



BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING

Detailed Agenda

Wednesday, November 9, 2022

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

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

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

1. Principal Reports to the Board:
Jeff Morris, Lake View Elementary
Megan Bushnell, Discovery Elementary
Teryl Jeffs, Century Elementary

B. Administrative - 6:30 p.m.

1. **Call to Order**
President Julie Taylor
2. **Reverence**
Nancy Kennedy, Board Member
3. **Flag Salute/Pledge of Allegiance**
Bryan Smith, Board Member
4. **Recognitions**
Wade Hyde, Board Member
 - a. Duane Runyan - BRMS Teacher
 - b. Joylene Ritchie, Kristine Windward, Valynn Kunzler, Samantha Sproul, Bradly Kelley - K-3 Western School Team
 - c. Cindy Romney - District Office - Benefits Secretary
 - d. Launa Julander - McKinley Elementary Counselor

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

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

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

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

1. **Approval of Exemption of a Community Council at Sunrise High School** **3**
Gary Allen, Assistant Superintendent of Secondary Teaching & Learning
2. **Approval of Golden Spike School LAND Trust Plan** **5**
Heidi Jo West, Assistant Superintendent of Elementary Teaching & Learning
3. **Project Gemini Tax Increment Approval** **10**
David Roberts, Business Administrator
4. **Sale of Mountain View Elementary** **12**
David Roberts, Business Administrator

F. Closed Session to Discuss Real Property - 7:10 p.m.

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

1. **Report on BESD Foundation** **13**
Preston Checketts, Board President
2. **DLI Achievement Data** **14**
AshLee Nelson, Principal
3. **Cyber Security Training (15 min.)**
Josh Hochstettler, IT Tech

4. Construction Report	24
Corey Thompson, Facilities Director	
5. Monthly Financial Report	51
David Roberts, Business Administrator	
6. Board Committee Reports	
a. Student Board Member Report	
H. Policy Review - 8:05 p.m.	
1. First Reading	
a. Policy 4019 Evaluation and Selection of Classroom and Other Instructional Materials	59
b. Policy 4025 Special Programs: Special Education	69
c. Policy 4027 Special Programs: Dropout Prevention and Recovery	73
d. Policy 4036 Kindergarten Assessment	78
e. Policy 4060 High School Graduation Requirements	79
f. Policy 4062 Curriculum: College Course Work	83
g. Policy 4065 Alternative High School Graduation Requirements	85
h. Policy 4107 Testing Procedures and Standards	88
i. Policy 4210 Language Access Plan	93
j. Policy 5010 Admissions Eligibility Requirements	96
k. Policy 6015 School Community Councils	101
l. Policy 6018 Parental Participation	119
2. Second Reading	
a. Policy 1130 Superintendent - Appointment and Duties	123
b. Policy 1180 Business Administrator	125
c. Policy 1225 School Size - Elementary School	128
d. Policy 3007 Employment - Staff Code of Conduct	132
e. Policy 3010 Employee Bullying and Hazing	139
f. Policy 3023 Educator Induction, Mentoring, and Professional Learning	151
g. Policy 4063 Curriculum: Cardiopulmonary Resuscitation	156
h. Policy 4108 Testing Procedures and Standards - Exclusion from Testing	157
i. Policy 4200 Term of Instruction: School Year & School Day	160
j. Policy 5050 Immunization Requirements	163
k. Policy 5060 Medical Treatment for Students	170
l. Policy 5061 Do Not Resuscitate Directives	172
m. Policy 5065 Administration of Medication	174
I. Board Discussion Items 8:15 p.m.	
1. BEHS Turf Field Discussion	
Jamie Kent, BEHS Principal and Jesse Roberts, BEHS Asst. Principal/AD	
J. Consent Items 8:25 p.m.	
1. Minutes	179
2. Claims	186
3. Personnel	202
K. Suggestions for Future Board Meetings 8:30 p.m.	203
L. Upcoming Events	
1. USBA Conference - January 5-7, 2023	
M. Board Handbook	205
N. Adjournment 8:35 p.m.	

The next meeting of the Board of Education will be held on Wednesday, December 14, 2022, with a Work Session at 5:00 and a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah.

Recommendation for Sunrise High School School Land Trust Exemption for 2022-2023

Submitted by: Gary Allen, Asst. Superintendent Secondary Curriculum

Recommendation: It is recommended that the Box Elder School District Board of Education grant an exemption to Sunrise High School to receive School LAND trust funds without having a community council.

Recommended Motion:

I move that the BESD Board of Education approve the recommendation for exemption of a community council at Sunrise High School

Background:

This exemption has been granted the past three years in accordance with State Board Rule R277-491-3.

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

November 7, 2022

To the Board of Education;

As the principal of Sunrise High School, for several years I have had a significant difficulty forming and keeping a community council for my school. In the past we have posted on our website the need for parents to serve on our counsel. We have sent automated phone calls home as well, and in spite of our efforts, we have never had any response. When we did have a community council my secretary would start each year personally calling parent after parent asking them to please be a part of our council. She continued to call until we had the minimum of three parents agree to serve as well as a representative from one of our YIC sites. However, never did we have all three parents or the representatives attend a meeting at the same time. Our last year with a community council two parents attended the first meeting, and agreed to be the chair and vice chair. However, shortly after this one of their students quit attending and the parent quit coming as well. The other parent came pretty well, but it is difficult to have a discussion with only one parent. This was what happened each year we tried to have a community council. The year would start by begging parents to come. If we got three to agree, they would attend very sporadically, and seldom would continue coming the full year. Our student body changes regularly. Many of our students come mid-year after the trainings and councils have been set up. Many have trouble attending, and are at risk of not finishing. Some have disengaged parents, or single parents just trying to support the family. Some are living on their own with minimal parent contact. Whatever may be the case, it is very difficult to form, let alone maintain a functioning community council here at the alternative high school.

For this reason, I am asking that we be granted an exemption, as has been granted the past three years, and as is allowed for in State Board Rule R277-491-3 which states:

(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).

This is not to say we don't value parent involvement. Our school continues to encourage parent involvement and will continue to solicit the help of parents who desire to serve. If at any time a parent expressed interest, we would gladly form a community council. We value outside ideas and strive to build good relationships with our parents and students. We also will continue to receive community input through an interagency council that meets quarterly. But for the past several years it has been ineffective and unproductive to continue to try and maintain a community council. Therefore, I am asking for an exemption from you, our board of education.

Sincerely;



Gerald Jackman
Principal Sunrise High School

Recommendation for Elementary School Land Trust Plans for 2022-2023

Submitted by: Heidi Jo, Assistant Superintendent – Elementary Curriculum

Recommendation: It is recommended that the Box Elder School District Board of Education approve Golden Spike Elementary School’s Land Trust Plans for 2022-2023

Recommended Motion:

I move that the BESD Board of Education approve Golden Spike Elementary School’s Land Trust Plans for 2022-2023 as submitted.

Background:

New School, first plan with baseline data.

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

Current School Plan 2022-2023 - Golden Spike Elementary

The Plan has been approved by the LEA and is waiting SCT review.

Goal #1 [close](#)
State Goal [close](#)

We will increase the percentage of K-5 students, in each grade level, that demonstrate benchmark (move from red/yellow to green/blue) based on grade level standards by 3% from the BOY to EOY benchmark periods.

Academic Area [close](#)

- English/Language Arts

Measurements [close](#)

Because the 2022-2023 school year is an inaugural year with no prior combined benchmark data, we will go off of baseline data from the BOY benchmark period to determine the increase. The EOY goals are: Kindergarten: 84%; 1st Grade: 76%, 2nd Grade: 80%, 3rd Grade: 88%, 4th Grade: 75%, 5th Grade: 69%

Action Plan Steps and Expenditures [close](#)

- Employ paraprofessionals to provide skill-based small-group interventions.
- Provide professional development for our Teachers and Paraprofessionals to build skills in researched-based practices.
- Emphasis will be placed on decreasing adverse behaviors that interrupt the learning process.
- Students performing below benchmark will be monitored regularly using Acadience progress monitoring.
- Individual student goals will be set using the Acadience pathways of progress goal setting tool.
- Program assessments will be analyzed to adjust intervention groups in a timely manner.

Category	Description	Estimated Cost
		Total: \$106,423.00

Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	Salaries and benefits to for paraprofessionals to support the goal	\$96,523.00
Contracted Services (counseling, library and media support, employee training including professional development not requiring an overnight stay)	Professional Development	\$5,000.00
Books, Ebooks, online curriculum/subscriptions	Books and other related materials to support the plan and student needs	\$4,900.00

Digital Citizenship/Safety Principles Component[close](#)

No

Summary of Estimated Expenditures

Category	Estimated Cost (entered by the school)
	Total: \$106,423.00
Contracted Services (counseling, library and media support, employee training including professional development not requiring an overnight stay)	\$5,000.00
Salaries and Benefits (teachers, aides, specialists, productivity, substitutes)	\$96,523.00
Books, Ebooks, online curriculum/subscriptions	\$4,900.00

Funding Estimates

Estimates	Totals
Carry-over from 2021-2022	\$0.00
Distribution for 2022-2023	\$106,423.45
Total Available Funds for 2022-2023	\$106,423.45
<i>Funds to be Spent Estimated in the Upcoming Plan</i>	\$0.00

Funds to be Spent Estimated in the Goals for 2022-2023	\$106,423.00
Estimated Carry-over from 2022-2023	\$0.45

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

There are times when the planned expenditures in the goals of a plan are provided by the LEA, a grant, or another unanticipated funding source leaving additional funds to implement the goals. If additional funds are available, how will the council spend the funds to implement the goals in this plan?

Researched-based programs that would be used in Tier 2 and Tier 3 Books or other engaging reading materials Increased paraprofessional time Professional development for teachers, including out of state travel Technology that would increase students' access to the curriculum Materials to support instruction

- School website
- Sticker and stamps that identify purchases made with School LAND Trust funds.

Council Plan Approvals

Number Approved	Number Not Approved	Number Absent	Vote Date
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7	0	0	2022-10-10
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Recommendation to approve the CRA (Community Reinvestment Area) for Project Gemini

Submitted by: David Roberts, Business Administrator

Recommendation:

It is recommended that the Box Elder School District participate in the CRA for Project Gemini.

Recommended Motion:

I move that the Board make an exception to policy 2035 and approve the participation of Box Elder School District in the CRA for Project Gemini, the first 5 years at 90%, the following 10 years at 70-75%, for a total participation period of 15 years.

Background:

Project Gemini is for a current large production facility in Box Elder County. They are looking to invest \$400-900 million into this project. Expectation is that most of the investment will be real property and will not have a huge impact on student enrollment because the analysis predicts that only between 80-100 new jobs might be created.

Policy Implications:

Exception to policy 2035 and tax increment hold for 15 years.

Financial Implications:

Estimates show that we should receive additional revenue of between \$11-22 million more than if we did not participate.

Staff Implications:

NA at the District level

Recommendation to negotiate with Brigham City on the sale of Mountain View Elementary as surplus property

Submitted by: David Roberts, Business Administrator

Recommendation:

It is recommended that the designees assigned by the Box Elder Board of Education negotiate with Brigham City on the sale of Mountain View Elementary School, its real property and its physical property as surplus.

Recommended Motion:

I move that the Board allow the designees of Box Elder School District to negotiate with Brigham City on the sale of Mountain View Elementary School as surplus property for Box Elder School District.

Background:

Mountain View Elementary school has been declared surplus property by the school board on Wednesday, October 12, 2022. Received appraisal of school at an amount of \$2,165,000.

Policy Implications:

Gives first right of refusal to Brigham City.

Financial Implications:

Whatever the sale of the property nets us in real dollars.

Staff Implications:

NA at the District level

BESD Foundation Goals:

- 1-Support Fine Arts Clinics and Workshops**
- 2-Support STEM projects and Equipment**
- 3-Fund special teacher projects/requests**
- 4-Support Student Health & Wellness**
- 5-Fund Foundation Scholarships**

Please like and follow the BESD Foundation social media pages:

Facebook: Box Elder School District Foundation

Instagram: BESDFoundation

DLI Update

Nov 2022

Presented to Box Elder School Board

2022 AP Test Results

Chinese DLI

Organization Summary (Total Students: 26)

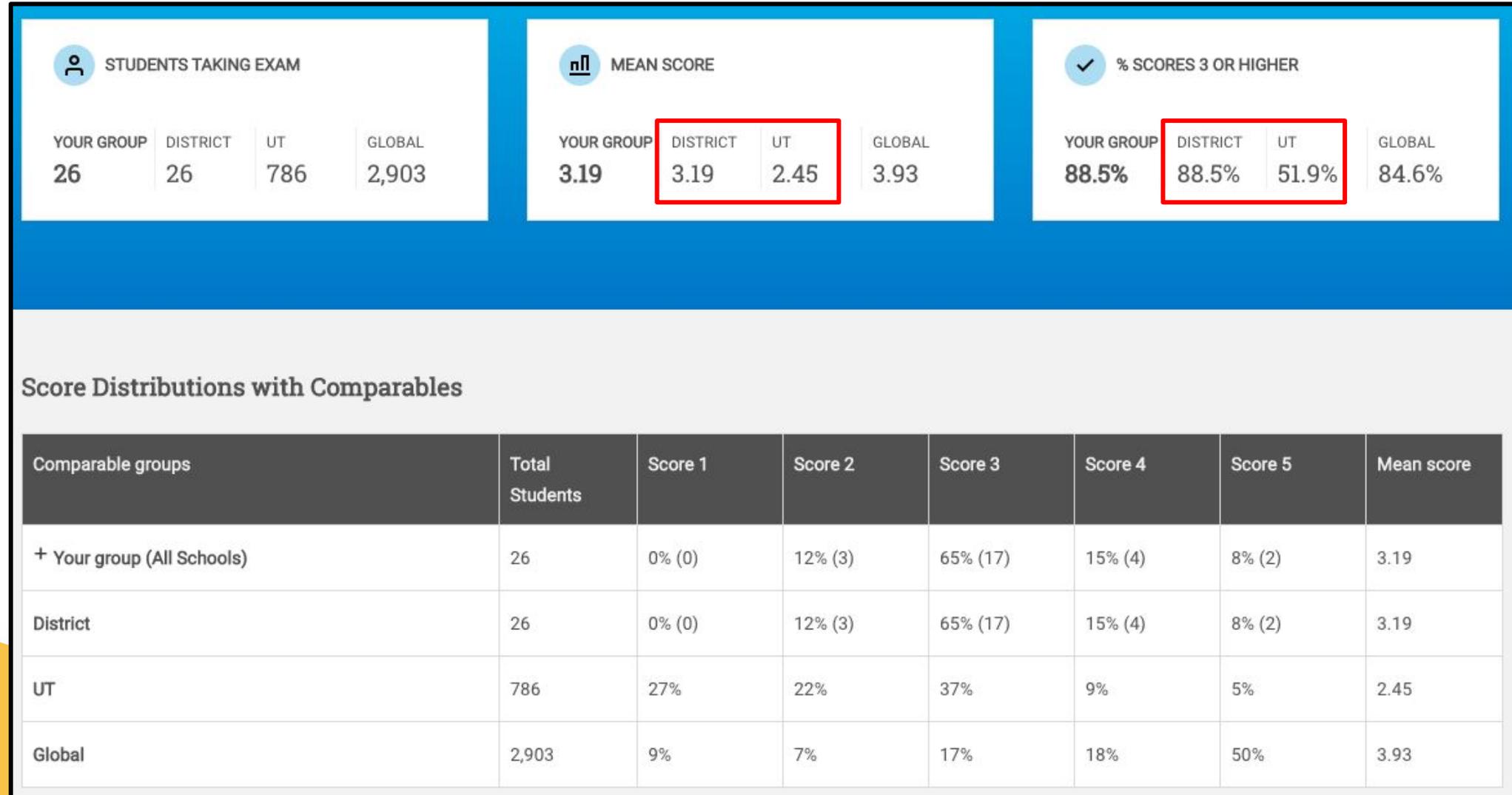
	Chin Lang	Total Exams
Number of Exams	26	26
Average Score	3.2	3.2
Percent of Exams with Scores of 3 or Higher	88%	88%

Spanish DLI

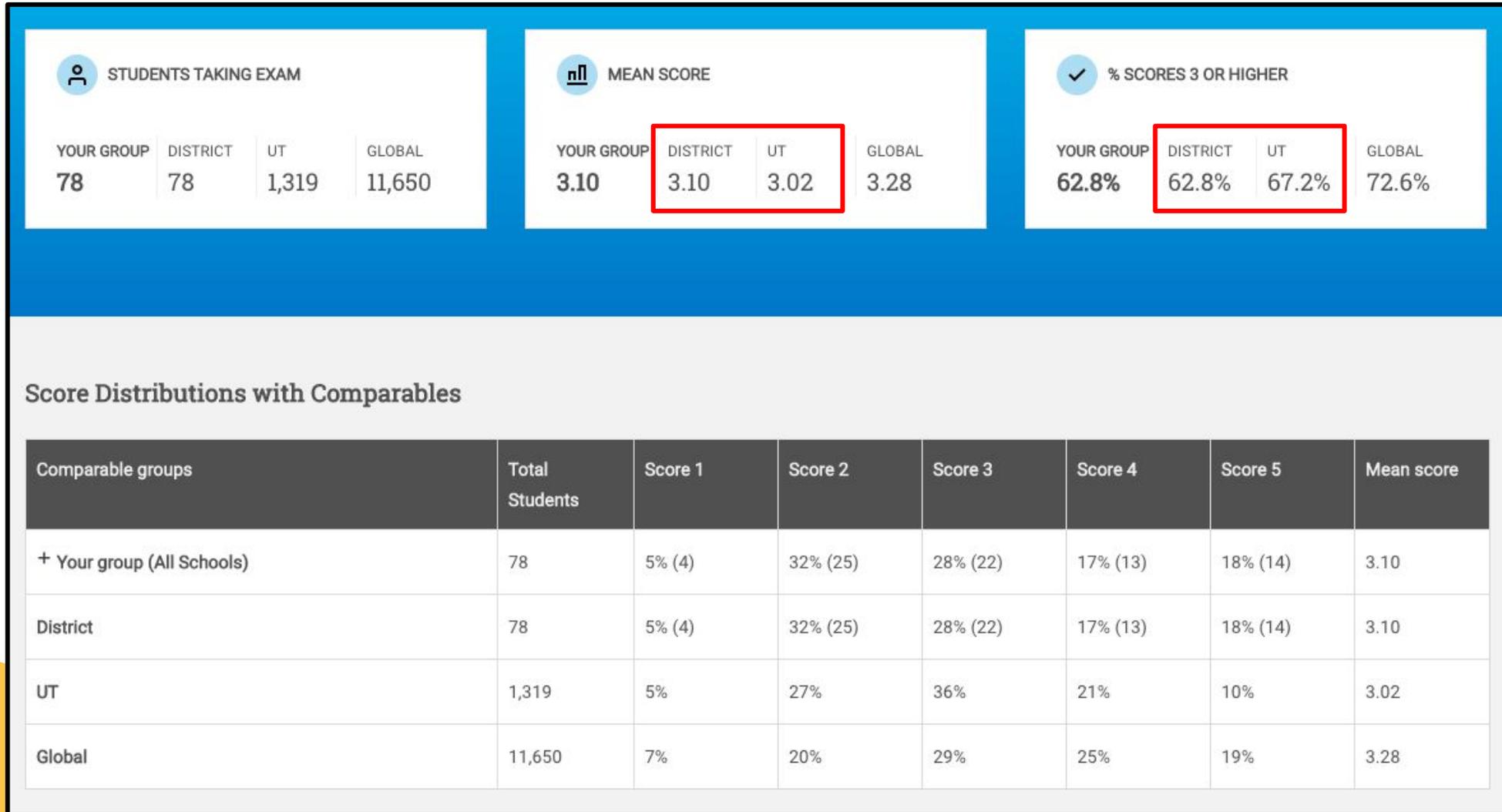
Organization Summary (Total Students: 78)

	Span Lang	Total Exams
Number of Exams	78	78
Average Score	3.1	3.1
Percent of Exams with Scores of 3 or Higher	63%	63%

Chinese – 2022 AP



Spanish – 2022 AP

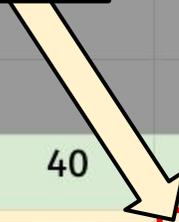


Current Enrollment

School	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
Garland	60	58	56	55	54				
Golden Spike	41	45	29	25	40				
Lake View	60	60	58	49	46				
North Park	54	50							
Three Mile Creek/Willard	60	60	57	54	53				
Harris						59	53		
Young (Chinese)						34	35		
Young (Spanish)						101	54		
Bear River Middle								52	50
Box Elder Middle (Chinese)								36	34
Box Elder Middle (Spanish)								46	44
Whole District (Chinese)	41	45	29	25	40	34	35	36	34
Whole District (Spanish)	234	228	171	158	153	160	107	98	94

1st North Park Cohort

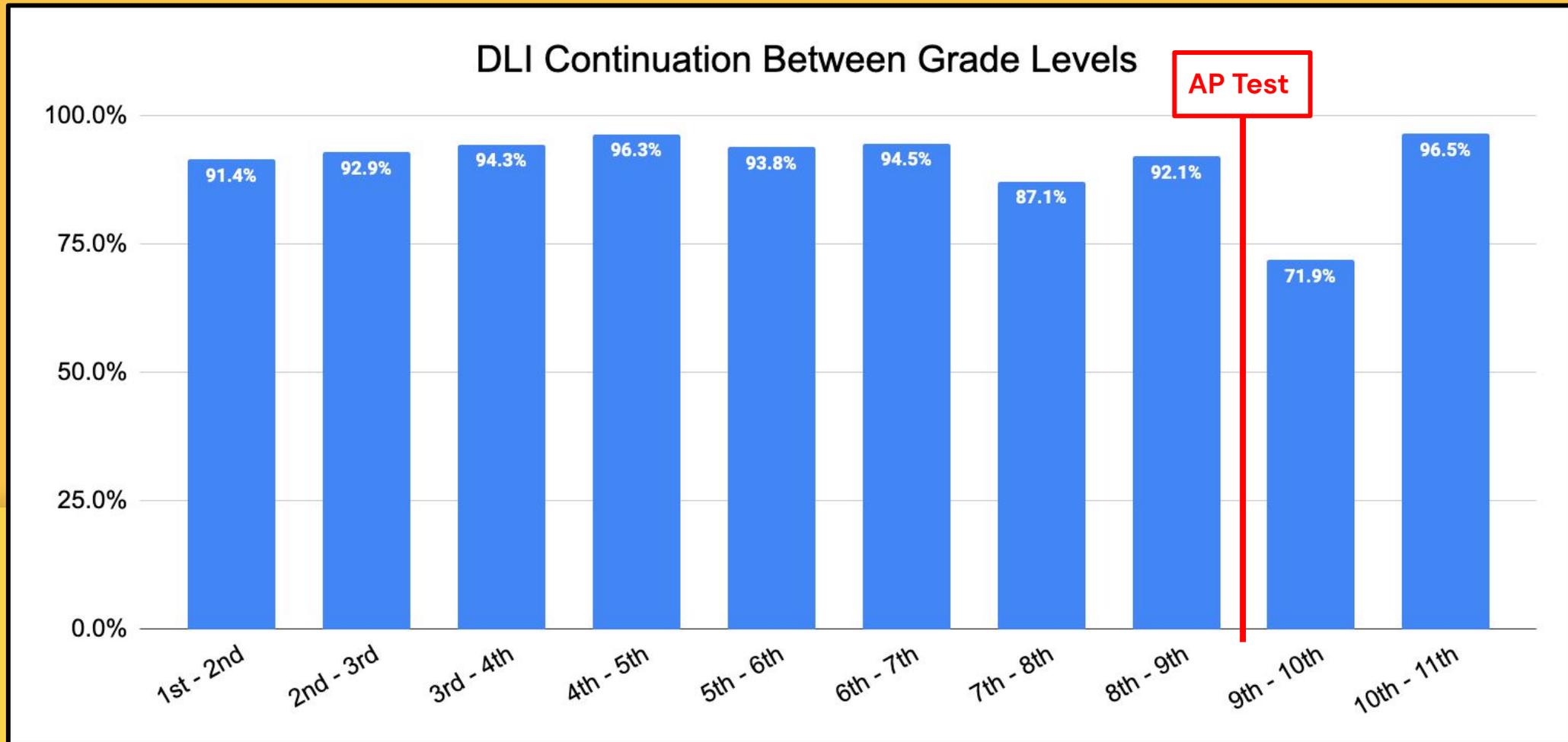
1st TMC/Willard Cohort



228

160

DLI Continuation Between Grades



2023–2024 Lottery

- Applications Open November 28–January 5
- Advertise to Kindergarten parents by email fliers, phone calls, social media, and News Journal article
- Parent Information Zoom Meeting on December 6
- Lottery on January 12

2023-2024 Lottery

Willard

22-23 Target:

- 55 in boundary
- 5 out of boundary

22-23 Applications:

- 67 in boundary
- 3 out of boundary

22-23 Enrollment:

- 57 in boundary
- 3 out of boundary
- 10 on wait list (in)

23-24 Target:

- 55 in boundary
- 5 out of boundary

Lake View

22-23 Target:

- 50 in boundary
- 10 out of boundary

22-23 Applications:

- 43 in boundary
- 13 out of boundary

22-23 Enrollment:

- 42 in boundary
- 16 out of boundary
- No wait list

23-24 Target:

- 50 in boundary
- 10 out of boundary

Garland

22-23 Target:

- 44 in boundary
- 16 out of boundary

22-23 Applications:

- 59 in boundary
- 21 out of boundary

22-23 Enrollment:

- 44 in boundary
- 16 out of boundary
- 15 on wait list (in)
- 5 on wait list (out)

23-24 Target:

- 50 in boundary
- 10 out of boundary (Fielding only)

North Park

22-23 Target:

- 40 in boundary
- 20 out of boundary

22-23 Applications:

- 27 in boundary
- 12 out of boundary

22-23 Enrollment:

- 25 in boundary
- 26 out of boundary
- No wait list

23-24 Target:

- 40 in boundary
- 20 out of boundary (McKinley & Century)

Golden Spike

22-23 Target:

- 45 in boundary
- 15 out of boundary

22-23 Applications:

- 32 in boundary
- 3 out of boundary

22-23 Enrollment:

- 33 in boundary
- 4 out of boundary
- No wait list

23-24 Target:

- 45 in boundary
- 15 out of boundary

BOX ELDER SCHOOL DISTRICT DUAL IMMERSION SUPPORT PLAN



STUDENTS

- Recruitment for our DLI programs
 - More advertising for application window
 - Recruitment video with our own DLI students telling about the program
- Chinese New Year/Spanish celebrations District-wide
 - All schools represented and activities provided for all students
- Collaboration amongst schools
 - Opportunities for older and younger students to work together once a trimester (BEMS and GS, ACYI and BEHS)
- Chinese/Spanish Club offered after school, schedule depending on employee availability

TEACHERS

- More in depth plan for coaching
 - Classroom Management→ Engagement→ Teaching Strategies
 - Use of the State DLI Observation Protocol
 - DLI coordinator will observe teachers and meet with school administration on a monthly basis to determine next steps for improvement with all teachers
- Continued district-wide collaboration opportunities
 - Sharing of data and teaching strategies to benefit all students
- Support from the District and State DLI team in learning about US culture and educational practices, including grading

PARENTS

- BESD will forward information on Chinese/Spanish Club, Chinese/Spanish activities, and/or information on how to join a Chinese/Spanish parent Facebook group to all parents with DLI students.

