

Tuesday, June 23, 2026
PCSD Study Session and Business Meeting

4:00 PM
Provo City School District
280 West 940 North
Provo, UT 84904

A. **4:00 p.m. Study Session**

The public is welcome to attend our open meetings at the district office.

In the event that a board member or district staff member needs to attend remotely, a Zoom link will be provided to the entire board for that purpose.

The following YouTube links are available to watch the meetings live or at the viewer's convenience:

PCSD Live YouTube Channel: [youtube.com/channel/UCFmB8Jxqa9-RMOSvfwbyIUQ](https://www.youtube.com/channel/UCFmB8Jxqa9-RMOSvfwbyIUQ)

1. Welcome
2. Roll Call
Procedural
3. Motion to Convene
4. Board Member Training: Effective Superintendent Evaluations, Board Member Lisa Boyce (4:02pm, 3 min)
Most meetings will include a training presented by rotating board members on the Board Handbook, USBE Guide, or Policies. Effective Board Member Evaluations, Best Practice Handbook, p. 19-12
5. Discussion: Real Estate Consultant Process (4:05pm, 10 min)
6. Discussion: End of Year Data (4:15pm, 30 min)
7. Update: Elementary DLI and Boundary Committee (4:45pm, 5 min)
8. Large Purchase Requests: AE Skylights, Intercom Updates, CC Curb and Gutter Updates (4:50pm, 7 min)
The following purchase requests over \$50,000 will be reviewed per Policy 6210 Purchasing:
 1. Amelia Earhart Skylights
 2. Intercom updates at Provo High, Rock Canyon, Sunset View and Provost
 3. Curb and gutter replacement at Canyon Crest
9. Fraud Risk Assessment Discussion (4:57pm, 3min)
10. Policy Review 1st Readings (5:00pm, 40 min)
Policy Review, 1st Readings
Wendy Dau, Superintendent
Issue
District administration generates or revises policies from time to time as needed, whether due to state legal requirements or local identified needs. The policy committee, including select board members, helps in this process and, when ready, the policies come before the board in multiple readings, are posted on the district website for public review and finally are voted on by the board.
Background
The following policies will be discussed by the board tonight as 1st readings before being posted on the district website for public comment.
 1. New Policy 4067 CPR Training
 2. Updated Policy 4030 Animals in Schools
 3. Updated Policy 4023 Sex Education

4. New Policy 4015 Parent Access

11. Policy Review 2nd Readings (5:40pm, 15 min)

Policy Review, Second Readings

Superintendent Wendy Dau

Issue

District administration generates or revises policies from time to time as needed, whether due to state legal requirements or local identified needs. The policy committee, including select board members, helps in this process and, when ready, the board reviews the policies in multiple readings and posts on the district website for public comment before approving the policies.

Background

The following policies will be reviewed as second readings and possibly brought to the board for a vote tonight.

5. New Policy 5027, Employee Associations and Wage Deductions
6. New Policy 5028 Employee Associations and Leave
7. Updated Policy 5245 Employee Transfers
8. Updated Policy 5290 Reduction in Force
 - a. Policy 5290 Procedure 1
9. Updated Policy 4340 Religious Neutrality
10. Updated Policy 5200 Drug-Free Workplace
11. Updated 5090 P2 Scope of Employment
12. New Policy 4412 Student Internships
13. New Policy 4411 Health Care Occupation Programs

Recommendation

District administration recommends approval of the policies. The motions to approve may also include language that specifies changes/edits occurring during the study session discussions. The following possible motion language is provided for the board.

Motion Language:

1. I move that we approve (new/updated) policy *Policy name and number* [with any edits agreed to in open meetings tonight].

12. Motion to Adjourn

B. 6:00 p.m. Public Hearing PCSD Final FY26 Budget and FY27 Proposed Budget

1. Welcome
2. Motion to Convene
3. Presentation FY26 Final Budget and FY27 Proposed Budget
4. Public Comment
5. Consideration to Approve Final FY26 Final Budget
6. Consideration to Approve an Increase in Child Nutrition Meal Costs
7. Consideration to Approve the FY27 Proposed Budget
8. Motion to Adjourn

C. Business Meeting


1. Welcome
2. Roll Call
Procedural
3. Motion to Convene
4. Pledge of Allegiance: Deputy Superintendent Jason Cox

D. Community Connections

1. Magical Moment
2. Public Input (No more than 30 minutes)

E. Business Items

1. Large Purchase Request: Amelia Earhart Skylights

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2. Large Purchase Request: Intercom Updates Multiple Schools
3. Large Purchase Request: Curb and Gutter Updates Canyon Crest Elementary
4. Business Item: Fraud Risk Assessment
5. Business Item: New Policy 5027 Employee Associations and Wage Deductions
6. Business Item: New Policy 5028 Employee Associations and Leave
7. Business Item: Updated Policy 5245 Employee Transfers
8. Business Item: Updated Policy 5290 Reduction in Force
9. Business Item: Updated Policy 4340 Religious Neutrality
10. Business Item: Updated Policy 5200 Drug-Free Workplace
11. Business Item: New Policy 4412 Student Internships
12. Business Item: New Policy 4411 Health Care Occupation Programs

F. **Motion to Adjourn**

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Cardiopulmonary Resuscitation (CPR) Training
Policy Series: 4000 Curriculum, Instruction, and Assessment

Policy No. 4067

9 **Purpose (add)**

10 **Definitions**

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12 Cardiopulmonary resuscitation (CPR): artificial ventilation or external chest compression applied
13 to a person who is unresponsive and not breathing.

14 Psychomotor skills: physical actions that are practiced in a manner that supports cognitive
15 learning.

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17 **Cardiopulmonary Resuscitation Training**

18 The district shall provide cardiopulmonary resuscitation (“CPR”) training to high school students.

19 The instruction shall:

- 20 1. Be consistent with Utah State Board of Education Health Education Core Standards;
21 2. Follow current **American Heart Association (AHA)** Emergency Cardiovascular Care
22 guidelines for CPR;
23 3. Be provided using a certified CPR instructor; and
24 4. Include cognitive and psychomotor training unless the student participates in an online-
25 only instructional experience.

26 As closely as reasonably possible, the District shall maintain:

- 27 1. A student-to-instructor ratio of no greater than 15:1; and
28 2. A mannequin-to-student ratio of no greater than 1:6.

29 Each student shall complete CPR training at least once while the student is enrolled in grades 9
30 through 12 unless:

- 31 1. The student's parent or guardian requests that the student be exempted from the
32 training;
33 2. The student provides documentation showing the student has previously received CPR
34 training or currently holds CPR certification; or
35 3. The student has an Individualized Education Program (IEP) and the CPR training is
36 inconsistent with that program.

37

38 **Synopsis**

- 39 • Cardiopulmonary Resuscitation Training
40 • CPR Instruction Requirements
41 • CPR Graduation Requirement
42 • CPR Training Exemptions

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44 **Legal References:**

45 [Utah Code § 53G-10-408](#)

46 [Utah Administrative Rule R277-465-3](#)

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48 **Board Approved:**

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Animals on School Premises
Policy Series: 4000 Curriculum, Instruction, and Assessment
Policy No. 4030

Service Animals in Schools

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The Provo City School District Board of Education acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a “service animal” as required by federal and state laws. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities.

11

A “service animal” means an animal that is trained and certified for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability. For purposes of this policy, a “service animal includes any dog that has been individually trained to do the work or perform tasks for the benefit of an individual with a disability”. The service dog must be wearing an up-to-date rabies tag on its collar.

12

Service animals perform some of the functions and tasks that individuals with disabilities cannot perform themselves. Service animals are not pets. There are several kinds of service animals that assist individuals with disabilities. Examples include, but are not limited to, animals that:

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- assist individuals who are blind or have severe sight impairments as “seeing eye dogs” or “guide dogs;”

14

- alert individuals with hearing impairments to sounds;

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- pull wheelchairs or carry and pick up items for individuals with mobility impairments;

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- assist individuals with mobility impairments with balance.

17

The parent/guardian of a student who believes the student needs to bring a service animal to school must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator for students or the Director of Special Education, will determine whether or not to permit the service animal in school.

18

An employee who needs to bring a service animal to school must submit a written request to the Executive Director of Human Resources, who will determine whether or not to permit the service animal in school.

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41 ~~The Board directs the superintendent to develop procedures to implement this policy and to~~
42 ~~establish regulations for service animals on school grounds and at school events.~~

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44 **Animals Permitted Only Pursuant to this Policy**

45 Privately owned animals are only permitted on school premises with written consent
46 from the principal or superintendent or designee except as specified by this policy.

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48 **Definitions**

49 The following definitions apply in this policy:

50 “Service animal” means a dog that is individually trained to do work or perform tasks for
51 the benefit of a person with a disability. The work or tasks performed by the service
52 animal must be directly related to the person’s disability and do not include providing
53 emotional support, well-being, comfort, or companionship.

54 “Disability” is defined or determined according to the Americans With Disabilities Act
55 (“ADA”), the Individuals With Disabilities Education Act (“IDEA”), and Section 504 of the
56 Rehabilitation Act (“Section 504”), together with implementing regulations.

57 “Direct threat” means a significant risk to the health or safety of others that cannot be
58 eliminated by a modification of policies, practices, or procedures or by the provision of
59 auxiliary aids or services.

60 “Emotional support animal” means a domesticated animal other than a non-human
61 primate that is individually necessary for the emotional support, well-being, comfort, or
62 companionship of an individual with a disability.

63 **General Standards Regarding Animals Serving Individuals With Disabilities**

64 The district is committed to providing equal access for individuals with disabilities to its
65 programs, services, and activities, including access for service animals assisting those
66 individuals, as required by applicable laws and regulations.

67 While the District may establish safety requirements as needed for safe operation of its
68 services, programs, or activities, such requirements must be based on actual risks and
69 may not be based on speculation, stereotypes, or generalizations about people with
70 disabilities.

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72 **Service Animals**

73 The use of service animals by individuals with disabilities shall be allowed on all
74 portions of school premises where the individual would be permitted as a member of the
75 public, an employee, or student, as applicable, subject to the following:

- 76 1. The individual may be required to remove the animal from the premises if:
 - 77 a. The animal is out of control and the animal's handler does not take effective
78 action to control it; or
 - 79 b. The animal is not properly housebroken.
- 80 2. The school is not responsible for the care or supervision of the animal.
- 81 3. The animal must be under the handler's control through a harness, leash, tether,
82 voice control, signals, or other effective means of control.
- 83 4. Except where the animal's training and function are immediately apparent, the
84 school may ask:
 - 85 a. whether the animal is required because of a disability; and
 - 86 b. what work or task the animal has been trained to perform.
- 87 5. The school may not ask about the nature or extent of the individual's disability
88 and may not require documentation establishing that the animal is trained as a
89 service animal.
- 90 6. The school shall not impose a fee or charge regarding the presence of a service
91 animal on school premises, although charges may be imposed for damage
92 caused by the animal if charges are otherwise imposed for damage to school
93 property.

