-4-202\(1\)\(2016\)](#)

- C. Where a meeting agenda must be included in the required public notice of a Board meeting, that agenda shall be sufficiently specific to notify the public of the topics to be considered at the Board meeting. To be sufficiently specific, the agenda shall at least list each anticipated topic under an agenda item in a manner which identifies the subject of discussion and if known the nature of the Board action being considered on the subject. The Board may not consider the topic in an open meeting which was not listed under an agenda item and included with the advance public notice of the meeting, except that if an unlisted topic is raised by the public during an open meeting the Board may, at the discretion of the presiding Board member, discuss the topic but may not take any final action on the topic during the meeting. This limitation may not apply to an emergency meeting where the requirements for holding and giving the best practicable notice of such a meeting have been met.
[Utah Code § 52-4-202\(6\)\(2016\)](#)
- D. When the Board is meeting to conduct a public hearing with respect to adopting the budget or levying a tax rate which exceeds the certified tax rate, the Board's agenda must be limited to the hearing(s) and discussion and the action on those items. (If the Board holds another meeting on the same date to address general business items, the other meeting must conclude before the meeting on the budget and/or tax rate levy.)
[Utah Code § 59-2-919\(8\)\(b\)\(i\)\(B\), \(e\), \(2019\)](#)
- E. Public notice of each Board meeting and of the Board's annual meeting schedule shall be given by:
1. Posting written notice at the local Board of Education office;
 2. Posting notice on the Utah Public Notice Website; and,
 3. Providing notice to two newspapers of general circulation within the geographic jurisdiction of the public body or to a local media correspondent.
 4. The District shall also endeavor to post notice of Board meetings on the District's web site at least 24 hours in advance of the Meeting.
 5. Notice of each Board meeting shall also be given to each mayor or interested county executive (or their designee). An "interested mayor" is the mayor of a municipality that is partly or entirely within the boundaries of the school district. An "interested county executive" is the county executive or county manager of a county with unincorporated area within the boundaries of the school district. This notice shall be provided by mail, email, or other effective means agreed to by the person to receive notice.
[Utah Code § 52-4-202\(3\), \(4\)\(2016\)](#)
[Utah Code § 63F-1-701\(4\)\(d\)\(2016\)](#)
[Utah Code § 53G-7-208\(3\)\(e\) \(2018\)](#)
- F. In case of emergency or urgent public necessity which renders it impractical to give the notice identified in the paragraphs above, the best notice practicable shall be given of the time and place of the meeting and of the topics to be considered at the meeting. No such emergency meeting of the Board shall be held unless an attempt has been made to notify all of its members and a majority of the members vote in the affirmative to hold the meeting.

[Utah Code § 52-4-202\(5\)\(2016\)](#)

- G. In addition to complying with the aforementioned public notice requirements, in regards to the budget hearing, the Board shall do the following:
1. Publish the required newspaper advertisement and/or electronic newspaper advertisement (see [Utah Code § 45-1-101 \(2011\)](#) and the required Utah Public Notice Website advertisement at least ten days before the day on which the hearing is held
 - a. The public hearing notice will include information on how the public may access the proposed budget.
 2. File a copy of the proposed budget with the Board's business administrator for public inspection; and
 3. Post a copy of the proposed budget on the District's internet website.
 4. In addition, if the proposed budget includes a tax rate in excess of the certified tax rate, or if the Board meeting is required to consider whether to adopt a tax rate in excess of the certified tax rate, the Board shall provide the notices and schedule the meeting as required by [Utah Code § 59-2-919](#).
[Utah Code § 53G-7-303\(2\) \(2018\)](#)
[Utah Code § 53F-8-201\(3\) \(2018\)](#)
[Utah Code § 59-2-919 \(2016\)](#)
- H. In addition to complying with the aforementioned public notice requirements, if the Board is meeting under the [Transparency of Ballot Propositions Act](#) to hear arguments for or against a ballot proposition to authorize issuance of bonds or to increase taxes, the Board must post notice of the time, date, and place of the meeting (along with the arguments for and against the proposition):
1. On the Statewide Electronic Voter Information Website for 30 consecutive days before the election on the proposition;
 2. On the [District's website](#) in a prominent place for 30 consecutive days before the election on the proposition;
 3. If the District publishes a newsletter or other periodical, in the next scheduled edition before the election on the proposition.
[Utah Code § 59-1-1604\(5\)\(2016\)](#)
[Utah Code § 59-1-1605\(2016\)](#)
 4. The meeting must begin at or after 6:00 p.m.
[Utah Code § 59-1-1605\(3\)\(b\)\(2016\)](#)
- I. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider authorizing issuance of bonds under the Local Government Bonding Act, it shall publish notice of the intent to issue bonds in the newspaper and on the Utah Public Notice Website at least 14 days in advance of the public hearing on the bond issuance as required by [Utah Code Ann. § 11-14-318](#). The notice shall give notice that the hearing will be held to receive input from the public respecting the issuance of the bonds and the potential economic impact that the proposed improvement, facility, or property that the bonds will fund will have on the private sector.
[Utah Code § 11-14-318 \(2009\)](#)