Questions

Jeremy Young
DLI Director

jeremy.young@besd.net
435-734-4800 ext. 1509

AshLee Nelson
DLI Administrator

ashlee.nelson@besd.net
435-734-4934

Grouse Creek Update

— Nov 9, '22 —

The New Build





















Site Prep

















Making It Work











MONTHLY FINANCIAL REPORT

October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
1	GENERAL FUND (M&O) FUND (10)						
2							
3	REVENUE:						
4	Local						
5	Property	26,650,444	1,306,609	4.9%	0.8%	202,911	24,614,600
6	Tuitions	350,000	69,868	20.0%	4.6%	16,889	363,338
7	Inv Earnings	225,000	183,448	81.5%	5.6%	11,423	205,558
8	Indlr. Costs-SL	950,000		0.0%		0	0
9	Rental Fees/Building/Fiel	90,000	1,088	1.2%	2.1%	1,692	80,114
10	Other	1,450,000	37,493	2.6%	35.8%	410,417	1,146,588
11	State	93,550,472	26,383,523	28.2%	19.2%	12,986,165	67,799,745
12	Federal	8,500,000	79,928	0.9%	1.1%	57,506	5,018,337
13	Misc./ Fund Bal	2,000,000		0.0%		0	0
14	TOTAL M & O						
15	REVENUE	133,765,916	28,061,958	21.0%	13.8%	13,687,003	99,228,280
16	Beg Balance	173,339					173,432
17	Less:						
18	Ending Balance	323,761					173,339
19	TOTAL M & O FUNDS						
20	available	133,615,494	28,061,958	21.0%	13.8%	13,687,003	99,228,373
21	EXPENDITURES:						
22	Instruction (1000)						
23	Salaries	60,275,549	12,354,672	20.5%	18.7%	7,454,702	39,931,916
24	Benefits	24,022,216	5,296,589	22.0%	22.5%	3,648,089	16,191,159
25	Purchased Serv.	3,749,122	814,111	21.7%	32.7%	819,165	2,505,616
26	Supplies/Texbooks	5,251,852	3,517,928	67.0%	46.6%	1,857,258	3,986,512
27	Equipment	1,500,000	45,527	3.0%	21.5%	61,473	285,313
28	Other	700,000		0.0%	0.0%	0	573,756
29	Total	95,498,739	22,028,827	23.1%	21.8%	13,840,687	63,474,273
30							
31	Student Services (2100)						
32	Salaries	3,893,853	1,069,094	27.5%	21.7%	641,103	2,956,961
33	Benefits	1,526,627	422,795	27.7%	21.9%	264,870	1,211,095
34	Other	350,000	87,073	24.9%	14.4%	48,952	339,797
35	Total	5,770,480	1,578,961	27.4%	21.2%	954,925	4,507,853
36							
37	Instructional Staff (2200)						
38	Salaries	1,820,307	502,331	27.6%	25.5%	358,541	1,408,331
39	Benefits	701,688	202,912	28.9%	27.7%	150,717	543,790
40	Other	475,000	105,670	22.2%	10.2%	49,423	486,246
41	Total	2,996,995	810,913	27.1%	22.9%	558,681	2,438,367

MONTHLY FINANCIAL REPORT
October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
42	District Administration (2300)						
43	Salaries	397,855	123,933	31.2%	26.4%	86,222	326,232
44	Benefits	173,820	58,292	33.5%	31.5%	46,300	147,062
45	Purch Services	370,000	61,374	16.6%	121.9%	444,501	364,724
46	Liability Insurance	165,840	0	0.0%	0.0%	0	160,336
47	Supplies	35,000	19,536	55.8%	34.1%	11,583	33,937
48	Other	25,000	25,993	104.0%	82.6%	20,650	25,011
49	Total	1,167,515	289,127	24.8%	57.6%	609,256	1,057,302
50	School Administration (2400)						
51	Salaries	5,149,482	1,439,965	28.0%	4.8%	959,556	3,799,550
52	Benefits	2,012,225	579,470	28.8%	4.3%	386,648	1,529,435
53	Prof Serv/Travel	130,000	4,253	3.3%	66.2%	15,489	53,087
54	Other	15,000	12,745	85.0%	13.6%	5,015	9,205
55	Total	7,306,707	2,036,432	27.9%	25.4%	1,366,708	5,391,278
56							
57	Business & Support (2500)						
58	Salaries	829,887	274,950	33.1%	25.9%	180,651	697,365
59	Benefits	335,923	99,706	29.7%	25.8%	66,030	255,809
60	Purchased Services	165,000	49,362	29.9%	16.3%	35,129	215,458
61	Other	25,000	1,189	4.8%	4.2%	1,249	29,937
62	Total	1,355,810	425,208	31.4%	23.6%	283,059	1,198,568
63							
64	Operation & Maintenance (2600)						
65	Salaries	5,841,840	1,886,789	32.3%	27.2%	1,309,451	4,817,115
66	Benefits	2,282,493	760,809	33.3%	29.5%	560,372	1,897,683
67	Electricity	1,096,780	244,246	22.3%	20.3%	168,627	829,693
68	Purchased Service	802,000	182,103	22.7%	38.2%	188,791	494,484
69	Telephone	280,000	67,660	24.2%	15.3%	43,383	283,444
70	Natural Gas	533,500	26,756	5.0%	3.8%	21,478	564,728
71	Prop Insurance	317,730		0.0%	0.0%	0	257,879
72	Repair	385,000	331,273	86.0%	14.8%	51,261	346,630
73	Supplies	690,000	256,058	37.1%	34.8%	250,726	721,433
74	Other	2,500		0.0%	0.0%	0	323
75							
76	Total	12,231,843	3,755,695	30.7%	25.4%	2,594,089	10,213,411
77							

MONTHLY FINANCIAL REPORT

October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
78	Transportation (2700)						
79	Salaries	3,353,462	773,256	23.1%	14.3%	374,891	2,623,785
80	Benefits	978,898	266,846	27.3%	21.4%	160,192	747,377
81	Purch Serv	255,000	40,970	16.1%	11.1%	25,582	231,005
82	Fuel	950,000	34,193	3.6%	4.7%	32,083	680,918
83	Supplies	581,771	108,401	18.6%	14.3%	65,748	460,838
84	Other/Property	137,209	4,228	3.1%	69.4%	1,036,703	1,492,748
85	Total	6,256,340	1,227,894	19.6%	27.2%	1,695,199	6,236,672
86	Community Services (3300)						
87	Salary	657,395	210,043	32.0%	27.3%	141,288	518,082
88	Benefits	197,171	62,070	31.5%	28.8%	44,377	153,837
89	Purchased Serv	30,000	3,797	12.7%	29.7%	2,503	8,427
90	Supplies/Util	110,000	18,515	16.8%	67.8%	57,697	85,160
91	Property	10,000	110	1.1%	36.9%	859	2,327
92	Other Objects	26,500	1,400	5.3%	4.5%	930	20,695
93	Desig. Fund Bal						
94	Total	1,031,066	295,934	28.7%	31.4%	247,654	788,527
86	Total Expenditures	133,615,495	32,448,993	0	3	22,150,258	95,306,250
95	Interfund Trans					1	1
96	Change Desig Fund Bal					1	1
97	Other/Budget Cuts					0	0
98	TOTAL EXPENDITURERS						0
99	M & O	133,615,495	32,448,993	24.29%	23.2%	22,150,260	95,306,252

MONTHLY FINANCIAL REPORT

October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
100	School Activity Fund (21)						
101							
102	REVENUE:						
103	School Deposits	4,400,000	1,664,980	37.8%	33.4%	1,322,023	3,962,870
104							
105	Other					0	
106	Total Revenue	4,400,000	1,664,980	37.8%	33.4%	1,322,023	3,962,870
107	EXPENDITURES:						
108	Purchased Services	902,150	106,541	11.8%	12.9%	103,211	801,116
109	Supplies	2,882,850	920,853	31.9%	21.9%	586,289	2,672,859
110	Equipment/Property	290,000	18,294	6.3%	78.2%	39,684	50,755
111	Desig/Other/Adm	325,000	58,966	18.1%	30.0%	48,012	160,226
112	Total Expenditures						
113	School Activity	4,400,000	1,104,654	25.1%	21.1%	777,196	3,684,956
114	DEBT SERVICE FUND (31)						
115							
116	REVENUE:						
117	Property Tax	3,351,027	162,175	4.8%	1.5%	45,007	2,972,725
118	Interest	105,750	19,247	18.2%	19.6%	3,738	19,034
119	Other						
120	Total	3,456,777	181,422	5.2%	1.6%	48,745	2,991,758
121	Beginning Bal	5,122,687	5,524,003	107.8%	79.8%	4,630,220	5,802,645
122	LESS:						
123	Ending Balance	5,524,003	2,818,675	51.0%	72.3%	3,704,440	5,122,687
124	Funds Available	4,652,302	2,818,675	60.6%	33.3%	1,838,315	5,524,003
125	EXPENDITURE:						
126	Bond Debt	3,927,162	2,886,750	62.0%	86.9%	2,840,650	3,267,400
127	Fees	50,000		0.0%	0.0%	0	3,000
128	Other Uses					0	0
129	Total	3,977,162	2,886,750	72.6%	86.9%	2,840,650	3,270,400

MONTHLY FINANCIAL REPORT

October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
130	CAPITAL OUTLAY FUND (32)						
131							
132	REVENUE:						
133	Property Tax	9,993,009	498,875	5.0%	1.5%	147,881	9,767,523
134	Interest	155,000	136,975	88.4%	20.5%	30,625	149,491
135	Other	80,338	29,880	37.2%	5.3%	15,703	295,772
136	State	1,836,195	1,627,962	88.7%	27.3%	9,488	34,788
137	Federal /MBA	4,063,288		0.0%	0.0%	0	25,117
138	Ins./Prop.Recry	1,025,000		0.0%	3.7%	17,070	460,329
139	Total Revenue	17,152,830	2,293,693	13.4%	2.1%	220,767	10,733,020
140	Lease Revenue MBA	0				0	
141	Other Sources(F50)	345,580				0	0
142	Desig. Fund Bal						
143	TOTAL REVENUE CAPITAL						
144	OUTLAY	17,498,410	2,293,693	13.1%	2.1%	220,767	10,733,020
145	Beg. Balance	14,924,496					31,036,384
146	Less:						
147	Ending Balance	8,091,376					16,497,472
148	Capital Outlay Funds						
149	available	24,331,530	2,293,693			220,767	25,271,932

MONTHLY FINANCIAL REPORT

October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
150	EXPENDITURES:						
151	Oper/Maint	0	0	0.0%	0.0%	3,500	0
152	Other Equipment	0	0	0.0%	0.0%	0	0
153	Purchased Services	5,000	4,188	83.8%	0.0%	0	4,961
154	Technology/Software	2,500,000	538,806	21.6%	65.5%	840,369	1,282,577
155	Improvement					0	0
156	Buildings Maint	2,000,000	798,613	39.9%	95.5%	1,892,176	1,981,167
157	Vehicles/Buses	1,800,000	1,343,870	74.7%	2.7%	38,991	1,438,448
158	Furniture/Equip	1,121,227	320,840	28.6%	30.3%	580,790	1,916,360
159	Other Objects				0.0%	0	
160	Vehicle charges					0	
161	Total Capital	7,426,227	3,006,316	40.5%	50.7%	3,355,826	6,623,512
162	Other/Portables		1,343,082			0	0
163	ESSER III A/C	4,000,000		0.0%	372.7%	104,866	28,140
164	Grouse Creek	2,000,000		0.0%	0.0%	0	35,570
165	Golden Spike	7,900,000		0.0%	17.0%	2,695,156	15,859,011
166	HS Athletic Facilities	520,000		0.0%	13.2%	104,866	796,585
167	Property/Other	500,000	1,164,832	233.0%		0	0
168	Total Construction	14,920,000	2,507,914	16.8%	17.4%	2,904,888	16,719,305
169	Desig. F Bal						
170	MBA/Bond Fee/Fund 50	1,985,302		0.0%	0.0%	0	1,929,114
171	Other						0
172	TOTAL EXPENDITURES CAPITAL						
173	OUTLAY	24,331,529	5,514,231	22.7%	24.8%	6,260,714	25,271,932

MONTHLY FINANCIAL REPORT

October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
174	SCHOOL FOOD SERVICE FUND (49)						
175							
176	REVENUE:						
177	Lunch Sales	1,301,500	72,152	5.5%	2.6%	2,040	79,435
178	State	1,125,000	16,641	1.5%	53.9%	60,951	867,932
179	Federal	3,140,000	75,573	2.4%	7.7%	467,766	6,087,355
180	Other/Inventory Adj	3,500	0		0.0%		0
181	TOTAL REVENUE SCHOOL						
182	FOODS	5,570,000	164,365	3.0%	7.5%	530,757	7,034,723
183	Beg. Balance	2,709,624					0
184	Less:						
185	Ending Balance	946,297					0
186	School Food Service Funds						
187	available	7,333,327	164,365	2.2%	7.5%	530,757	7,034,723
188	EXPENDITURES:						
189	Salaries	2,319,903	456,355	19.7%	18.6%	306,949	1,648,917
190	Benefits	718,424	157,794	22.0%	24.8%	121,173	488,510
191	Food/Supplies	3,890,000	512,098	13.2%	20.3%	430,404	2,116,038
192	Equipment	55,000	24,571	44.7%	82.0%	122,026	148,900
193	Other Costs	25,000	20,676	82.7%	73.7%	18,212	24,712
194	Dir/Indirect Costs	325,000		0.0%	-0.3%	139	-45,727
195	TOTAL EXPENDITURES SCHOOL						
196	FOODS	7,333,327	1,171,493	16.0%	22.8%	998,903	4,381,351

MONTHLY FINANCIAL REPORT

October 31, 2022

	ENDING OCT 2022	2022-23	2022-23	Currt Bud vs Actual	Prev Bud vs Actual	2021-22	2021-22
	Description	Revised	YTD	%	%	YTD	Actual
	Percent of Year completed to date			25.00%	25.00%		
	Percent of 9 month contract complete			16.66%	16.66%		
197	Foundation Fund (75)						
198							
199	REVENUE:						
200	Total Revenue	300,000	95,882	32.0%	24.4%	53,252	218,061
201	Available Revenue	300,000	95,882	32.0%	24.4%	53,252	218,061
202	EXPENDITURE:						
203	Expenses	280,000	101,436	36.2%	17.5%	31,820	181,423
204	Changes/Desg Fund Bal						0
205	TOTAL EXPENDITURE	280,000	101,436	36.2%	17.5%	31,820	181,423
206	Agency Fund (76)						
207							
208	REVENUE:						
209	Agent Services	150,000	3,431	2.3%	69.0%	23,176	33,608
210	State	5,000				0	0
211	Federal						
212	Other	7,000	0	0.0%		0	0
213	TOTAL REVENUE/BB						
214	AGENCY FUND	162,000	3,431	2.1%	69.0%	23,176	33,608
215	EXPENDITURE:						
216	Instruction		70			0	10,865
217	NUCC	150,000	1,351	0.9%	22.8%	4,135	18,121
218	Other	7,000	519	7.4%		0	2,330
219	Changes/Desg Fund Bal	5,000				0	0
220	TOTAL EXPENDITURES						
221	AGENCY FUND	162,000	1,939	1.2%	13.2%	4,135	31,316
222							
223							
224			SUMMARY			SUMMARY	
225							
226	GRAND TOTAL FUNDS AVAILABLE						
227	ALL FUNDS	165,153,103	32,465,730	19.7%	12.8%	15,885,723	124,202,320
228	GRAND TOTAL EXPENDITURE						
229	ALL FUNDS	174,099,513	43,229,496	24.8%	25.0%	33,063,678	132,127,632

POLICY 4019

Evaluation and Selection of Classroom and Other Instructional Materials

A. Definitions

1. the following definitions apply in this policy:

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

[Utah Code § 76-10-1201\(7\) \(2013\)](#)

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

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

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

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

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

- d. "Classroom material review committee" means a committee formed at the school level, appointed as needed and consisting of a school administrator or administrators, two educators from the school, and at least two parents with students enrolled in and attending the school. For a committee at a middle school or junior high or high school, at least one of the educators shall be licensed in the same area as the educator teaching in the classroom in question. An administrator member of the committee shall serve as the committee chair. Parents appointed to a classroom material review committee shall be reflective of the members of the relevant school community. The classroom material review committee considering a particular request may

not include either the educator whose classroom material is in question or an individual who has made the request or a family member of the individual making the request.

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

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

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

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

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

- B. Parental Exemption from Objectionable Classroom and Other Instructional Materials
 1. A parent may by timely request exempt the child of the parent from a requirement to read or review an item of classroom material if the parent finds the material objectionable. In that case, the child shall be provided with an alternate selection without penalty.
- C. Review of Classroom and Other Instructional Material in Response to Request

1. Requests for review of other instructional materials are limited as follows:
 - a. Personal interest requirement
 - 1) A student may request review of classroom or other instructional materials presented in a school where the student is currently enrolled and attending.
 - 2) A parent may request review of classroom or other instructional materials presented in a school where a child of the parent is currently enrolled and attending.
 - 3) A District employee may request review of classroom or other instructional materials presented in a school where the employee has professional responsibilities.
 - 4) A member of the Board of Education may request review of classroom or other instructional materials presented in a school within the local school board district the Board member represents.
 - b. Limits on review
 - 1) Any item which has been reviewed under this policy and retained may not be subject to another review for at least three years.
 - c. Preconditions to review
 - 1) Any adult who wishes to file a request for review of an item under this policy must first read or review the material as a whole before filing the request (students are not to be required, requested, or encouraged to complete reading or reviewing material in which they have discovered content they believe is pornographic or indecent material).
 - 2) Before filing a request for review of an item of classroom or other instructional material, the individual shall first meet with the educator using the material, who shall if able explain the intended purpose and use of the material in question.
 - 3) If the educator is unable to provide this information or the individual is not satisfied with the information provided, the individual shall then meet with the principal or designee regarding the concern.

- d. If after meeting with the administrator the individual wishes to request review of the item, the individual shall complete the Request for Review of Classroom Materials form or Request for Review of Other Instructional Materials form and provide it to the principal of the school where the material is presented. The principal or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the principal or designee shall establish a classroom or other instructional materials review committee to conduct the review.
 - e. In conducting a requested review, the primary purpose of the classroom or other instructional materials review committee shall be to determine whether the item contains pornographic or indecent material. However, the committee may also evaluate whether the materials are age-appropriate and whether the use of the materials should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. An item may not be removed because of disagreement with the item's content relating to politics, religion, nationalism, or other matters of opinion. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
 - f. After the chair of the classroom or other instructional materials review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.
 - g. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in Policy 4018 Library.
 - h. If the committee determines that the item contains pornographic or indecent material, then the item shall be designated as no longer approved for use and removed from use. If the committee determines that the item does not contain pornographic or indecent material, then the committee may, but is not required to, proceed to other considerations as set out in the following paragraphs.
- [Utah Code § 53G-10-103\(2\) \(2022\)](#)
- i. The committee may elect to evaluate whether the item should be removed from all use or restricted in use based on considerations of age appropriate

- use. In this evaluation, the committee shall use the definition of “age appropriate” set forth in Policy 4018 in light of the prevailing standards in the adult community with regard to what is appropriate for children of that age.
- j. The committee may also elect to consider whether the use of the materials should be discontinued in light of all appropriate factors.
 - k. After the committee has made its determination, it shall prepare a written report which explains its findings and the grounds for its findings. A copy of the report shall be provided to the person who requested the review.
 - l. If the committee determines that the item contains pornographic or indecent material, then the item shall be removed from use permanently or pending the outcome of an appeal from the school classroom or other instructional materials review committee to a District other instructional materials review committee. If the committee determines that the item does not contain pornographic or indecent material, then the item shall be retained.

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

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

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

D. Review by District Other Instructional Materials Review Committee

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

2. The individual seeking review by a District other instructional materials review committee shall complete the Request for District Review of Other Instructional Materials form and provide it to the superintendent or designee. The form must be submitted within 30 days of the report from the school other instructional materials review committee. The superintendent or designee shall make an initial determination whether the form has been fully completed and the requirements for requesting review have been met. If so, the superintendent or designee shall establish a District other instructional materials review committee to conduct the review.
3. The status of the item as determined by the school other instructional materials review committee (retained or removed) shall remain in place during review by the District other instructional materials review committee.
4. In conducting a requested review, the primary purpose of the District other instructional materials review committee shall be to determine whether the item contains pornographic or indecent material. However, where the item being reviewed is located in a school serving younger students (an elementary school or a middle school or junior high school) and the concern relates to nudity, the District other instructional materials review committee may consider whether the item constitutes pornographic or indecent material for older students (students in middle school or junior high or high school as applicable). The committee may also evaluate whether the materials are age-appropriate and whether the use of the materials should be reconsidered in light of all appropriate factors. The committee's determinations shall be made by majority vote of the members of the committee. Prior to engaging in any discussions with other committee members or participating in any decision making, each committee member shall read the item in its entirety (for written items) or review the item as a whole (for non-written items).
5. After the chair of the District other instructional materials review committee has confirmed that all members of the committee have reviewed the item in question, the chair shall schedule such meetings as are necessary for the committee to discuss the item and make its determinations.
6. In determining whether the item contains pornographic or indecent material, the committee shall determine whether the material meets any of the four tests for pornographic or indecent material set out in the definition in Policy 4018 (including as appropriate standards relating to nudity with respect to older students). The committee may consider the report of the school other

instructional materials review committee but is not bound by that report and is to conduct an independent review and assessment of the item.

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

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

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

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

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

Request for Review of Classroom Materials

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

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

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

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

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

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

Printed Name _____

Signature _____

Request for Review of Other Instructional Materials

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____
2. Qualifying personal interest category or categories:

3. Educator using materials:

4. Brief statement explaining the request: _____

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

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

12. I understand that I must meet the personal interest requirement set out in Policy 4018 in
order to obtain review. Initial: _____
13. I have met with the educator using the material as required by Policy 4018. Initial: _____

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

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

Printed Name _____

Signature _____

Request for District Review of Other Instructional Materials

1. Requester: _____ School: _____
Address: _____ City: _____ Zip: _____
Email: _____ Phone: _____
2. Qualifying personal interest category or categories:

3. Purpose of review: ___ Challenge school review result ___ Extend school review result to all schools
4. Date of school other instructional materials review committee report:

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

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

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

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

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

Printed Name _____

Signature _____

POLICY 4025

Special Programs: Special Education

A. Provisions of Special Education

1. Eligible students with disabilities shall enjoy the right to a free appropriate public education, which may include instruction in the regular classroom, instruction through special teaching, or instruction through approved contracts. The District shall be responsible for providing educational and related services to eligible students in the least restrictive environment. **As determined by the student's IEP team, the District may provide services in the least restrictive environment regardless of whether the other students in the class or setting are eligible for special education services.** Students with disabilities shall have the opportunity to participate in educational programs and activities with students without disabilities. To be eligible for special education services a student must have been determined to have one or more of the disabilities listed in federal regulations or in state law.

[Utah Code § 53E-7-202 \(2019\)](#)

[Utah Code § 53E-7-207\(1\), \(2\) \(2022\)](#)

[State Board of Education Special Education Rules](#)

B. Special Education Program

1. The District's special education program is the systems established to:
 - a. Implement IEPs for eligible students;
 - b. Appropriately and timely identify eligible students;
 - c. Evaluate and classify eligible students by qualified personnel;
 - d. Implement standards for special education classes and services;
 - e. Deliver special education service responsibilities;
 - f. Ensure special education instructional staff are appropriately credentialed; and
 - g. Provide services for dual enrollment students that are eligible students and attending public school on a part-time basis.

[Utah Code § 53E-7-201\(4\) \(2022\)](#)

C. Definition of Students With Disabilities

1. "Students with disabilities" means students between the ages of 3 and 22, inclusive, with educational disabilities as established by federal and state regulations (~~intellectual disability, hearing impairment (including deafness), speech or language impairment, visual impairment (including blindness), a serious emotional disturbance, an autism, deaf/blindness, developmentally delayed, emotional disturbance, hearing impairment/deafness, intellectually disabled, multiple disabilities,~~ orthopedic impairment, ~~autism, other health impairment, specific learning disability, speech/language impairment,~~ traumatic brain injury, another health impairment, ~~or visual impairment including blindness~~ a specific learning disability, deaf-blindness, or multiple disabilities).

[Utah Code § 53E-7-201\(8\)\(b\) \(2022\)](#)
[34 CFR § 300.8\(a\)\(1\)](#)

D. Students Turning 22 During School Session

1. When a student with a disability turns 22 years old after July 2nd during the school year, and the student has not graduated from high school with a regular diploma, the student's entitlement to services is extended to the end of the school year.

[Utah Code § 53E-7-201\(8\)\(b\) \(2022\)](#)
[State Board of Education Special Education Rules II.I.](#)

E. Child Identification

1. The District shall maintain a system for identifying children with disabilities who are in need of special education that includes a system of public awareness to inform the public annually of educational opportunities available to those with disabilities.

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

F. Parental Participation in Special Education Committee

1. The District shall maintain documentation to indicate the extent of parent participation in the student's Individual Education ~~Plan~~ Program ("IEP") development and parent agreement or disagreement with the IEP.

[State Board of Education Special Education Rules III.G.](#)

2. If the parent is unavailable or refuses to cooperate in an IEP meeting, the District may proceed in its responsibilities for the student's education after the avenues in

federal regulations have been exhausted. Efforts to contact or include the parent shall be documented. If the parent refuses to consent to initiation of formal evaluation procedures or initial special education placement, the District may pursue the courses of action available in state and federal statutes and regulations.

~~G. Surrogate Parents~~

- ~~1. The District shall determine when surrogate parents are to be assigned and provide for their assignment in accordance with the criteria in federal regulations.~~

~~H. Parental Notice~~

- ~~1. Whenever, under federal rules, written notice to parents within a reasonable time is required, "reasonable time" shall be defined as at least five school days unless otherwise established by federal or state law. The parent may agree to waive the five-school-day notice period.~~

I. Individual Education ~~Plan~~ Program ("IEP")

1. The IEP developed for each student shall include all the elements required by state and federal regulations and shall be completed and in place in the time required by federal and state law and regulations. Signatures of the participants present and an indication of agreement or disagreement with the decisions of the committee shall be a part of the IEP. ~~In establishing the IEP, the District shall consider the student's needs and the services provided so as to prevent valid excused absences for mental health or behavioral health resulting in a failure to provide a free appropriate public education to the student as required by law.~~

Utah Admin. Rules R277-607-3(1)(a)(ii) (August 25, 2021)
[State Board of Education Special Education Rules I.E.24](#)
[State Board of Education Special Education Rules III](#)

J. Least Restrictive Environment

1. To the greatest extent appropriate for the individual student, students with disabilities shall:
 - a. Remain in the regular education program with special education support services, supplementary aides, or other special arrangements, if needed.
 - b. Be educated to the maximum extent appropriate with students who do not have disabilities.

- c. Be provided opportunities to participate in school activities on the same basis as students without disabilities.
- d. Be offered an opportunity for interaction with students without disabilities on a regular basis.

[Utah Code § 53E-7-204\(3\)\(e\) \(2022\)](#)
[State Board of Education Special Education Rules I.E.27](#)
[State Board of Education Special Education Rules III.O.](#)

K. Instructional Day

1. An instructional day commensurate with that of students without disabilities shall be available to students with disabilities.

L. Utah School for the Blind and School for the Deaf

1. Prior to consideration of the student's educational placement for special education services, the District shall inform each parent of a visually or hearing impaired student that a representative from the Utah School for the Deaf and Blind can assist in developing the student's IEP and make recommendations for placement.

M. Students in Utah State Department of Social Service Facilities

1. If a Utah Department of Social Services approved residential care and treatment facility that does not have an education program is located within the District's boundaries, the District may contract to provide special education to eligible students with disabilities residing in the facility.

N. Planning and Evaluation

1. The District's efforts to continuously improve its programs and services in accordance with accreditation requirements shall include elements of special education. The District shall evaluate the effectiveness of its special education program as part of the evaluation information maintained by the District and reported to the public.

POLICY 4027

Special Programs: Dropout Prevention and Recovery

A. At-Risk Coordinator

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

B. Identification of "Designated students"

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

[Utah Code § 53G-9-802 \(2022\)](#)

[Utah Code § 53G-9-801\(3\) \(2020\)](#)

C. Dropout Reduction Plan

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

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

[Utah Code § 53G-9-802\(1\)\(a\)-\(c\) \(2022\)](#)

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

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

D. Flexible Enrollment Option

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

[Utah Code § 53G-9-802\(2\)\(a\) \(2022\)](#)

E. Designated Student Enrollment Options

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

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

[Utah Code § 53G-9-802\(2\)\(b\) \(2022\)](#)

F. ~~Third-Party~~ Dropout Prevention and Recovery Services

1. ~~Beginning with the 2017-18 school year (except as stated below), a~~ District shall ~~enter into a contract with a third party to~~ provide dropout prevention and recovery services for any school year in which the District meets the following criteria:
 - a. The District's graduation rate is lower than the statewide graduation rate; and
 - b. The District's graduation rate has not increased by at least 1% on average over the previous three school years, or during the previous calendar year, at least 10% of the District's designated students have not reached the students' attainment goals or made a year's worth of progress toward the students' attainment goals.
2. ~~Theis contracting~~ requirement does not apply if: (a) the District is in its first three years of operation; (b) the District's average graduation rate for the previous three years is higher than the statewide graduation rate for the same period; or (c) the quotient of the total number of the District's graduating students plus 10 divided by the total number of students in the graduating class, is equal to or greater than the statewide graduation rate.
3. ~~The District may either create its own dropout prevention and recovery services plan or may contract with a third party to provide the dropout prevention and recovery services.~~
4. If a District ~~is required to~~ enters into a third-party contract to provide ~~the~~ dropout prevention and recovery services, the District shall ensure that:
 - a. The third party has a demonstrated record of effectiveness engaging with and recovering designated students;
 - b. The contract with the third party requires the third party provide the services described the Dropout Reduction Plan and regularly report progress to the District.

[Utah Code § 53G-9-802\(3\)-\(6\) \(2022\)](#)

[Utah Admin. Rules R277-606-3\(2\) \(July 22, 2022\)](#)

G. Annual Reporting

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

[Utah Code § 53G-9-802\(7\) \(2022\)](#)

Utah Admin. Rules R277-606-4(1)(b) (July 22, 2022)

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

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

H. "Attainment Goals" Defined

1. Attainment Goal means:
 - a. A high school diploma;
 - b. Utah High School Completion Diploma, as defined in State Board of Education rule;
 - c. An Adult Education Secondary Diploma, as defined in State Board of Education rule; or

- d. An employer-recognized, industry-based certificate that is likely to result in job placement and is included in the State Board of Education's approved career and technical education industry certification list.

[Utah Code § 53G-9-801\(1\) \(2020\)](#)

POLICY 4063

Curriculum: Cardiopulmonary Resuscitation

- A. Cardiopulmonary Resuscitation Training
- B. “Cardiopulmonary resuscitation,” or “CPR,” means artificial ventilation or external chest compression applied to a person who is unresponsive and not breathing.

[Utah Code § 53G-10-408\(1\)\(b\) \(2022\)](#)

- C. “Psychomotor skills” means sequences of physical actions that are practiced in a manner that supports cognitive learning.

[Utah Code § 53G-10-408\(1\)\(e\) \(2022\)](#)

- D. The District shall provide CPR training to high school students. The instruction shall be consistent with the Utah State Board of Education Health Education Core Standards, shall follow current Emergency Cardiovascular Care guidelines for CPR, shall be provided using a certified CPR instructor, and shall use cognitive and psychomotor training unless the student is in an online-only instructional experience. As closely as possible, the District shall maintain a student to instructor ratio of no greater than 15:1 and a mannequin to student ratio of no greater than 1:6.

[Utah Code § 53G-10-408\(5\) \(2022\)](#)

Utah Admin. Rules R277-465-3(1), (2), (4) (July 22, 2022)

- E. Each student must complete CPR training at least once while the student is in grades 9 through 12 unless one of the following exceptions applies:
1. The student’s parent or guardian requests that the student be exempted from the training;
 2. The student provides the District with documentation showing that the student has previously received CPR training or has a current CPR certification; or
 3. The student has an Individualized Education Program and the CPR training is inconsistent with that program.

[Utah Code § 53G-10-408\(4\)\(c\), \(7\) \(2022\)](#)

POLICY 4060

High School Graduation Requirements

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

Number of Credits Required

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

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

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

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

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

- e. Team sport/athletic participation (may earn 0.5 units per sport up to a A maximum of ~~5~~ 1.0 units of credit can be earned for team sport/athletic participation with school approval to replace Participation Skills and Individualized Lifetime Activities.)

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

*TOTAL REQUIRED CORE CREDITS 19.5

*REQUIRED ELECTIVE CREDITS – MINIMUM 10.5

*TOTAL CREDITS REQUIRED FOR GRADUATION 24.0 - 30.0

TOTAL CREDIT AVAILABLE 36.0

B. Additional Provisions

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

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

- 1. the student has a disability and has completed their senior year and is exiting the school system; however, has not met the State and District requirements for graduation, but has met the goals set forth by the student's IEP, or
- 2. the student was enrolled throughout and has completed their senior year, is exiting the school system, has not met the State and District requirements for graduation,

and made a sincere effort to complete high school as determined by school administration.