94 95 **Service Animals in Training**

96 An individual who does not have a disability may be accompanied by a dog in training to
97 become a service animal, subject to the requirements and standards relating to service
98 animals outlined in this policy.

99 An individual accompanied by a dog in training is liable for any loss or damage the dog
100 causes to school premises.

101 102 **Miniature Horses**

103 The District shall make reasonable modifications to policies, practices, or procedures to
104 permit the use of a miniature horse by an individual with a disability if the horse has
105 been individually trained to do work or perform tasks for the individual with a disability.

106 In determining whether policies, practices, or procedures can reasonably be modified to
107 permit the use of a miniature horse, the District shall consider:

- 108 1. The type, size, and weight of the miniature horse and whether the school can
109 accommodate these features;
110 2. Whether the handler has sufficient control of the horse;
111 3. Whether the horse is housebroken; and
112 4. Whether the horse's presence compromises legitimate safety requirements
113 necessary for safe school operation.

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115 **Emotional Support Animals**

116 The use of an emotional support animal or comfort animal is considered a request for
117 reasonable accommodation under the ADA or Section 504.

118 Such a request must be supported by recent, reliable, objective medical documentation.

119 Additional documentation may be required to address legitimate safety requirements
120 necessary for safe operation of the school's programs, services, or activities.

121 Only domesticated animals will be considered as emotional support animals.

122 The use of emotional support animals on school premises is subject to the requirements
123 and standards relating to service animals outlined in this policy except for the limitation
124 on inquiries.

125
126 **Evaluation Prior to Denial**

127 Before denying access to an animal asserted to be a service animal, service animal in
128 training, miniature horse, or emotional support animal, District staff shall consult with the
129 District Risk Coordinator, State Risk Management, and as needed with District legal
130 counsel.

131 If consultation is not possible before a decision is required, District staff shall make the
132 access determination based on this policy and shall thereafter consult.

133 Questions regarding application of this policy should be directed to the District Risk
134 Coordinator, District personnel responsible for disability law compliance, and District
135 legal counsel as needed.

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137 **Legal References:**

138 [28 CFR § 35.104](#)

139 [28 CFR § 35.136](#)

140 [Utah Code § 26B-6-803](#)

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142 **Approved by Board of Education:**

September 9, 2014

143 Revised:

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Sex Education
Policy Series: 4000 Curriculum, Instruction, and Assessment
Policy No. 4023

Health Education Curriculum: Human Sexuality ~~Sex Education~~

Definitions

"Curriculum materials review committee" means a committee formed at the District or school level that includes parents, health professionals, school health educators, and administrators, with at least as many parents as school employees.

"Sex education instruction or instructional programs" means any course material, unit, class, lesson, activity, or presentation providing instruction regarding sexual abstinence, human sexuality, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS or other sexually transmitted diseases, or refusal skills.

"Refusal skills" means instruction regarding refusal of sexual advances, sexual harassment awareness, reporting rights, and legal consent limitations.

"Maturation education" means age-appropriate instruction regarding puberty, hygiene, abuse prevention, and emotional changes.

"Medically accurate" means verified through peer-reviewed scientific research recognized by professional organizations and agencies with expertise in the relevant field.

Sex Education Curriculum Materials Review Committee

The Board of Education shall appoint a District ~~Human Sexuality~~ **Sex Education** Curriculum Materials Review Committee (referred to in Provo as the ~~Health Education Curriculum Review Committee~~). This committee shall be composed of a board member, parents, health professionals, school health educators, and administrators. It is the board's intention to have at least as many parent members as school employee members. The Board shall review the membership of the committee by August 1 of each year, making new appointments as

39 ~~necessary or appropriate.~~ composed of parents, health professionals, school health educators,
40 and administrators, with at least as many parent members as school employee members.

41 ~~The Board shall appoint and review committee membership annually by August 1.~~

42 ~~The District Health Education Curriculum Review Committee shall meet on an as needed basis,~~
43 ~~or as determined by the members of the committee, but not less than one annual meeting per~~
44 ~~year. The committee shall establish procedures for operation, and shall designate a chair. The~~
45 ~~District Health Education Curriculum Review Committee shall review support materials such as:~~
46 ~~videos, and guest speakers, or guest presentations for alignment with the Utah State Board of~~
47 ~~Education, Human Sexuality Core and the have the authority to represent the Board in~~
48 ~~approving or disapproving the support material.~~

49 The committee shall:

- 50 ● meet on a regular basis as determined by the members of the committee;
- 51 ● select its own officers;
- 52 ● establish operational procedures;
- 53 ● designate a chair; and
- 54 ● comply with the Utah Open and Public Meetings Act.

55 Proposed instructional materials shall be available for public review a reasonable time before
56 Board consideration.

57 Parents and District residents shall be provided an opportunity to express views regarding
58 proposed materials at a public meeting.

59 District residents may appeal adopted instructional materials by written submission to the Board.

60 The Board shall refer the appeal to the District Sex Education Curriculum Materials Review
61 Committee for recommendations regarding the response to the appeal.

62 The Board shall annually review adopted instructional materials and consider whether continued
63 use is appropriate.

64 Annual review shall include available county data regarding:

- 65 ● teen pregnancy;
- 66 ● child sexual abuse;
- 67 ● sexually transmitted diseases and infections; and
- 68 ● pornography complaints or related incidents within the district.

69 **Students**

70 ~~Students may not participate in any human sexuality instruction or instructional program unless,~~
71 ~~prior to the student's participation, the school has on file for that student a completed parental~~
72 ~~notification form relating to that specific instruction or program which indicates that the student's~~

73 parent or guardian authorizes the student to participate. Completed permission forms shall be
74 requested annually and maintained in the student's educational records, by the teacher making
75 that request. Parents shall have made available to them, upon request, a copy and/or
76 opportunity to review any materials used in the teaching of the human sexuality content to their
77 student.

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79 **Teachers**

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81 In their first year of service or assignment, all newly hired or newly assigned District staff who
82 have responsibility for any aspect of human sexuality instruction in the District will attend a
83 State-sponsored in-service outlining the human sexuality curriculum and the criteria for human
84 sexuality instruction in any courses offered in the public education system. All District staff that
85 has any responsibility for any aspect of human sexuality instruction in the District will attend
86 District training outlining the human sexuality curriculum and the criteria for human sexuality
87 instruction in any courses offered in the public education system at least once every three (3)
88 years.

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90 **School Board**

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92 Before any guest speaker or guest presenter may present any information in any District course
93 relating to human sexuality instruction, the Health Education Curriculum Review Policy No. 4023
94 Page | 2 Policy 4023 Curriculum, Instruction, Assessment Committee must have approved the
95 speaker and/or presenter and the materials to be presented. The Board shall request that the
96 District Health Education Curriculum Review Committee shall represent them and determine
97 what human sexuality instructional materials are approved for use in the District. Such approved
98 materials must be medically accurate and must be consistent with the Health and Human
99 Sexuality Guidelines set forth above. The proposed materials will be available for review by
100 residents of the District a reasonable time in advance of the Review Committee meeting. If a
101 majority of the Committee members present vote to adopt the recommended materials, then the
102 materials may be used in the District. The Committee shall annually review the decision to adopt
103 the human sexuality instructional materials used in the District, and shall consider whether to
104 continue use of those materials.

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106 **Sex Education Instruction Requirement**

107 Subject to parental permission, a student shall receive sex education instruction on at least two
108 occasions during the period beginning with grade 8 and ending with grade 12.

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110 **Parental Notification and Permission Form Required for Participation**

111 Students may not participate in any sex education instruction or instructional program unless,
112 before participation, the school has on file a completed parental notification form relating to that
113 specific instruction or program authorizing participation.

114 The form shall:

- 115 1. Explain a parent's right to review proposed curriculum materials in a timely manner;
116 2. Request parental permission for identified course material related to sex education or
117 maturation education;
118 3. Allow a parent to exempt a student from attendance during identified instruction;
119 4. Be specific enough to provide fair notice of topics to be covered; and
120 5. Include a brief explanation of topics and materials presented and provide a time, place,
121 and contact person for curriculum review.

122 Completed permission forms shall be maintained in student educational records for a
123 reasonable period.

124 A student may refrain from participation based upon religious belief or right of conscience
125 consistent with District policy.

126 **Health and Sex Education Guidelines**

127 All health and sex education instruction shall stress abstinence before marriage and fidelity after
128 marriage as methods for preventing sexually transmitted diseases.

129 Instruction may not include:

- 130 1. The intricacies of intercourse, sexual stimulation, or erotic behavior;
131 2. Advocacy of premarital or extramarital sexual activity; or
132 3. Advocacy or encouragement of contraceptive methods or devices.

133 Instruction may not include responses to spontaneous student questions that facilitate or
134 encourage violation of state or federal criminal law.

135 Educators may correct inaccurate information and answer questions consistent with approved
136 instructional materials and may direct students to parents for additional discussion.

137 The District may provide instruction regarding contraceptive methods or devices if instruction
138 complies with Utah law and approved curriculum requirements.

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140 **Sexual Abuse Prevention and Awareness**

141 Schools may provide instruction regarding child sexual abuse and human trafficking prevention
142 and awareness using State Board approved instructional materials.

143 Prior to instruction:

- 144 ● parents shall receive notice;
145 ● parents shall have opportunity to review materials;
146 ● parents may be present during instruction; and
147 ● parental permission must be received.

148 Upon written parental request, a student shall be excused from instruction.

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150 **Instructional Staff Training and In-Service**

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

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156 In their first year of service or assignment, all newly hired or newly assigned District staff who
157 have responsibility for any aspect of sex education instruction in the District will attend a State-
158 sponsored in-service outlining the sex education curriculum and the criteria for sex education
159 instruction in any courses offered in the public education system.

160 All District staff that have any responsibility for any aspect of sex education instruction in the
161 District will attend District training outlining the sex education curriculum and the criteria for sex
162 education instruction in any courses offered in the public education system at least once every
163 three (3) years.

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165 **Review of Guest Presentations Relating to Sex Education**

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

169 The committee shall not authorize the use of any sex education instructional program that has
170 not been previously approved for use in the District.

171 The Board of Education shall determine what sex education instructional materials will be used
172 in the District.

173 The Board shall request recommendations from the District Sex Education Curriculum Materials
174 Review Committee regarding proposed instructional materials.