- J. In addition to complying with the aforementioned public notice requirements, if the Board is meeting to consider a request to increase a budget appropriation, it shall publish the required newspaper notice and notice under [Utah Code § 45-1-101](#) of such meeting at least one week prior to the hearing.
[Utah Code § 53G-7-305\(6\)\(b\) \(2018\)](#)
- K. In addition to complying with the aforementioned public notice requirements, if the Board meeting is either to hold a public hearing regarding closing one or more schools or changing the attendance area boundaries for one or more schools, or to take such action, the additional notice requirements set out in Policy 1210 much also be met.
[Utah Code § 53G-4-402\(21\) \(2018\)](#)
- L. Beginning July 1, 2007, in addition to meeting the aforementioned public notice requirements, if the Board is meeting to consider adopting a new Board member compensation schedule or schedules, or to consider amending an existing compensation schedule or schedules, the notice of the meeting with public hearing shall be given at least seven days prior to the meeting by:
1. Publishing the notice at least once in a newspaper published in the county where the District is situated and which is also generally circulated within the District, and publishing notice on the Utah Public Notice Website;
 2. Posting the notice:
 - a. At each school in the District
 - b. In at least three other public places within the District; and
 - c. On the Internet in a manner that is easily accessible to citizens who use the internet.
- [Utah Code § 53G-4-204\(3\) \(2018\)](#)

Policy 1074 Board Meetings: Closed Meetings

- A. A closed meeting may be held upon a two-thirds affirmative vote of the Board members present at a meeting for which public notice was given pursuant to [Utah Code § 52-4-202](#), providing a quorum is present. No resolution, rule, regulation, contract or appointment shall be approved at a closed meeting, nor may the Board interview an applicant to fill an elected position at such a meeting. The recording and minutes of an open meeting at which the vote is taken to hold a closed meeting shall contain the reason or reasons for holding a closed meeting and the votes, by name, of the members present, either for or against the proposition to hold such a meeting.
[Utah Code § 52-4-204 \(2018\)](#)
- B. Closed meetings may only be held for the following purposes:
1. Discussion of the character, professional competence, or physical or mental health of an individual;
 - a. However, the Board may not interview a person applying to fill an elected position, midterm vacancy or temporary absence in a closed meeting

- regardless of whether the interview may include a discussion of the character, professional competence, or physical or mental health of the applicant.
2. Strategy sessions with respect to collective bargaining or pending or imminent litigation; or
 3. Strategy sessions with respect to the purchase, exchange, or lease of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms; or
 4. Strategy sessions with respect to the sale of real property (including any form of water right or water shares) if public discussion may disclose the appraised or estimated value of the property or tend to prevent the Board from obtaining the best possible terms, but only if the Board previously gave public notice that the property would be offered for sale, and the terms of the sale are publicly disclosed before the Board approves the sale; or
 5. Discussion regarding deployment of security personnel, devices, or systems;
 6. Investigative proceedings regarding allegations of criminal misconduct; or
 7. The Board is fulfilling one of the following procurement functions:
 - a. Deliberations as an evaluation committee regarding a solicitation or as protest officer regarding a protest; or
 - b. Consideration of information designated as a trade secret if the consideration is necessary to properly conduct a procurement; or
 - c. Discussion of information provided to the Board during a procurement if (at the time the Board meets) the information may not be disclosed to the public or procurement participants and the Board needs to review or discuss the information to properly fulfill its role and responsibilities in the procurement process.

- C. If the meeting is closed for any reason stated in paragraph 1 or 5 of this Section, then the person presiding must sign a sworn statement affirming that the sole purpose of closing the meeting was to discuss those specific topics, and neither a recording nor minutes shall be kept of that portion of the closed meeting.

[Utah Code § 20A-1-511\(3\)\(c\) \(2017\)](#)

[Utah Code § 52-4-205 \(2014\)](#)

[Utah Code § 52-4-206\(6\) \(2018\)](#)

Policy 1080 Board Committees

- A. School Board members are elected to represent the public in management of the public schools. Decisions are the right and responsibility of the Board of Education.. All committees formed and charged by the Board are advisory in nature; the Board maintains the right and responsibility to do with committee recommendations as deemed appropriate by the Board on majority vote.
- B. Special committees of Board members may be created by the Board for special assignments. When so created, each committee shall be appointed by the president and shall terminate upon completion of the assignment or by majority vote of the Board prior to completion of the assignment.

- C. The Board of Education may utilize citizen committees, as appropriate, to assist in: planning; developing education policies and programs; seeking solutions to specific problems confronting the schools; and providing interchange of ideas and points of view between school officials and members of the community.
 - 1. Each committee shall be established by majority vote of the Board and shall be given an assignment or charge including specification of the scope of the assignment, length of time to complete the assignment, date by which the committee is to report its findings to the Board, and other specifics as deemed appropriate by the Board.
 - 2. Committees shall terminate upon completion of the assignments or charges given, the lapse of time specified by the Board, or by majority vote of the Board.
 - 3. Members of committees shall be recommended by the Superintendent and appointed by a majority vote of the membership of the Board meeting in official session.