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

POLICY 4062

Curriculum: College Course Work

A. Definitions

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

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

[Utah Code § 53E-10-302\(6\) \(2020\)](#)

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

[Utah Code § 53E-10-303\(1\) \(2020\)](#)

B. Establishing Concurrent Enrollment Courses

1. The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses. The District and the institution of higher education must (a) ensure that the course instructor is an eligible instructor, (b) establish qualifying academic criteria for enrollment in the course, (c) ensure that students enrolling are eligible students, and (d) coordinate advising of the eligible students.
2. In establishing student eligibility for a concurrent enrollment course, the requirements shall be sufficiently selective to predict a successful experience and satisfy the restrictions set out in Utah State Board of Education rules. The District is primarily responsible for identifying students who are eligible to participate in a concurrent enrollment course.

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

3. In establishing a particular concurrent enrollment course, the District must first offer to contract with the designated institution of higher education for the course. If the designated institution of higher education either chooses not to offer the course or does not respond to the District's proposal within 30 days, the District may then contract with another institution of higher education to provide the course.

[Utah Code § 53E-10-303 \(2018\)](#)

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

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

5. The student is responsible for expenses and arrangements associated with college enrollment as provided for in [Utah Code § 53E-11-305](#).

[Utah Code § 53E-11-305 \(2018\)](#)

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

C. Participation Form and Parental Permission

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

[Utah Code § 53E-10-304 \(2020\)](#)

POLICY 4065

Alternative High School Graduation Requirements

- A. All students awarded a High School Diploma from the alternative high school in Box Elder School District shall complete the minimum 24 credits required as required by the Utah State Board of Education and Box Elder School District and the following minimum requirements during grades 9-12:

Number of Credits Required

1. Language Arts 4.0
 - a. Ninth grade level (1.0 unit 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 **courses** 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.
4. Mathematics 3.0
- a. Secondary Math I (1.0 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.
 - 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 18.5

REQUIRED ELECTIVE CREDITS – MINIMUM 5.5

TOTAL CREDITS REQUIRED FOR GRADUATION 24.0

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.

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

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

POLICY 4107

Testing Procedures and Standards

A. Purpose of the Policy

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

B. Administration of Statewide Assessments

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

Utah Admin. Rules R277-404-5(1) (*July 22, 2022*)

C. District Statewide Assessment Plan

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

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

Utah Admin. Rules R277-404-5(2), (3), (4) (*July 22, 2022*)

D. Time Periods for Administering Statewide Assessments

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

Utah Admin. Rules R277-404-4(3) (*July 22, 2022*)

Utah Admin. Rules R277-404-5(8), (9), (10) (*July 22, 2022*)

E. District Assessment Training

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

administration, including educator responsibility for assessment security and proper professional practices.

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

Utah Admin. Rules R277-404-5(5), (6), (7) (*July 22, 2022*)

Utah Admin. Rules R277-404-3 (*July 22, 2022*)

F. School Responsibilities

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

Utah Admin. Rules R277-404-6 (*July 22, 2022*)

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

1. Teachers, administrators, and all District personnel shall not:

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

Utah Admin. Rules R277-404-8 (*July 22, 2022*)

H. Reporting Assessment Results

1. UTREx data shall be updated using the processes and according to the schedules determined by the State Superintendent. The District shall ensure that any computer software for maintaining or submitting District data is compatible with data reporting requirements established in R277-484. The District shall ensure that all statewide assessment data have been collected and certify that the data are ready for accountability purposes no later than July 12. The District shall verify that it has satisfied all the requirements of the State Superintendent's directions regarding data exchange and reporting requirements.

Utah Admin. Rules R277-404-9 (*July 22, 2022*)

I. Referral to State Board for Violation

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

POLICY 4210

Language Access Plan

- A. The District shall designate a Language Access Coordinator that is responsible for implementing and updating the Language Access Plan annually, including relevant training for school faculty and staff.
- B. The District shall notify school personnel of the Language Access Plan, the rights of parents and students to language assistance services, and the proper procedures to access language assistance services.
- C. Within 30 days of a student's enrollment (or, re-enrollment), a school must determine the primary language spoken by the student and the parent or guardian of each student, and if such language is not English, whether the student and parent require language assistance to communicate effectively with the school.
 - 1. Each school will maintain an appropriate and current record of the primary language of each parent.
- D. The District shall, consistent with HB302, provide translation and interpretation services to students and parents who require language assistance in order to communicate effectively with their school.
 - 1. Each school shall provide interpretation services during regular business hours regarding critical information about their child's education.
 - 2. Depending on availability, interpretation services may be provided in person or virtually.
 - 3. Interpretation services shall be provided for, but not limited to, the following activities:
 - a. classroom activities,
 - b. impromptu and scheduled office visits or phone calls,
 - c. enrollment or registration processes,
 - d. the Individual Education Program (IEP) process,
 - e. student educational and occupational planning processes,

- f. fee waiver processes,
 - g. parent engagement activities,
 - h. student disciplinary meetings,
 - i. school community councils,
 - j. school board meetings, and
 - k. parent teacher conference meetings.
4. Translation shall be provided for, but not limited to:
- a. registration or enrollment materials, including home language surveys and English learning program entrance and exit notifications,
 - b. assignments and accompanying materials,
 - c. report cards or other progress reports,
 - d. student discipline policies and procedures,
 - e. grievance procedures and notices of rights and nondiscrimination,
 - f. parent or family handbooks,
 - g. requests for parent permission,
 - h. requests for immunizations, and
 - i. any other guidance, including guidance on when oral interpretation is preferable to written translation, to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents and family.
5. The District shall identify documents which are centrally produced and distributed or electronically communicated to parents/guardians containing critical information regarding their child's education, including, but not limited to: registration, application, and selection; standards and performance (e.g., standard text on report cards); conduct, safety, and discipline; special education and related services; and transfers and discharges.

- a. The District shall procure translations of critical communication in a timely manner, in each of the covered languages and work with the office responsible for the critical communication to make such translations available to schools.
6. Schools shall provide parents with a translation of any document that contains individual, student-specific information regarding, but not limited to, a student's
 - a. health,
 - b. safety,
 - c. legal or disciplinary matters, and
 - d. entitlement to public education or placement in any special education, English language learner, or non-standard academic program.
- E. The District shall receive concerns submitted by citizens, educators, employees, parents/guardians, students, and other stakeholders regarding the violation of the rights of parents and students to receive language assistance services.
 1. Complaints shall be received by the Language Access Coordinator.
 2. A response to the complaints shall be submitted no later than three school days after the complaint is received.
 3. Each complaint shall be documented with:
 - a. the basic information included in the complaint: when, what, who (including any school personnel involved), and contact information with preferences for language,
 - b. information regarding the resolution, including: specific actions that were taken to resolve the complaint, who took those actions, translation and/or interpretation services that were provided, and any community-based or resettlement agency mediation,
 4. Complaints shall be reviewed annually to assess the District's responsiveness to stakeholder's concerns, including evaluating the effectiveness of each response to a complaint and the use of language services to support meaningful communication.

POLICY 5010

Admissions Eligibility Requirements

- A. The Board shall admit into the free public schools of the District all minor children who are between the ages of 5 and 18 years old before September 2 of the school year in which admission is sought if the child's parent resides or is domiciled in the state, and if any of the following conditions exist:
1. The child's parent resides in the District at the time of application for admission regardless of whether the child lives with the parent.
 2. The child resides in the District while in the custody or under the supervision of a Utah State agency, local mental health authority, or substance abuse authority.
 3. The child resides in the District while under the supervision of a private or public agency authorized to provide child placement services by the state of Utah.
 4. The child has been enrolled under [Policy 5025 Student Transfers: Enrollment Option Program](#).
 5. The child resides in the District and is an emancipated minor, such as by marriage.
 - a. The emancipated minor may attend the regular high school program but will be subject to the same school policies as other minors.
 6. The District, in its sole discretion may accept a non-emancipated student as a resident of the District if each of the following are demonstrated to the Board's satisfaction:
 - a. The child lives with a responsible adult who resides in the District and is the student's non-custodial parent, grandparent, brother, sister, uncle or aunt; and
 - b. The child's presence in the District is not for the primary purpose of attending the public schools; and
 - c. The child's physical, mental, moral, or emotional health would best be served by considering the child to be a resident for school purposes; and
 - d. The child is prepared to abide by the rules and policies of the District; and

- e. The person with whom the child resides in the District has been designated as the child's custodian in a durable power of attorney which the District agreed in its sole discretion to accept. (Durable Power of Attorney Form available at schools and the District Office.)

[Utah Code § 53G-6-302\(3\) \(2020\)](#)

[Utah Code § 53G-6-302 \(2020\)](#)

[Utah Code § 53G-6-303 \(2020\)](#)

- B. The District may require evidence that a child is eligible to attend the public free schools of the District at the time it considers an application for admission of the child. The District may withdraw any student who ceases to be a resident subject to Board [Policy 5025 Student Transfers: Enrollment Options Program](#).
- C. Upon enrollment of a student for the first time in a particular school in the District, that school shall notify in writing the person enrolling the student that within 30 days he or she must provide the school with either a certified copy of the student's birth certificate, or other reliable proof of the student's identity and age, together with an affidavit explaining the inability to produce a copy of the birth certificate. If the affidavit appears inaccurate or suspicious, the school shall immediately report such to the Bureau of Criminal Identification within the Department of Public Safety. If a person enrolling a student fails to comply with this requirement, the school shall notify that person in writing that unless he or she complies within ten days the case shall be referred to the local law enforcement authority for investigation. If the person fails to comply within the ten-day period, the school shall refer the case to the Bureau of Criminal Identification with the Department of Public Safety.
 1. If a school within the District receives notification from the bureau of Criminal Identification that a child, which is currently or was previously enrolled is missing, the school shall flag that child's records sufficiently to alert school officers that the record is that of a missing child. If the school receives notification from the Bureau of Criminal Investigation that the child is no longer missing, it shall remove the flag from the record.
 2. Within 14 days after enrolling a transfer student, a school shall request, directly from the student's previous school, a certified copy of his record, and shall exercise due diligence in obtaining the record.
 - a. If a school within the District is requested to forward a copy of a transferring student's record to the student's new school, it shall comply unless the record has been flagged as being that of a missing child, in which case the copy shall not be forwarded and the school shall notify the Bureau of Criminal Identification of the request.

- b. Any knowledge as to the whereabouts of a missing child shall be reported immediately to the Bureau of Criminal Identification.
3. The supporting documentation considered “reliable proof” may include:
 - a. a religious, hospital, or physician certificate showing the student’s date of birth;
 - b. an entry in a family religious text;
 - c. an adoption record;
 - d. previously verified school records;
 - e. documentation from a social service provider; or
 - f. other legal documentation, including from a consulate, that reflects the student’s biological age.
 4. If the supporting documentation is not available, the school shall assign a review team to work with the enroller to determine the student’s biological age to use for enrollment and appropriate grade placement. The review team shall include at least three members of any of the following (at least one of which must have completed the required child sexual abuse and human trafficking training within the previous 2 years):
 - a. an appropriate district administrator;
 - b. the student’s teacher or teachers;
 - c. the school principal or assistant principal;
 - d. a school counselor;
 - e. a school psychologist;
 - f. a school social worker;
 - g. a culturally competent and trauma-informed community representative;
 - h. a school nurse or school health specialist;
 - i. an interpreter, if necessary; or
 - j. a relevant educational equity administrator.

- D. A child may be enrolled in the first grade if the child is at least six years of age before September 2 of the current school year or has been enrolled in the first grade, or completed kindergarten in the public schools of another state prior to transferring to the District.
- E. Records and transcripts of students from Utah non-public schools or from out-of-state shall be evaluated, and students shall be placed promptly in appropriate classes. A child may be assigned to a grade other than that which would normally be assigned on the basis of age at the discretion of the District and with the consent of the child's parent.
- F. Any student enrolling in the District for the first time must provide satisfactory evidence of required immunizations.
- G. The principal of each District school shall ensure that each student admitted to that school has complied with Department of Health requirements for vision, dental and hearing examinations.
- H. The District shall accept all credits earned toward state graduation requirements by students in accredited Utah Districts and in accredited non-public schools, including credits earned in accredited summer school programs. Accreditation shall be effective for purposes of this part if done by the Utah State Board of Education for non-public schools, or if done by the Utah State Board of Education or AdvancedEd for public schools.
- I. A student who has been expelled from another District who is otherwise eligible to enroll may enroll in District schools; however, upon receipt of the expulsion order from the other District, the District may continue the expulsion under the terms of the order or may allow the student to attend classes without completing the period of expulsion.
- J. Any individual enrolling a student, or enrolling as a student, in Box Elder District, will be asked, consistent with the law, to provide any information about the enrolling student(s) that the school should or needs to know to protect the safety of this student(s) or other District students. If a student or parent intentionally withholds information about the student's background that could be important for school safety, the student may be excluded from school under [Utah Code § 53G-8-205\(3\)](#) and/or provided alternative educational services.
- K. Any individual enrolling a student who claims to be homeless and meets the federal definition of "homeless" shall be admitted immediately and notified that they have 90 days to complete all necessary paperwork including but not limited to birth certificate, immunizations, and guardianship as applicable.
- L. Transfer from a Persistently Dangerous School

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

[20 U.S.C. § 7912](#)

[20 U.S.C. § 7961](#)

[Utah Code § 53G-8-205\(2\) \(2019\)](#)

Utah Admin. Rules R277-714-2 (April 9, 2020)

Utah Admin. Rules R277-714-3(1) (April 9, 2020)

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

Utah Admin. Rules R277-714-3(3) (April 9, 2020)

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

Utah Admin. Rules R277-714-3 (April 9, 2020)

Utah Admin. Rules R277-714-4 (April 9, 2020)

Policy 6015

School Community Councils

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

[Utah Code § 53G-7-1202 \(2020\)](#)

E. Purposes of Community Councils:

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

[Utah Code § 53G-7-1202\(2\) \(2020\)](#)

F. Composition of Councils

- 1. Each school community council shall consist of school employees (including the school's principal) and parents of students who are attending the school.
- 2. The recommended composition of school community councils for high schools is six parent members and four school employee members (including the principal). The recommended composition of school community councils for other schools is four parent members and two employee members (including the principal). The school community council is not required to have the recommended composition and can by majority vote of a quorum of the council determine how many members the council will have, provided that there are at least two school employee members and at least two more parent members than school employee members.

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

[Utah Code § 53G-7-1202\(4\), \(5\)\(j\) \(2020\)](#)

G. Notice of Available Community Council Positions

1. At least 10 days before the date of a community council election, the principal of the school or designee shall provide notice to each school employee or parent of the opportunity to vote in, and run as a candidate in, the election. The notice shall include:
 - a. The dates, times, and location of the election;
 - b. A list of council positions that are up for election;
 - c. Instructions for becoming a candidate for a community council position;
 - d. The location where a ballot may be cast; and
 - e. The means by which a ballot may be cast, whether in person, by mail, or by electronic transfer.
2. At least once per year, on or before October 20, the principal shall post on the school website
 - a. an invitation to parents to serve on the school community council;
 - b. the dollar amount the school receives each year from that program;
 - c. a copy or link to the school's current Teacher and Student Success Plan;
 - d. approved minutes of the school's council meetings for at least a year;

- e. a proposed council meeting schedule for the year;
- f. a means to directly contact the members of the school community council;
- g. a copy or a link to the school's plan or final report for the most recent two years, consistent with [Utah Code § 53G-7-1206](#);
- h. and a copy of or link to the school's current year plan.

[Utah Code § 53G-7-1202\(5\)\(c\) \(2020\)](#)

Utah Admin. Rules R277-491-3(1) (July 22, 2022)

Utah Admin. Rules R277-491-4(2) (July 22, 2022)

H. Selection of School Employee Members

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

[Utah Code § 53G-7-1202\(5\)\(a\), \(d\), \(e\)\(ii\) \(2020\)](#)

I. Selection of Parent Members

1. Parent members shall be elected by secret ballot by a majority vote of those voting in an election held at the school. Only parents of students attending the school are eligible to vote in this election. However, when elections are held in the spring, parents of students who will be attending the school in the fall are eligible to vote and to be candidates. Ballots cast in this election shall be deposited in a secure ballot box.
2. If the number of parent candidates is less than or equal to the number of open parent positions, no election is required.

3. School community councils may establish procedures that allow for ballots to be clearly marked and mailed to the school in the case of geography or school distances that would otherwise discourage parent participation. Hand-delivered or mailed ballots shall meet the same timelines for voters voting in person. Schools may allow parents to vote by electronic ballot through a District-approved election process consistent with this policy. If a school allows voting by electronic means, the opportunity shall be clearly explained on the school's website including:
 - a. directions for electronic voting;
 - b. security provisions for electronic voting;
 - c. a statement to parents and community members that violations of a school's voting procedures may disqualify a parent's vote or invalidate an election, or both.
4. The principal, or the principal's designee, shall oversee the elections. Results of the election shall be made available to the public upon request. Following the election, the principal shall enter and electronically sign a principal's assurance on the School LAND Trust website, affirming the school community council's election, that unfilled positions were filled by appointment as necessary (consistent with [Utah Code § 53G-7-1202\(5\)](#)), and that the council's bylaws or procedures comply with law.

Utah Admin. Rules R277-491-4(1) (July 22, 2022)
Utah Admin. Rules R277-491-3(3)(a) (July 22, 2022)
5. Any parent who qualifies to be a candidate may file or declare himself or herself as a candidate for election to the council. An individual qualifies to be a candidate if she or he is the parent of a student who will be enrolled at the school during the parent's term of office; however, if the parent is also an educator employed at the school, the parent is not eligible to be a "parent" candidate or member of the council.
6. The election for the parent members shall be held in the spring or in the fall, as determined by each school's principal. However, once the election season has been determined, it must remain the same for at least four years before it can be changed.
7. Spring elections for parent members shall be scheduled by the principal on a date or dates such that the election is completed before the last week of school. For spring elections, the school community council shall attempt to notify the parents of incoming students of the opportunity to run for the council and shall provide those parents with the opportunity to vote in the election.
8. Fall elections for parent members shall be scheduled by the principal on a date or dates near the beginning of the school year.

9. If a parent position on the council remains unfilled following an election or after appointment when no election is required, the other parent members of the council shall appoint a parent who meets the above qualifications to fill the position.

[Utah Code § 53G-7-1202 \(2020\)](#)

J. Term of Office

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

[Utah Code § 53G-7-1202 \(2020\)](#)

Utah Admin. Rules R277-491-3(4) (July 22, 2022)

K. Updating Council Membership

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

[Utah Code § 53G-7-1202\(5\)\(g\) \(2020\)](#)

L. Duties of Councils

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

Utah Code § 53G-7-1202(2) (2020)

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

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

Utah Code §53G-7-1202(3) (2020)

3. Each school community shall also provide for education and awareness on safe technology use and digital citizenship that empowers students to make smart media and online choices and students' parents or guardians to know how to discuss safe technology use with their students. ("Digital citizenship" means the norms of appropriate, responsible, and healthy behavior related to technology use, including digital literacy, ethics, etiquette, and security.) Each school community council shall also partner with the school's principal or other administrators to ensure that adequate on- and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel. Each school community council shall also work with students, families, and educators to incorporate safety principles at the school and hold at least an annual discussion with the school's principal and District administrators regarding safety principles at the school and District level in order to coordinate the school community council's effort to develop and incorporate safety principles at the school. ("Safety principles" means safety principles that, when incorporated into programs and resources, impact academic achievement by strengthening a safe and wholesome learning environment, including continual efforts for safe technology utilization and digital citizenship.) To fulfill these duties, a school community council may create a subcommittee and may also partner with one or more non-profit organizations.

Utah Code § 53G-7-1202(1)(a), (e) (3)(a)(iii), (iv), (v), (b) (2020)

4. To assist the community council in fulfilling these responsibilities, the principal shall annually provide the council with a report which summarizes the current safety principles and practices used by the District and school regarding technology and digital citizenship, including
 - a. information on internet filtering protocols for school and District devices which access the internet,

- b. instructional practices, monitoring, and reporting procedures, and
- c. required internet safety training provided to a student and parent by the school or the District.

Utah Admin. Rules R277-491-6(3) (July 22, 2022)

M. Duties of Council Chair

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

Utah Admin. Rules R277-491-5(2) (July 22, 2022)

N. Community Council Meeting Procedures

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

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

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

O. Community Council Training

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

[Utah Code § 53G-7-1202\(8\) \(2020\)](#)

P. Community Councils Open Meetings Requirements

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

- 2) the school community council gives the best notice practicable of:
 - a) the time and place of the emergency meeting; and
 - b) the topics to be considered at the emergency meeting.
- e. An emergency meeting of a school community council may not be held unless:
 - 1) an attempt has been made to notify all the members of the school community council; and
 - 2) a majority of the members of the school community council approve the meeting.
- f. A school community council may not take final action on a topic in a meeting unless the topic is:
 - 1) listed under an agenda item as required by [Utah Code 52-4-202](#); and
 - 2) included with the advance public notice required by [Utah Code 52-4-202](#).
- g. Written minutes shall be kept of a school community council meeting.
- h. Written minutes of a school community council meeting shall include:
 - 1) the date, time, and place of the meeting;
 - 2) the names of members present and absent;
 - 3) a brief statement of the matters proposed, discussed, or decided;
 - 4) a record, by individual member, of each vote taken;
 - 5) the name of each person who:
 - a) is not a member of the school community council; and
 - b) after being recognized by the chair, provided testimony or comments to the school community council;
 - c) the substance, in brief, of the testimony or comments provided; and
 - d) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.

- i. The written minutes of a school community council meeting are a public record under [Title 63G, Chapter 2](#), Government Records Access and Management Act and shall be retained for three years.

[Utah Code § 52-4-103\(9\)\(c\)\(iii\) \(2022\)](#)

[Utah Code § 53G-7-1203 \(2021\)](#)

Q. School LAND Trust Program

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

5. The Board of Education shall approve or disapprove the LAND trust plan. If the Board of Education disapproves a LAND trust plan, the Board will provide a written explanation of the reasons for disapproval and request the council to revise the plan and the council shall submit a revised plan to the Board of Education for approval.
6. Once the Board of Education has approved a LAND trust plan, the school community council may amend the plan by majority vote of the council subject to Board of Education approval.
7. The school shall implement the program as approved, provide ongoing support for the program, and meet State Board of Education reporting requirements regarding financial and performance accountability of the program.

[Utah Code § 53G-7-1206 \(2021\)](#)

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

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

R. Permissible uses of School LAND Trust Program funds

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

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

Utah Admin. Rules R277-477-4 (July 22, 2022)

S. Child Access Routing Plan

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

[Utah Code § 53G-4-402\(17\)\(c\)\(i\) \(2021\)](#)
[Utah Code § 53G-7-1202\(3\)\(a\)\(ii\)\(C\) \(2020\)](#)

T. Subcommittees and Task Forces

1. A school community council may create subcommittees or task forces to advise the council or make recommendations to the council, or to develop all or part of the plans that the council's duties require it to prepare. However, any plan or portion thereof developed by a subcommittee or task force shall be subject to the approval of the council.
2. A school community council may appoint individuals who are not members of the council to serve on a subcommittee or task force (including parents, school employees, or other community members).

Utah Code § 53G-7-1202(6) (2020)

- ~~1. Develop, approve and assist in implementing school plans:
 - ~~a. The School LAND Trust Program, Utah Code § 53G-7-1206~~
 - ~~b. The Reading Achievement Plan for elementary schools, and~~~~
 - ~~2. May offer advice and information to school/school district administrators;~~
 - ~~3. Provide a framework and support for improved academic achievement through critical review of testing results and other indicators of student success by establishing meaningful, measurable goals and recommending research-based programs;~~
 - ~~4. Prudently expend school trust land monies allocated to the school;~~
 - ~~5. Encourage increased participation of parents, school employees and others that support the purposes of community councils;~~
 - ~~6. Encourage compliance with the law; and~~
 - ~~7. Increase public awareness of school LAND trust and educational excellence.~~
- ~~A. School Community Council Election Provisions~~
- ~~1. Each school shall establish a timeline for the election of parent members of a school community council; the timeline shall remain consistent for at least four years.~~
 - ~~2. The election of parent members shall be held near the beginning of the school year, or in the spring and completed before the last week of school.~~
 - ~~3. If the election is held in the spring, the school community council shall attempt to notify parents of incoming students about the opportunity to run for the council, and provide those parents with the opportunity to vote in the election.~~
 - ~~4. If a parent position on the council remains unfilled following an election or after appointment when no election is required, the other parent members of the council shall appoint a parent who meets the above qualifications to fill the position.~~
- Utah Code § 53G-7-1202 (2020)
- ~~5. Terms shall be staggered so that approximately half of the council positions are elected each year. Terms shall be 2 years.~~

- ~~6. A school community council member may serve successive terms so long as the member continues to meet the eligibility requirements to be a parent member or an employee member and if re-elected.~~

~~Utah Code § 53G-7-1202 (2020)~~

- ~~7. Each school community council shall determine the size of the council by a majority vote of a quorum of council members, provided that the resulting council has at least two employee members, the principal, and a two-person majority of parents. (A recommended composition for high schools is six parent members, four school employees, and for other schools, four parent members and two employees.)~~
- ~~8. The principal shall provide notice of the school community council elections to the school community at least 10 days prior to the elections. The notice shall include dates, times and location of the election, the positions that will be elected and information about becoming a candidate, and the means by which ballots may be cast.~~
- ~~9. A parent or legal guardian of a student who will be enrolled at the school at any time during the parent(s) term of office and who is not an educator employed at the school, may stand for election as a parent member of a school community council.~~
- ~~10. Educators who are employees of the school where the community council is established are elected by secret ballot to serve as school employee members.~~
- ~~11. Educators who are employees of the school district but not the school where the community council is established may serve as parent members; however, if following the election, there are more parent members who are educators in the district than parents who are not educators elected to the council, the parents on the council shall appoint additional parent members until the number of parent members who are not educators exceeds the number of parent educators on the council.~~
- ~~12. Ballots and voting are required only if the school community council position(s) are contested.~~
- ~~13. Schools may allow parents to vote by electronic ballot. If the school allows voting by electronic means, the opportunity shall be clearly explained on the school website.~~

~~B. Local Board and District Responsibilities~~

- ~~1. The president of the Board of Education shall ensure that the members of the Board are provided annual training on the School LAND Trust Program and its requirements.~~

~~Utah Code § 53F-2-404(10) (2018)~~

- ~~2. School community councils may be asked for information to inform local board decisions.~~
- ~~3. The local board shall ensure that all school community council members receive annual training, including training for the chair and vice-chair about their specific responsibilities and school community council requirements.~~

~~C. Principal Responsibilities~~

- ~~1. Following the election, the principal shall enter and electronically sign on the School LAND Trust website a principal's assurance that assures the school community council was elected, that unfilled positions were filled as necessary (consistent with Utah Code § 53G-7-1202(5)), and that the school community council is properly constituted.~~
- ~~2. A principal may not serve as chair or vice-chair of the council.~~
- ~~3. Annually, the principal shall provide the following information on the school website, in the school office, and if needed, through a method that the council decides is best for parents at the school:
 - ~~a. A list of the members of the school community council and each member's direct email or phone number, or both;~~
 - ~~b. The school community council meeting schedule; and~~
 - ~~c. A summary of the annual report about how the School LAND Trust Program funds were used to enhance or improve academic excellence at the school.~~~~
- ~~4. Principals shall ensure that school websites fully communicate opportunities provided to parents to serve on the school community council and how parents can directly influence the expenditure of the School LAND Trust Program funds. The website shall include each school's dollar amount received each year through the program, and a link to the current Teacher and Student Success Plan, and approved minutes of council meetings for the current school year.~~

~~*Utah Admin. Rules R277-491-3(1) (July 22, 2022)*~~

~~D. Community Council Chair and Vice Chair Responsibilities~~

- ~~1. The council elects the chair each year from the parent members.~~
- ~~2. The vice-chair is elected by the council from the parent or school-employee members.~~
- ~~3. The school community council chair or designee shall;~~

- ~~a. Post the school community council meeting information time, place and date of meeting; meeting agenda and previous meeting draft minutes on the school website at least one week prior to each meeting;~~
- ~~b. Set the agenda for every meeting;
 - ~~1) Topics to be discussed should be listed under an agenda item on the meeting agenda~~
 - ~~2) Final action on a topic in a meeting cannot be finalized if the topic is not listed on the agenda including advanced public notification.~~~~
- ~~c. Conduct every meeting;
 - ~~1) Assure that written minutes shall be retained for three years and include:~~
 - ~~2) the date, time, and place of the meeting;~~
 - ~~3) the names of members present and absent;~~
 - ~~4) a brief statement of the matters proposed, discussed, or decided;~~
 - ~~5) a record, by individual member, of each vote taken;~~
 - ~~6) the name of each person who:
 - ~~a) is not a member of the school community council; and~~
 - ~~b) after being recognized by the chair, provided testimony or comments to the school community council;~~
 - ~~c) the substance, in brief, of the testimony or comments provided; and~~
 - ~~d) any other information that is a record of the proceedings of the meeting that any member requests be entered in the minutes.~~~~~~
- ~~d. Inform council members on resources available on the School LAND Trust website;~~
- ~~e. Assure that the council adopts a set of rules of order and procedures, including procedures for electing the chair and vice-chair; that the chair shall follow to conduct each meeting. The rules shall be posted on the school website and be available at each meeting; and~~

~~f. Welcome and encourage public participation.~~

~~4. School community council responsibilities do not allow for closed meetings.~~

~~Utah Code § 52-4-103(9)(c)(iii) (2022)~~

~~E. School Community Council Business~~

~~1. School community councils shall report on a plan at least annually to local boards of education and cooperate with USBE monitoring and audits.~~

~~2. School community councils shall encourage participation on the school community council and may recruit potential applicants to apply for open positions on the council.~~

~~3. School community councils are encouraged to establish clear and written procedures governing the removal from office of a member who moves away or consistently does not attend meetings, and additional clarifications to assist in the efficient operation of the council.~~

~~4. School community councils are to advise and make recommendations to school and district administrators and the school board regarding the school and its programs, school district programs and safe technology use and digital citizenship.~~

~~5. Each School Community Council shall annually develop a child access routing.~~

~~Utah Code § 53G-4-402(17)(c)(ii) (2018)~~

~~6. School community councils shall provide for education and awareness on safe technology use and digital citizenship which empowers students to make smart media and online choices and parents to know how to discuss safe technology use with their children. Each school community council shall also partner with the school's principal or other administrators to ensure that adequate on- and off-campus Internet filtering is installed and consistently configured to prevent viewing of harmful content by students and school personnel.~~

~~7. School LAND Trust Program funds may not be used for~~

~~a. costs related to district or school administration, including accreditation,~~

~~b. expenses for construction, maintenance, facilities, overhead, furniture, security, or athletics, or~~

~~c. expenses for non-academic in-school, co-curricular, or extracurricular activities.~~

~~8. A school that demonstrates appropriate progress and achievement consistent with~~

~~the academic priorities of the Board of Education may request Board approval of a plan to address other academic goals if the plan includes~~

- ~~a. how the goal is in accordance with the core standards established by the State Board of Education in Utah Administrative Rules R277-700,~~
- ~~b. how the action plan for the goal is data driven, evidence based, and has a direct impact on the instruction of students consistent with the requirements above,~~
- ~~c. the data driving the decision to spend the School LAND Trust Program funds for these academic needs, and~~
- ~~d. the anticipated data source the school will use to measure progress.~~

~~9. A school community council may budget and spend up to \$7,000 for an academic goal or component of an academic goal incorporating any combination of~~

- ~~a. digital citizenship training under Utah Code § 53G-7-1202(3)(a)(iii) or~~
- ~~b. safety principles consistent with Utah Code § 53G-7-1202(1)(d).~~

~~10. Student incentives implemented as part of an academic goal in the School LAND Trust Program may not exceed \$2 per awarded student in an academic school year.~~

~~*Utah Admin. Rules R277-477-4 (July 22, 2022)*~~

POLICY 6018

Parental Participation Engagement

A. Parental involvement in the school

~~B. Parental engagement in the operation of schools is valued and encouraged. Parents are important in helping their children achieve high academic standards. School administrators are responsible to build effective communication between parents, teachers and students and to provide parents with opportunities to be actively involved in their children's' education.~~

1. The involvement of parents in the education of children directly affects the success of their children's educational efforts. It is District policy that teachers and administrators should facilitate the active involvement of parents in the education of their children. Teachers and administrators shall communicate with the parents of children with regard to whom the teachers and administrators have responsibility by
 - a. maintaining a means of answering telephone calls and emails or receiving visits from parents during the school day at times mutually agreed upon by parents and school personnel;
 - b. conducting parent-teacher-student conferences at regular intervals and conducting additional conferences when requested to the extent permitted by available time within the school day and by other responsibilities;
 - c. informing parents of resources in the community, including groups and organizations that may provide instruction and training to parents to help improve their children's academic success and support their academic efforts; and
 - d. encouraging attendance by parents at school events in which parent participation is appropriate.