175 Proposed instructional materials shall be medically accurate and consistent with District
176 guidelines.

177 Proposed instructional materials shall be available for public review a reasonable time before
178 Board consideration.

179 Parents and District residents shall be provided opportunity to express views regarding
180 proposed materials at a public meeting.

181 If adopted by the Board, District residents may appeal instructional materials by written
182 submission to the Board.

183 Following adoption of sex education instructional materials not previously approved by the State
184 Instructional Materials Commission, the Board shall report the adoption to the State Board of
185 Education consistent with Utah Administrative Rule R277-474.

186 The Committee shall annually review the decision to adopt the sex education instructional
187 materials used in the District, and shall consider whether to continue use of those materials.

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189 **Monitoring of Sex Education Instruction**

190 Each school shall log and track parental or community complaints and comments regarding sex
191 education instruction, including disposition of complaints.

192 Information shall be provided monthly to District administration.

193 District administration shall maintain complaint records and provide information to the State
194 Superintendent upon request.

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197 **Synopsis:**

198 School instruction & sex education

199 Authority and Purpose; notice to parents LEA Responsibilities

200 Curriculum Materials Review Committee

201 Local Adoption of Instructional Material

202

203 **Legal References:**

204 [Utah Code § 53G-10-402](#)

205 [Utah Code § 53G-10-403](#)

206 [Utah Code § 53G-9-207](#)

207 [Utah Code § 53G-10-205](#)

208 [Utah Administrative Rule R277-474](#)

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210 **Board Approved:** June 9, 2015

211 Revised:

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Parent Access to District Instructional Material
Policy Series: 4000 Curriculum, Instruction and Assessment
Policy No. 4015

10 **Definitions**

11 For purposes of this policy:

12 Learning materials: textbooks, reading materials, videos, digital materials, websites, online
13 applications, or any other material or resource used to deliver or support a student's learning.

14 Instructional material: learning material that is adopted and approved by the Board of Education
15 for use in the District. Instructional material does not include learning material that is not subject
16 to selection by the Board of Education, including learning material used in a concurrent
17 enrollment, advanced placement, or international baccalaureate program or class, or used in
18 another class with required instructional material that is not subject to selection by the Board of
19 Education.

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21 **Access to Instructional Material**

22 Instructional material used by the District and the schools in the District shall be made readily
23 accessible and available for parents to review.

24 Parents of students enrolled in the District shall be given notice each year regarding how they
25 may access and review the District's instructional material.

26 Information regarding how parents may access and review instructional material shall also be
27 posted on the District's website.

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29 **Parent Access to Online Course Learning Management Systems**

30 For purposes of this section:

31 “Learning management system” means a software application for the administration,
32 documentation, tracking, reporting, automation, or delivery of an online course.

33 “Online course” means a course that the District provides to a student over the Internet.

34 The District shall provide a parent of a student enrolled in an online course access to the
35 learning management system for the course.

36 At a minimum, the parent shall have access to:

- 37 1. The curriculum used for the course; and
- 38 2. Information regarding the progress and learning of the parent’s student, including
39 assessment results.

40 The District shall also provide students and parents with training or orientation to assist them in
41 understanding:

- 42 1. How to access the learning management system;
- 43 2. How to access the online course; and
- 44 3. How to use online tools used to deliver the online course or instruction.

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46 **Synopsis**

- 47 • Parent Access to Instructional Material
- 48 • Access to Online Course Curriculum
- 49 • Parent Access to Learning Management Systems
- 50 • Online Course Transparency
- 51 • Parent Review of Curriculum and Assessment Information

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54 **Legal References:**

55 [Utah Code § 53G-4-402\(27\)\(a\)\(i\), \(ii\) \(2025\)](#)

56 [Utah Code § 53G-4-402\(27\)\(b\) \(2025\)](#)

57 [Utah Code § 53G-6-804\(1\) \(2021\)](#)

58 [Utah Code § 53G-6-804\(2\) \(2021\)](#)

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60 **Board Approved:**

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**Employee Associations and Wage Deductions
Policy Series: 5000 Personnel**

Policy No. 5027

Purpose

The purpose of this policy is to establish guidelines regarding employee associations and the deduction of membership dues from employee wages in accordance with applicable Utah law. The district recognizes the rights of employees to voluntarily join and participate in professional organizations or employee associations while also ensuring that employee compensation is protected from unauthorized or prohibited payroll deductions. This policy is intended to provide clear standards for voluntary wage deductions, maintain compliance with state requirements governing public employers, and ensure that all payroll practices are administered fairly, consistently, and transparently.

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Association Membership

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No person shall be granted or denied district employment by reason of membership or non-membership in any labor organization, labor union or any other lawful type of association.

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Deductions for Association Dues

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The district shall, upon written request from an employee, deduct a specified sum from the employee's wages, not to exceed 3% per month, and pay such sum to the employee association designated by the employee for association dues. The District shall cease making such deductions upon written request from the employee directing that the deductions cease.

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Both the district and the association encourage employees to use electronic funds transfer (EFT) instead of payroll deductions.

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Deductions for Political Purposes Prohibited

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The district may not deduct any amount from an employee's wages which are to be paid to:

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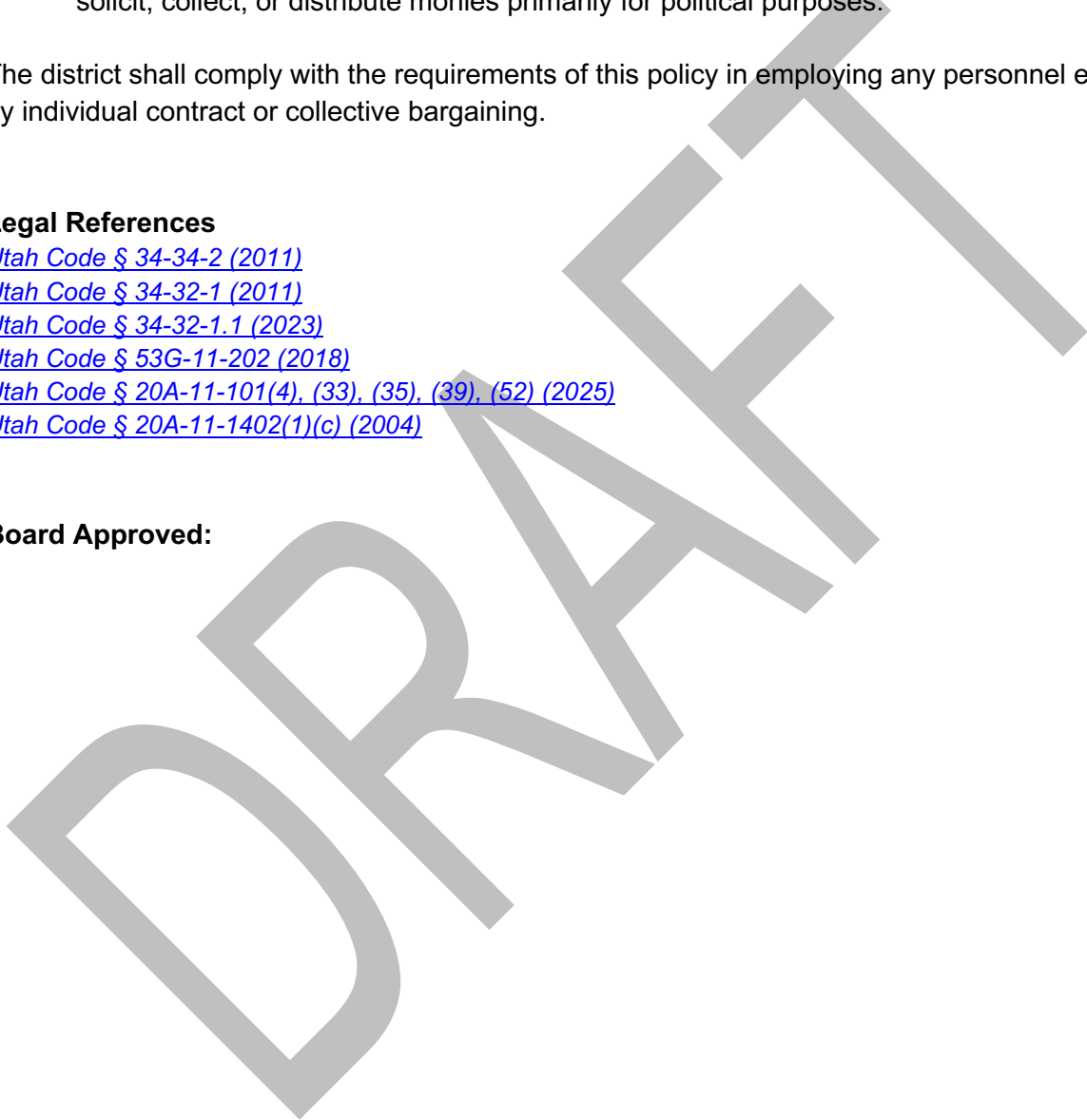
- A candidate;
- A personal campaign committee;
- A political action or political issues committee;
- A registered political party;
- A political fund; or,
- Any entity established by a labor organization (including any employee association) to solicit, collect, or distribute monies primarily for political purposes.

The district shall comply with the requirements of this policy in employing any personnel either by individual contract or collective bargaining.

Legal References

- [Utah Code § 34-34-2 \(2011\)](#)
- [Utah Code § 34-32-1 \(2011\)](#)
- [Utah Code § 34-32-1.1 \(2023\)](#)
- [Utah Code § 53G-11-202 \(2018\)](#)
- [Utah Code § 20A-11-101\(4\), \(33\), \(35\), \(39\), \(52\) \(2025\)](#)
- [Utah Code § 20A-11-1402\(1\)\(c\) \(2004\)](#)

Board Approved:



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**Employee Associations and Leave
Policy Series: 5000 Personnel**

Policy No. 5028

10 **Purpose**

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The purpose of this policy is to establish guidelines governing employee associations and the use of district-approved leave for association-related business in accordance with applicable Utah law. The district recognizes the rights of employees to participate in lawful professional or employee associations while ensuring that employee leave practices support the effective operation of schools and the responsible use of public resources. This policy is intended to define the circumstances under which leave may or may not be approved for association activities, promote consistent administration of leave requests, and ensure compliance with state requirements applicable to public education employers.

22 **Definitions**

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1. *Employment Association* is an association that negotiates employee salaries, benefits, contracts, or other conditions of employment or performs union duties.
2. *Association Leave* is leave from a district employee's regular responsibilities granted for the employee to spend time for association, employee association, or union duties.