- D. Reports, findings, and conclusions of each committee operating under a charge from the Board shall be submitted in writing to the Board at least seven (7) days prior to any consideration of the same in a meeting of the Board where the committee's work will be an issue for discussion or action.
 - 1. All reports, findings, and conclusions developed by committees shall be the property of the Board and any dissemination of the same shall be at the sole discretion of the Board within the parameters of the [Government Records Access Management Act](#). (See [Policy 6000 Public Records Access and Management](#))
 - 2. Committees are expressly prohibited from releasing their reports, findings, or conclusions to any individual or group other than the Board or the Superintendent.

Policy 1090 Rules of Order

- A. The Board shall be guided by [Robert's Rules of Order, Revised](#), except where policy specifies otherwise.

- B. The Board President may discuss and have a vote on all matters before the Board.

Policy 1100 Minutes

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- A. The Clerk shall keep, or cause to be kept, written minutes and a recording of all open school board meetings with the exception of site visits or traveling tours of the board where no vote or action is taken. Only written minutes are required during site visits or travelling tours.

- B. The written minutes of open meetings must include:
 - 1. The date, time, and place of the meeting;
 - 2. The names of all members present and absent;

3. The substance of all matters proposed, discussed, or decided, which may include a summary of comments by board members;
 4. A record, by individual members, of all votes taken;
 5. The name of each person who is not a Board member who was recognized by the presiding Board member and upon recognition presented testimony or comments to the Board and a brief summary of the public testimony or comments; and
 6. Any other information that is a record of the meeting proceedings that any member requests be entered in the minutes.
 7. The requirement that the written minutes include the substance of Board discussion and of public comments may be satisfied by maintaining a publicly available online version of the minutes, which includes a link to that portion of the meeting recording, which relates to the discussion or comments.
- C. The recording of the meeting must be a complete and unedited recording of all open portions of the meeting from the commencement of the meeting through the adjournment. Those in attendance may also record the meeting as long as their recording does not interfere with the meeting.
- D. The written minutes and the recording of an open board meeting are public records and must be available upon request within three business days after the end of the meeting (recording) or within a reasonable time but no more than thirty days (written). Written minutes made available to the public should be marked in a way signifying that they have yet to be approved until the Board takes formal action to approve them.
- E. Copies of the minutes of a meeting shall be sent to the members of the Board before the meeting at which they are to be approved. Corrections in the minutes may be made at the meeting at which they are to be approved. Permanent minutes shall be signed by the president upon approval of the Board.
- F. With the exception of a closed meeting to discuss the character, professional competence, or physical or mental health of an individual or to discuss the deployment of security personnel, devices, or systems, a recording must be kept of a closed meeting. Written minutes may also be kept.
- G. A recording of a closed session must include:
1. The date, time, and place of the meeting;
 2. The names of all Board members present and absent;
 3. The names of all others present except where such disclosure would infringe on the confidence necessary to fulfill the original purpose of closing the meeting.
- H. The recording of a closed session must be a complete and unedited recording of all portions of the closed meeting.

Reference:

[Utah Code § 52-4-203\(2018\)](#) and [Utah Code § 52-4-206\(2018\)](#)

Policy 1110 Public Participation in Board Meeting

- A. Individuals, from time-to-time may wish to seek an official audience with the Board. Such matters may be placed on the printed Board Agenda by contacting the Superintendent, Superintendent's staff assistant, or Board President. All such requests should be received one week in advance of a regular Board meeting and will be confirmed in writing through the District Office. The request should be in writing and state the nature of the matter to be considered, the name of the individual who will act as spokesperson, and the name of the organization represented.
- B. All "regular meetings" of the Board will include an agenda item – "Public Comments."

During this agenda item, patrons will be able to address the Board, even if they have not followed the formal protocol outlined in "A" above. The following guidelines will be adhered to for the "Public Comments" agenda item:

1. Patrons must state their name prior to making comments.
 2. At the discretion of the Board President, individual comments may be limited to three (3) minutes per individual.
 3. Multiple individuals with the same issue should appoint a spokesperson and make one presentation rather than several. At the discretion of the Board President, group presentations may be limited to a maximum of six (6) minutes.
 4. Handouts may be used and distributed to Board Members. If handouts are distributed, all members of the Board and District staff present should receive copies of all handouts.
 5. The Board will not take final action on items presented during "Public Comments" unless the item is already on the Meeting agenda.
 6. Comments on personnel issues will not be allowed during "Public Comments." The Board will not discuss issues that affect an employee's right of privacy such as specific appointments, employment, performance or questions, complaints, or charges against particular employees. Concerns in these areas are to be referred to the Superintendent.
 7. When possible, response to the questions or comments will be provided during the meeting. If additional study is needed to respond adequately to the questions or comments, the residents will receive a written response as soon as possible. The written response will be read publicly at the next regular meeting of the Board.
 8. At the discretion of the Board President, a patron's opportunity to address the Board on the same issue may be limited to no more than once in a three-month period.
- C. At the discretion of the Board President, public comment may be taken during other portions of the meeting where the comment is directed toward a specific agenda item.