1) [Utah Code § 53E-2-303 \(2022\)](#)

C. Communication and Assistance to Students Learning English

1. In communicating with and assisting students learning English, their parents, and their families, the District's schools shall use interpreters as is appropriate for:
 - a. Classroom activities

- b. Impromptu and scheduled office visits or phone calls;
- c. Enrollment or registration processes,
- d. The IEP process,
- e. Plan for College and Career Readiness,
- f. Fee waiver processes,
- g. Parent engagement activities,
- h. Student disciplinary meetings,
- i. School community councils,
- j. School board meetings,
- k. Other school or District activities, and
- l. Other interactions between the parents of a student learning English and educational staff.

[Utah Code § 53G-7-223\(2\)\(a\) \(2022\)](#)

2. The District's schools shall also use a translator or interpreter when appropriate for the translation or interpretation of:
 - a. registration or enrollment materials, including home language surveys and English,
 - b. learning program entrance and exit notifications,
 - c. assignments and accompanying materials,
 - d. report cards or other progress reports,
 - e. student discipline policies and procedures,
 - f. grievance procedures and notices of rights and nondiscrimination,

- g. parent or family handbooks, and
- h. requests for parent permission.

[Utah Code § 53G-7-223\(2\)\(b\) \(2022\)](#)

3. When preferable, the District's schools shall also use oral interpretation rather than written translation to improve instruction and assistance by teachers, counselors, and administrators to a student learning English and the student's parents and family.

[Utah Code § 53G-7-223\(2\)\(c\) \(2022\)](#)

4. In making use of interpretation and translation services, the District's schools shall consider the preferred method of communication of the student and the student's family, may make use of assistance from community organizations to assist, and shall consider guidance and technical assistance provided by the Utah State Board of Education.

[Utah Code § 53E-2-303\(3\)\(b\)\(ii\)\(B\) \(2022\)](#)
[Utah Code § 53G-7-223\(3\) \(2022\)](#)

~~A. Parent engagement at the District Level~~

- ~~1. Parents shall be represented on District committees and advisory groups, as appropriate.~~
- ~~2. Parents of students in Title I schools will be invited to participate in the process of creating and evaluating the District Consolidated Student Achievement Plan.~~
- ~~3. Parents are invited to make recommendations for revision to the District Parent Engagement Policy.~~

~~B. Parent engagement at the School Level~~

- ~~1. Parents shall be encouraged to participate in schools at all levels in ways that will enhance the academic achievement of their children including: _____~~

~~C. Serve on School Community Council~~

~~D. Parent Conferences~~

~~E. Parent Literacy and Math Nights~~

~~F. Parent Training and Information Events~~

- ~~1. Parents can engage in open and honest communication about their children without fear of retaliation toward any of the parties involved.~~
- ~~2. Parents shall receive regular information about their children's academic performance.~~
- ~~3. Parents will be invited to participate in the election process for open seats on the School Community Councils at each school every year.
 - ~~1) Through the Community Council, parents will be invited to review the school achievement data and school improvement plans each year.~~
 - ~~2) Through the Community Council, parents will be invited to give input on school academic goals, instructional practices and curriculum materials.~~~~
- ~~4. Parents will be invited to participate in stakeholder feedback surveys for the Teacher Effectiveness process at all school levels as well as the School Accreditation process at middle and high school levels.~~

~~G. Parent engagement at Title I schools~~

- ~~1. Parents will be invited to an annual meeting at the school to provide information about the school's participation in the Title I program.~~
- ~~2. Parent meetings, including conferences will be scheduled to provide access by as many parents as possible.~~
- ~~3. Title I funds may be used to pay for reasonable and necessary expenses associated with parent engagement such as child care and transportation to allow parent participation in school meetings.~~
- ~~4. A school/parent compact will be developed jointly with parents at each Title I school for the purpose of describing how parents share responsibility with the school for improving student academic achievement.~~
- ~~5. Policies will be developed and implemented at each Title I school to explicitly identify the ways parents are invited to participate in their children's education.~~

POLICY 1130

Superintendent - Appointment and Duties

- A. The Superintendent of Schools is appointed by the Board of Education. The local School Board shall appoint the Superintendent on the basis of outstanding professional qualification. Unless otherwise stipulated in a written contract, the term of office shall begin on July 1 and be for two years. The employment contract for a Superintendent may not contain an automatic renewal. The Superintendent qualifies for office by taking **and signing** the constitutional oath of office **before assuming office**. Compensation shall be set by the local School Board of Education.

[Utah Code § 53G-4-301\(6\) \(2018\)](#)
[Article IV, Section X, Utah State Constitution](#)

- B. **After the Superintendent has taken and signed the oath of office, the oath shall be filed with the Business Administrator of the District.**

[Utah Code § 52-1-6 \(1953\)](#)

- C. If it becomes necessary to appoint an interim due to a vacancy in the office of superintendent, the Board shall make an appointment during a public meeting for an indefinite term not to exceed one year. The term shall end upon the appointment and qualification of a new superintendent. No appointment shall be made during the period of time when a new Board member has been elected but before that member begins his/her term of office.
- C. The Superintendent of Schools shall:
1. Serve as the Board's Chief Executive Officer.
 2. Be responsible for formulating and recommending policies and implementing the policies that have been adopted by the Board.
 3. Serve as educational leader and set an exemplary standard to promote educational excellence and work harmoniously with the Board, district personnel, parents and public to set educational goals and objectives with clear criteria for determining effective achievement and evaluating outcomes.

4. Represent the interests of the Board and the District in day-to-day contact with parents, citizens, and community and government agencies.
5. Evaluate employees directly accountable to the Superintendent and oversee the evaluation of other employees.
6. Provide leadership and direction in planning and financing school facilities.
7. Establish and maintain an effective community relations program including effective relationships with the media.
8. Communicate openly, systematically and in a timely manner to the Board, staff and the community and promptly inform the Board of Critical issues or incidents.
9. Provide educational leadership to ensure quality teaching and learning.
10. Serve as chief budget officer for the District.
11. Perform other duties and functions as assigned by the Board.

Sources:

[Utah Code § 53G-4-401 \(2019\)](#)

[Utah Code § 53G-7-302 \(2019\)](#)

[Utah Code § 20A-1-202 \(2014\)](#)

POLICY 1180

Business Administrator

- A. The Business Administrator is appointed by the Board of Education. Unless otherwise stipulated in a written contract, the term of office shall begin on July one and be for two years. The employment contract for a Business Administrator may not exceed two years. Neither the contract nor employment practice may contain an automatic renewal clause.
- B. The business administrator qualifies for office by taking **and signing** the constitutional oath of office and by posting the required bond or undertaking.

[Utah Code § 53G-4-302\(4\) \(2018\)](#)
[Article IV, Section X, Utah State Constitution](#)

- C. **After the Business Administrator has taken and signed the oath of office, the oath shall be filed with the Business Administrator.**

[Utah Code § 52-1-6 \(1953\)](#)

- D. If it becomes necessary to appoint an interim due to a vacancy in the office of business administrator, the Board shall make an appointment during a public meeting for an indefinite term not to exceed one year. The term shall end upon the appointment and qualification of a new business administrator.
- E. The only appointment permitted during the period of time between when a new board member has been elected and when that member begins his/her term of office is that of an intern business administrator. If the composition of the Board remains the same after the election as it was prior to the election this provision does not apply.
- F. The Board and Superintendent will provide the Business Administrator with at least one evaluation per year. A written evaluation will be presented and discussed with the Business Administrator during the period of time beginning November 1 and ending the last day of February. The discussion will occur during a closed session of the Board under the leadership of the Board president. The Board shall furnish the Business Administrator with a copy of the completed evaluation. Input from appropriate staff members may be part of the evaluation system. At its sole discretion, the Board and/or

the Superintendent may provide the Business Administrator with either written or oral evaluations on a more frequent basis.

- G. A two-year evaluation cycle will be used incorporating a formative, summative format.
- H. Subject to the direction of the district superintendent of schools, the district's business administrator shall:
1. Attend all meetings of the Board, keep an accurate record of its proceedings, and have custody of the seal and records;
 2. Be custodian of all district funds, be responsible and accountable for all money received and disbursed, and keep accurate records of all revenues received and their sources;
 3. Countersign with the president of the Board all warrants and claims against the district as well as other legal documents approved by the Board;
 4. Prepare and submit to the Board each month a written report of the district's receipts and expenditures;
 5. Use uniform budgeting, accounting, and auditing procedures and forms approved by the State Board of Education, which shall be in accordance with generally accepted accounting principles or auditing standards and [Title 63J, Chapter 1, Utah Budgetary Procedures Act](#);
 6. Prepare and submit to the Board a detailed annual statement for the period ending June 30, of the revenue and expenditures, including beginning and ending fund balances;
 7. Assist the superintendent in the preparation and submission of budget documents and statistical and fiscal reports required by law or the State Board of Education;
 8. Insure that adequate internal controls are in place to safeguard the district's funds; and
 9. Perform other duties as the superintendent and/or the Board may require.

Source:

[Utah Code § 53G-4-401\(3\) \(2019\)](#)

Policy 1180
Amended
March 10, 2021
First Reading
October 12, 2022
Second Reading
November 9, 2022

[Utah Code § 53G-4-302 \(2018\)](#)
[Utah Code § 53G-4-303 \(2019\)](#)

POLICY 1225

School Size – Elementary School

General Guidelines

A. Definitions

1. Building Capacity

- a. Building capacity is determined by multiplying the total number of available classrooms in a building by 25.0. Adjustments are made for half-day kindergarten and special education classrooms.

2. Available Classrooms

- a. Available classrooms are determined by taking every room in a school that is designed as a classroom and has at least 800 sq. ft.

3. Community

- a. Any incorporated city or any individual unincorporated area that people identify as a community will be considered a community.

4. Effective School Life

- a. The effective school life will be determined by averaging the year of original construction with all additional years of major renovations and adding 50 years to that average. A major addition/renovation is any project that totally replaces or adds additional structure to the existing building.

B. Considerations

1. In all school size issues, the following should be considered as plans and decisions are considered and made:
 - a. For Students

- ~~1) Where possible, no changes will be implemented that will force students to change their assigned school more than once during their elementary school experience. "Partnered schools" will count as one assigned school.~~
- 2) If a boundary change forces a student to change schools for their 5th grade year only, where possible, eligible students will be provided transportation to attend their previous school (if that school offers 5th grade) if they so choose.

b. For Families

- 1) Where possible, students from a given family will never be assigned to more than one elementary school. "Partnered schools" will count as one assigned school.

c. For Communities

- 1) Where possible, communities will be assigned to the same school.

C. Building Size

1. Box Elder School District will strive to have elementary schools with a target building capacity/population of 1,000 students unless located in an area of the county where a smaller school is more practical. In order to achieve this, the Board will:
 - a. Where feasible, increase capacity of existing buildings prior to constructing new buildings.
 - b. Construct new buildings with a capacity of approximately 1,000 students or the infrastructure to expand to 1,000 students in the future unless located in an area of the county where a smaller school is more practical.

D. Building Age

1. School buildings reach a point at which they are no longer effective or efficient to use. Box Elder School District will strive to replace or close buildings that because of their age are unsafe, non-functional, or inefficient to operate. As a school approaches the end of its effective life the Board will:
 - a. Develop a plan for the replacement of that building.
 - b. Perform repairs and maintenance on the building that are required to maintain a safe environment that supports both teaching and learning. The effective school

life of the building should be considered before any proactive maintenance or repair project is initiated.

E. Staffing

1. Staffing in schools with less than 100 students as well as special purpose schools will be determined based on the needs of that particular situation as determined by the superintendent or his/her designee.
2. Staffing in schools with more than 100 students will be determined by a student to teacher formula that has been established for that particular year.

F. Planning

1. Long-Range

- a. The District Administration will develop, and annually update and report to the Board, a Future Building Plan. The Plan will include projected building needs for 0-5 years, 5-10 years, 10-20 years, and 20-40 years for elementary schools, intermediate schools, middle schools, and high schools in the District.

2. Ongoing

- a. In addition to long-range planning, ongoing evaluations will continue to address enrollment needs, including changes. This ongoing evaluation will include:

1) For Declining Enrollment Schools in Multi-School Communities

- a) Whenever enrollments decline within a community with multiple schools for three straight years or for four out of five years, to the point where current students plus anticipated projected enrollments for the next five years can be housed in fewer schools by using existing available classrooms, a school will be considered for closure. The school considered for closure will be the school:

- i. That has the lowest Effective School Life in the community,
- ii. With a population less than the average of all the schools in the community, and

- iii. Whose closure does not eliminate the needed available classrooms to meet the criteria for closure.

2) For Increasing Enrollment Schools in Multi-School Communities

- a) When an individual school reaches an enrollment of 100% of its capacity and continued growth is anticipated, the Board will change boundaries if there is available space in other schools within the community, or within close proximity. Other schools within the community, or within close proximity, will be increased to at least 90% of their capacity prior to building a new school.
- b) When an individual school reaches an enrollment of 100% of its capacity and continued growth is anticipated, and space is not available at another school in the community, or within close proximity, the Board will make persistent efforts to build an additional building.

3) For Declining Enrollments in Schools in Single School Communities

- a) Consideration of closure of a school in a single-school community will be based on a formula that includes:
 - i. Current enrollment,
 - ii. Cost per student as compared to other schools,
 - iii. Enrollment history and projection,
 - iv. Effective school life of building, and
 - v. Busing distances for current students to the building, and busing distance to other buildings with available space.

4) For Increasing Enrollments in Schools in Single-School Communities

- a) When the elementary school population within a given community or area where a school does not exist or the current school is inadequate and there is inadequate available space within a reasonable distance, the Board of Education will take action to acquire a school site and develop a plan to fund a new facility.

POLICY 3007

Employment – Staff Code of Conduct

A. Definitions

1. Abuse

- a. “Physical abuse” means abuse that results in physical injury or damage.
- b. “Sexual abuse” has the same meaning as defined in [Utah Code § 80-1-102\(79\)](#).
- c. “Verbal abuse” means repeatedly communicating in an objectively demeaning or disparaging manner which creates a hostile, intimidating, abusive, offensive, or oppressive learning environment.
- d. “Mental abuse” means a pattern of sustained and repetitive acts or inappropriate statements that cause fear, lower self-esteem, or manipulate the person to control behavior. Examples of actions or statements that could be part of such a pattern include intimidation, threatening harm, destruction of property, insults or putdowns, arbitrary and unpredictable inconsistency, and denial that prior abusive incidents occurred. (Appropriate statements or actions taken in imposing discipline for misconduct do not constitute mental abuse.)

[Utah Code § 80-1-102\(63\), \(70\) \(2022\)](#)
Utah Admin. Rule R277-217-3(3) (April 8, 2021)

2. “Boundary violation.” A boundary violation occurs when a staff member crosses verbal, physical, emotional, or social lines that must be maintained to ensure structure, security, and predictability in an educational environment. Depending on the circumstances, the following may constitute a boundary violation:
 - a. Isolated, one-on-one interactions with students out of the line of sight of others;
 - b. Meeting with a student or students in rooms with covered or blocked windows;
 - c. Telling risqué jokes to or in the presence of a student;
 - d. Employing favoritism to a student;

- e. Giving a gift to an individual student;
 - f. Staff-initiated frontal hugging or other uninvited touching;
 - g. Photographing an individual student for a non-educational purpose or use;
 - h. Engaging in inappropriate or unprofessional conduct outside of educational program activities;
 - i. Exchanging personal email or phone numbers with a student for a non-educational purpose or use;
 - j. Interacting privately with a student through social media, computer, or handheld devices; and
 - k. Discussing the staff member's personal life or personal issues with a student.
3. It is NOT a boundary violation to:
- a. Offer praise, encouragement, or acknowledgement;
 - b. Offer rewards available to all who achieve;
 - c. Ask permission to touch for necessary purposes;
 - d. Give a pat on the back or a shoulder;
 - e. Give a side hug;
 - f. Give a handshake or "high five";
 - g. Offer warmth and kindness;
 - h. Use public social media alerts to groups of students and parents; or
 - i. Engage in contact permitted by an IEP or 504 plan.
4. It is not a boundary violation when a student acts or speaks in inappropriately familiar ways with a staff member without having been prompted to do so by the staff member, but such incidents must be promptly documented and reported to the staff member's supervisor or the building principal and the student should be given

guidance on proper student-staff relationships as directed by the supervisor or principal.

5. "Bullying" means the same as that is defined by Policy 3010.
6. "Cyberbullying" means the same as that is defined by Policy 3010.
7. "Neglect" has the same meaning as defined in [Utah Code § 80-1-102\(58\)](#).
 - a. The term "parent" means the natural or adoptive or step or foster parent of a child or legal guardian who acts in the place of a parent.

[Utah Code § 80-1-102\(58\) \(2022\)](#)

8. "Staff" means an employee or any contractor or volunteer with unsupervised access to students.

Utah Admin. Rule R277-322-2(2) (August 19, 2019)

B. Professional Conduct

1. District staff are expected to comply with all District policies and to adhere to all requirements of the law. District staff are further expected to act professionally. This includes communicating in a civil manner and not promoting personal opinions, issues, or political positions as part of the instructional process in a manner inconsistent with law. It further includes integrity and honesty in relationships with others and conducting any financial business and accounting for funds honestly and with integrity. District staff are expected to comply with appropriate dress and grooming standards as established by District policy, supervisor directives, and generally accepted professional standards. District employees are required to report arrests and convictions as provided for in [Policy 3035 Employee Criminal Background Checks & Arrest Disclosure Requirements](#).

Utah Admin. Rules R277-217-2, -3, -4, and -5 (April 8, 2021)

2. District staff are prohibited from being under the influence of, using, possessing, or distributing any alcoholic beverage, tobacco product (including electronic cigarettes), or controlled substance at school or at a school-related activity where the staff member is functioning as such, as outlined in [Policy 3070 Alcohol and Drug Abuse: Employees](#). District staff are prohibited from providing alcohol or unauthorized drugs to students or from allowing students under the supervision or control of the staff

member to use alcohol or unauthorized drugs. District staff are further expected to support District efforts to reduce inappropriate drug use and alcohol or tobacco use among students.

Utah Admin. Rules R277-217-2(10) to (12) (April 8, 2021)

3. District staff are prohibited from knowingly viewing, accessing, or possessing pornographic or indecent material in any form (print, electronic, or otherwise) while on school premises or at a school-related activity or by using District devices, internet access, or other resources. District staff may not knowingly use, view, create, distribute, or store pornographic or indecent material involving children at any time.

Utah Admin. Rule R277-495-4(1)(c) (April 8, 2019)

Utah Admin. Rule R277-217-2(16) to (18) (April 8, 2021)

[Utah Code § 76-10-1235 \(2007\)](#)

C. Professional and Ethical Relationships with Students

1. District staff are to comport themselves in a way that contributes to maintaining and fostering a positive, effective, non-disruptive and safe learning environment for students. This includes maintaining professional and appropriate demeanor and relationships with students, both during and outside of school hours and on and off campus and through in-person and electronic interactions (through devices or social media). This also includes respecting appropriate intrapersonal boundaries in interacting with students and avoiding behavior that could reasonably lead to the appearance of impropriety.
2. Staff are prohibited from engaging in the following conduct towards students:
 - a. Abuse (physical, sexual, verbal or mental, as defined above);
 - b. Bullying, cyberbullying, harassment (including sexual harassment), or hazing;
 - c. Discrimination based on race, ethnicity, gender, sexual orientation, religion (or lack of religious affiliation or belief), or disability;
 - d. Boundary violations;
 - e. Sharing any sexually explicit or lewd communication, image, or photograph;

- f. Allowing students in their homes for a school-related social activity without prior written permission of the principal;
- g. Dating or any type of romantic or sexual relationship or conduct;
- h. Requests for sexual activity or sexually suggestive comments; or
- i. Touching a student in a way that makes a reasonably objective student feel uncomfortable.

Utah Admin. Rule R277-217-2(4) to (7), (22), (23) (April 8, 2021)

Utah Admin. Rule R277-322-2(3) (April 8, 2021)

Utah Admin. Rule R277-322-3-(3)(a) to (j) (August 19, 2019)

[Utah Code § 63G-7-301\(3\)\(a\)\(i\), \(b\) \(2022\)](#)

- 3. The foregoing prohibitions apply to staff interaction with any student presently enrolled in the District and to staff interaction with any student who was enrolled in the District within the time period two (2) years before the conduct in question.

Flaskamp v. Dearborn Public Schools, 385 F.3d 935, 944 (6th Cir. 2004).

- 4. The District recognizes that in circumstances where a staff member and a student have a relationship which is independent of and does not arise out of the school context, interactions which would be a boundary violation in the absence of that independent relationship may not constitute a boundary violation. (Examples of such independent relationships include where the staff member and student are family members or otherwise closely related or where the staff member and student are both affiliated with a non-school organization and the interaction relates to or arises out of that relationship.) The other prohibitions listed above apply regardless of the existence of an independent, non-school relationship.
- 5. Violation of any of the prohibitions of this policy is grounds for employee disciplinary action up to and including termination of employment and for action up to and including termination of the District's relationship with a contractor or volunteer.

D. Reporting Requirements

- 1. Staff members are required to promptly report any suspected incidents of abuse (physical, verbal, sexual, or mental) or neglect, including suspected incidents of child abuse as provided in [Policy 5090 Child Abuse/Sexual Abuse and Human Trafficking Prevention Training and Reporting](#). Staff members are also required to report incidents of student prohibited acts ~~under [Policy 5280 Student Discipline—District](#)~~

Program, which includes ~~s~~-hazing and demeaning or assaultive behavior. Staff members shall also report incidents of bullying, cyberbullying, and harassment.

Utah Admin. Rule R277-322-3(3)(c), (k)(i) (August 19, 2019)

[Utah Code § 53G-9-203 \(2019\)](#)

Utah Code § 80-2-1005 (2022)

2. Staff members are also required to report any instance of violation of this Code of Conduct policy, including but not limited to instances of sexual harassment as provided by [Policy 3015 Title IX Sexual Harassment](#). If a staff member becomes aware that a student has initiated any interaction with a staff member which would be improper or inappropriately familiar, the staff member must promptly document and report that incident.

Utah Admin. Rule R277-322-3(4)(a) (August 19, 2019)

3. Staff members should report any instances where the staff member knows or has reason to believe that a staff member holding a Utah educator or administrative license has violated the Utah Educator Standards.

Utah Admin. Rule R277-322-3(4)(b) (August 19, 2019)

E. Reporting Procedures

1. Reports required under this Code of Conduct shall be made as follows: Reports regarding child abuse or neglect shall be made according to [Policy 5090](#). Reports regarding sexual harassment shall be made according to [Policy 3015](#). Other reports required by this Code of Conduct shall be made to the staff member's immediate supervisor or the building principal. However, if the person who would receive the report is the person whose conduct is in question, the report will be made instead to that person's supervisor.

Utah Admin. Rule R277-322-3(3)(k)(i), (4) (August 19, 2019)

F. Training

1. Each staff member must annually read and sign [Policy 5090](#) (regarding reporting of suspected child abuse) and any other policies relating to identifying or documenting child abuse.

Utah Admin. Rule R277-322-3(3)(k)(ii) (August 19, 2019)

2. Each staff member must, at the time of initial employment and annually thereafter, be trained on the requirements of this policy and must at the time of each training sign a statement acknowledging that the staff member has read and understands this code of conduct.

[Utah Code § 63G-7-301\(3\)\(b\) \(2022\)](#)

Utah Admin. Rule R277-322-3(5) (August 19, 2019)

3. Each staff member who is either an employee or a contractor must annually attend sexual abuse and human trafficking prevention training as provided for under [Policy 5090](#).

Utah Admin. Rule R277-322-3(3)(k)(iii) (August 19, 2019)

[Utah Code § 53G-9-207 \(2022\)](#)

4. Each staff member who holds a Utah educator or administrative license shall become and remain familiar with the professional standards set forth in Utah Administrative Rule R277-217.

G. Public Notice of Code of Conduct

1. This policy shall be posted on the District's website.

Utah Admin. Rule R277-322-3(3) (August 19, 2019)

[Policy 3007](#) and [3070](#) *Notice to Employees*

POLICY 3010

Employee Bullying and Hazing

A. Definitions

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

3. "Communication" means the conveyance of a message, whether verbal, written, or electronic.
4. "Cyberbullying" means:
 - a. Using the internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
 - b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyberbullying.
5. "Hazing" means a school employee 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~~ actor 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 24, 2022)

[Utah Code § 76-5-107.5 \(2022\)](#)

[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, and the same time and place

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

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

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

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

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

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

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\(10\) \(2019\)](#)

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

B. Bullying Prohibited

1. No school employee may engage in bullying of a student or of a school employee.
2. School employees who engage in bullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. Anonymous reports of bullying alone cannot constitute the basis for formal disciplinary action.
4. The school or District may also report infractions to law enforcement.

[Utah Code § 53G-9-605 \(2019\)](#)

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

C. Hazing and Cyberbullying Prohibited

1. No school employee may engage in hazing or cyberbullying of a student or of a school employee at any time or at any location.
2. School employees who engage in hazing or cyberbullying are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. The school may also determine to break up or dissolve a team, organization, or other school sponsored group for hazing violations by its members.
4. Anonymous reports of hazing or cyberbullying alone cannot constitute the basis for formal disciplinary action.
5. The school or district may also report infractions to law enforcement.

[Utah Code § 53G-9-605 \(2019\)](#)

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

D. Retaliation Prohibited

1. No school employee 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. School employees who engage in retaliation are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.
3. Anonymous reports of retaliation alone cannot constitute the basis for formal disciplinary action.
4. The school shall inform students who have reported being subject to bullying, cyberbullying, or hazing and these students' parents that retaliation is prohibited and shall encourage the students and parents to be aware of and to report any subsequent problems or new incidents.

[Utah Code § 53G-9-605 \(2019\)](#)

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

E. Making a False Report Prohibited

1. No school employee may make a false allegation of bullying, abusive conduct, cyberbullying, hazing, or retaliation against a school employee or student.
2. School employees who engage in making such false allegations are in violation of this policy and verified infractions shall result in disciplinary action up to and including termination.

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

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

F. Action Plan

1. Upon receipt of a reported incident of bullying, cyberbullying, hazing, abusive conduct, or retaliation, the school principal or designee shall promptly review and investigate the allegations. ~~At a minimum, t~~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 ~~familiar with the alleged victim, and school staff familiar with the alleged perpetrator~~. The principal or designee may also review physical evidence, including but not limited to video or audio recordings, notes, email, text messages, social media, and graffiti. The principal or designee shall inform any person being

interviewed that the principal or designee is required to keep the details of the interview confidential to the extent allowed by law and that further reports of bullying will become part of the investigation.

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

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

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

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

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

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

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

5. The plan of action may also include positive restorative justice practice action, if permitted. Restorative justice practice is a discipline practice that brings together students, school personnel, school families, and community members to resolve conflicts, address disruptive behaviors, promote positive relationships, and promote healing. An alleged targeted student is *not* required to participate in a restorative justice practice with an alleged perpetrator. If the principal or designee desires to have 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(10) (May 24, 2022)

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

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

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

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

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

G. Training and Education

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

- 2) Complement the suicide prevention program required for students and the suicide prevention training required for licensed educators; and
- 3) Include information on when issues relating to these standards may lead to employee or student discipline.

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

- b. This training shall be provided to all new employees, coaches, and volunteers **within the first year of service** and shall be provided to all employees, coaches, and volunteers annually.