31 **Prohibited Paid Leave**

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The district may not allow paid association leave for an employee to perform employee association or union duties, unless:

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1. The duty performed by the employee on paid association leave will directly benefit the school district, including representing the district's licensed educators; and does not:
 - a. include political activity including advocating for or against a candidate for public office in a partisan or nonpartisan election;

- 40 b. solicit a contribution for a political action committee, a political issues committee,
41 a political party, or a candidate as defined by [Utah Code § 20A-11-101](#); or
42 c. initiate, draft, solicit signatures for or advocate for or against a ballot proposition
43 as defined by [Utah Code § 20A-1-102](#).
44
45 2. On a board or committee, such as the district's foundation, a curriculum development
46 board, insurance committee, or catastrophic leave committee;
47
48 3. At a school district leadership meeting; or
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50 4. At a workshop or meeting conducted by the district's board of education.

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53 **District Reimbursement**

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An employee taking association leave that does not qualify as an exception as stated above,
shall reimburse to the district, the costs, including benefits, for the time they are:

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1. On unpaid association leave; or
2. Participating in a paid association leave activity that does not provide a direct benefit to the district.

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Reimbursement may be paid to the district by the employee, association or union.

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If, prior to January 1, 2011, the district allowed association unpaid leave or paid association
leave that does not provide a direct benefit to the district, up to 10 days of any such leave may
be allowed without reimbursement to the district.

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70 **Legal References**

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[Utah Code § 20A-11-101](#)
[Utah Code § 20A-1-102](#)

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75 **Board Approved:**

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Employee Transfers
Policy Series: 5000 Personnel

Policy No. 5245

Purpose

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It is the practice of district administration to assign personnel to the positions that best meet the needs of the district. Transfers shall be used to maintain a proper balance of experience and specialized competence among the schools of the district.

Definitions

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1. *Transfer*: the assignment to a different work location in the same job classification and at the same pay rate.
2. *Employee-initiated transfer or voluntary transfer*: a transfer requested by an employee from one position, assignment, department, program, or work location to another within the district. Such transfers are initiated by the employee rather than directed by the district and are subject to applicable qualifications, staffing needs, administrative approval, and district hiring and transfer procedures.
3. *District-initiated transfer or involuntary transfer*: a transfer directed by the district requiring an employee to move from one position, assignment, department, program, or work location to another within the district. Such transfers are initiated by the district to address operational, staffing, programmatic, enrollment, licensure, performance, or other educational or administrative needs and are not based upon a request from the employee.

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Employee Initiated Transfer or Voluntary Transfer

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The Personnel Office human resources department shall facilitate discussion regarding employee initiated transfers.

41 By April 1 of each school year, the district will advertise known job vacancies, together with
42 required endorsements and skill requirements of the particular position, for the upcoming school
43 year to all current employees. The district will also make reasonable efforts to advertise to all
44 current employees any vacancy which occurs after the April 1 deadline. Transfer requests will
45 be made according to the following guidelines:

- 46
47 1. Application for Transfer: to apply for a transfer, the employee must submit a written
48 request to the district human resources office. The employee is responsible to:
 - 49 a. Check job postings at the district office or at www.provo.edu; and
 - 50 b. Apply for such openings by submitting the information requested in the job
51 posting within five (5) working days of the job posting or by the deadline identified
52 on the job posting; and
 - 53 c. shall notify his/her immediate supervisor of the transfer request.
- 54
55 ~~2. Information from the first transfer request will be forwarded to other schools upon the~~
56 ~~request of the teacher, providing the contact is received before the five (5) day deadline.~~
- 57
58 3. Using a common set of criteria such as personnel files, requested qualifications,
59 experience, etc., principals will review all letters of request for transfer applications and
60 select the candidates to be interviewed. Successful candidates will be notified in writing.
- 61
62 4. Interview for Transfer
 - 63 a. Transfer requests will not be automatically granted. As with all district
64 employment, the position will be filled by the individual who best meets the
65 requirements and qualification of the particular job description.
 - 66 b. In granting transfers, the district will give preference to district employees
67 providing all other qualifications for the particular position are equal.
- 68
69 5. Transfer Approval: Employee initiated transfers should be approved by the administrator
70 of the unit where the vacancy exists.
- 71
72 ~~6. When the position has been filled, all candidates making an application will be notified~~
73 ~~through a district communication sent to the local schools. Whenever possible, this~~
74 ~~notification shall be made before the end of the current school year.~~
- 75
76 7. Employees who do not have an overall rating of effective or are under a plan of
77 performance improvement may not transfer without approval from the deputy
78 superintendent and the superintendent.
- 79
80 8. Principals/directors will appropriately inform applicants not chosen for open positions.

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83 **District Initiated Transfer or [Involuntary Transfer](#)**

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- 85 1. A principal or immediate supervisor may request the transfer of an employee when in
86 their judgment it will benefit the employee, the school, or the district. Involuntary transfer
87 requests stating specific reasons for the transfer shall be made to the Superintendent.
88 Staff members may be transferred by the district from one assignment to another when
89 the district believes there are compelling reasons for doing so.
90
91 a. A copy of the request shall be made available to the employee. Those reasons
92 will be discussed with the transferred employee and the principal(s)/director(s),
93 prior to transfer.
94 b. The superintendent or the superintendent's designee may unilaterally review and
95 approve or deny the involuntary transfer request.
96 c. Salary of a district initiated transferred employee shall not be decreased.
97
98 2. Transfer Approval: ~~District initiated transfers shall be approved by the Deputy~~
99 ~~Superintendent with authorization from the Superintendent. The Superintendent's~~
100 ~~designee~~ The director of human resources shall review the request and recommend
101 approval or denial to the administrator of Personnel Director of Human Resources or the
102 Superintendent or superintendent's designee, who will approve or deny the involuntary
103 transfer request.
104
105 3. Authority: The superintendent's designee with authorization from the superintendent has
106 final authority for all transfers.
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109 **Involuntary Transfers due to Reduction in Force or Staff Imbalance**

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111 In situations where an involuntary transfer becomes necessary due to a reduction in staff or for
112 staff imbalance, a call for volunteers shall be made and if there are no volunteers, selection
113 shall be made in the best interests of the district. In the case of an involuntary transfer due to a
114 reduction in staff or for staff balance, the administrator shall adhere to the following guidelines:
115

- 116 1. Employees required to transfer involuntarily shall be notified of the available openings for
117 which they are qualified.
118
119 2. Employees identified for involuntary transfer shall list their preference for available
120 positions. Positions will be filled by the district with consideration given to the employees'
121 priority listing.
122
123 3. Program need shall be based on the primary assignment description.
124
125 4. Whenever possible, an employee being transferred to a different assignment shall be
126 notified of the transfer prior to the end of the school year.
127

128 5. The transferring employee shall be notified of the change in assignment in a conference
129 with his or her supervisor or a designee.

130
131 6. When a teacher who has been involuntarily transferred cannot be placed in a position
132 commensurate with appropriate endorsements and skill requirements, reduction in force
133 (RIF) guidelines will be implemented (**Policy 5290**).

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137 **Restrictions on Transfer of Employees**

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139 An employee whose performance is unsatisfactory may not be transferred to another school
140 unless the board specifically approves the transfer of the employee.

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142 If an employee who is under an order of probation or remediation in one assignment in a school
143 in Provo City School District is transferred or given a new assignment in the district, the order
144 shall stand until its provisions are satisfied (Policy 5280 Disciplinary Action, Orderly Termination,
145 Suspension and Non-Renewal). An employee who is under an order of probation or remediation
146 may not be transferred to another school unless the superintendent or **their designee** ~~the~~
147 ~~administrator of Personnel~~ specifically approves the transfer of the employee.

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152 **Legal References**

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154 [Utah Code 34A-5-106](#)
155 [Utah Code 53G-11-517](#)
156 [Utah Code § 53G-11-517 \(2018\)](#)
157 [Utah Code § 53G-11-503 \(2018\)](#)

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160 **Approved by Board of Education:** January 14, 2014

161 Revised:

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**Reduction in Force and Position Elimination
Policy Series: 5000 Personnel**

Policy No. 5290

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Purpose

The Board of Education recognizes that from time to time it may be necessary to reduce in force under certain circumstances. Any time a reduction in force becomes necessary, the primary goal of the board is to identify those positions which can be eliminated, combined, or reduced to meet the needs of the district in best serving districts students. The maintenance of educational programs is the top priority when a reduction in force becomes necessary.

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Overview

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This policy is to establish establishes an orderly procedure used to separate, transfer, reassign, or demote employees when the board determines that a reduction in force (RIF) is necessary. This policy will be applied in a fair and equitable manner without regard for age, race, color, religion, sex, or national origin and in accordance with state and federal law cited at the end of this document. The district may not RIF an employee without following the procedures established for this policy.

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Reasons for a Reduction in Force

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The board acknowledges its authority to conduct a reduction in force (RIF) when there is a decrease in district enrollment, discontinuance of or a reduction in a particular service or program, the a shortage of anticipated revenue after the budget has been adopted, discontinuation of temporary funding, or school consolidation.

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The district may consider the results of employee evaluation and a school's personnel needs when reducing positions and re-assigning staff. The board may direct the superintendent to eliminate individual positions when there is a decrease in district enrollment, discontinuance of or a reduction in particular service or program, the shortage of anticipated revenue after the budget has been adopted, or school consolidation, for the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the district. i.e. educating students.

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41 The board directs the superintendent to develop procedures for the effective implementation of
42 this policy.

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45 **Delegation**

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47 The board of education hereby delegates to the superintendent the duty to identify which
48 programs or positions should be eliminated, combined, or reduced whenever a reduction in
49 force becomes necessary. In suggesting such action, the superintendent should consider and
50 notify the board:

51

- 52 1. Why the reduction in force is necessary.
- 53
- 54 2. Which positions can best be eliminated, combined or modified to meet the educational
55 goals of the school district.
- 56

57 In considering which positions to eliminate, combine or modify in the best interests of education
58 in the school district, the superintendent may, at their discretion, consider the following factors:

59

- 60 1. the results of an employee's performance evaluation; and
- 61
- 62 2. a school's personnel needs.
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65 **“Last Hired, First Fired” Procedure for Layoffs Prohibited**

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67 The district may **not** utilize a last-hired, first-fired procedure for layoffs when terminating district
68 employees. “Last-hired, first-fired procedure for layoffs” means staff reduction that mandates the
69 termination of an employee who started to work for the district most recently before terminating a
70 more senior employee.

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73 **Scope of Policy**

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75 This policy applies to reduction in force of both certified employees and education support
76 professional employees.

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79 **Legal References**

- 80 [Title VII, Civil Rights Act of 1964](#)
- 81 [Age Discrimination in Employment Act of 1967](#)
- 82 [Equal Pay Act of 1963](#)
- 83 [Title I, Americans with Disabilities Act of 1990](#)
- 84 [Civil Rights Act of 1991](#)

85 [Section 501 of the Rehabilitation Act of 1973](#)
86 [Pregnancy Discrimination Act](#)
87 [Utah Code 53G-11-516](#)

88
89 **Approved by Board of Education** May 13, 2014
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**Reduction in Force and Position Elimination
Policy Series: 5000 Personnel**

**Policy No. 5290
Procedure 1**

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Reduction Process

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1. The district may consider the results of employee evaluations when reducing positions and re-assigning staff.
2. Staff requirements, program needs, and projected student enrollment for each school in the district will be determined ~~no later than March 1st~~ **15th** for the upcoming school year.
3. Staff selection to fulfill all program needs will be made in each school. Program cuts will be determined through analysis of what will be in the best interests of the students of the district. Where teaching assignments require special certification, such assignments will be filled with educators currently holding such special certificates. Educators teaching in their major field cannot be replaced by teachers with a minor in that field. If the position is to be available in the upcoming year, the educator will be assigned to another position consistent with the educator's certificate, major or minor field of study.
4. Licensed employees not assigned to a teaching position will be notified of their unemployment by certified letter from human resources and will be recalled as requirements permit.
5. Positions in any school within the district that must be filled will be filled from the ranks of those released from teaching positions in other **district** schools. Persons filling these positions will be determined by their credentials. If no one is qualified, outside hiring will be initiated to fill the position.

Recall Procedure

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1. Persons released from positions through a RIF will be offered employment in the district as teaching jobs become available according to the district need and to teacher qualification (licensure and endorsement).

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2. Human Resources will give notice of the recall offer in writing by sending a certified letter to said teacher at ~~his/her~~ **their** last known address. It will be the responsibility of each teacher to notify human resources of any change in address. The teacher's address as it appears on the board's records will be conclusive in connection with the reduction, recall, or other notice to the teacher.
 3. Any teacher so notified must respond within fourteen (14) days from receipt of recall notice. If a teacher fails to respond within fourteen (14) days or rejects a position for which they ~~he/she is~~ are certificated to teach and such position is offered consistent with the aforementioned provision, the teacher shall be considered to have resigned from the employ of the district.
 4. The **recalled** teacher will be placed on the proper step of the salary schedule for the teacher's current position according to the teacher's experience and education.

58 **Notice**

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1. In the event of a reduction in force, human resources will provide written notice to all affected licensed and contracted employees thirty (30) days or more prior to termination of contract; or, in the case of emergency budget cuts, as soon as the information is known. Written notice shall be given to the employee through a certified letter sent to the employee's last known address.
 2. In the event a RIF of teachers is anticipated, human resources will notify the association at the earliest possible time. **This timing will be dictated by the district's** financial circumstances and the receipt of information **when available**.

72 **Legal References**

73 [Title VII, Civil Rights Act of 1964](#)
74 [Age Discrimination in Employment Act of 1967](#)
75 [Equal Pay Act of 1963](#)
76 [Title I, Americans with Disabilities Act of 1990](#)
77 [Civil Rights Act of 1991](#)
78 [Section 501 of the Rehabilitation Act of 1973](#)
79 [Pregnancy Discrimination Act](#)
80 [Utah Code 53G-11-516](#)

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83 **Approved by Board of Education** May 13, 2014
84 Revised August 2016
85



Religious Neutrality: Constitutional Freedom in Public Schools
Policy Series: 4000 Curriculum, Instruction, and Assessment

Policy No. 4340

Purpose

The purpose of this policy is to affirm and protect the constitutional rights and religious freedoms of students, employees, and members of the public within the district's schools and programs in accordance with the United States Constitution, the Utah Constitution, and applicable federal and state law. The district is committed to maintaining a learning environment that neither promotes nor inhibits religion and that respects the rights of individuals to express sincerely held religious beliefs, engage in protected speech, and exercise other constitutional freedoms in a lawful and nondisruptive manner. This policy is intended to provide guidance regarding the appropriate balance between individual rights and the district's obligation to maintain neutrality, ensure equal access, preserve instructional integrity, and provide a safe and inclusive educational environment for all students.

Constitutional Freedom in Public Schools

Any school in Provo City School District, in accordance with State Office of Education policy, may undertake any instructional activity, performance or display which includes examination of or presentations about religion, political or religious thought or expression, or the influence thereof on music, art, literature, law, politics, history or any other element of the curriculum, including the comparative study of religions, provided it is designed to achieve secular educational objectives included within the context of a course or activity and conducted in accordance with applicable rules of the district.

No aspect of cultural heritage, political theory, moral theory, or societal value shall be either included within or excluded from school curricula for the primary reason that it affirms, ignores, or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm or supreme being.

American history and heritage documents may not be excluded from study or censored due to their religious or cultural nature.

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Religious Neutrality

Provo City School District school officials and employees may not use their positions to endorse, promote, or disparage a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint. District schools may not sponsor prayer or religious devotionals.

Participation Waivers

A student may refrain from participation in any aspect of school that violates a religious belief or right of conscience of the student. A student's parent may waive the student's participation in any aspect of school that violates the student's or the student's parent's religious belief or right of conscience. A student may not be penalized or discriminated against for refraining from participation due to the student or student's parent's religious belief or right of conscience. A student may not be required or incentivized to affirm or deny the religious belief or right of conscience of the student or the student's parent.

When a student refrains from participation, the school shall promptly notify the student's parent **unless the student is emancipated**. The school may elect one of the following options: 1) To waive the participation requirement; 2) To provide a reasonable alternative to the requirement that does not violate the student's or the student's parent's religious belief or right of conscience but may not require the student or student's parent to explain, defend, or justify the religious belief or right of conscience.

~~If a parent with legal custody or other legal guardian of a student, or if a secondary student, determines that the student's participation in a portion of the curriculum or in an activity would require the student to affirm or deny a religious belief or right of conscience or engage or refrain from engaging in a practice forbidden or required in the exercise of a religious right or right of conscience, the parent/guardian or secondary student may request either (1) a waiver of the requirement to participate or (2) a reasonable alternative that requires reasonably equivalent performance by the student of the secular objectives of the curriculum or activity in question.~~

~~If a student makes a request under the above paragraph for a waiver or a reasonable alternative, the school administration shall promptly notify the student's parent or guardian that such a request has been made, including the substantive nature of the portion of the curriculum or activity for which the student requests a waiver or alternative.~~

~~The Principal, in consultation with the student's teacher, and after consulting with the student and the student's parents, shall notify the student and the student's parent/guardian of the Principal's decision. The school may elect one of the following options: 1) To waive the participation requirement; 2) To provide a reasonable alternative to the requirement; or, 3) To notify the requesting party that the participation is required. If the school determines that~~

85 participation is required, the school shall ensure that any limitation on student expression,
86 practice or conduct shall be by the least restrictive means necessary to satisfy the school's
87 interest in fulfilling curriculum objectives, or that the limitation satisfies another specifically
88 identified compelling governmental interest.

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90 **Expressions of Belief**

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92 Expression of personal beliefs by a student participating in school-directed curricula or activities
93 may not be prohibited or penalized unless the expression unreasonably interferes with order or
94 discipline, threatens the well-being of persons or property, or violates concepts of civility or
95 propriety appropriate to the school setting. [Limitations on student expression, practice, or](#)
96 [conduct shall be by the least restrictive means necessary to satisfy the school's interests or to](#)
97 [satisfy another specifically identified compelling governmental interest.](#) Teachers and principals
98 will safeguard opportunities for all students to safely share their beliefs in appropriate ways.

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101 **Expressions of Belief During Discretionary Time**

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103 Free expression of voluntary religious practice or freedom of speech by students during
104 discretionary time, (non-instructional time during which a student is free to pursue personal
105 interests), shall not be denied unless: 1) The conduct unreasonably interferes with the ability of
106 school officials to maintain order and discipline; 2) Unreasonably endangers persons or
107 property; or, 3) Violates concepts of civility or propriety appropriate to the school setting. Any
108 limitation under this section on student expression, practice, or conduct shall be by the least
109 restrictive means necessary to satisfy the school's interests in fulfilling curriculum objectives or
110 to satisfy another specifically identified compelling governmental interest.

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114 **Legal References**

115 [Utah Code § 53G-10-202\(1\) \(2025\)](#)

116 [Utah Code § 53G-10-206 \(2024\)](#)

117 [Utah Code § 53G-10-202\(2\) \(2025\)](#)

118 [Utah Admin. Rules R277-475-3\(4\) \(August 7, 2024\)](#)

119 [Utah Code § 53G-10-202\(3\), \(4\) \(2025\)](#)

120 [Utah Code § 53G-10-205 \(2023\)](#)

121 [Utah Code § 53G-10-203\(1\), \(3\) \(2023\)](#)

122 [Utah Code § 53G-10-203\(2\), \(3\) \(2023\)](#)

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125 **Board Approved:** October 14, 2014

126 Revised:

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**Drug Free Workplace
Policy Series: 5000 Personnel**

Policy No. 5200 + Exhibit #1

Purpose:

Provo City School District has a responsibility to maintain public trust and confidence by providing a safe school environment for students and citizens and a safe work place for employees. The district is committed to provide a drug-free, tobacco/smoke-free, **vape-free** and alcohol-free workplace. Employees of Provo City School District are expected to follow the federal, state, and local laws regarding use, distribution, manufacturing, and/or possession of alcohol, drugs, and tobacco. Depending on the severity of the infraction, violation of this policy may result in discipline, up to and including termination.

~~5200 Exhibit #1 (DAG)~~

Drug & Alcohol Policy Notice to Employees

NOTICE: The following notice shall be provided to all employees of the District.

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of the School District for any employee to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor, or to unlawfully manufacture, distribute, dispense, possess, use, or be under the continued influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in the Utah Controlled Substances Act, schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), and as further defined by regulation at 21 CFR § 1300.01 et seq., before, during, or after school hours at school or in any other school district location as defined below.

“School district location” means any school building and any school premises; any school-owned vehicle or other school-approved vehicle used to transport students to and from school or school activities; any school-sponsored or school-approved activity, event, or function where students are under the jurisdiction of the school district; or any period of time when the employee is supervising students on behalf of the school district or otherwise engaged in school district business.