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

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

Utah Admin. Rules R277-613-6 (May 24, 2021)
Utah Admin. Rules R277-605-6(4) (July 22, 2022)

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

[Utah Code § 53G-9-605 \(2019\)](#)

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

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

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 24, 2022)

[Utah Code § 53E-9-203 \(2022\)](#)

I. Publication and Acknowledgment

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

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

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

J. Parental Notification of Incidents

1. The school shall notify the parent or a student who is involved in an incident of bullying, hazing, cyberbullying, abusive conduct, or retaliation (whether as a target or as a perpetrator).
2. The school is also required to notify 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 24, 2022)

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

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

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, **and abusive conduct**;

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

Utah Admin. Rules R277-613-5(8) (May 24, 2022)

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

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

[] in person

[] by telephone (number used: _____)

[] by email (email address used: _____)

[] by other method (specify): _____

Notice was given of:

[] bullying incident

[] cyberbullying incident

[] abusive conduct incident

[] hazing incident

[] retaliation incident

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

Principal or Principal's Designee Title Date

School Staff Member Title Date

POLICY 3023

Educator Induction, Mentoring, and Professional Learning

A. Educator Induction Program

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

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

B. Mentoring

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

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

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

C. Learning Opportunities for Professional Educators

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

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

D. Professional Learning Standards

1. Professional learning” means a comprehensive, sustained, and evidence-based approach to improving teachers’ and principals’ effectiveness in raising student achievement. **“Evidence-based” means that a strategy demonstrates a statistically significant effect, of at least a 0.40 effect size, on improving student outcomes based on either strong evidence from at least one well-designed and well-implemented experimental study (as further defined by the State Board of Education) or moderate evidence from at least one well-designed and well-implemented quasi-experimental study (as further defined by the State Board of Education). “Evidence-informed” means that a strategy is developed using high-quality research outside of a controlled setting in the given field (as further defined by the State Board of Education) and includes strategies and activities with a strong scientific basis for use (as further defined by the State Board of Education).** Professional development plans shall implement high quality professional learning which meets the following standards:
 - a. It occurs within learning communities committed to continuous improvement, individual and collective responsibility, and goal alignment;
 - b. It requires skillful leaders who develop capacity, advocate for professional learning and create support systems for professional learning;
 - c. It requires prioritizing, monitoring, and coordinating resources for educator learning;

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

[Utah Code § 53G-11-303\(1\), \(2\) \(2022\)](#)

E. State-Funded Professional Development

1. The District shall use the funding provided by the State Board of Education under Utah Code § 53F-7-202 to provide paid professional development hours to the following educators: general education teachers, special education teachers, counselors, school administrators, school specialists, student support staff, school psychologists, speech language pathologists, and audiologists.

[Utah Code § 53F-7-202\(1\) \(2022\)](#)

2. The paid professional development hours provided with this state funding shall provide educators with the knowledge and skills necessary to enable students to succeed in a well-rounded education and to meet the challenging state academic standards and may include activities that

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

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

- 3. Each educator who desires to use paid professional development hours funded by the State Board of Education shall:
 - a. Before the first day of instruction for a given school year, create a plan in consultation with the educator's principal on how the educator plans to use the paid professional hours during the school year; and

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- b. Before the end of a given school year, provide a written statement to the educator's principal of how the educator used the paid professional development hours during the school year.

[Utah Code § 53F-7-202\(4\) \(2022\)](#)

POLICY 4063

Curriculum: Cardiopulmonary Resuscitation

- A. Cardiopulmonary Resuscitation Training
- B. “Cardiopulmonary resuscitation,” or “CPR,” means artificial ventilation or external chest compression applied to a person who is unresponsive and not breathing.

[Utah Code § 53G-10-408\(1\)\(b\) \(2022\)](#)

- C. “Psychomotor skills” means sequences of physical actions that are practiced in a manner that supports cognitive learning.

[Utah Code § 53G-10-408\(1\)\(e\) \(2022\)](#)

- D. The District shall provide CPR training to high school students. The instruction shall be consistent with the Utah State Board of Education Health Education Core Standards, shall follow current Emergency Cardiovascular Care guidelines for CPR, shall be provided using a certified CPR instructor, and shall use cognitive and psychomotor training unless the student is in an online-only instructional experience. As closely as possible, the District shall maintain a student to instructor ratio of no greater than 15:1 and a mannequin to student ratio of no greater than 1:6.

[Utah Code § 53G-10-408\(5\) \(2022\)](#)

Utah Admin. Rules R277-465-3(1), (2), (4) (July 22, 2022)

- E. Each student must complete CPR training at least once while the student is in grades 9 through 12 unless one of the following exceptions applies:
1. The student’s parent or guardian requests that the student be exempted from the training;
 2. The student provides the District with documentation showing that the student has previously received CPR training or has a current CPR certification; or
 3. The student has an Individualized Education Program and the CPR training is inconsistent with that program.

[Utah Code § 53G-10-408\(4\)\(c\), \(7\) \(2022\)](#)

POLICY 4108

Testing Procedures and Standards – Exclusion from Testing

A. Parental Right to Exempt Students from State Required Assessments

1. A parent has the right to exempt the parent's student from a statewide assessment. A student who is exempted from a statewide assessment may not be penalized (put in an unfavorable position or at a disadvantage) because of the exemption. This policy sets forth the required procedure for exemption and addresses related matters. The District may establish its own policy with regard to any assessments which are required by the District but are not statewide assessments, including whether a student can be exempted from District assessments and what consequences there are for taking or failing to take such an assessment.

Utah Admin. Rules R277-404-7(1), (2), (6) (*July 22, 2022*)

B. Exception Regarding Basic Civics Test

1. A student must pass the basic civics test in order to receive a high school diploma, as provided in [Utah Code § 53E-4-205\(2\)](#) and Utah Administrative Rules R277-700-8(2)(b)(i). A parent may exempt the parent's student from taking the basic civics test, but the student may not graduate without successfully completing that test requirement, notwithstanding the prohibition on penalizing a student exempted from state required assessments.

Utah Admin. Rules R277-404-7(3)(c) (*July 22, 2022*)

Utah Admin. Rules R277-700-8(2) (*August 12, 2021*)

[Utah Code § 53E-4-205\(2\) \(2021\)](#)

C. Exemption Procedure

1. To exempt a student from one or more statewide assessments, the parent shall, on an annual basis, fill out the Parental Exclusion from State Assessment form and deliver it to the principal or the District at least one day before the beginning of any assessment from which the student is to be exempted. (In the discretion of the District, and upon parental request, the District may exempt a student from a

statewide assessment when the form is delivered less than a day before the assessment begins.) The form may be delivered by email, mail, or in person. The form is available at <https://schools.utah.gov/assessment>. (The District may create a District-specific form if that form lists the District required assessments from which the student may be exempted and the form also contains **all** the information described in the Parental Exclusion from State Assessment form.)

Utah Admin. Rules R277-404-7(4) (*July 22, 2022*)

D. Additional Requirements

1. The following standards apply to parental exemptions:
 - a. Students may not be given nonacademic rewards for participation in a statewide assessment or for performance on a statewide assessment. Teachers may use student scores on statewide assessments to improve the student's academic grade or to demonstrate the student's competency within a relevant course.
 - b. A teacher, principal, or other District administrator may contact a parent to verify that the parent submitted a Parental Exclusion from State Assessment form.
 - c. A parent may be requested, but may not be required, to meet with a teacher, principal, or other District administrator regarding the parent's request to exclude the parent's student from taking a statewide assessment.
 - d. The student's parent shall, consistent with the protection of student privacy, be provided the student's individual test results and scores.
 - e. If a student who has been exempted from participating in a statewide assessment is in attendance during test administration, the student shall be provided with an alternative learning experience.
 - f. A student who has been exempted from participation in a statewide assessment may be allowed to be physically present in the room during test administration.

Utah Admin. Rules R277-404-7(5), (7) to (11) (July 22, 2022)

[Utah Code § 53E-4-303\(4\)\(b\) \(2021\)](#)

[Utah Code § 53E-4-304\(3\) \(2019\)](#)

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[Utah Code § 53E-4-305\(4\) \(2019\)](#)

POLICY 4200

Term of Instruction: School Year & School Day

A. Length of School Year

1. The schools of the District shall provide educational services over a minimum of 180 school days during each school year, except as follows:
 - a. The Board may reallocate up to 32 instructional hours or 4 school days for teacher preparation time or professional development by a two-thirds majority vote of the Board in a properly noticed and held public meeting. If a reallocation is made, parents and guardians shall be notified of the school calendar at least 90 days before the beginning of the school year. (During the 2021-2022 and 2022-2023 school years, as needed due to circumstances arising from the COVID-19 pandemic within the District or within a particular school, this notice may be given at least 14 calendar days before the reallocated instructional hours or school days.)

Utah Admin. Rules R277-419-5(1) (March 15, 2022)
[Utah Code § 53F-2-102\(4\)\(d\) \(2022\)](#)

2. The required days of instruction may be provided at any time during the school year as determined by the Board. The Board will approve school calendars providing for instructional time and days in an open meeting.
 - a. If a school is using a modified 45-day/15-day year-round schedule initiated prior to July 1, 1995, it is ~~considered to be~~ in compliance with State Board of Education regulations if the school's schedule includes a minimum of 990 hours of time the school will provide educational services over a minimum of 172 days.

[Utah Admin. Rules R277-419-14\(2\) \(March 15, 2022\)](#)

B. Term Basis

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

C. Beginning Date

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

D. Emergency/Activity Days

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

Utah Admin. Rules R277-121-5 (April 9, 2020)

Utah Admin. Rules R277-419-5(3) (March 15, 2022)

E. Parent-Teacher and Student Plan Conferences

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

Utah Admin. Rules R277-419-5(6)(b) (March 15, 2022)

F. Kindergarten Assessment

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

Utah Admin. Rules R277-419-5(6)(d), (e) (March 15, 2022)

G. Length and Schedule Per Day

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

Utah Admin. Rules R277-419-2(31) (March 15, 2022)

H. Exceptions for Students with Compelling Circumstances

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

Utah Admin. Rules R277-419-14(1) (March 15, 2022)

POLICY 5050

Immunization Requirements

A. The following definitions apply within this policy:

1. “Enroller” means an individual who enrolls a student in a public school.
2. “Immunization record” means a record relating to a student that includes:
 - a. Information regarding each required vaccine that the student has received, including the date each vaccine was administered, and which is verified by one of the following: a licensed health care provider, a registered nurse, a pharmacist, an authorized representative of a local health department, or an authorized representative of the Utah Department of Health and Human Services; and
 - b. Information regarding each disease against which the student has been immunized by previously contracting the disease; and
 - c. An exemption form identifying each required vaccination from which the student is exempt.
3. “Legally responsible individual” means:
 - a. The student’s parent, legal guardian, or (if the student does not have a legal guardian) an adult brother or sister of the student; or
 - b. The student, if the student is an adult or is a minor who may give consent under [Utah Code § 26-10-9](#) (which identifies certain minors who may consent to vaccinations and examinations for school attendance).
4. “Licensed health care provider” means a health care provider licensed by the Division of Occupational and Professional Licensing of the Utah Department of Commerce as a medical doctor, an osteopathic doctor, a physician assistant, or an advance practice registered nurse.
5. “Local health department” means the same as that term is defined in [Utah Code § 26A-1-102](#).

6. “Newcomer student” means a student who is three through 21 years old, was not born in any state, and has not attended one or more schools in one or more states for more than three full academic years.
7. “Required vaccine” means a vaccine required by the Utah Department of Health and Human Services as a condition of attending school.
8. “Social service provider” means one of the following persons licensed to practice under [Utah Code § 58-60-205](#) or staff employed to provide direct support to one of these persons:
 - a. A clinical social worker;
 - b. A certified social worker;
 - c. A certified social worker intern; or
 - d. A social service worker.
9. “Vaccination exemption form” means a form established by the Utah Department of Health and Human Services and which documents and verifies that a student is exempt from the requirement to receive one or more vaccines.

[Utah Code § 53G-9-301 \(2022\)](#)

[Utah Code § 53G-6-603\(1\)\(b\) \(2022\)](#)

[Utah Code § 53G-9-308\(1\) \(2022\)](#)

[Utah Code § 53E-3-524\(1\)\(a\), \(d\) \(2022\)](#)

B. Immunization Required for School Admission

1. Except for the circumstances specified elsewhere in this policy, a student may not attend a school in the District unless the school has received an immunization record from a permitted source (which are the legally responsible individual of the student, the student’s former school, or a statewide registry) that shows either that the student has received all required vaccinations or that the student has immunity from the disease for which the vaccination is required or that the student is exempt from receiving the vaccination.

[Utah Code § 53G-9-302\(1\) \(2018\)](#)

[Utah Admin. Rules R396-100-3 \(January 13, 2020\)](#)

C. Obtaining and Maintaining Immunization Records

1. Each school shall request an immunization record for each student at the time the student enrolls in the school and shall retain the immunization record as part of the student's permanent school record.

[Utah Code § 53G-9-306\(1\) \(2022\)](#)

2. Within five business days after a student enrolls in a school, a person designated by the principal or other administrator shall determine whether the school has received an immunization record for the student, shall review the student's immunization record for compliance with the requirements for that record, and shall identify any deficiencies in the immunization record.

[Utah Code § 53G-9-306\(2\)\(a\) \(2022\)](#)

3. Each school shall maintain a current list of all enrolled students which notes:
 - a. Each student for whom the school has received a valid and complete immunization record;
 - b. Each student who is exempt from receiving a required vaccine;
 - c. Each student who is attending school under conditional enrollment; and
 - d. For each student, each disease against which the student is not immunized.

[Utah Code § 53G-9-309\(1\), \(2\) \(2022\)](#)

4. The student names on this immunization list are confidential and private information and, notwithstanding the requirements of GRAMA, may only be released as provided for in [Utah Code Title 26B](#) or [Utah Code § 53E-9-202](#).

[Utah Code § 53G-9-309\(4\) \(2022\)](#)

[Utah Code § 53E-9-202 \(2019\)](#)

[Utah Code § 26B-1-212 \(2022\)](#)

5. The District and district schools may share a student immunization record or other records relating to vaccination or immunization with other schools or school districts and with local and state health departments and the Utah Department of Human Services as necessary to ensure compliance with student immunization requirements and to prevent, investigate, and control the causes of epidemic, infectious, communicable, and other diseases affecting the public health.

[Utah Code § 26B-1-212 \(2022\)](#)

6. Upon request, a school shall provide a student's immunization record to a new school to which a student transfers (this does not require consent of the student's legally responsible individual).

D. Exemptions

1. Vaccination with required vaccines is not a prerequisite for admission to the District schools if the student qualifies for a medical or personal exemption to the vaccination requirement.
 - a. A student qualifies for the medical exemption if the student's legally responsible individual provides the school with:
 - 1) A completed vaccination exemption form and
 - 2) A written notice signed by a licensed health care provider stating that, due to the physical condition of the student, administration of the vaccine would endanger the student's life or health.
 - b. A student qualifies for the personal exemption if the student's legally responsible individual provides the school with a completed vaccination form stating that the student is exempt from the vaccination because of a personal or religious belief.
2. A vaccination exemption form is valid for as long as the student remains at the school to which the form is first presented. If the student changes schools before the student is old enough to enroll in kindergarten, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in kindergarten or turns six years old. If the student changes schools after the student is old enough to enroll in kindergarten but before the student is eligible to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in grade 7 or turns twelve years old. (However, regardless of a school change before grade 7 or age twelve, an exemption form obtained through the online education module is valid for at least 2 years.) If the student changes schools after the student is old enough to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the student completes grade 12. If the school offers both remote and in-person learning options, a student with a vaccination exemption may not be denied the opportunity to participate in in-person based on the student's vaccination status.

[Utah Code § 53G-9-303 \(2021\)](#)

E. Conditional Enrollment

- a. If upon review it is determined that the school has not received an immunization records for a newly enrolled student, or that there are deficiencies in the immunization record, the school shall place the student on conditional enrollment and within five days of doing so provide **written notice (in-person or by mail)** to the student's **enroller legally responsible person**. This notice shall state that the student has been placed on conditional enrollment for failing to meet the immunization record requirements, shall describe the deficiencies in the immunization record or state that no immunization record has been provided, shall give notice that the student will not be allowed to attend school unless a compliant record is provided or the deficiencies are cured within the conditional enrollment period, and shall describe the process for obtaining a required vaccination. **When possible, the notice shall be delivered in the enroller's preferred language and using one of the following methods as determined by mutual agreement between the enroller and the school: written notice delivered in person, written notice by mail, written notice by email or other electronic means, or telephone (including voice mail).**

[Utah Code § 53G-9-306\(2\)\(b\) \(2022\)](#)

[Utah Code § 53G-9-308\(3\) \(2022\)](#)

2. If the school receives a compliant immunization record within the conditional enrollment period, the student shall remove the conditional enrollment status. Unless an extension is granted as provided below, if the record is not provided within the conditional enrollment period, the student shall be prohibited from attending the school.

[Utah Code § 53G-9-308\(4\), \(5\) \(2022\)](#)

3. The conditional enrollment period is the time period during which the student's immunization record is under review by the school or **24 30** calendar days after the school provides notice of the lack of or a deficiency in an immunization record. The student must begin receiving required immunizations within **24 30** calendar days of school enrollment. Where the student is receiving multiple doses of a required vaccine, the principal or other administrator shall extend the conditional enrollment period by the amount of time medically recommended to complete all required vaccination dosages. The principal or other administrator may grant an extension of the conditional enrollment period **in extenuating circumstances** if there is agreement between the administrator and **one of the following a school nurse, health official, or health official designee** that an extension will likely lead to compliance with the immunization record requirement: **a school nurse, a health official, or a health official designee (including a social service provider or a culturally competent and trauma-**

informed community representative). A newcomer student enrolling in a school for the first time constitutes an extenuating circumstance.

[Utah Code § 53G-9-308\(2\), \(6\) \(2022\)](#)

Utah Admin. Rules R396-100-7 (January 13, 2020)

F. Conditional Enrollment of Military Child

1. A military child who at the time of school enrollment has not been completely immunized against each specified disease may attend under a conditional enrollment, and shall be given 30 days from the day of enrollment to obtain:
 - a. each specified vaccine if the specified vaccine only requires one dose; and
 - b. at least the first dose of a specified vaccine, if the specified vaccine is a series of vaccines.
2. Except as provided above, a military child is subject to rules developed by the Utah Health Department in accordance with [Utah Code § 53G-9-305](#).

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

G. Action Upon Disease Outbreak

1. In the case of a disease outbreak, the school principal or other administrator shall, upon the request of an official from a local health department, take the following steps:
 - a. Identify each student who is not immune to the outbreak disease;
 - b. Notify the legally responsible individual of any such student, providing information regarding steps the legally responsible individual may take to protect students; and
 - c. For a period determined by the local health official, but not to exceed the duration of the disease outbreak, do one of the following at the discretion of the principal or other administrator after obtaining approval from the local health department:
 - 1) Provide a separate educational environment for non-immune students that ensures the protection of those students and of the remainder of the student body; or
 - 2) Prevent non-immune students from attending school.

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[Utah Code § 53G-9-309\(3\) \(2022\)](#)

POLICY 5060

Medical Treatment for Students

- A. The school in which a minor student is enrolled may consent to transporting for medical reasons and/or medical treatment of that student, provided:
1. The person having the power to consent as otherwise provided by law cannot be contacted.
 2. Actual notice to the contrary has not been given by that person.
- B. Consent to medical treatment and/or transporting for medical reasons under this policy shall be in writing, signed by the school official giving consent, and given to the doctor, hospital, or other medical facility that administers the treatment.
- C. When parents register students for school, they shall be provided a form that they may sign granting permission to the school to authorize transporting their child for medical reasons and authorizes the school to consent for medical treatment.
- D. School district employees may administer emergency first aid medical treatment to students or others on school property when conditions so require without any liability to either the school district or the administering employee. Whenever possible and advisable under the circumstances, first aid treatment should be administered by the school nurse or athletic trainers.

E. Seizure Awareness Training

1. "Seizure awareness training" is training on recognizing the signs and symptoms of seizures and appropriate training for seizure first aid. This training shall be offered every two years and shall follow guidelines for such training established by the State Board of Education. The training may not require a person who has received the training to provide first aid to a student experiencing or showing symptoms of a seizure.

[Utah Code § 53G-9-213\(1\)\(b\), \(3\), \(4\) \(2022\)](#)

2. Whenever a student has informed the student's teacher or school that the student has epilepsy or a similar seizure disorder, the student's teacher(s) and the

administrator of the school where the student attends shall be provided seizure awareness training.

[Utah Code § 53G-9-213\(1\)\(a\) \(2022\)](#)

3. All District administrators, teachers, classroom aides and other individuals who interact with or supervise students shall be given seizure awareness training.

[Utah Code § 53G-9-213\(2\) \(2022\)](#)

4. The fact that a District employee has received seizure awareness training does not impose on such an employee an obligation to provide first aid to a student experiencing or showing symptoms of a seizure.

[Utah Code § 53G-9-213\(4\) \(2022\)](#)

POLICY 5061

Do Not Resuscitate Directives

- A. It is the policy of Box Elder School District that life-sustaining emergency care shall be provided to any and all students in need of such care while under the control and/or supervision of the Box Elder School District. In very isolated situations, a child who is terminally ill may be enrolled and actively participating in a public school. This policy sets forth what school personnel may and must do if a student subject to a “do not resuscitate” (DNR) directive faces a life-threatening medical emergency.
- B. The law provides that a Physician’s Order for Life Sustaining Treatment (POLST) executed pursuant to [Utah Code § 75-2a-106](#) may be directed to health care providers or emergency medical service providers licensed or certified under [Utah Code § 26-8a](#). A POLST order gives direction to health care providers, health care facilities, and emergency medical services providers regarding the specific health care decisions of the **person individual** to whom the order relates. The law further provides that those licensed or certified emergency medical providers may be directed to withhold or withdraw all life-sustaining procedures. Professionals licensed pursuant to [Utah Code § 26-8a-302](#) include paramedics, **advanced emergency medical service technicians, emergency medical services technicians instructors, and behavioral emergency services technicians, and other emergency medical personnel**. Such professionals are granted immunity from liability for complying in good faith with a POLST order. Such professionals are also granted immunity for providing life-sustaining treatment notwithstanding a contrary directive in a POLST order.

[Utah Code § 26-8a-302 \(2022\)](#)

[Utah Code § 75-2a-103\(20\) \(2022\)](#)

[Utah Code § 75-2a-106 \(2021\)](#)

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

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the control and/or supervision of the School District. POLST orders will **not** be followed by school district staff who are not licensed under [Utah Code § 26-8a-302](#).

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

POLICY 5065

Administration of Medication

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

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

covered under the [Nurse Practice Act Rules](#). A school nurse may give intranasal Naloxone and also may train resource officers to administer the intranasal Naloxone as well. Those administering shall make every reasonable effort, to include the use of Naloxone combined with rescue breaths, to revive the victim of any apparent overdose.

- b. Naloxone in the Box Elder School District is provided through a grant from the Bear River Health Department.

2. Epinephrine Auto-injectors (EAI's)

- a. The District will maintain stock of EAI's with standing order, signed each year by the medical director, for nursing staff and trained volunteers to administer to student or staff that appear to be having a severe allergic reaction (anaphylaxis) but do not have a patient specific order at school.
- b. Training is online with One Shot to Live and is administered by school nurses with return demonstration as part of that training.

3. Administration of Glucagon

- a. The following provisions govern administration of glucagon in place of the provisions set forth above under "Administering Medication." A glucagon authorization shall include a signed statement from a parent of a student with diabetes:
 - 1) Certifying that glucagon has been prescribed for the student;
 - 2) Requesting that the student's public school identify and train school personnel who volunteer to be trained in the administration of glucagon; and
 - 3) Authorizing the administration of glucagon in emergency situations to the student.
- b. After receiving a glucagon authorization from a student's parent, the school shall:
 - 1) Within a reasonable time, train two or more school personnel who volunteer to be trained in the administration of glucagon, with training provided by the school nurse or another qualified, licensed medical professional;
 - 2) Allow all interested personnel to receive training in the administration of glucagon. Training in the administration of glucagon shall include:

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

[Utah Code § 53G-9-504 \(2019\)](#)

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

4. Seizure Rescue Medications

- a. In accordance with requirements set forth in [Utah Code § 53G-9-505](#) allowing seizure rescue medications to be in the school setting, the following guidelines will be followed:

- 1) A prescribing health care professional has prescribed a seizure rescue medication for the student.
- 2) A student's parent has previously administered the student's seizure rescue medication in a non-medically supervised setting without complication.
- 3) The student has previously ceased having full body prolonged or convulsive seizure activity as a result of receiving the seizure rescue medication.

TENTATIVE MINUTES OF A REGULAR MEETING
OF THE BOARD OF EDUCATION
BOX ELDER SCHOOL DISTRICT
October 12, 2022

A work session was held at 5:30 p.m. where the following principals presented:

Lewis Whitaker, Box Elder Middle School – Teacher led teams, teacher appreciation a must, “Box Elder Way” behavior plan focusing on safety, respect and responsibility.
Jerry Jackman, Sunrise High School – Life experiences they never experienced before, graduation going up and focused on attendance. Attendance awarded. Follow up with follow up.

Tentative minutes of the Regular Session of the Board of Education, Box Elder School District, held Wednesday evening October 12, 2022 at 6:30 p.m. at Independent Life Skills Center.

Those in attendance at the meeting included Board President Julie Taylor, Vice President Tiffani Summers, Connie Archibald, Karen Cronin, Wade Hyde, Nancy Kennedy, and McKayla Morris, student board member. Also present were Superintendent Steve Carlsen, Assistant Superintendents Heidi Jo West, Gary Allen, Keith Mecham, and Business Administrator David Roberts; members of the press, employees and patrons.

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

After the reverence which was offered by Karen Cronin, the pledge of allegiance was led by Tiffani Summers.

Recognitions:

Wade Hyde recognized the following:

Jason Sparks, Transportation Director – leads by example, ability to communicate, aligning with District and State policies.

Tammy Pedersen, Teacher at Three Mile Creek – DLI teacher, carrying the load of 2 teachers.

Jennie Cross, ELL Coordinator at District Office – ELL Coordinator, learned more from her than in all the other years associating with ELL.

Shawn Moyes, Custodian at BRMS – SEE Initiative leader, “loves” middle school kids, mentor specific students that are struggling.

Tyrell Neal, Ed Tech Coach at BRMS – offering unique ideas that no one else thought about, just does things without being asked.

Walmart Grants Presentation:

Klay Hinck representing Walmart presented \$10,000 in grants to teachers in schools in Box Elder School District.

BRHD Bike to Work Award to BESD

Box Elder School District’s employees, as an organization, reported more miles biked than other organizations and was recognized by the Bear River Health Department.

Approval of Agenda:

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

Nancy Kennedy – yes
Julie Taylor – yes
Connie Archibald – yes

Wade Hyde – yes
Tiffani Summers – yes
Karen Cronin – yes

Public Comment:

No public comment.

Action Items:

Approval of Nicotine and Tobacco Cessation/Positive Behavior Plans

Jacqueline Whitaker, Behavior Intervention Specialist presented plans. Motion by Karen Cronin, second by Tiffani Summers to approve Nicotine and Tobacco Cessation/Positive Behavior Plans as presented. The motion passed unanimously with the votes as follows:

Nancy Kennedy – yes
Julie Taylor – yes
Connie Archibald – yes

Wade Hyde – yes
Tiffani Summers – yes
Karen Cronin – yes

Approval of Internal Auditor

David Roberts, Business Administrator, presented Rod Cook to be appointed as the Internal Auditor for Box Elder School District. Motion to approve by Connie Archibald, seconded by Wade Hyde. The motion passed unanimously with the votes as follows:

Nancy Kennedy – yes
Julie Taylor – yes
Connie Archibald – yes

Wade Hyde – yes
Tiffani Summers – yes
Karen Cronin – yes

Approval of Surplus of Mountain View Elementary School

David Roberts, Business Administrator recommended that the Board declare the property and edifices of Mountain View Elementary School as surplus. Motion by Karen Cronin, second by Nancy Kennedy. The motion passed unanimously with the votes as follows:

Nancy Kennedy – yes
Julie Taylor – yes
Connie Archibald – yes

Wade Hyde – yes
Tiffani Summers – yes
Karen Cronin – yes

Approval of Amendment to School Fees

Keith Mecham, Assistant Superintendent presented an amendment for HOSA curricular State fees have increased. Motion to approve by Tiffani Summers, second by Nancy Kennedy. The motion passed unanimously with the votes as follows:

Nancy Kennedy – yes
Julie Taylor – yes
Connie Archibald – yes

Wade Hyde – yes
Tiffani Summers – yes
Karen Cronin – yes

Information Items:

School/District Report Cards

Letter grades are based on spread of percentages. Students need to be enrolled for 160 days or more to be included.

Jeremy Young, Director of Assessment

Trauma Training - Review, Reteach, Renew

There is a real need for this required training. Connections are absolute, one person makes a difference.

Jacqueline Whitaker, Behavior Intervention Specialist

October 1 Enrollment Report

Enrollment is below estimates and kindergarten is our smallest grade enrolled.

Keith Mecham, Assistant Superintendent

Monthly Financial Report

Reviewed the financial report with the Board.
David Roberts, Business Administrator

Board Committee Reports

Karen Cronin reported on the Taxing Entity Committee - met with Box Elder County concerning an employer already in the county looking to expand.

Policy Review:

Nancy Kennedy made the motion to approve the policies on first reading. The motion was seconded by Wade Hyde. Nancy Kennedy made the motion to approve the policies on second reading, seconded by Karen Cronin. The motion passed:

Nancy Kennedy – yes
Julie Taylor – yes
Connie Archibald – yes

Wade Hyde – yes
Tiffani Summers – yes
Karen Cronin – yes

First Reading

Policy 1130 Superintendent - Appointment and Duties
Policy 1180 Business Administrator
Policy 1225 School Size - Elementary School
Policy 3007 Employment - Staff Code of Conduct
Policy 3010 Employee Bullying and Hazing
Policy 3023 Educator Induction, Mentoring, and Professional Learning
Policy 4063 Curriculum: Cardiopulmonary Resuscitation
Policy 4108 Testing Procedures and Standards - Exclusion from Testing
Policy 4200 Term of Instruction: School Year & School Day
Policy 5050 Immunization Requirements
Policy 5060 Medical Treatment for Students
Policy 5061 Do Not Resuscitate Directives
Policy 5065 Administration of Medication

Second Reading

Policy 1040 Board Member Elections and Redistricting
Policy 1071 Electronic Meetings
Policy 1100 Minutes
Policy 2030 Procurement/Purchasing
Policy 3035 Employee Criminal Background Checks and Arrest Disclosure Requirements
Policy 4018 Library
Policy 4030 Elementary School Curriculum

Policy 4033 Early Learning Plan
Policy 4037 Reading Assessment for K-3
Policy 4038 Mathematics Assessment for K-3
Policy 4040 Acceleration/Retention of Students
Policy 5003 Parent Rights to Academic Accommodations
Policy 6000 Public Records Access and Management

Board Discussion Items:

Professional Learning Communities Three Big Ideas – Focusing on Upticks, 3 years of upticks will result in recognitions.

Steve Carlsen, Superintendent

School Community Council/Land Trust Training – Watched video created by USBE for training. Chairs and Principals training to be held at BEHS and Garland Elementary on October 19th at 7pm.

President Julie Taylor mentioned the USBE online training for school board members. Look at the PowerUp for challenges and training for Boards, Superintendents and Business Administrators. Nancy Kennedy brought up the SCC's need for recognized training.

Consent Items:

Wade Hyde made the motion to approve consent items, seconded by Nancy Kennedy. The motion passed unanimously with the votes as follows:

Nancy Kennedy – yes
Julie Taylor – yes
Connie Archibald – yes

Wade Hyde – yes
Tiffani Summers – yes
Karen Cronin – yes

The Consent items included the following items:

Approval of the minutes of working and regular meeting September 14, 2022.

Approval of claims 00041597- 00041959, 02091522, 05091222, 07093022, 08093022, 09090122, 09090122, 09090222, 09092022, 09093022.

Personnel Actions

See attachment to agenda.

Trip Requests

150 Mile Trip Request
a. BRHS Cross Country

- b. BRHS Softball
 - c. BRHS Baseball
- Out of State Travel Requests
- a. BRHS Girls Wrestling
 - b. BRHS Band and Choir

Exemption from Compulsory Attendance (Home School)

Steve Carlsen, Superintendent

LEA Specific Licenses

The process is time consuming and not immediate for licenses.
Keith Mecham, Assistant Superintendent

Suggestions for Future Board Meetings:

- Date set for work session is Wednesday, November 2nd at 5:30pm.
- External audit will report the audit at Board Meeting on Wednesday, December 14th.
- Report on how we have used legislative funding (ex: TSSA, SCC, WPU,) in our District.
- Report on the Bear River turf at the November Board Meeting.

Upcoming Events:

NSBA Conference in April

Adjournment:

Nancy Kennedy motion to adjourn the meeting, seconded by Tiffani Summers. The motion passed unanimously with the votes as follows:

Nancy Kennedy – yes
 Julie Taylor – yes
 Connie Archibald – yes

Wade Hyde – yes
 Tiffani Summers – yes
 Karen Cronin – yes

With the announcement that the next meeting will be held on Wednesday, November 9, 2022 at the Independent Life Skills Center a Regular Session at 6:30 p.m., at the Independent Life Skills Center, 960 S Main St, Brigham City, Utah., President Julie Taylor adjourned the meeting at 10:12 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	00041960	32.50	10/06/22	1 DANIELLE LAYTON	C
01	00041961	31.50	10/06/22	1 TORI BIRKENSHAW	C
01	00041962	74.06	10/06/22	62359 NATHAN ANDERSEN	C
01	00041963	114.14	10/06/22	85748 BEAR RIVER MIDDLE SCHOOL	C
01	00041964	255.50	10/06/22	85768 BEAR RIVER SEWER DEPT	C
01	00041965	256.35	10/06/22	87120 BEEHIVE TELEPHONE CO	C
01	00041966	199.50	10/06/22	38091 DATAIO LLC	C
01	00041967	600.00	10/06/22	102017 DAVIS SCHOOL DIST. TEACHING & LEARNING	C
01	00041968	562.00	10/06/22	62235 DEX IMAGING LLC	C
01	00041969	3,555.00	10/06/22	60313 DUO GROUP LLC	C
01	00041970	239.40	10/06/22	58955 BECKY EZOLA	C
01	00041971	4,767.12	10/06/22	143160 FRONTIER COMMUNICATION	C
01	00041972	2,618.69	10/06/22	324430 GRAYBAR ELECTRIC COMPANY INC	C
01	00041973	293.00	10/06/22	60968 TROY HARTMAN	C
01	00041974	3,087.18	10/06/22	111125 IML SECURITY SUPPLY	C
01	00041975	11,696.60	10/06/22	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00041976	690.27	10/06/22	109818 VALYNN KUNZLER	C
01	00041977	136.08	10/06/22	42064 JENNIE MONSEN-HANSEN	C
01	00041978	210.00	10/06/22	49042 CHELSEA MONTGOMERY	C
01	00041979	695.52	10/06/22	43982 MIKE MOORE	C
01	00041980	652.47	10/06/22	57622 DAVID MORRIS	C
01	00041981	943.56	10/06/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00041982	218.98	10/06/22	62405 GABLE MUNN	C
01	00041983	290.28	10/06/22	57860 BAILEY NESSEN	C
01	00041984	242.09	10/06/22	700077 PERRY CITY	C
01	00041985	1,705.75	10/06/22	32913 ROYAL WHOLESALE ELECTRIC	C
01	00041986	39.95	10/06/22	110789 CORE BUSINESS TECHNOLOGIES (SIP)	C
01	00041987	2,012.43	10/06/22	62383 SERVPRO OF BOUNTIFUL/KAYSVILLE/WVC	C
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01	00041989	59.85	10/06/22	53791 ELIZABETH TAYLOR	C
01	00041990	176.40	10/06/22	24580 VERIZON WIRELESS	C
01	00041991	8,462.70	10/06/22	924155 WASTE MGMT OF UTAH INC	C
01	00041992	665.07	10/06/22	12939 EMILIE WESTMORELAND	C
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01	00041995	7,656.15	10/06/22	38032 AMAZON CAPITAL SERVICES INC	C
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01	00041997	5,218.81	10/06/22	84960 BEACON METALS INC	C
01	00041998	48.74	10/06/22	180241 DEMCO INC	C
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01	00042003	1,496.36	10/06/22	1104 KELVIN	C
01	00042004	349.90	10/06/22	33430 LEADING EDGE LAMINATING	C
01	00042005	88.84	10/06/22	11894 LIBRARY STORE	C
01	00042006	1,433.61	10/06/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042007	14,739.02	10/06/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00042008	295.00	10/06/22	13552 MUSIC EXPRESS	C
01	00042009	399.00	10/06/22	62375 NOREGON SYSTEMS LLC	C
01	00042010	152.79	10/06/22	633340 OFFICE DEPOT	C
01	00042011	142.99	10/06/22	4995 PRECISION PARTS CO	C
01	00042012	776.00	10/06/22	110417 RESCO	C
01	00042013	313.17	10/06/22	103604 SCHOLASTIC MAGAZINES	C
01	00042014	560.91	10/06/22	157371 STAPLES	C

A/P Summary Check Register

FPREG01A

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01	00042017	7,518.24	10/06/22	109804 WARD'S NATURAL SCIENCE	C
01	00042018	180.20	10/12/22	1 KAREN DABELL	C
01	00042019	5.00	10/12/22	1 MADISON LOGAN	C
01	00042020	592.06	10/12/22	812477 ALSCO/AMERICAN LINEN	C
01	00042021	70.00	10/12/22	85556 BEAR RIVER HEALTH DEPARTMENT	C
01	00042022	400.00	10/12/22	54020 TAWNIE BOWCUTT	C
01	00042023	37.00	10/12/22	8125 MICHELE BOWDEN	C
01	00042023	-37.00	10/24/22	8125 MICHELE BOWDEN	CV
01	00042024	210.00	10/12/22	104338 BOX ELDER HIGH SCHOOL	C
01	00042025	142.34	10/12/22	104348 BOX ELDER MIDDLE SCHOOL	C
01	00042026	438.98	10/12/22	108217 BRIGHAM CITY CORPORATION	C
01	00042027	68,333.64	10/12/22	108217 BRIGHAM CITY CORPORATION	C
01	00042028	5,302.52	10/12/22	113116 BRYSON SALES & SERVICE	C
01	00042029	49.44	10/12/22	57991 EMILEE BURNHAM	C
01	00042030	12,722.90	10/12/22	3271 CANON SOLUTIONS AMERICA	C
01	00042031	135.00	10/12/22	107994 CERTIFIED SHRED	C
01	00042032	1,760.00	10/12/22	19178 CHEAPERTHANSHIRT	C
01	00042033	225.00	10/12/22	138420 CHEMTECH FORD INC	C
01	00042034	901.00	10/12/22	40363 CIO MEDICAL SERVICES	C
01	00042035	103.50	10/12/22	49050 JENETTE CROSS	C
01	00042036	1,373.23	10/12/22	162470 CRUS OIL INC	C
01	00042037	30.00	10/12/22	14958 CULLIGAN	C
01	00042038	279.00	10/12/22	62413 DARCI DAVIS	C
01	00042039	5,335.91	10/12/22	729332 ECONO WASTE INC	C
01	00042040	202.10	10/12/22	61956 JACOB FUHRIMAN	C
01	00042041	2,676.83	10/12/22	304217 GARLAND CITY	C
01	00042042	112,000.00	10/12/22	13757 GARLAND CITY POLICE DEPARTMENT	C
01	00042043	103.50	10/12/22	33910 TORI HADERLIE	C
01	00042044	8,159.00	10/12/22	110559 HARMONY HOME HEALTH LLC	C
01	00042045	841.34	10/12/22	367473 HOBART	C
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01	00042047	24,096.70	10/12/22	49026 IVY LANE PEDATRICS	C
01	00042048	57.50	10/12/22	455120 JACKS TIRE & OIL INC	C
01	00042049	16,763.42	10/12/22	100774 JEPPSEN DISTRIBUTING/JEFF JEPPSEN	C
01	00042050	159.20	10/12/22	57568 LANGUAGE ACCESS NETWORK LLC	C
01	00042051	1,770.19	10/12/22	58246 LINDE GAS & EQUIPMENT INC	C
01	00042052	49.90	10/12/22	50504 STEPHANI LOWRY	C
01	00042053	134.32	10/12/22	543168 MADDOX RANCH HOUSE	C
01	00042054	134.17	10/12/22	21300 JEFF MORRIS	C
01	00042055	2,040.78	10/12/22	49859 JACKSON GROUP LOCKBOX	C
01	00042056	669.50	10/12/22	732367 RAFT RIVER RURAL	C
01	00042057	185.65	10/12/22	58360 ALEXIS RUZICH	C
01	00042058	1,182.04	10/12/22	103604 SCHOLASTIC MAGAZINES	C
01	00042059	37.25	10/12/22	59625 SCRUB SHOPPE	C
01	00042060	251.84	10/12/22	10731 SMITH'S CUSTOMER CHARGES	C
01	00042061	5,000.00	10/12/22	112080 SQUIRE & COMPANY	C
01	00042062	276.50	10/12/22	100705 JANET STOLWORTHY	C
01	00042063	35.95	10/12/22	110914 SUPERIOR WATER AND AIR INC	C
01	00042064	932.14	10/12/22	109356 TRANSPORT DIESEL	C
01	00042065	3,000.00	10/12/22	875087 UKON WATER CO	C
01	00042066	65.16	10/12/22	999009 UTAH RETIREMENT SYSTEMS	C
01	00042067	58,590.93	10/12/22	892916 DGO FUEL NETWORK TEAM	C
01	00042068	1,224.72	10/12/22	892964 UTAH STATE TAX COMMISSION	C

A/P Summary Check Register

FPREG01A

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01	00042071	3,300.00	10/12/22	24961 806 TECHNOLOGIES	C
01	00042072	6,333.16	10/12/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042073	897.00	10/12/22	106497 APPLE STORE	C
01	00042074	100.36	10/12/22	3271 CANON SOLUTIONS AMERICA	C
01	00042075	4,576.50	10/12/22	19178 CHEAPERTHANSHIRT	C
01	00042076	2,875.63	10/12/22	59048 CHROMEBOOKPARTS.COM	C
01	00042077	4,896.19	10/12/22	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
01	00042078	2,995.00	10/12/22	61743 CMC NEPTUNE	C
01	00042079	361.79	10/12/22	111247 ESTRELLITA	C
01	00042080	222.16	10/12/22	57207 FILTERBUY INC.	C
01	00042081	659.62	10/12/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042082	7,654.28	10/12/22	386370 HYKO SUPPLY CO	C
01	00042083	245.11	10/12/22	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
01	00042084	4,722.12	10/12/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042085	23,300.00	10/12/22	56855 MYSTERY SCIENCE INC.	C
01	00042086	3,622.09	10/12/22	633340 OFFICE DEPOT	C
01	00042087	1,142.57	10/12/22	13560 PERIPOLE, INC	C
01	00042088	4,516.00	10/12/22	4987 PICTURELINE INC	C
01	00042089	75.99	10/12/22	709060 PITSCO EDUCATION, LLC	C
01	00042090	454.85	10/12/22	58513 PONDDY EDUCATION INC	C
01	00042091	12,000.00	10/12/22	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00042092	280.00	10/12/22	17035 ROCHESTER 100 INC	C
01	00042093	102.00	10/12/22	759360 ROTO AIRE	C
01	00042094	712.54	10/12/22	54313 SCHOOL SPECIALTY, LLC	C
01	00042095	14,201.00	10/12/22	110873 SOLUTION TREE	C
01	00042096	3,348.03	10/12/22	38563 SPHERO INC	C
01	00042097	80.09	10/12/22	157371 STAPLES	C
01	00042098	443.90	10/12/22	824825 SWANSON BUILDING MATERIALS INC	C
01	00042099	1,630.10	10/12/22	26468 WPS UNLOCKING POTENTIAL	C
01	00042100	237.24	10/20/22	6617 ACME WATER CO	C
01	00042101	268.96	10/20/22	10260 ADELE C YOUNG INTERM SCH	C
01	00042102	212.00	10/20/22	35519 AL'S TROPHIES & FRAMES, INC.	C
01	00042103	245.00	10/20/22	36784 AMERICAN RED CROSS	C
01	00042104	59.00	10/20/22	101302 ASCD	C
01	00042105	1,961.75	10/20/22	4260 BCI / UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00042106	340.50	10/20/22	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
01	00042107	547.94	10/20/22	102956 BEAR RIVER MENTAL HEALTH	C
01	00042108	10,062.58	10/20/22	104348 BOX ELDER MIDDLE SCHOOL	C
01	00042109	1,500.00	10/20/22	44865 BRAD BARTON PRESENTATIONS, INC.	C
01	00042110	577.00	10/20/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00042111	1,478.37	10/20/22	108217 BRIGHAM CITY CORPORATION	C
01	00042112	506.70	10/20/22	890740 CENTURYLINK LONG DISTANCE	C
01	00042113	1,697.00	10/20/22	138420 CHEMTECH FORD INC	C
01	00042114	1,275.00	10/20/22	819370 CLASSICAL STRINGS / G WILHELMSSEN	C
01	00042115	75.00	10/20/22	49654 J DAVID COOK	C
01	00042116	411.00	10/20/22	25380 EDUTECH SERVICES INC	C
01	00042117	5,050.85	10/20/22	60798 FIRSTDIGITAL TELECOM	C
01	00042118	150.00	10/20/22	49557 MAYRA GARZA	C
01	00042119	75.00	10/20/22	46116 ROBERT GORDON	C
01	00042120	688.07	10/20/22	367473 HOBART	C
01	00042121	75.00	10/20/22	58300 JOSH HOCHSTETTLER	C
01	00042122	75.00	10/20/22	49646 CODY HOWARD	C
01	00042123	4,000.00	10/20/22	109811 JASON HEWLETT ENTERTAINMENT	C

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Bank	Check No	Amount	Date	Vendor	Type
01	00042124	136.38	10/20/22	61298 BRADLY KELLEY	C
01	00042125	540.00	10/20/22	58319 KIWANIS INTERNATION INC BRIGHAM CITY	C
01	00042126	3,680.00	10/20/22	26000 LEAR & LEAR LAW OFFICE, LLP	C
01	00042127	75.00	10/20/22	3603 CASEY LILJENQUIST	C
01	00042128	75.00	10/20/22	46507 ERIC MCEWAN	C
01	00042129	15.50	10/20/22	62081 NICOLE HESS VINYL	C
01	00042130	8,066.88	10/20/22	3050 OBSERVERTAB, LLC	C
01	00042131	5,629.63	10/20/22	106641 PST/PROFESSIONAL SYSTEMS TECHNOLOGY INC	C
01	00042132	1,045.15	10/20/22	12289 REAL CURRICULUM LLC	C
01	00042133	43,317.41	10/20/22	892645 ROCKY MOUNTAIN POWER	C
01	00042134	191.92	10/20/22	55336 S & D CARWASH MANAGEMENT, LLC	C
01	00042135	66,000.00	10/20/22	48470 SCHOOLS CUBED	C
01	00042136	191.61	10/20/22	10731 SMITH'S CUSTOMER CHARGES	C
01	00042137	482.98	10/20/22	802087 SNOWVILLE WATERWORKS INC	C
01	00042138	1,200.00	10/20/22	110873 SOLUTION TREE	C
01	00042139	6,857.03	10/20/22	852617 TREMONTON CITY CORP	C
01	00042140	205.63	10/20/22	62510 JESSICA WAITE	C
01	00042141	6,864.00	10/20/22	31364 95 PERCENT GROUP	C
01	00042142	5,381.07	10/20/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042143	335.84	10/20/22	59048 CHROMEBOOKPARTS.COM	C
01	00042144	777.06	10/20/22	180241 DEMCO INC	C
01	00042145	170.76	10/20/22	1961 DESTINY EXPRESS/FOLLETT SCHOOL SOLUTIONS	C
01	00042146	928.38	10/20/22	62235 DEX IMAGING LLC	C
01	00042147	1,736.29	10/20/22	59641 DGI SUPPLY	C
01	00042148	1,049.20	10/20/22	62340 EAGLE MAT & FLOOR PRODUCTS INC	C
01	00042149	520.00	10/20/22	212299 EDUTEK CORPORATION	C
01	00042150	608.70	10/20/22	105455 ENABLING DEVICES	C
01	00042151	2,307.52	10/20/22	111247 ESTRELLITA	C
01	00042152	643.72	10/20/22	57207 FILTERBUY INC.	C
01	00042153	808.26	10/20/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042154	2,403.49	10/20/22	386370 HYKO SUPPLY CO	C
01	00042155	3,923.95	10/20/22	111841 THE LAMPO GROUP, LLC	C
01	00042156	2,625.00	10/20/22	58505 MAGOOSH INC.	C
01	00042157	635.00	10/20/22	102250 MELLEN GLASS LC	C
01	00042158	39,200.00	10/20/22	56855 MYSTERY SCIENCE INC.	C
01	00042159	223.45	10/20/22	633340 OFFICE DEPOT	C
01	00042160	539.08	10/20/22	60291 RENEGADE RENTALS LLC	C
01	00042161	4,270.31	10/20/22	103604 SCHOLASTIC MAGAZINES	C
01	00042162	17,426.00	10/20/22	54313 SCHOOL SPECIALTY, LLC	C
01	00042163	1,442.00	10/20/22	11711 SOUTHWEST STRINGS	C
01	00042164	4,485.94	10/20/22	157371 STAPLES	C
01	00042165	8,125.20	10/20/22	310 VIRCO INC	C
01	00042166	9,684.65	10/20/22	43753 VISTA HIGHER LEARNING, INC.	C
01	00042167	4,111.25	10/20/22	109355 VOYAGER SOPRIS LEARNING	C
01	00042168	1,575.00	10/20/22	110040 WALL 2 WALL	C
01	00042169	83.49	10/20/22	109804 WARD'S NATURAL SCIENCE	C
01	00042170	2,737.05	10/20/22	53376 WING AERO PRODUCTS, INC	C
01	00042171	110.05	10/27/22	1 GEORGANNE JENSEN	C
01	00042172	14.15	10/27/22	1 LORALEE DIMICK	C
01	00042173	95.00	10/27/22	1 SHELECE MASON	C
01	00042174	7,618.23	10/27/22	100913 BORDER STATES INDUSTRIES, INC	C
01	00042175	19,637.14	10/27/22	104338 BOX ELDER HIGH SCHOOL	C
01	00042176	69.00	10/27/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C
01	00042177	7,285.59	10/27/22	108217 BRIGHAM CITY CORPORATION	C
01	00042178	189.38	10/27/22	62570 TIFFANIE BROWNE	C

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01	00042179	370.75	10/27/22	104843 WAYNE BURRELL	C
01	00042180	1,766.15	10/27/22	890740 CENTURYLINK	C
01	00042181	50.15	10/27/22	20338 ROXANN CHRISTENSEN	C
01	00042182	613.38	10/27/22	104223 CODALE ELECTRIC	C
01	00042183	192.11	10/27/22	62596 KELLY COPPIETERS	C
01	00042184	143.90	10/27/22	158220 COVER UP	C
01	00042185	1,773.38	10/27/22	164255 CUMMINS ROCKY MOUNTAIN LLC	C
01	00042186	184.96	10/27/22	62626 ANN DAVIS	C
01	00042187	200.00	10/27/22	62413 DARCI DAVIS	C
01	00042188	3,555.00	10/27/22	60313 DUO GROUP LLC	C
01	00042189	5,000.00	10/27/22	62707 EXECUTIVE SPEAKERS BUREAU	C
01	00042190	320.63	10/27/22	55557 ELIZABETH FERTIG	C
01	00042191	195.09	10/27/22	62634 JAMIE FINDLAY	C
01	00042192	93.68	10/27/22	58645 JENNIFER GREEN	C
01	00042193	352.78	10/27/22	60968 TROY HARTMAN	C
01	00042194	3,497.95	10/27/22	103070 HEYWOOD ENGINEERING & CONSULT	C
01	00042195	213.91	10/27/22	62600 VARINIA HILL	C
01	00042196	14,573.16	10/27/22	100774 JEPPESEN DISTRIBUTING/JEFF JEPPESEN	C
01	00042197	201.55	10/27/22	62618 MELANIE JOOSTEN	C
01	00042198	809.48	10/27/22	106477 JUNIOR LIBRARY GUILD	C
01	00042199	173.30	10/27/22	62588 DIANE LOOKEBILL	C
01	00042200	213.80	10/27/22	49042 CHELSEA MONTGOMERY	C
01	00042201	4,857.47	10/27/22	111273 NUCO2 LLC	C
01	00042202	12.00	10/27/22	53392 JESSICA NYE	C
01	00042203	4,279.48	10/27/22	3050 OBSERVERTAB, LLC	C
01	00042204	206.80	10/27/22	44903 HAYLEY PHELPS-CHOURNOS	C
01	00042205	200.00	10/27/22	62251 DACIA PITCHER	C
01	00042206	1,738.80	10/27/22	60291 RENEGADE RENTALS LLC	C
01	00042207	220.82	10/27/22	29823 RHONDA RIGBY	C
01	00042208	45.00	10/27/22	105282 KELLI ANN ROSE	C
01	00042209	66.81	10/27/22	59625 SCRUB SHOPPE	C
01	00042210	103.96	10/27/22	23302 MICHELLE SEAMONS	C
01	00042211	69.60	10/27/22	50547 KRISTAL SMALL	C
01	00042212	162.92	10/27/22	44040 LISA SMITH	C
01	00042213	6,691.45	10/27/22	24580 VERIZON WIRELESS	C
01	00042214	70.50	10/27/22	62642 TRAMPIS WAITE	C
01	00042215	105.19	10/27/22	101693 BONNIE YOUNG	C
01	00042216	260.00	10/27/22	31364 95 PERCENT GROUP	C
01	00042217	2,592.42	10/27/22	21679 ACCO BRANDS USA LLC / GBC	C
01	00042218	18,589.86	10/27/22	38032 AMAZON CAPITAL SERVICES INC	C
01	00042219	6,433.00	10/27/22	3271 CANON SOLUTIONS AMERICA	C
01	00042220	4,425.00	10/27/22	100293 DELL INC	C
01	00042221	828.06	10/27/22	180241 DEMCO INC	C
01	00042222	642.96	10/27/22	62235 DEX IMAGING LLC	C
01	00042223	609.80	10/27/22	103155 EAI EDUCATION	C
01	00042224	446.59	10/27/22	109704 FOLLETT SCHOOL SOLUTIONS	C
01	00042225	930.00	10/27/22	100148 HIGH NOON BOOKS	C
01	00042226	1,592.32	10/27/22	386370 HYKO SUPPLY CO	C
01	00042227	219.73	10/27/22	586159 MOUNTAIN STATE TEXTBOOK DEP	C
01	00042228	1,159.22	10/27/22	29858 MOUNTAINLAND SUPPLY COMPANY	C
01	00042229	25,000.00	10/27/22	56855 MYSTERY SCIENCE INC.	C
01	00042230	3,165.15	10/27/22	633340 OFFICE DEPOT	C
01	00042231	3,820.96	10/27/22	100987 PEARSON EDUCATION CENTER	C
01	00042232	337.30	10/27/22	699420 PERMA BOUND BOOKS	C
01	00042233	1,473.12	10/27/22	54640 PURCELL TIRE AND SERVICE CENTER	C

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01	00042234	1,306.00	10/27/22	60020 RON KELLER TIRE INC	C
01	00042235	1,803.09	10/27/22	110840 RUSH TRUCK CENTER OF UTAH	C
01	00042236	4,879.83	10/27/22	103604 SCHOLASTIC MAGAZINES	C
01	00042237	725.00	10/27/22	11711 SOUTHWEST STRINGS	C
01	00042238	1,490.59	10/27/22	157371 STAPLES	C
01	00042239	330.00	10/27/22	60178 TOOLS 4 READING, LLC	C
01	00042240	3,272.60	10/27/22	861085 TV SPECIALISTS INC	C
01	00042241	13,157.90	10/27/22	898860 VCBO ARCHITECTS	C
01	00042242	1,046.85	10/27/22	53252 WORKSPACE ELEMENTS	C
01	00042243	1,148.19	10/28/22	999014 AFLAC / AMERICAN FAMILY LIFE ASSURANCE	C
01	00042244	4,504.68	10/28/22	999014 AMERICAN FAMILY LIFE COMP	C
01	00042245	80.00	10/28/22	999027 B E SCHOOL BOARD FUND	C
01	00042246	30.00	10/28/22	999030 BENEFICIAL LIFE INSURANCE CO.	C
01	00042247	560.73	10/28/22	999024 BOSTON MUTUAL LIFE INS CO - W	C
01	00042248	247.00	10/28/22	999055 BOX ELDER FOUNDATION	C
01	00042249	1,564.15	10/28/22	999033 BUREAU CHILD SUPPORT SERV	C
01	00042250	359.50	10/28/22	4642 CREDIT SERVICE OF LOGAN	C
01	00042251	33,098.06	10/28/22	999077 DENTAL SELECT	C
01	00042252	5,850.00	10/28/22	999021 ELEVATE CREDIT UNION	C
01	00042253	655.44	10/28/22	999019 EMI HEALTH	C
01	00042254	69.12	10/28/22	999017 GLOBE LIFE INSURANCE CO	C
01	00042255	21,060.83	10/28/22	999035 HORACE MANN INSURANCE COMPANY	C
01	00042256	686.00	10/28/22	51080 IDAHO DIV OF MANAGEMENT/CHILD SUPPORT	C
01	00042257	460.44	10/28/22	5851 JOHNSON MARK ATTORNEYS LLC	C
01	00042258	353.53	10/28/22	999111 MEADE RECOVERY SERVICES LLC	C
01	00042259	8,655.00	10/28/22	999084 NATIONAL BENEFITS SERVICES LLC	C
01	00042260	11,144.12	10/28/22	999081 NATIONAL BENEFITS SERVICES LLC	C
01	00042261	63.73	10/28/22	999156 OLSON SHANER	C
01	00042262	3,651.27	10/28/22	999008 OPTICARE	C
01	00042263	212.33	10/28/22	999038 OUTSOURCE RECEIVABLES	C
01	00042264	766,288.14	10/28/22	999079 PUBLIC EMPLOYEES HEALTH P	C
01	00042265	1,466.40	10/28/22	999032 PRE-PAID LEGAL SERVICES	C
01	00042266	21,933.42	10/28/22	999018 THE HARTFORD	C
01	00042267	436.23	10/28/22	48119 TITANIUM FUNDS	C
01	00042268	490.00	10/28/22	999012 UESP	C
01	00042269	15,347.22	10/28/22	999007 UTAH EDUCATION ASSOCIATION	C
01	00042270	6,300.24	10/28/22	999025 UTAH SCHOOL EMPLOYEES ASSOCIATION	C
01	00042271	221,931.77	10/28/22	999003 UTAH STATE TAX COMMISSION	C
01	02101222	5.28	10/10/22	109177 UTAH DEPARTMENT OF WORKFORCE SERVICES	M
01	05101022	126,126.61	10/09/22	888540 US BANK	M
01	07103122	138,174.41	10/28/22	999070 HEALTH EQUITY INC	M
01	08100322	1,018.60	10/03/22	999005 UTAH STATE RETIREMENT FUND	M
01	08103122	1,338,297.80	10/28/22	999005 UTAH STATE RETIREMENT FUND	M
01	09102022	168,083.68	10/28/22	999140 BANK OF UTAH	M
01	09103122	1,125,985.47	10/28/22	999140 BANK OF UTAH	M
01	9090122A	2,061.82	10/28/22	999140 BANK OF UTAH	M
Total Bank No 01		5,093,930.78			
02	00101071	130.28	10/06/22	38032 AMAZON CAPITAL SERVICES INC	C
02	00101072	940.13	10/12/22	230 CAROLINA BIOLOGICAL	C
02	00101073	500.00	10/12/22	85559 CENTURY ELEMENTARY	C
02	00101074	819.19	10/20/22	38032 AMAZON CAPITAL SERVICES INC	C
02	00101075	10,000.00	10/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
02	00101076	1,447.20	10/20/22	52140 EAGLE MOUNTAIN GOLF COURSE	C
02	00101077	168.00	10/20/22	100148 HIGH NOON BOOKS	C