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39 YOU ARE FURTHER NOTIFIED that if you are engaged either directly or indirectly in work on a
40 federal grant, it is a condition of your continued employment on any such federal grant that you
41 shall abide by the terms of the school district policy on alcohol and drugs and shall notify your
42 supervisor in writing of your conviction of any criminal drug statute for a violation occurring in
43 any of the locations described above where work on a school district federal grant is performed,
44 no later than five (5) calendar days after such conviction.

45 Any employee who violates the terms of the School District's drug and alcohol policy may be
46 non-renewed, suspended, or terminated, at the discretion of the Board. In the alternative, an
47 employee who violates the terms of this ~~the School District's~~ drug and alcohol policy and
48 procedures may be required to satisfactorily participate in a drug abuse assistance or
49 rehabilitation program approved by the board. If the employee fails to satisfactorily participate in
50 such a program, the employee may be non-renewed, suspended, or terminated, at the
51 discretion of the board.

52
53 **Legal References:**

54 [21 U.S.C. § 801 et seq.](#)

55 [41 U.S.C. § 8101 et seq.](#)

56 [34 C.F.R. Part 84](#)

57 [20 U.S.C. §§ 7101–7118](#)

58 [Utah Code § 32B-1-101 et seq.](#)

59 [Utah Code § 58-37-1 et seq.](#)

60 [Utah Code § 26-38-1 et seq.](#)

61 [Utah Code § 53G-8-602](#)

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63 **Board Approved:** November 10, 2015

64 **Revised:**

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Scope of Employment
Policy Series: 5000 Personnel

Policy No. 5090
Procedure 2

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This procedure clarifies the scope of employment for district employees and establishes expectations regarding the performance of assigned duties, interactions with students, supervision responsibilities, transportation, outside employment, and communications concerning district matters. These provisions are intended to promote student safety, support effective school operations, protect employees and the district from unnecessary risk, and ensure that employees act within the authority granted by the district.

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Scope of Employment

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Employees of the district act within the scope of their employment only when acting to discharge duties for which they have been hired by the district or when acting under the direction of the board of education, the superintendent, or the principal of the school in which the employee works.

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The following guidelines govern the scope of an employee's duties and responsibilities.

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1. **Student Interaction:** In interacting with students, district employees shall comply with Policy 5090, Staff Code of Conduct, and all applicable district policies and procedures governing professional conduct and employee-student interactions.
2. **Class Attendance:** Teachers shall be present in the classroom whenever students are present in the classroom. A teacher may leave students unattended only in emergency situations, including:
 - a. An injury to a student requiring immediate attention;
 - b. A threat to the health or safety of a student; or
 - c. A personal emergency of the teacher.

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Any absence from the classroom other than an emergency situation shall require the express approval of the school principal.

41 **3. Provision of Transportation:** Except as otherwise specifically authorized by district
42 policy, no employee, other than an authorized bus driver, has authority to provide
43 transportation for any student or other employee unless express written authorization is
44 provided by the principal. Transportation provided without authorization is outside the
45 scope of employment.

46
47 **4. Conflicting Employment:** No employee shall obtain or maintain outside employment
48 that interferes with, conflicts with, or substantially impedes the employee's ability to
49 perform duties and responsibilities for the district.

50
51 **5. Media Contacts:** District employees shall coordinate with the superintendent or the
52 superintendent's designee regarding materials prepared for publication concerning
53 district matters. Whenever practicable, employees shall consult with the Superintendent
54 or the superintendent's designee before providing statements regarding district matters
55 to members of the media.

56
57 **Legal References:** ~~There is no statutory citation in the source language provided.~~

58
59 **Board Approved:**

60
61 **Synopsis**

- 62 ● ~~Scope of Employment~~
- 63 ● ~~Employee Duties and Responsibilities~~
- 64 ● ~~Student Interaction~~
- 65 ● ~~Class Attendance~~
- 66 ● ~~Transportation Authorization~~
- 67 ● ~~Conflicting Employment~~
- 68 ● ~~Media Contacts~~

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Student Internships
Policy Series: 4000 Curriculum, Instruction, Assessment
Policy No. 4412

9 **Purpose**

10
11 The purpose of this policy is to establish guidelines for student internship experiences that
12 support career exploration, work-based learning, and college and career readiness. The board
13 recognizes the educational value of internships in providing students with meaningful
14 opportunities to apply academic knowledge, develop workplace skills, and explore career
15 pathways. This policy is intended to ensure that internship opportunities are aligned with
16 educational objectives, comply with applicable federal and state laws, protect student health and
17 safety, and provide equitable access to high-quality learning experiences.

18
19
20 **Definitions**

- 21
22 1. *Intern*: A student enrolled in a school-sponsored work experience and career exploration
23 program involving both classroom instruction and work experience with a cooperating
24 employer, regardless of whether the student receives compensation.
- 25
26 2. *Cooperating employer*: A public or private entity that, as part of a work experience or
27 career exploration program offered through a school, provides interns with educational
28 resources, training, and work experience in activities related to the entity's ongoing
29 business activities.
- 30
31 3. *Internship*: The work experience segment of an intern's school-sponsored work
32 experience and career exploration program performed under the direct supervision of a
33 cooperating employer.
- 34
35 4. *Internship safety agreement*: An agreement between the District and a cooperating
36 employer that satisfies the requirements established by Utah law and District policy.

37
38
39 **Internships Authorized**

40

41 The district may offer internships in connection with work experience and career exploration
42 programs operated in accordance with rules of the Utah State Board of Education.

43

44

45 **Internship Standards**

46 To be approved, an internship program shall:

- 47 1. Provide training for interns, intern supervisors, and cooperating employers regarding
48 workplace health hazards and safety procedures;
- 49
- 50 2. Specify standards and procedures for approval of off-campus work sites;
- 51
- 52 3. Discuss transportation options for interns to and from work sites (transportation is not
53 provided by the district);
- 54
- 55 4. Provide for appropriate employer supervision at the work site;
- 56
- 57 5. Provide for appropriate school supervision and assessment of interns;
- 58
- 59 6. Address insurance coverage and ensure adequate insurance coverage through the
60 intern, the program, or the district;
- 61
- 62 7. Provide for parent involvement in and approval of the internship program;
- 63
- 64 8. Address risks and liabilities inherent in the internship program in consultation with State
65 Risk Management or the district's insurance provider; and
- 66
- 67 9. Ensure that any credit awarded for internship participation maintains the integrity and
68 rigor required for high school graduation.

69

70

71 **Recognition of Cooperating Employers**

72

73 The district or participating school may recognize a cooperating employer participating in an
74 approved internship program, including posting the employer's name and a brief description of
75 the employer's business on school property or in official district or school publications.

76

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78 **Workers' Compensation and Risk Management Coverage**

79

80 An intern participating in an approved internship program shall be considered a volunteer
81 government worker of the district solely for purposes of workers' compensation medical benefits
82 and risk management fund coverage.

83

84 Receipt of workers' compensation medical benefits shall be the exclusive remedy against the
85 district and the cooperating employer for injuries or occupational diseases arising from
86 participation in the internship.

87
88

89 **Internship Safety Agreements**

90

91 The district shall attempt to establish an internship safety agreement with each cooperating
92 employer.

93

94 An internship safety agreement shall require the cooperating employer to:

95

96 1. Ensure that an adult officer or employee of the cooperating employer is not intentionally
97 alone with an intern for a significant amount of time during internship activities;

98

99 2. Maintain compliance with all applicable federal and state laws relating to workplace and
100 student safety, privacy, and welfare; and

101

102 3. Provide a safe, educational, courteous, and welcoming professional environment free
103 from harassment or discriminatory conduct that may result in a hostile, intimidating,
104 abusive, offensive, or oppressive learning environment.

105

106

107 **Criminal Background Checks**

108

109 If an internship safety agreement is in place with a cooperating employer, officers and
110 employees of the cooperating employer are exempt from criminal background check
111 requirements under District policy.

112

113 If the district does not have an internship safety agreement with a cooperating employer, each
114 officer or employee of the cooperating employer who will have significant unsupervised access
115 to a student intern shall complete a criminal background check consistent with District policy
116 before the internship begins.

117

118 If a criminal background check discloses information calling into question the appropriateness of
119 an individual having access to a student intern, the District shall modify internship conditions or
120 discontinue participation with the cooperating employer as necessary to protect student safety
121 and well-being.

122

123 **Synopsis**

124

• ~~Student Internships~~

125

• ~~Internship Standards~~

126

• ~~Internship Safety Agreements~~

127

• ~~Cooperating Employers~~

- 128 • ~~Criminal Background Checks~~
- 129 • ~~Workers' Compensation Coverage~~

130

Legal References:

132 [Utah Code § 53G-7-901](#)

133 [Utah Code § 53G-7-902](#)

134 [Utah Code § 53G-7-903](#)

135 [Utah Code § 53G-7-904](#)

136 [Utah Code § 53G-7-905](#)

137 [Utah Code § 53G-11-402](#)

138 [Utah Administrative Rule R277-915](#)

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Board Approved:

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Health Care Occupation Programs
Policy Series: 4000 Curriculum, Instruction, Assessment
Policy No. 4411

Purpose

The Board of Education recognizes the value of Health Science and Health Care Occupation programs in preparing students for careers in the healthcare industry and for postsecondary education and training. The purpose of this policy is to establish guidelines for the operation of health care occupation programs that provide students with high-quality classroom instruction, clinical experiences, and work-based learning opportunities.

Notice of Clinical Experience Component

Prior to a student registering in a health care occupation program offered by or through the district that includes a clinical experience segment, the student's parent or guardian shall be provided written notice that the program includes a clinical experience segment in which the student may observe and perform specific health care procedures, including personal care, patient bathing, and bathroom assistance.

The district shall also provide similar written notice to the student's parent or guardian before the student participates in the clinical experience segment.

Written Consent for Student Participation

Before a student may register for or participate in a health care occupation program that includes a clinical experience segment, the student's parent or guardian shall provide specific written consent authorizing the student's registration and participation in the clinical experience segment.

The written consent shall specifically state that the student may observe and perform specific health care procedures, including personal care, patient bathing, and bathroom assistance. **If**

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38
39

40 the student is over eighteen years of age, the student provides their own written consent to
41 participate.