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02	00101078	500.00	10/20/22	512588 LAKE VIEW SCHOOL	C
02	00101079	182.90	10/20/22	109804 WARD'S NATURAL SCIENCE	C
02	00101080	282.95	10/27/22	38032 AMAZON CAPITAL SERVICES INC	C
02	00101081	600.00	10/27/22	85559 CENTURY ELEMENTARY	C
02	00101082	249.00	10/27/22	281678 FIELDING SCHOOL	C
02	00101083	900.00	10/27/22	56782 GOLDEN SPIKE ELEMENTARY	C
02	00101084	191.96	10/27/22	103604 SCHOLASTIC MAGAZINES	C
02	00101085	3,596.87	10/28/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 02		20,508.48			
11	01104154	1,525.76	10/06/22	101520 BELL JANITORIAL	A
11	01104155	498.96	10/06/22	44342 MICHELLE BREIDER	A
11	01104156	16,240.01	10/06/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104157	322.55	10/06/22	106437 CARSON ELEVATOR CO INC	A
11	01104158	7,946.00	10/06/22	100325 CDW GOVERNMENT INC	A
11	01104159	1,095.96	10/06/22	107034 CHARIOT GROUP INC	A
11	01104160	2,577.39	10/06/22	53473 CHARLIE'S PRODUCE	A
11	01104161	5,583.98	10/06/22	728870 DOMINION ENERGY UTAH	A
11	01104162	723.03	10/06/22	62014 LEVI JENSEN	A
11	01104163	35,105.00	10/06/22	27243 KELLY SERVICES INC	A
11	01104164	304.29	10/06/22	59129 DESI LARSEN	A
11	01104165	1,319.73	10/06/22	35718 O C TANNER RECOGNITION COMPANY	A
11	01104166	677.67	10/06/22	21130 AMBER ROSE	A
11	01104167	667.59	10/06/22	12793 SONYA SPACKMAN	A
11	01104168	1,722.08	10/06/22	100590 WAXIE SANITARY SUPPLY	A
11	01104169	408.24	10/06/22	44075 LEANNE WRIGHT	A
11	01104170	52.00	10/12/22	29785 HENRY BAKER	A
11	01104171	190.12	10/12/22	101520 BELL JANITORIAL	A
11	01104172	44.00	10/12/22	48011 GAILE BINGHAM	A
11	01104173	1,346.24	10/12/22	102177 BRADY INDUSTRIES LLC	A
11	01104174	9,987.99	10/12/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104175	2,334.89	10/12/22	53473 CHARLIE'S PRODUCE	A
11	01104176	32.00	10/12/22	4090 MARY CLARK	A
11	01104177	7,750.00	10/12/22	60500 DOABLE WELLNESS	A
11	01104178	64.00	10/12/22	58335 KARLENE FARLEY	A
11	01104179	48.00	10/12/22	106815 MAILEE FORREST	A
11	01104180	37.00	10/12/22	12165 AMANDA FRANCIS	A
11	01104181	321.10	10/12/22	322776 GRAINGERS INC	A
11	01104182	28.00	10/12/22	36706 MONICA GROVER	A
11	01104183	32.00	10/12/22	37664 ASHLEY JENSEN	A
11	01104184	76.00	10/12/22	56669 SHEA L JENSEN	A
11	01104185	28,010.85	10/12/22	27243 KELLY SERVICES INC	A
11	01104186	18,660.00	10/12/22	32816 KLEO INC / CLASS WALLET	A
11	01104187	28.00	10/12/22	21610 STEVE LEGGETT	A
11	01104188	32.00	10/12/22	49999 BILLY MCFARLAND	A
11	01104189	37.00	10/12/22	25640 RAMONA MORA	A
11	01104190	75.00	10/12/22	56103 KARA MORRIS	A
11	01104191	93.00	10/12/22	54356 MARISSA NELSON	A
11	01104192	32.00	10/12/22	23817 CYNTHIA A PAGE	A
11	01104193	56.00	10/12/22	45349 LADAWN RICHINS	A
11	01104194	32.00	10/12/22	58858 ANNA SHERMAN	A
11	01104195	30.55	10/12/22	806251 BETTY JO SPENCER	A
11	01104196	49.00	10/12/22	852290 SANDIE TRAPP	A
11	01104197	689.33	10/12/22	100590 WAXIE SANITARY SUPPLY	A
11	01104198	44.00	10/12/22	28150 KARIE WEAVER	A

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11	01104199	28.00	10/12/22	62448 DONNA WEIGHILL	A
11	01104200	102.00	10/12/22	40002 MAURY WHEATLEY	A
11	01104201	28.00	10/12/22	105471 COLLEEN M WILLIAMS	A
11	01104202	8,216.00	10/20/22	104132 BEAZER LOCK & KEY	A
11	01104203	37.00	10/20/22	49476 MICHAEL BOWEN	A
11	01104204	480.60	10/20/22	134250 CEM SALES & SERVICE	A
11	01104205	6,251.53	10/20/22	728870 DOMINION ENERGY UTAH	A
11	01104206	614.59	10/20/22	322776 GRAINGERS INC	A
11	01104207	235,282.32	10/20/22	12688 SYSCO	A
11	01104208	67.50	10/20/22	47686 TNT ENGRAVING	A
11	01104209	400.06	10/20/22	100590 WAXIE SANITARY SUPPLY	A
11	01104210	2,791.20	10/27/22	101520 BELL JANITORIAL	A
11	01104211	16,664.02	10/27/22	105301 CACHE VALLEY ELECTRIC INC	A
11	01104212	9,057.00	10/27/22	100325 CDW GOVERNMENT INC	A
11	01104213	1,267.64	10/27/22	134250 CEM SALES & SERVICE	A
11	01104214	872.00	10/27/22	728870 DOMINION ENERGY UTAH	A
11	01104215	555,700.91	10/27/22	107656 DWA CONSTRUCTION INC	A
11	01104216	20.55	10/27/22	322776 GRAINGERS INC	A
11	01104217	609.59	10/27/22	100590 WAXIE SANITARY SUPPLY	A
Total Bank No 11		985,420.82			
20	10400495	620.40	10/03/22	45500 BOX ELDER SCHOOL DISTRICT	C
20	10400496	324.00	10/24/22	45500 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 20		944.40			
21	12500752	220.69	10/07/22	489250 KENTS MARKET PL/BRIGHAM	C
21	12500753	208.86	10/07/22	56006 BRITNI ROBERTS	C
21	12500754	69.90	10/07/22	110914 SUPERIOR WATER AND AIR INC	C
21	12500755	130.00	10/07/22	47686 TNT ENGRAVING	C
21	12500756	44.94	10/28/22	489250 KENTS MARKET PL/BRIGHAM	C
21	12500757	201.88	10/28/22	56006 BRITNI ROBERTS	C
Total Bank No 21		876.27			
22	13200675	153.15	10/06/22	38032 AMAZON CAPITAL SERVICES INC	C
22	13200676	42.34	10/06/22	489240 KENTS MARKET PL/TREMONTON	C
22	13200677	39.33	10/11/22	41998 BEAR RIVER FLORAL & GIFTS	C
22	13200678	846.90	10/11/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 22		1,081.72			
24	13601032	27.18	10/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601033	295.00	10/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
24	13601034	218.71	10/19/22	489240 KENTS MARKET PL/TREMONTON	C
24	13601035	96.00	10/19/22	25674 STUDIO R MEDIA	C
24	13601036	100.00	10/19/22	1457 U S POSTMASTER	C
Total Bank No 24		736.89			
25	15000718	120.00	10/10/22	702688 PETTY CASH	C
Total Bank No 25		120.00			
26	16401027	4,599.04	10/25/22	104321 BOX ELDER SCHOOL DISTRICT	C
26	16401028	65.25	10/25/22	489240 KENTS MARKET PL/TREMONTON	C
26	16401029	196.00	10/25/22	43567 PENCIL WHOLESALE LLC	C
26	16401030	30.00	10/25/22	110914 SUPERIOR WATER AND AIR INC	C
Total Bank No 26		4,890.29			
28	16701146	41.83	10/12/22	41998 BEAR RIVER FLORAL & GIFTS	C
28	16701147	522.17	10/12/22	104321 BOX ELDER SCHOOL DISTRICT	C
28	16701148	64.00	10/12/22	14958 CULLIGAN	C
28	16701149	75.00	10/12/22	55905 MD SECURE STORAGE	C

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Bank	Check No	Amount	Date	Vendor	Type
28	16701150	2,003.87	10/12/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 28		2,706.87			
29	16800493	412.89	10/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800494	333.00	10/26/22	104321 BOX ELDER SCHOOL DISTRICT	C
29	16800495	333.00	10/26/22	802078 SNOWVILLE SCHOOL	C
29	16800496	200.00	10/26/22	999140 BANK OF UTAH	C
Total Bank No 29		1,278.89			
30	17200611	32.38	10/07/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
30	17200612	434.74	10/26/22	104321 BOX ELDER SCHOOL DISTRICT	C
30	17200613	1,578.50	10/26/22	19178 CHEAPERTHANSHIRT	C
Total Bank No 30		2,045.62			
31	18800364	147.18	10/24/22	104321 BOX ELDER SCHOOL DISTRICT	C
31	18800365	421.69	10/31/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 31		568.87			
32	20000275	165.75	10/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
32	20000276	562.50	10/19/22	19178 CHEAPERTHANSHIRT	C
32	20000277	110.76	10/19/22	43567 PENCIL WHOLESALER LLC	C
32	20000278	63.00	10/19/22	804825 SUNRISE HIGH SCHOOL	C
32	20000279	22.27	10/24/22	104321 BOX ELDER SCHOOL DISTRICT	C
Total Bank No 32		924.28			
33	30402776	38.00	10/04/22	1 Naomi Whitmore	C
33	30402777	125.00	10/04/22	1 TRISHA BOYCE	C
33	30402778	1,508.25	10/04/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402779	244.68	10/04/22	230 CAROLINA BIOLOGICAL	C
33	30402780	217.40	10/04/22	4669 DELVIES PLASTICS INC	C
33	30402781	7.56	10/04/22	327480 GREER'S HARDWARE	C
33	30402782	300.00	10/04/22	12190 STERLING PETERSEN	C
33	30402783	1,740.20	10/04/22	109355 VOYAGER SOPRIS LEARNING	C
33	30402784	162.24	10/04/22	5908 WALMART COMMUNITY	C
33	30402785	299.57	10/12/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402786	600.00	10/12/22	1627 DOMINO'S PIZZA / TREMONTON	C
33	30402787	956.11	10/12/22	489240 KENTS MARKET PL/TREMONTON	C
33	30402788	105.00	10/12/22	61611 QUENCH USA, INC	C
33	30402789	203.66	10/12/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
33	30402790	420.10	10/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
33	30402791	57.97	10/24/22	1 CHASI REYNOLDS	C
33	30402792	701.50	10/24/22	38032 AMAZON CAPITAL SERVICES INC	C
33	30402793	450.00	10/24/22	36110 STUDIO R MEDIA	C
33	30402794	1,204.99	10/24/22	109248 J W PEPPER MUSIC	C
33	30402795	119.60	10/24/22	109463 WOODWIND AND BRASSWIND	C
Total Bank No 33		9,461.83			
34	30803231	53.94	10/11/22	347560 ALICE C HARRIS INTERM SCH	C
34	30803232	39.90	10/11/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803233	49.07	10/11/22	110509 AUDIO ENHANCEMENT	C
34	30803234	256.49	10/11/22	109248 J W PEPPER MUSIC	C
34	30803235	11.35	10/11/22	702688 PETTY CASH	C
34	30803236	67.45	10/11/22	111790 SUNSTONE POTTERY	C
34	30803237	1,119.60	10/11/22	109463 WOODWIND AND BRASSWIND	C
34	30803238	269.82	10/19/22	112046 ACE HARDWARE - BRIGHAM	C
34	30803239	1,524.17	10/19/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803240	53.12	10/19/22	104321 BOX ELDER SCHOOL DISTRICT	C
34	30803241	110.00	10/19/22	111635 BRIDGERLAND BAND INSTRUMENT REPAIR	C

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Bank	Check No	Amount	Date	Vendor	Type
34	30803242	188.98	10/19/22	489250 KENTS MARKET PL/BRIGHAM	C
34	30803243	40.00	10/25/22	1 CONNI LEWIS	C
34	30803244	322.96	10/25/22	38032 AMAZON CAPITAL SERVICES INC	C
34	30803245	1,088.13	10/25/22	106895 BADGER SCREEN PRINTING CO	C
34	30803246	17.99	10/25/22	109248 J W PEPPER MUSIC	C
34	30803247	669.29	10/25/22	633340 OFFICE DEPOT	C
34	30803248	176.00	10/25/22	1457 U S POSTMASTER	C
34	30803248	-176.00	10/27/22	1457 U S POSTMASTER	CV
34	30803249	526.66	10/25/22	5908 WALMART COMMUNITY	C
Total Bank No 34		6,408.92			
35	40402963	69.22	10/07/22	1 KAREN DABELL	C
35	40402964	177.06	10/07/22	1724 ACE HARDWARE TREMONTON	C
35	40402965	89.11	10/07/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402966	58.55	10/07/22	47899 CURTIS ARMSTRONG	C
35	40402967	619.95	10/07/22	489240 KENTS MARKET PL/TREMONTON	C
35	40402968	38.16	10/07/22	157371 STAPLES	C
35	40402969	49.00	10/07/22	25674 STUDIO R MEDIA	C
35	40402970	39.95	10/07/22	110914 SUPERIOR WATER AND AIR INC	C
35	40402971	11.00	10/17/22	1 MARCY TREASURE	C
35	40402972	29.71	10/17/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402973	34.29	10/17/22	999140 BANK OF UTAH	C
35	40402974	158.77	10/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
35	40402975	251.02	10/17/22	157371 STAPLES	C
35	40402976	245.47	10/25/22	38032 AMAZON CAPITAL SERVICES INC	C
35	40402977	350.56	10/25/22	62545 DOUBLETREE SALT LAKE CITY	C
35	40402978	75.00	10/25/22	59943 EVANS ACRES MINI FARM, LLC	C
35	40402979	129.80	10/25/22	59196 LITTLE CAESARS TREMONTON	C
35	40402980	19.65	10/25/22	157371 STAPLES	C
Total Bank No 35		2,446.27			
36	40803970	50.76	10/05/22	1 JENNIFER MARX	C
36	40803971	71.91	10/05/22	112046 ACE HARDWARE - BRIGHAM	C
36	40803972	624.01	10/05/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803973	1,350.00	10/05/22	104338 BOX ELDER HIGH SCHOOL	C
36	40803974	1,025.35	10/05/22	158220 COVER UP	C
36	40803975	67.99	10/05/22	109248 J W PEPPER MUSIC	C
36	40803976	62.50	10/05/22	57240 CAILIN MCGARRY RREEDS	C
36	40803977	809.40	10/05/22	111790 SUNSTONE POTTERY	C
36	40803978	66.97	10/11/22	1 ANNIE BROOME	C
36	40803979	68.76	10/11/22	1 ERICA SANDBERG	C
36	40803980	487.93	10/11/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803981	109.50	10/11/22	109248 J W PEPPER MUSIC	C
36	40803982	534.04	10/11/22	633340 OFFICE DEPOT	C
36	40803983	313.53	10/11/22	10731 SMITH'S CUSTOMER CHARGES	C
36	40803984	82.98	10/11/22	822122 SUMMERHAYS MUSIC CENTER	C
36	40803985	50.00	10/20/22	1 NICOLE MITCHELL	C
36	40803986	92.81	10/20/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40803987	2,355.98	10/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
36	40803988	288.00	10/20/22	6890 FBLA - PBL	C
36	40803989	935.11	10/20/22	103961 INTERMOUNTAIN WOOD PRODUCTS	C
36	40803990	57.99	10/20/22	109248 J W PEPPER MUSIC	C
36	40803991	179.28	10/20/22	489250 KENTS MARKET PL/BRIGHAM	C
36	40803992	365.00	10/20/22	57703 MIKAROSE LLC	C
36	40803993	25.00	10/20/22	108299 STEVE WEISS MUSIC	C
36	40803994	1,147.04	10/26/22	38032 AMAZON CAPITAL SERVICES INC	C

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Bank	Check No	Amount	Date	Vendor	Type
36	40803995	30.00	10/26/22	104348 BOX ELDER MIDDLE SCHOOL	C
36	40803996	50.00	10/26/22	109248 J W PEPPER MUSIC	C
36	40803997	47.93	10/26/22	820521 STYLISH FABRICS/BERNINA	C
36	40803998	43.60	10/26/22	822122 SUMMERHAYS MUSIC CENTER	C
36	40803999	157.08	10/26/22	16535 VEX ROBOTICS	C
36	40804000	415.92	10/26/22	5908 WALMART COMMUNITY	C
36	40804001	27.60	10/31/22	1 SHASTA PETERSON	C
36	40804002	77.88	10/31/22	38032 AMAZON CAPITAL SERVICES INC	C
36	40804003	15.00	10/31/22	104348 BOX ELDER MIDDLE SCHOOL	C
36	40804004	162.00	10/31/22	57703 MIKAROSE LLC	C
36	40804005	329.65	10/31/22	54313 SCHOOL SPECIALTY, LLC	C
Total Bank No 36		12,578.50			
37	70412537	99.85	10/04/22	85738 BEAR RIVER HIGH SCHOOL	C
37	70412538	2,852.50	10/04/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412539	250.00	10/04/22	111004 BRIDGERLAND APPLIED TECH/BATC	C
37	70412540	429.00	10/04/22	37672 EWELL EDUCATIONAL SERVICES INC	C
37	70412541	99.00	10/04/22	6890 FBLA - PBL	C
37	70412542	5.49	10/04/22	100522 INTERMOUNTAIN FARMERS ASSOC / IFA	C
37	70412543	888.00	10/04/22	56340 IMAGINE IT VINYL	C
37	70412544	616.99	10/04/22	109248 J W PEPPER MUSIC	C
37	70412545	60.00	10/04/22	62391 KATIE JENSEN	C
37	70412546	139.96	10/04/22	33430 LEADING EDGE LAMINATING	C
37	70412547	1,700.00	10/04/22	46965 LITTLE REDS LLC	C
37	70412548	2,032.00	10/04/22	4910 NATIONAL FFA ORGANIZATION	C
37	70412549	300.00	10/04/22	62227 ALEX PARKINSON	C
37	70412550	1,890.00	10/04/22	7242 PINNEAE GREENHOUSES	C
37	70412551	143.91	10/04/22	5916 PITNEY BOWES	C
37	70412552	200.00	10/04/22	61719 ROBINS, JACKSON	C
37	70412553	4,188.79	10/04/22	769715 SAM'S CLUB BUSINESS PAYMENTS	C
37	70412554	115.00	10/04/22	39667 SIGN GYPSIES BOX ELDER	C
37	70412555	42.00	10/04/22	60976 THE COPPER COOKIE	C
37	70412556	100.97	10/06/22	1 KAREN DABELL	C
37	70412557	309.00	10/06/22	1 SHAWN PRICE	C
37	70412558	633.81	10/06/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412559	627.25	10/06/22	107102 BEAR RIVER BOWLING CENTER / THE GRILL	C
37	70412560	2,658.00	10/06/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412561	52.50	10/06/22	19178 CHEAPERTHANSHIRT	C
37	70412562	125.00	10/06/22	173340 DAR'S JJ WHITE BLACKSMITH	C
37	70412563	189.41	10/06/22	286060 FLINN SCIENTIFIC	C
37	70412564	99.09	10/06/22	327480 GREER'S HARDWARE	C
37	70412565	70.00	10/06/22	32115 HOODOO ORIGINALS	C
37	70412566	60.00	10/06/22	53392 JESSICA NYE	C
37	70412567	1,000.00	10/06/22	5924 PITNEY BOWES BANK INC RESERVE ACCOUNT	C
37	70412568	2,975.00	10/06/22	28967 ROBOTICS ED & COMPETITION FOUNDATION	C
37	70412569	1,435.00	10/06/22	62421 RSCHOOLTODAY/VNN	C
37	70412570	173.47	10/06/22	157371 STAPLES	C
37	70412571	834.00	10/06/22	58661 THATCHER PEAK LLC	C
37	70412572	363.07	10/06/22	16535 VEX ROBOTICS	C
37	70412573	1,498.86	10/11/22	59277 COMFORT INN & SUITES CEDAR	C
37	70412574	291.26	10/12/22	1724 ACE HARDWARE TREMONTON	C
37	70412575	1,718.02	10/12/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412576	172.46	10/12/22	106055 BLICK ART MATERIALS	C
37	70412577	666.00	10/12/22	14176 BOUNTIFUL HIGH SCHOOL	C
37	70412578	3,280.07	10/12/22	31658 BSN SPORTS	C

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37	70412579	8,333.33	10/12/22	361 INTERMOUNTAIN HEALTHCARE	C
37	70412580	6,347.99	10/12/22	489240 KENTS MARKET PL/TREMONTON	C
37	70412581	685.80	10/12/22	49085 ROBOSOURCE, LLC	C
37	70412582	157.08	10/12/22	7439 SUNRISE ENVIRONMENTAL	C
37	70412583	35.00	10/12/22	110914 SUPERIOR WATER AND AIR INC	C
37	70412584	675.00	10/12/22	110889 THE DUTCH OVEN SHOPPE / M BODILY	C
37	70412585	35.00	10/12/22	43869 UTAH VOLLEYBALL COACHES ASSOCIATION	C
37	70412586	78.15	10/18/22	1 RHONDA WELCH	C
37	70412587	13,221.90	10/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
37	70412588	867.43	10/18/22	230 CAROLINA BIOLOGICAL	C
37	70412589	380.00	10/18/22	40363 CIO MEDICAL SERVICES	C
37	70412590	267.32	10/18/22	6742 CLARION SUITES	C
37	70412591	500.00	10/18/22	47635 EPIC PRODUCTIONS LLC	C
37	70412592	27.84	10/18/22	286060 WHITEBOX LEARNING	C
37	70412593	471.51	10/18/22	51764 JONES SHIRTS & SIGNS	C
37	70412594	36.03	10/18/22	7161 MILLER GAS CO, INC	C
37	70412595	1,470.00	10/18/22	4910 NATIONAL FFA ORGANIZATION	C
37	70412596	27.52	10/18/22	633340 OFFICE DEPOT	C
37	70412597	2,744.98	10/18/22	105626 POCO LOCO	C
37	70412598	60.00	10/18/22	18090 PRESTON HIGH SCHOOL	C
37	70412599	10,998.03	10/18/22	110975 RIDDELL ALL AMERICAN SPORTS	C
37	70412600	452.46	10/18/22	830460 TACO TIME/TREMONTON	C
37	70412601	350.00	10/18/22	35335 TECHNOLOGY STUDENT ASSOCIATION	C
37	70412602	92.00	10/18/22	47686 TNT ENGRAVING	C
37	70412603	100.00	10/18/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
37	70412604	299.44	10/18/22	16535 VEX ROBOTICS	C
37	70412605	990.00	10/18/22	17680 WORLD'S FINEST CHOCOLATE	C
37	70412606	4,563.66	10/20/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412607	780.20	10/20/22	106895 BADGER SCREEN PRINTING CO	C
37	70412608	321.18	10/20/22	106055 BLICK ART MATERIALS	C
37	70412609	639.00	10/20/22	111287 BOWCUTT'S FLOWERS & GIFTS	C
37	70412610	1,180.00	10/20/22	12386 CHOURNOS PRINT SERVICES	C
37	70412611	1,248.47	10/20/22	3263 IMAGE MATTERS	C
37	70412612	100.00	10/20/22	30163 LOCALLY TWISTED LLC	C
37	70412613	135.66	10/20/22	5193 STEVE REGAN CO	C
37	70412614	803.25	10/20/22	25674 STUDIO R MEDIA	C
37	70412615	2,325.00	10/20/22	7552 UTAH FFA ASSOCIATION	C
37	70412616	18.25	10/20/22	109463 WOODWIND AND BRASSWIND	C
37	70412617	529.64	10/25/22	158220 COVER UP	C
37	70412618	1,342.60	10/25/22	58033 HOLIDAY INN EXPRESS OF OREM	C
37	70412619	3,505.00	10/25/22	52515 JODIE'S CUSTOM DANCEWEAR	C
37	70412620	224.87	10/25/22	62669 AMBER RICHARDS	C
37	70412621	100.00	10/25/22	51772 ROCKY MOUNTAIN SCHOOL OF BASEBALL	C
37	70412622	4,350.00	10/25/22	33251 KATHRYN ROSE	C
37	70412623	132.00	10/25/22	58220 RUN IT GREEN L.L.C.	C
37	70412624	125.28	10/25/22	157371 STAPLES	C
37	70412625	50.00	10/25/22	7641 UGBCA	C
37	70412626	305.00	10/25/22	892964 UTAH STATE TAX COMMISSION	C
37	70412627	666.00	10/25/22	30872 UTAH VALLEY UNIVERSITY	C
37	70412628	1,113.44	10/25/22	16535 VEX ROBOTICS	C
37	70412629	2,075.00	10/25/22	17680 WORLD'S FINEST CHOCOLATE	C
37	70412630	93.50	10/27/22	1 JULIANA HEATER	C
37	70412631	3,639.68	10/27/22	38032 AMAZON CAPITAL SERVICES INC	C
37	70412632	250.00	10/27/22	104338 BOX ELDER HIGH SCHOOL	C
37	70412633	287.29	10/27/22	104321 BOX ELDER SCHOOL DISTRICT	C

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37	70412634	148.26	10/27/22	7030 GOSSNER FOODS, INC	C
37	70412635	144.99	10/27/22	109248 J W PEPPER MUSIC	C
37	70412636	275.00	10/27/22	36510 RIDGELINE HIGH SCHOOL	C
37	70412637	190.00	10/27/22	36510 RIDGELINE HIGH SCHOOL	C
37	70412638	296.00	10/27/22	29408 SHARON SMOOT	C
37	70412639	130.34	10/27/22	5908 WALMART COMMUNITY	C
37	70412640	5.50	10/27/22	32824 YES PRINT COPY N MORE, LLC	C
Total Bank No 37		117,182.60			
38	70812349	-300.00	10/26/22	891181 UTAH STATE UNIVERSITY/BRIGHAM CAMPUS	CV
38	70812364	-2,250.00	10/17/22	4871 LOGAN HIGH SCHOOL	CV
38	70812378	-300.00	10/17/22	891181 UTAH STATE UNIVERSITY	CV
38	70812379	114.00	10/04/22	1 JESSICA STRAUB	C
38	70812379	-114.00	10/10/22	1 JESSICA STRAUB	CV
38	70812380	265.00	10/04/22	45500 BOX ELDER SCHOOL DISTRICT	C
38	70812381	1,600.00	10/04/22	104348 BOX ELDER MIDDLE SCHOOL	C
38	70812382	100.00	10/04/22	104370 BOX ELDER NEWS JOURNAL	C
38	70812383	328.35	10/04/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812384	384.00	10/04/22	19178 CHEAPERTHANSHIRT	C
38	70812385	2,039.63	10/04/22	158220 COVER UP	C
38	70812386	82.12	10/04/22	57789 DO GOOD DESIGNS UTAH	C
38	70812387	238.00	10/04/22	37672 EWELL EDUCATIONAL SERVICES INC	C
38	70812388	100.00	10/04/22	57487 LICKETY SPLIT TIMING	C
38	70812389	140.00	10/04/22	11924 MOUNTAIN CREST HIGH SCHOOL	C
38	70812390	584.71	10/04/22	4979 O'REILLY AUTOMOTOVE	C
38	70812391	386.98	10/04/22	157371 STAPLES	C
38	70812392	500.00	10/04/22	863370 UASSP/UTAH ASSOCIATION OF	C
38	70812393	50.00	10/04/22	109476 UTAH FCCLA	C
38	70812394	5,401.76	10/04/22	36935 UTAH'S BEST VACATION RENTALS	C
38	70812395	1,975.83	10/07/22	112046 ACE HARDWARE - BRIGHAM	C
38	70812396	1,946.36	10/07/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812397	162.95	10/07/22	62430 ARYSE	C
38	70812398	84.26	10/07/22	108543 B & H PHOTO VIDEO	C
38	70812399	2,689.40	10/07/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812400	1,077.00	10/07/22	19178 CHEAPERTHANSHIRT	C
38	70812401	100.00	10/07/22	49786 GARY LEE HOOPER	C
38	70812402	669.20	10/07/22	543168 MADDOX RANCH HOUSE	C
38	70812403	90.00	10/07/22	50121 KIRA MORTENSON	C
38	70812404	147.10	10/07/22	111637 OASIS STAGE WERKS	C
38	70812405	563.14	10/07/22	18007 ROCKY MOUNTAIN RUNNERCARD	C
38	70812406	1,451.76	10/07/22	5045 RSM FOOD SERVICE	C
38	70812407	823.25	10/12/22	4545 AL'S SPORTING GOODS	C
38	70812408	1,222.97	10/12/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812409	400.24	10/12/22	106895 BADGER SCREEN PRINTING CO	C
38	70812410	749.40	10/12/22	16420 CAFE RIO MEXICAN GRILL	C
38	70812411	99.50	10/12/22	109248 J W PEPPER MUSIC	C
38	70812412	115.00	10/12/22	62111 MAA AMERICAN MATHEMATICAL COMPETITIONS	C
38	70812413	2,018.04	10/12/22	10731 SMITH'S CUSTOMER CHARGES	C
38	70812414	780.00	10/12/22	20010 SWIM CAPZ	C
38	70812415	213.50	10/12/22	47686 TNT ENGRAVING	C
38	70812416	35.00	10/12/22	43869 UTAH VOLLEYBALL COACHES ASSOCIATION	C
38	70812417	19,909.67	10/18/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812418	92.23	10/19/22	1 CONNI LEWIS	C
38	70812419	1,130.00	10/19/22	6157 ARES SPORTSWEAR	C
38	70812420	377.43	10/19/22	31658 BSN SPORTS	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
38	70812421	640.00	10/19/22	40363 CIO MEDICAL SERVICES	C
38	70812422	2,492.00	10/19/22	57789 DO GOOD DESIGNS UTAH	C
38	70812423	69.03	10/19/22	107267 DOMINO'S PIZZA / BRIGHAM	C
38	70812424	4,633.20	10/19/22	58025 FAIRFIELD INN AND SUITES INDIANAPOLIS	C
38	70812425	2,250.00	10/19/22	38644 GREEN CANYON HIGH SCHOOL	C
38	70812425	-2,250.00	10/31/22	38644 GREEN CANYON HIGH SCHOOL	CV
38	70812426	111.94	10/19/22	109248 J W PEPPER MUSIC	C
38	70812427	330.43	10/19/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70812428	32.45	10/19/22	25119 SIZZLING PLATTER	C
38	70812429	1,540.00	10/19/22	4910 NATIONAL FFA ORGANIZATION	C
38	70812430	125.97	10/19/22	4960 OLD GRIST MILL BREAD	C
38	70812431	1,635.25	10/19/22	698980 PEPSI-COLA OF OGDEN	C
38	70812432	72.46	10/19/22	54313 SCHOOL SPECIALTY, LLC	C
38	70812433	360.00	10/19/22	804825 SUNRISE HIGH SCHOOL	C
38	70812434	1,150.45	10/19/22	111790 SUNSTONE POTTERY	C
38	70812435	5,591.00	10/19/22	19488 T SHIRT CHOP SHOP	C
38	70812436	150.00	10/19/22	47686 TNT ENGRAVING	C
38	70812437	100.00	10/19/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70812438	50.00	10/19/22	7609 UTAH FBLA-PBL	C
38	70812439	2,100.00	10/19/22	7552 UTAH FFA ASSOCIATION	C
38	70812440	5,968.36	10/19/22	5908 WALMART COMMUNITY	C
38	70812441	20.00	10/25/22	1 LINDSEY WELLS	C
38	70812442	5,077.46	10/25/22	38032 AMAZON CAPITAL SERVICES INC	C
38	70812443	7,636.30	10/25/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812444	1,014.85	10/25/22	158220 COVER UP	C
38	70812445	445.51	10/25/22	4790 HOME DEPOT CREDIT SERVICE	C
38	70812446	150.00	10/25/22	62561 HALLE HUNT	C
38	70812447	167.40	10/25/22	19810 INTEGRATED TECHNOLOGIES	C
38	70812448	1,163.24	10/25/22	4839 INTSEL STEEL WEST LLC	C
38	70812449	122.99	10/25/22	109248 J W PEPPER MUSIC	C
38	70812450	1,286.27	10/25/22	489250 KENTS MARKET PL/BRIGHAM	C
38	70812451	748.26	10/25/22	44172 NORCO INC	C
38	70812452	258.00	10/25/22	62650 HAILEY PALMER	C
38	70812453	169.68	10/25/22	21539 PREMIER FOODS	C
38	70812454	90.00	10/25/22	104992 PRINT SHOP	C
38	70812455	258.00	10/25/22	61913 SCOT STACEY	C
38	70812456	300.00	10/25/22	59226 LYNDSAY SAGER	C
38	70812457	200.00	10/25/22	804825 SUNRISE HIGH SCHOOL	C
38	70812458	567.30	10/25/22	5223 SWIRE COCA-COLA	C
38	70812459	50.00	10/25/22	7641 UGBCA	C
38	70812460	25.64	10/27/22	106055 BLICK ART MATERIALS	C
38	70812461	145.87	10/27/22	104321 BOX ELDER SCHOOL DISTRICT	C
38	70812462	750.00	10/27/22	19178 CHEAPER THAN SHIRT	C
38	70812463	314.23	10/27/22	543168 MADDOX RANCH HOUSE	C
38	70812464	40.00	10/27/22	35955 PROMO PLUS	C
38	70812465	215.00	10/27/22	36510 RIDGELINE HIGH SCHOOL	C
38	70812466	1,750.00	10/27/22	5290 UHSAA / UTAH HIGH SCHOOL ACT ASSOC	C
38	70812467	10.00	10/27/22	891181 UTAH STATE UNIVERSITY/BRIGHAM CAMPUS	C
Total Bank No 38		98,402.32			
39	77800547	50.00	10/06/22	1 SHERRY STEWART	C
39	77800548	1,000.00	10/06/22	49808 ESPECIALLY FOR ATHLETES	C
39	77800549	144.00	10/06/22	102451 LAF GRAPHICS	C
39	77800550	225.20	10/17/22	104321 BOX ELDER SCHOOL DISTRICT	C
39	77800551	844.00	10/27/22	104992 PRINT SHOP	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
Total Bank No 39		2,263.20			
40	11500005	50.00	10/05/22	702688 PETTY CASH	C
40	11500006	107.69	10/20/22	104321 BOX ELDER SCHOOL DISTRICT	C
40	11500007	2,043.50	10/20/22	111656 SCHOLASTIC BOOK FAIRS	C
Total Bank No 40		2,201.19			