42

43

44 **Synopsis**

- 45 ● ~~Health Care Occupation Programs~~
- 46 ● ~~Clinical Experience Notification~~
- 47 ● ~~Parent Notice Requirements~~
- 48 ● ~~Written Parent Consent for Clinical Experience Participation~~

49

50

51 **Legal References:**

52 [Utah Code § 53E-3-507](#)

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55 **Board Approved:**

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**Employee Associations and Wage Deductions
Policy Series: 5000 Personnel**

Policy No. 5027

9 **Purpose**

10
11 The purpose of this policy is to establish guidelines regarding employee associations and the
12 deduction of membership dues from employee wages in accordance with applicable Utah law.
13 The district recognizes the rights of employees to voluntarily join and participate in professional
14 organizations or employee associations while also ensuring that employee compensation is
15 protected from unauthorized or prohibited payroll deductions. This policy is intended to provide
16 clear standards for voluntary wage deductions, maintain compliance with state requirements
17 governing public employers, and ensure that all payroll practices are administered fairly,
18 consistently, and transparently.

19
20
21 **Association Membership**

22
23 No person shall be granted or denied district employment by reason of membership or non-
24 membership in any labor organization, labor union or any other lawful type of association.

25
26
27 **Deductions for Association Dues**

28
29 The district shall, upon written request from an employee, deduct a specified sum from the
30 employee's wages, not to exceed 3% per month, and pay such sum to the employee
31 association designated by the employee for association dues. The District shall cease making
32 such deductions upon written request from the employee directing that the deductions cease.

33
34 Both the district and the association encourage employees to use electronic funds transfer
35 (EFT) instead of payroll deductions.

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38 **Deductions for Political Purposes Prohibited**

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40 The district may not deduct any amount from an employee's wages which are to be paid to:

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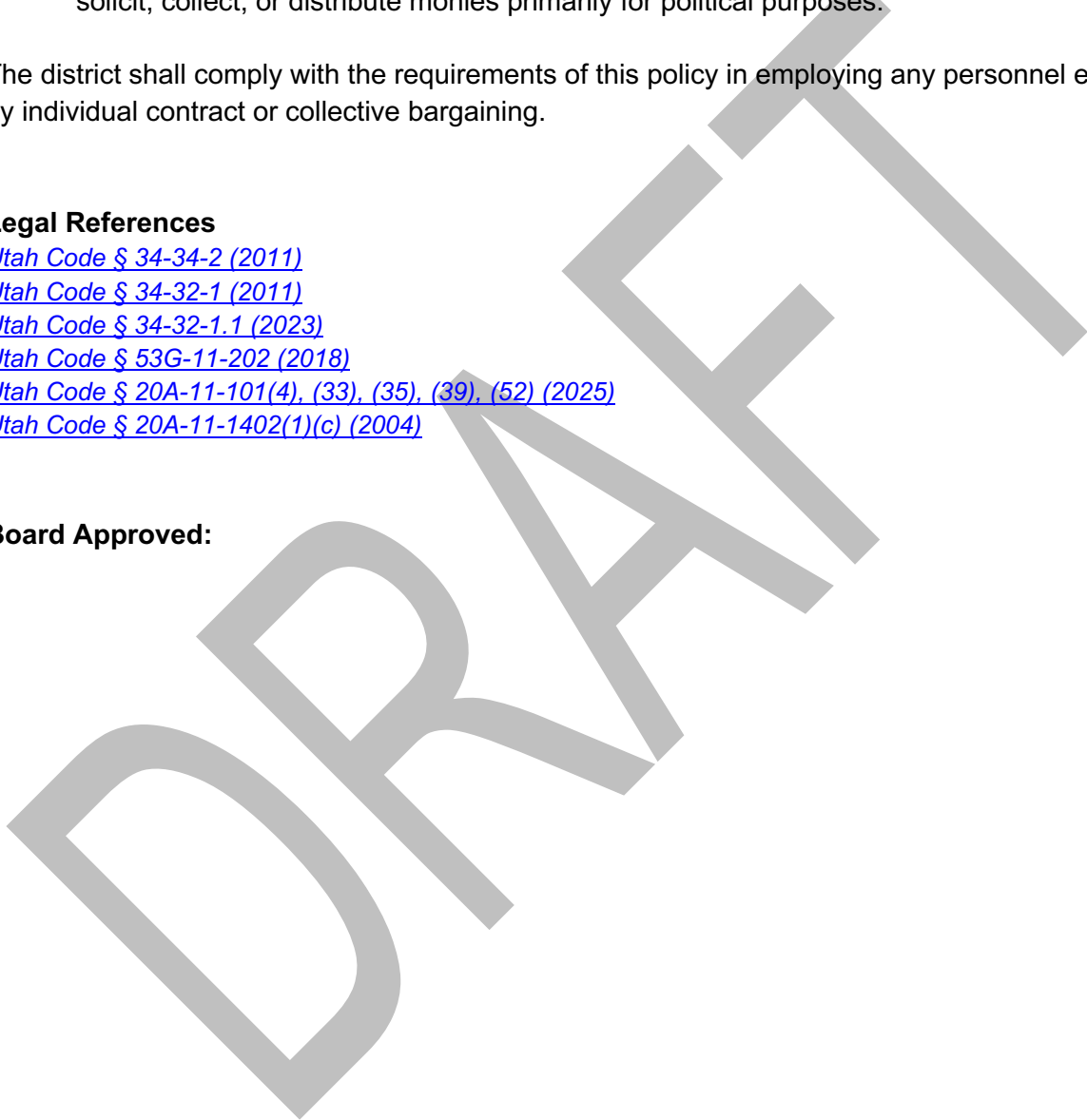
- A candidate;
- A personal campaign committee;
- A political action or political issues committee;
- A registered political party;
- A political fund; or,
- Any entity established by a labor organization (including any employee association) to solicit, collect, or distribute monies primarily for political purposes.

The district shall comply with the requirements of this policy in employing any personnel either by individual contract or collective bargaining.

Legal References

- [Utah Code § 34-34-2 \(2011\)](#)
- [Utah Code § 34-32-1 \(2011\)](#)
- [Utah Code § 34-32-1.1 \(2023\)](#)
- [Utah Code § 53G-11-202 \(2018\)](#)
- [Utah Code § 20A-11-101\(4\), \(33\), \(35\), \(39\), \(52\) \(2025\)](#)
- [Utah Code § 20A-11-1402\(1\)\(c\) \(2004\)](#)

Board Approved:



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**Employee Associations and Leave
Policy Series: 5000 Personnel**

Policy No. 5028

10 **Purpose**

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The purpose of this policy is to establish guidelines governing employee associations and the use of district-approved leave for association-related business in accordance with applicable Utah law. The district recognizes the rights of employees to participate in lawful professional or employee associations while ensuring that employee leave practices support the effective operation of schools and the responsible use of public resources. This policy is intended to define the circumstances under which leave may or may not be approved for association activities, promote consistent administration of leave requests, and ensure compliance with state requirements applicable to public education employers.

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Definitions

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1. *Employment Association* is an association that negotiates employee salaries, benefits, contracts, or other conditions of employment or performs union duties.
2. *Association Leave* is leave from a district employee's regular responsibilities granted for the employee to spend time for association, employee association, or union duties.

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Prohibited Paid Leave

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The district may not allow paid association leave for an employee to perform employee association or union duties, unless:

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1. The duty performed by the employee on paid association leave will directly benefit the school district, including representing the district's licensed educators; and does not:
 - a. include political activity including advocating for or against a candidate for public office in a partisan or nonpartisan election;

- 40 b. solicit a contribution for a political action committee, a political issues committee,
41 a political party, or a candidate as defined by [Utah Code § 20A-11-101](#); or
42 c. initiate, draft, solicit signatures for or advocate for or against a ballot proposition
43 as defined by [Utah Code § 20A-1-102](#).
44
45 2. On a board or committee, such as the district’s foundation, a curriculum development
46 board, insurance committee, or catastrophic leave committee;
47
48 3. At a school district leadership meeting; or
49
50 4. At a workshop or meeting conducted by the district’s board of education.

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53 **District Reimbursement**

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An employee taking association leave that does not qualify as an exception as stated above,
shall reimburse to the district, the costs, including benefits, for the time they are:

- 57
58 1. On unpaid association leave; or
59
60 2. Participating in a paid association leave activity that does not provide a direct benefit to
61 the district.

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63

Reimbursement may be paid to the district by the employee, association or union.

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If, prior to January 1, 2011, the district allowed association unpaid leave or paid association
leave that does not provide a direct benefit to the district, up to 10 days of any such leave may
be allowed without reimbursement to the district.

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70 **Legal References**

- 71 [Utah Code § 20A-11-101](#)
72 [Utah Code § 20A-1-102](#)

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75 **Board Approved:**

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Employee Transfers
Policy Series: 5000 Personnel

Policy No. 5245

Purpose

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It is the practice of district administration to assign personnel to the positions that best meet the needs of the district. Transfers shall be used to maintain a proper balance of experience and specialized competence among the schools of the district.

Definitions

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1. *Transfer*: the assignment to a different work location in the same job classification and at the same pay rate.
2. *Employee-initiated transfer or voluntary transfer*: a transfer requested by an employee from one position, assignment, department, program, or work location to another within the district. Such transfers are initiated by the employee rather than directed by the district and are subject to applicable qualifications, staffing needs, administrative approval, and district hiring and transfer procedures.
3. *District-initiated transfer or involuntary transfer*: a transfer directed by the district requiring an employee to move from one position, assignment, department, program, or work location to another within the district. Such transfers are initiated by the district to address operational, staffing, programmatic, enrollment, licensure, performance, or other educational or administrative needs and are not based upon a request from the employee.

Employee Initiated Transfer or Voluntary Transfer

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The ~~Personnel Office~~ human resources department shall facilitate discussion regarding employee initiated transfers.

41 By April 1 of each school year, the district will advertise known job vacancies, together with
42 required endorsements and skill requirements of the particular position, for the upcoming school
43 year to all current employees. The district will also make reasonable efforts to advertise to all
44 current employees any vacancy which occurs after the April 1 deadline. Transfer requests will
45 be made according to the following guidelines:

- 46
47 1. Application for Transfer: to apply for a transfer, the employee must submit a written
48 request to the district human resources office. The employee is responsible to:
 - 49 a. Check job postings at the district office or at www.provo.edu; and
 - 50 b. Apply for such openings by submitting the information requested in the job
51 posting within five (5) working days of the job posting or by the deadline identified
52 on the job posting; and
 - 53 c. shall notify his/her immediate supervisor of the transfer request.
- 54
55 ~~2. Information from the first transfer request will be forwarded to other schools upon the~~
56 ~~request of the teacher, providing the contact is received before the five (5) day deadline.~~
- 57
58 3. Using a common set of criteria such as personnel files, requested qualifications,
59 experience, etc., principals will review all letters of request for transfer applications and
60 select the candidates to be interviewed. Successful candidates will be notified in writing.
- 61
62 4. Interview for Transfer
 - 63 a. Transfer requests will not be automatically granted. As with all district
64 employment, the position will be filled by the individual who best meets the
65 requirements and qualification of the particular job description.
 - 66 b. In granting transfers, the district will give preference to district employees
67 providing all other qualifications for the particular position are equal.
- 68
69 5. Transfer Approval: Employee initiated transfers should be approved by the administrator
70 of the unit where the vacancy exists.
- 71
72 ~~6. When the position has been filled, all candidates making an application will be notified~~
73 ~~through a district communication sent to the local schools. Whenever possible, this~~
74 ~~notification shall be made before the end of the current school year.~~
- 75
76 7. Employees who do not have an overall rating of effective or are under a plan of
77 performance improvement may not transfer without approval from the deputy
78 superintendent and the superintendent.
- 79
80 8. Principals/directors will appropriately inform applicants not chosen for open positions.