Total Manual Checks	2,899,753.67
Total Computer Checks	2,487,231.52
Total ACH Checks	985,420.82
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-5,427.00
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 6,366,979.01
 Number of Checks 741

Batch Yr	Batch No	Amount
23	000188	1,717.09
23	000331	2,222.25
23	000425	16,969.55
23	000502	2,122.75
23	000527	-300.00
23	000548	26,816.61
23	000567	-2,250.00
23	000582	-300.00
23	000600	60,061.89
23	000601	18,098.03
23	000602	17,901.93
23	000603	137,140.46
23	000604	13,651.84
23	000605	130.28
23	000610	620.40
23	000625	12,200.55
23	000627	16,052.49
23	000628	4,343.33
23	000636	50.00
23	000638	4,061.92
23	000640	1,194.00
23	000644	11,705.57
23	000645	195.49
23	000659	295,837.58
23	000660	71,679.97
23	000661	30,323.68
23	000662	115,618.05
23	000663	13,117.29
23	000664	1,440.13
23	000670	1,141.00
23	000671	10,957.00
23	000674	629.45
23	000675	32.38
23	000684	120.00
23	000693	1,498.86
23	000695	22,397.01
23	000697	1,597.80
23	000700	1,663.71

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
				23	000701	886.23
				23	000703	6,456.90
				23	000704	2,164.34
				23	000705	703.00
				23	000709	2,003.87
				23	000712	484.79
				23	000713	225.20
				23	000719	121,759.25
				23	000720	294,413.58
				23	000721	2,960.60
				23	000722	82,520.42
				23	000723	3,421.12
				23	000724	33,434.61
				23	000725	19,909.67
				23	000727	420.10
				23	000729	2,146.09
				23	000730	902.01
				23	000731	28,752.20
				23	000734	736.89
				23	000735	12,114.67
				23	000737	4,349.17
				23	000742	2,151.19
				23	000745	412.89
				23	000746	59,445.37
				23	000747	16,615.19
				23	000748	13,155.89
				23	000749	78,662.36
				23	000750	568,858.81
				23	000751	2,223.91
				23	000757	2,534.06
				23	000761	324.00
				23	000765	22.27
				23	000766	147.18
				23	000769	19,725.26
				23	000770	2,665.03
				23	000771	820.48
				23	000773	126,126.61
				23	000777	4,890.29
				23	000778	14,518.83
				23	000786	666.00
				23	000788	2,013.24
				23	000790	200.00
				23	000797	1,891.57
				23	000805	3,250.74
				23	000809	5,460.56
				23	000812	844.00
				23	000816	3,901,250.72
				23	000818	3,596.87
				23	000820	246.82
				23	000829	612.13
				23	000830	421.69

For November 9, 2022 Board Meeting

Leaving the District

<i>Site</i>	<i>Employee</i>	<i>Position</i>	<i>Reason</i>
Garland	Patrick Green	Teacher	Dismissed for Cause
BRHS	Sandy Madsen	Secretary	Retiring
BEHS	Oria Burningham	Latino Liaison/ELL Para	
DO	Carey Christensen	OT Para	
ACHI	Julie Hoover	WIN Para	
BEHS	Maria Gutierrez	Custodian	Retiring

New Hires

<i>Site</i>	<i>Employee</i>	<i>Position</i>
Transportation	Nikki Beeton	Bus Driver
ACYI	Sophie Blacker	ED Para
ACYI	Myrtle Bloxham	Functional Skills Para
BEHS	Oria Burningham	Latino Liaison/ELL Para
Discovery	Yessica Chavez	Functional Skills Para
Three Mile Creek	Amy Herrera	Functional Skills Para
Garland	Saunie Mackey	Motor Para
ACYI	Bobbi Melehes	Attendance Secretary
Discovery	Kathrina Nelson	Functional Skills Para
ACYI	Meggin Nelson	Functional Skills Para
Golden Spike	Janie Palmer	Functional Skills Para
Harris	Sandy Scott	WIN/LL Para
Willard	Connie Shy	OY Para
Fielding	Serena Spotten	Resource Para

Suggestions for Future Board Meetings

December 14, 2022 – (tentative)

- Approval of New Courses – Gary Allen
- Approval of 2023-24 School District Calendar – Keith Mecham
- Audit Report – David Roberts
- Policy Review

January 11, 2023 – (tentative)

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

February 8, 2023 – (tentative)

- Legislative Update – Steve Carlsen
- Policy Review

March 8, 2023 – (tentative)

- Negotiations Team Approval – Keith Mecham
- Legislative Update – Steve Carlsen
- Policy Review

April 12, 2023 – (tentative)

- ESP Recognitions – Keith Mecham
- College and Career Readiness Counseling Program (CCRCP) Approval – Alison Williams
- FY 2024 Capital Improvement Plan – Corey Thompson
- ACT Data – Jeremy Young
- School Lunch Report – David Roberts
- Energy Report – Mike Clark
- Policy Review
- Board Graduation Assignments

May 10, 2023 – (tentative)

- Retirement Recognitions – Keith Mecham
- Administrative Association Recognitions - BEAA
- Approval of School Land Trust Plans – Gary Allen and Heidi Jo West
- Policy Review

June 14, 2023 – (tentative)

- Budget Hearing – David Roberts
- Approval of Budget – David Roberts
- Approval of 2023-24 Tax Rates – David Roberts
- Approval of Internal and Independent Auditors – David Roberts
- MBA Meeting – David Roberts
- Pick-up Contributions for Members of Contributory Retirement System – 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
- Approval of TSSA Plans – Gary Allen and Heidi Jo West
- Policy Review

July 12, 2023 – (tentative)

- Internal and Independent Audit 2020-2021 – David Roberts
- Approval of Sex Education Committee – Gary Allen
- 2021-22 TSSA Plan Results – Gary Allen and Heidi Jo West

August 9, 2023 – (tentative)

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

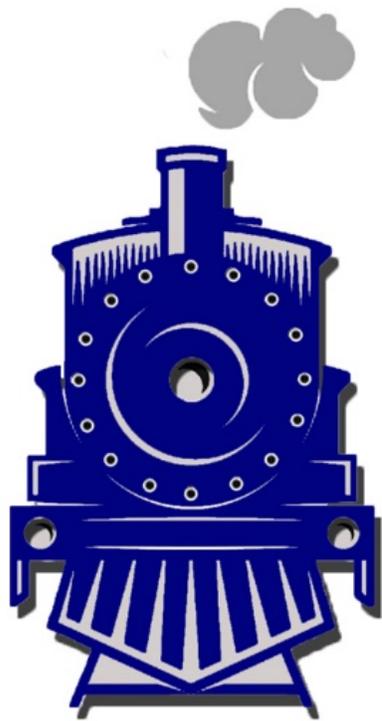
September 13, 2023 – (tentative)

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

October 11, 2023 – (tentative)

- October 1 Enrollment Report – Keith Mecham
- Exemption from Compulsory Attendance (Home School) – Steve Carlsen
- RISE and Utah Aspire Plus Data – Jeremy Young
- Policy Review

BOX ELDER SCHOOL DISTRICT BOARD OF EDUCATION HANDBOOK



**BOX ELDER
SCHOOL DISTRICT**

Learning is Everything

REVISED
OCTOBER 9, 2019
BOX ELDER SCHOOL DISTRICT

Box Elder School District Board of Education Handbook Table of Contents

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BOARD OF EDUCATION HANDBOOK INTRODUCTION

This Board of Education Handbook has been developed to capture, in one place and in plain language, the primary operating procedures and governing principles of the Box Elder County School District Board of Education.

This handbook serves as a resource for members of the board as they assume their offices and carry out their responsibilities. It will be posted on the school district's website and updated periodically.

The Box Elder County School District Board of Education has one goal and one purpose: **student learning**.

Authority and Responsibilities of the Board

The powers and mandatory duties of the Board of Education are defined in the Utah Code and State Board of Education Rule.

Principles of Board Leadership

Remembering three important principles of board leadership will help keep the Box Elder County School District Board of Education focused on its most important responsibilities:

1. The board delegates authority.
The board delegates authority to the superintendent to manage the district and provide leadership for the staff. Such authority is communicated through written policies that designate board ends and define operating limits.
2. The board monitors performance.
The board constantly monitors progress toward district goals and compliance with written board policies.
3. The board takes responsibility for itself.
The board, collectively and individually, takes full responsibility for board activity and behavior. Board deliberations and actions are limited to board work, not staff work.

[Utah Code § 53G-4](#)

Making School Board Decisions

State and federal laws, financial constraints, and local expectations must govern school districts. Nevertheless, decisions made by a local board of education create the environment in which a district will flourish or flounder.

Although the typical school board makes many different decisions, all of those decisions can be put into four general categories:

Policy decisions are the most important work of the board. The majority of a board's time should be spent on policy development, monitoring, and review. Written policies accomplish the following:

- articulate district direction and goals;
- delegate authority and define limitations on that authority;
- establish board processes, including those for monitoring progress toward district goals and ensuring compliance with laws and board policy.

The board is empowered to make policy decisions for district schools. Board members act as trustees for the community; therefore, policies are often understood as expressions of the community's aspirations for its public schools.

Problem solving decisions come in response to a crisis or opportunity that cannot be resolved by the superintendent or is not fully addressed in existing board policy. For example, in the face of declining enrollment, a typical school board would not expect its superintendent to make a final decision on which building to close. Although the superintendent would be expected to provide information and make recommendations, the school board would make the final decision, after deliberating alternatives and consulting policy statements.

Problem-solving decisions usually have isolated, one-time impacts. However, such decisions can establish a precedent that may have the force of policy. For example, a school board's decision to grant a benefit to one group of students may obligate it to grant the same benefit to another group in a similar situation.

Managerial decisions required of each local Utah school board are set forth in the statutes, most notably in [Utah Code § 53G-4-402](#). For example, a school board is required to do the following:

- implement the core curriculum
- administer tests,
- implement training programs,
- enroll children in school,
- establish school libraries, and

- establish school safety traffic committees
- ensure that school community councils receive the required annual training and review and approve the school improvement plans developed by the school community councils.

With few exceptions, managerial duties are delegated to the superintendent. Where there is good communication and high level of trust between the board and superintendent, combined with sound policies that set directions and establish parameters, routine managerial duties will consume only a small amount of time at public board meetings. Legally required board actions can usually be accomplished through approval of consent agendas.

School boards must learn to distinguish policy decisions from problem-solving decisions. Sometimes this is challenging but, in general, boards that emphasize policy development will need to make fewer decisions in response to routine problems. Superintendents who have strong policy guidance are able to resolve a wider array of problems without bringing them to the board for action. Good policy development and review processes allow boards to operate at the systemic level - dealing with mission, purpose, direction, and results.

Conversely, boards without up-to-date written policies often find their meetings running late into the night. Their superintendents must bring numerous issues for discussion and action, which wastes time and yields inconsistent results.

Personnel decisions represent a special category of managerial decisions. Most school boards delegate personnel matters to the superintendent and use policies to express their desired standards for hiring, evaluation, compensation, discipline, and dismissal. This approach avoids the quagmire of wrestling directly with hiring or disciplining employees other than the superintendent and business administrator. Personnel actions, therefore, are usually found on the consent agenda, because a board is required by law to approve all employment contracts, salaries, benefits, and dismissals.

The superintendent is an appointed public official, the district's chief executive, and an employee of the board. Only the board can employ, evaluate, discipline, or dismiss the superintendent.

Holding Closed Meetings

A closed meeting may be held if:

1. A quorum is present.
2. The meeting is an open meeting for which specific notice for a closed meeting has been given with the stated purpose defined.

3. Two-thirds of the members present vote to close the meeting. Voting must be taken by roll call. Name and vote.

Minutes of the closed meeting shall contain:

1. Reason for holding the meeting.
2. Location of the meeting.
3. Vote by name, of each member of the board, either for or against the motion to hold the closed meeting.

Purpose of a closed meeting:

1. Discussion of the character, professional competence, or physical or mental health of individual.
2. Strategy sessions to discuss collective bargaining.
3. Strategy sessions to discuss pending or reasonably imminent litigation.
4. Strategy sessions to discuss the purchase, exchange, or lease of real property including any form of a water right or water shares if public discussion of the transaction would:
 - a. Disclose the appraisal or estimated value of the property under consideration; or
 - b. Prevent the board from completing the transaction on the best possible terms.
5. Strategy sessions to discuss the sale of real property, including any form of water right or water shares if public discussion of the transaction would:
 - a. Disclose the appraisal or estimated value of the property under consideration; or
 - b. Prevent the board from completing the transaction of the best possible terms.
6. Discussion regarding deployment of security personnel, devices or systems.
7. Investigative proceedings regarding allegations of criminal misconduct.

A Board may not interview a person applying to fill an elected position in a closed meeting.

Record of closed meetings:

1. A recording shall be made of the closed portion of the meeting.
2. Detailed written minutes may be kept that disclose the content of the closed portion of the meeting.
3. A recording of a closed meeting shall be complete and unedited from the commencement of the closed meeting through adjournment.
4. The recording and any minutes of a closed meeting shall include:
 - a. Date, time, and place of the meeting.
 - b. Name of the members present and absent.
 - c. Names of all others present except where the disclosure would infringe on the confidentiality necessary to fulfill the original purpose of the closing the meeting.
5. No recording or minutes will be taken if the purpose of the closed meeting is for the discussion of the character, professional competence, or physical or mental health of an individual.

- a. A sworn statement must be signed by the presiding member of the board that the sole purpose for closing the meeting was to discuss the character, professional competence, or physical or mental health of an individual.

Collaborative Relationships: Shared Governance

The Box Elder County School District Board of Education has the exclusive right and responsibility to determine the goals and direction of the schools and use all its resources to achieve such goals, within the bounds of state and federal law and rules of the Utah State Board of Education.

Box Elder School District is a complex organization, which can succeed only if we enlist the energy, creativity, and effort of many people to accomplish our goals. The board believes that ideal conditions for student learning can be realized when shared governance is thoughtfully used to support student achievement.

Board decisions should accurately reflect the public's interests. Statutes of the state of Utah require local school boards to make decisions by majority vote; thus the obligation to seek consensus under shared governance does not bind the board in its decision-making.

The board delegates to school sites and departments the right to make some decisions using the shared governance process. Site-based decisions must conform to legal requirements, state and federal rules and regulations, the district's Student Achievement Plan, policies, procedures, guidelines, and contractual obligations, including negotiated employee agreements.

Essentials of A Professional Learning Community

- A. The Superintendent and district administrators will ensure that all of the schools in the district function as professional learning communities. Professional learning communities are defined as educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for the students they serve. Professional learning communities operate under the assumption that the key to improved learning for students is continuous, job-embedded learning for educators.
 1. The Board, district, and school administrators will ensure that time is available, within the contract day, for educators to meet together regularly in collaborative teams.
 2. District/school administrators will ensure this time is reserved for activities directly related to the process of collective inquiry and action research to achieve better achievement results for our students.

3. Collaborative teacher teams will focus on the following four questions:
 - a. What is it that our students are expected to know and do?
 - b. How will we know if they know and can do what is expected?
 - c. How will we respond if they don't know and can't do what is expected?
 - d. How will we respond if they already know and can do it?

District and school administrators will ensure that ongoing training and professional learning opportunities are provided to ensure that all Box Elder School District educators are proficient in the philosophies and practices related to professional learning communities/collaborative teacher teams.

Authority of Individual Board Members

Power belongs not to individual members of a Board of Education but to the Board of Education acting as a corporate body through collective action. Board members have authority only when acting as a Board of Education in a legally constituted session, with a quorum present. The statement or action of an individual member or group of members of the Board of Education does not bind the Board of Education itself, except when that statement or action is specifically authorized by an official act of the board. This does not preclude individual board members from representing the board at meetings and ceremonial events or speaking to constituent groups in their capacity as board members.

Nominations and Elections for Board Leadership

Nominations

- A. An office must be created by Board Policy or by a motion to that effect before it can be filled by election or otherwise.
- B. The Board President must call for nominations.
- C. Nominations do not require a second. However, any number of persons may second a given nomination just to show their support of that nominee.
- D. The motion "to close nominations" is not in order until the assembly is ready to close nominations.
 1. When there are two or more nominees for the office the motion to close nominations requires a two-thirds vote. (This motion must be seconded.)
 2. A negative vote on the motion signifies that there are additional nominations forthcoming.
 3. If and when there are no further nominations the Board President may then put the motion to close nominations to a vote without waiting for a second.

Elections

- A. Elections and nominations must conform to the procedure prescribed by the Utah State Law and Board Policy.

- B. In case of a tie vote, the election is decided by lot unless the organization adopts a motion to do otherwise.
- C. Elections are decided by a roll call vote, not by secret ballot. Election to the office is determined by a simple majority.

Board Leadership Responsibilities

The board president will:

1. Conduct meetings of the board in accordance with law and policy.
2. Communicate regularly with the superintendent, business administrator, and members of the board to set meeting agendas, facilitate the flow of necessary information, and respond to community issues and queries.
3. Sign legal assurances, correspondence, and contracts on behalf of the board as required by law, policy, or vote of the board.
4. Represent the board, or designate others to represent the board, as requested, in executive meetings with community and business leaders or elected officials to promote perform their duties.

The board vice president will:

1. Advise and assist the president as needed.
2. Substitute for the president as required.
3. Attend meetings with or at the request of the president and superintendent.
4. Keep the board appropriately informed of issues or data that would help members

Board leadership may speak for the board, or designate others to speak for the board, when requested to do so by vote or consensus of the board communication, without binding the board to a specific decision or position.

New Board Member Orientation

Following the election or appointment of new members, the superintendent and board leadership will provide for an orientation, as to the board's operation and processes, the working relationships with the Superintendent of Schools and staff of the Box Elder School District, and substantive background information pertaining to school system issues and procedures. A copy of this handbook will be provided online. New board members are also encouraged to attend the orientation session organized by the Utah School Boards Association (USBA).

Board of Education Code of Conduct

The members of the Board of Education agree to abide by the following norms of behavior, both as they govern the conduct of board meetings and as they govern the actions of individual board members. These norms will provide an orderly way to conduct public business, promote an atmosphere of mutual respect, and establish a level of expectation for those who aspire to become school board members in the future.

Board members shall:

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

Board Member Commitments and Ethics

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

1. Strive to make policies that promote the educational growth and development of all students;
2. Endeavor to appoint the most competent person available as superintendent of schools and hold that superintendent responsible for carrying out the vision, mission, and goals of the District in the administration of its schools;

3. Support and allow administrators, teachers, and staff to function in their authorized capacities while holding employees responsible for carrying out the District's vision, mission, and goals in their respective roles;
4. Seek to employ the best qualified personnel available without regard to race, color, sex, pregnancy, religion, national origin, age, marital status, disability, sexual orientation, or gender identity—except when justified to meet a bona fide occupational requirement (see [20 U.S.C. 1681 et seq.](#); [Utah Code § 34A-5 et seq.](#));
5. Promulgate policies and procedures dedicated to maintaining a learning and working environment in the District free of discrimination and unlawful harassment, including sexual harassment;
6. Promulgate policies and procedures that ensure operational transparency, including directing employees to maintain, manage, and where appropriate, produce records consistent with federal and state laws (see [20 U.S.C. § 1232g](#); [34 C.F.R. Part 99](#); and [Utah Code § 53E-9 et seq.](#));
7. Attend Board meetings, insofar as possible, being informed and prepared to discuss and act upon the items on the Board agenda;
8. Conduct Board business in compliance with the [Utah Open Meetings Act \(Utah Code § 52-4-1 et seq.\)](#);
9. Exercise Board authority exclusively to perform legislative and judicial functions;
10. Encourage free expression of opinion and seek regular communication and feedback from the public;
11. Work toward consensus in Board decision making and foster respectful and civil working relationships with other Board members and with the superintendent and District staff while recognizing the value of diverse perspectives and differences of opinion; and
12. Strive to be effective educational leaders by participating in professional development, studying education issues, fulfilling assigned Board duties, building relationships with community organizations and leaders, communicating with constituents, and advocating for public education.

A. Board of Education Code of Ethics

1. Members of the Board may receive compensation for services and necessary expenses in accordance with [Utah Code § 53G-4-204](#). For purposes of Utah Retirement Systems (URS) coverage, however, duly elected members of the Board are classified as part-time employees and ineligible for URS benefits.
2. Members of the Board may not use their position, or information acquired by reason of their position, for any improper or unlawful purpose including substantially furthering personal economic interests or securing special privileges or benefits for themselves or others that would impair the members' independent judgement or interfere with the ethical performance of the members' duties in

violation of [Utah Code, § 67-16-4](#).

3. The Board will officially accept gifts and donations on behalf of the District; such acceptance, however, shall not obligate the Board to act in any way contrary to the best interests of students and the public. Further, the Board or its members shall not request, demand, or accept personally or on behalf of the District, a loan, donation, gift of substantial value, or an economic benefit tantamount to a gift in violation of [Utah Code §§ 67-16-5 to 5.6](#)
4. The Board and its members shall not misappropriate or misuse public funds or resources and shall be responsible fiscal managers of public funds. Expenditure of public funds shall only be made in accordance with federal or state law and District policies.
5. Members of the Board shall disclose any compensation or any position (whether officer, director, agent, employee, or owner of a substantial interest) in any business entity that does business with or is subject to the regulations governing the District or other public agency in a sworn affidavit and file it with the state attorney general, the District, and any other agency involved in the business or transaction consistent with [Utah Code §§ 67-16-6 to 8](#). Further, members of the Board shall have no personal investments and/or conduct any business creating a substantial conflict of interest between Board members' private interests and their public duties in violation of [Utah Code § 67-16-9](#).
6. Members of the Board shall maintain the confidentiality of information obtained in executive session or other confidential information otherwise obtained in an official capacity.
7. Members of the Board have no individual authority to act on behalf of the Board and the Board only exercises its authority as a body by taking official action through voting in a duly scheduled Board meeting. Individual Members of the Board should not speak on behalf of the Board without prior Board approval.

Members of the Board shall abide by state and federal laws and District policies and refrain from personal or professional conduct that would bring censure, ridicule, damage, or reproach upon the Board or the District.

Disciplining Board Members

If a member of the Board of Education violates the Code of Conduct or the ethical assurances outlined in [Board Policies 1034](#) and [1035](#), the board president and vice president will speak to that member about his or her responsibilities. If disruptive or destructive behavior occurs, the board may issue a formal reprimand by a vote of five members.

Policies Governing the Board

Detailed information about the board's process of conducting meetings and other guidance around board operation can be found in [School Board Policy Article 1](#).

Links to other helpful resources, including specific citations to Utah Code, are included with the appropriate policy on the district's website.

Guidelines and Parliamentary Motions

The following guidelines and examples have been taken from the Utah School Boards Association book titled Coming to Order, which is available on the USBA website. The Box Elder School District Board of Education appoints a Business Administrator who serves as the board's parliamentarian:

1. A board should agree on and adopt an agenda format that it will follow at regular meetings.
2. Action items on the agenda require:
 - a motion by a board member,
 - a second to the motion (required by most boards but not all),
 - a discussion of the motion by board members, and
 - a vote by board members.
3. Other than the consent agenda, each motion should be limited to one idea or issue.
4. No new motion may be made while another is being discussed.
5. A motion may be amended and votes on the amendments must be taken before acting on the original motion.
6. Before a vote on a main motion is taken, business can be interrupted by a motion:
 - to table the main motion,
 - to postpone action,
 - to refer the motion to a committee,
 - to withdraw it from consideration, or
 - to adjourn the meeting.

The subsidiary motions must be disposed of prior to action on the main motion.
7. Debate can be closed formally with a motion to move the question and a two-thirds affirmative vote.
8. When a Board member wishes to speak in board meeting, he/she should request to be recognized by the Board President before speaking. He/she may gain recognition by the President by raising a hand or speaking audibly, "Mr./Mrs. President". Once recognized the Board member should address the Board.

9. When the president senses the discussion has ended, a vote may be taken without a formal motion to close debate unless a member objects.
10. Some motions, such as a motion to adjourn, are not debatable. See the “Simplified Chart of Parliamentary Motions” on page 10.
11. Before a motion is voted upon, it should be repeated aloud.
12. The president, by virtue of membership on the board, is expected to vote on each issue before the board.
13. The president should indicate before each vote whether a simple or special majority is required.
14. The president should keep readily at hand a reference guide, such as the chart of parliamentary motions.

Simplified Chart of Parliamentary Motions

Motion & Order of Precedence	You Say:	Debatable	Amendable	Vote Required
Adjourn	I move to adjourn	No	No	Majority
Recess	I move to recess for	No	No	Majority
Close Debate	I move the previous question	No	No	2/3
Postpone Definitely	I move to postpone the motion to	Yes	Yes	Majority
Refer to Committee	I move to refer the motion to	Yes	Yes	Majority
Amend the Amendment	I move to amend the amendment by	Yes	Yes	Majority
Amend or substitute	I move to amend the motion by	Yes	Yes	Majority
Main motion	I move to	Yes	Yes	Majority
Reconsider		Yes	Yes	Majority
Rescind		Yes	Yes	Majority (with notice)

Incidental Motions				
No order of precedence. Arise incidentally and decided immediately				
Point of Order (to enforce rules)	Point of Order	No	No	None
Parliamentary Inquiry	Parliamentary questions	No	No	None
Withdraw or Modify a Motion	I withdraw (or modify) my motion	No	No	Majority

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

Policy 1010 School Board’s Legal Status

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371387/1010-School_Board_Legal_Status.pdf

Policy 1020 Board Power and Duties

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371388/1020-Board_Powers__Duties.pdf

Policy 1025 Administration Relations

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371389/1025-Administration_Relations.pdf

Policy 1034 Board of Education Code of Conduct

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371392/1034-Board_of_Education_Code_of_Conduct.pdf

Policy 1035 Board Member Commitments and Ethics

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371393/1035-Board_Member_Commitments_and_Ethics.pdf

Policy 1036 Conflict of Interest: Board Member and Employee

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371394/1036-Board_Member_Employee_Conflict_of_Interest.pdf

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

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371395/1037-Employee_Assignment_of_Relatives.pdf

Board Policies Relevant to School Board Meetings

Policy 1070 Board Meeting Procedures

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371399/1070-Board_Meeting_Procedures.pdf

Policy 1072 Board Meetings: Notice Requirements

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371400/1072-Board_Meetings_Notice_Requirements.pdf

Policy 1074 Board Meetings: Closed Meetings

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371401/1074-Board_Meetings_Closed_Meetings.pdf

Policy 1080 Board Committees

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371402/1080-Board_Committees.pdf

Policy 1090 Rules of Order

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371403/1090-Rules_of_Order.pdf

Policy 1100 Minutes

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371404/1100-Minutes.pdf

Policy 1110 Public Participation in Board Meeting

https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/1371405/1110_Public_Participation_in_Board_Meeting.pdf