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83 **District Initiated Transfer or Involuntary Transfer**
84

- 85 1. A principal or immediate supervisor may request the transfer of an employee when in
86 their judgment it will benefit the employee, the school, or the district. Involuntary transfer
87 requests stating specific reasons for the transfer shall be made to the Superintendent.
88 Staff members may be transferred by the district from one assignment to another when
89 the district believes there are compelling reasons for doing so.
90
91 a. A copy of the request shall be made available to the employee. Those reasons
92 will be discussed with the transferred employee and the principal(s)/director(s),
93 prior to transfer.
94 b. The superintendent or the superintendent's designee may unilaterally review and
95 approve or deny the involuntary transfer request.
96 c. Salary of a district initiated transferred employee shall not be decreased.
97
98 2. Transfer Approval: ~~District initiated transfers shall be approved by the Deputy~~
99 ~~Superintendent with authorization from the Superintendent. The Superintendent's~~
100 ~~designee~~ **The director of human resources** shall review the request and recommend
101 approval or denial to the ~~administrator of Personnel Director of Human Resources or the~~
102 ~~Superintendent or superintendent's designee~~, who will approve or deny the involuntary
103 transfer request.
104
105 3. Authority: The superintendent's designee with authorization from the superintendent has
106 final authority for all transfers.
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108

109 **Involuntary Transfers due to Reduction in Force or Staff Imbalance**

110
111 In situations where an involuntary transfer becomes necessary due to a reduction in staff or for
112 staff imbalance, a call for volunteers shall be made and if there are no volunteers, selection
113 shall be made in the best interests of the district. In the case of an involuntary transfer due to a
114 reduction in staff or for staff balance, the administrator shall adhere to the following guidelines:
115

- 116 1. Employees required to transfer involuntarily shall be notified of the available openings for
117 which they are qualified.
118
119 2. Employees identified for involuntary transfer shall list their preference for available
120 positions. Positions will be filled by the district with consideration given to the employees'
121 priority listing.
122
123 3. Program need shall be based on the primary assignment description.
124
125 4. Whenever possible, an employee being transferred to a different assignment shall be
126 notified of the transfer prior to the end of the school year.
127

128 5. The transferring employee shall be notified of the change in assignment in a conference
129 with his or her supervisor or a designee.

130
131 6. When a teacher who has been involuntarily transferred cannot be placed in a position
132 commensurate with appropriate endorsements and skill requirements, reduction in force
133 (RIF) guidelines will be implemented (**Policy 5290**).

134

135

136

137 **Restrictions on Transfer of Employees**

138

139 An employee whose performance is unsatisfactory may not be transferred to another school
140 unless the board specifically approves the transfer of the employee.

141

142 If an employee who is under an order of probation or remediation in one assignment in a school
143 in Provo City School District is transferred or given a new assignment in the district, the order
144 shall stand until its provisions are satisfied (Policy 5280 Disciplinary Action, Orderly Termination,
145 Suspension and Non-Renewal). An employee who is under an order of probation or remediation
146 may not be transferred to another school unless the superintendent or **their designee** ~~the~~
147 ~~administrator of Personnel~~ specifically approves the transfer of the employee.

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152 **Legal References**

153

154 [Utah Code 34A-5-106](#)

155 [Utah Code 53G-11-517](#)

156 [Utah Code § 53G-11-517 \(2018\)](#)

157 [Utah Code § 53G-11-503 \(2018\)](#)

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160 **Approved by Board of Education:**

January 14, 2014

161 Revised:

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4 **Reduction in Force and Position Elimination**
5 **Policy Series: 5000 Personnel**

6 **Policy No. 5290**

7
8 **Purpose**

9 The Board of Education recognizes that from time to time it may be necessary to reduce in force
10 under certain circumstances. Any time a reduction in force becomes necessary, the primary
11 goal of the board is to identify those positions which can be eliminated, combined, or reduced to
12 meet the needs of the district in best serving districts students. The maintenance of educational
13 programs is the top priority when a reduction in force becomes necessary.
14

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16 **Overview**

17
18 This policy is to establish establishes an orderly procedure used to separate, transfer,
19 reassign, or demote employees when the board determines that a reduction in force
20 (RIF) is necessary. This policy will be applied in a fair and equitable manner without
21 regard for age, race, color, religion, sex, or national origin and in accordance with state
22 and federal law cited at the end of this document. The district may not RIF an employee
23 without following the procedures established for this policy.
24

25
26 **Reasons for a Reduction in Force**

27
28 The board acknowledges its authority to conduct a reduction in force (RIF) when there is a
29 decrease in district enrollment, discontinuance of or a reduction in a particular service or
30 program, the a shortage of anticipated revenue after the budget has been adopted,
31 discontinuation of temporary funding, or school consolidation.
32

33 The district may consider the results of employee evaluation and a school's personnel needs
34 when reducing positions and re-assigning staff. The board may direct the superintendent to
35 eliminate individual positions when there is a decrease in district enrollment, discontinuance of
36 or a reduction in particular service or program, the shortage of anticipated revenue after the
37 budget has been adopted, or school consolidation, for the maintenance of a sound and
38 balanced educational program that is consistent with the functions and responsibilities of the
39 district. i.e. educating students.

40
41 The board directs the superintendent to develop procedures for the effective implementation of
42 this policy.

43
44
45 **Delegation**

46
47 The board of education hereby delegates to the superintendent the duty to identify which
48 programs or positions should be eliminated, combined, or reduced whenever a reduction in
49 force becomes necessary. In suggesting such action, the superintendent should consider and
50 notify the board:

- 51
- 52 1. Why the reduction in force is necessary.
 - 53
 - 54 2. Which positions can best be eliminated, combined or modified to meet the educational
55 goals of the school district.
 - 56

57 In considering which positions to eliminate, combine or modify in the best interests of education
58 in the school district, the superintendent may, at their discretion, consider the following factors:

- 59
- 60 1. the results of an employee's performance evaluation; and
 - 61
 - 62 2. a school's personnel needs.
 - 63

64
65 **“Last Hired, First Fired” Procedure for Layoffs Prohibited**

66
67 The district may **not** utilize a last-hired, first-fired procedure for layoffs when terminating district
68 employees. “Last-hired, first-fired procedure for layoffs” means staff reduction that mandates the
69 termination of an employee who started to work for the district most recently before terminating a
70 more senior employee.

71
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73 **Scope of Policy**

74
75 This policy applies to reduction in force of both certified employees and education support
76 professional employees.

77
78
79 **Legal References**

- 80 [Title VII, Civil Rights Act of 1964](#)
81 [Age Discrimination in Employment Act of 1967](#)
82 [Equal Pay Act of 1963](#)
83 [Title I, Americans with Disabilities Act of 1990](#)
84 [Civil Rights Act of 1991](#)

85 [Section 501 of the Rehabilitation Act of 1973](#)
86 [Pregnancy Discrimination Act](#)
87 [Utah Code 53G-11-516](#)

88
89 **Approved by Board of Education** May 13, 2014
90
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3 **Religious Neutrality: Constitutional Freedom in Public Schools**
4 **Policy Series: 4000 Curriculum, Instruction, and Assessment**

5
6 **Policy No. 4340**
7

8
9 **Purpose**

10
11 The purpose of this policy is to affirm and protect the constitutional rights and religious freedoms
12 of students, employees, and members of the public within the district's schools and programs in
13 accordance with the United States Constitution, the Utah Constitution, and applicable federal
14 and state law. The district is committed to maintaining a learning environment that neither
15 promotes nor inhibits religion and that respects the rights of individuals to express sincerely held
16 religious beliefs, engage in protected speech, and exercise other constitutional freedoms in a
17 lawful and nondisruptive manner. This policy is intended to provide guidance regarding the
18 appropriate balance between individual rights and the district's obligation to maintain neutrality,
19 ensure equal access, preserve instructional integrity, and provide a safe and inclusive
20 educational environment for all students.
21

22
23 **Constitutional Freedom in Public Schools**

24
25 Any school in Provo City School District, in accordance with State Office of Education policy,
26 may undertake any instructional activity, performance or display which includes examination of
27 or presentations about religion, political or religious thought or expression, or the influence
28 thereof on music, art, literature, law, politics, history or any other element of the curriculum,
29 including the comparative study of religions, provided it is designed to achieve secular
30 educational objectives included within the context of a course or activity and conducted in
31 accordance with applicable rules of the district.
32

33 No aspect of cultural heritage, political theory, moral theory, or societal value shall be either
34 included within or excluded from school curricula for the primary reason that it affirms, ignores,
35 or denies religious belief, religious doctrine, a religious sect, or the existence of a spiritual realm
36 or supreme being.
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38 American history and heritage documents may not be excluded from study or censored due to
39 their religious or cultural nature.
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Religious Neutrality

Provo City School District school officials and employees may not use their positions to endorse, promote, or disparage a particular religious, denominational, sectarian, agnostic, or atheistic belief or viewpoint. District schools may not sponsor prayer or religious devotionals.

Participation Waivers

A student may refrain from participation in any aspect of school that violates a religious belief or right of conscience of the student. A student's parent may waive the student's participation in any aspect of school that violates the student's or the student's parent's religious belief or right of conscience. A student may not be penalized or discriminated against for refraining from participation due to the student or student's parent's religious belief or right of conscience. A student may not be required or incentivized to affirm or deny the religious belief or right of conscience of the student or the student's parent.

When a student refrains from participation, the school shall promptly notify the student's parent **unless the student is emancipated**. The school may elect one of the following options: 1) To waive the participation requirement; 2) To provide a reasonable alternative to the requirement that does not violate the student's or the student's parent's religious belief or right of conscience but may not require the student or student's parent to explain, defend, or justify the religious belief or right of conscience.

~~If a parent with legal custody or other legal guardian of a student, or if a secondary student, determines that the student's participation in a portion of the curriculum or in an activity would require the student to affirm or deny a religious belief or right of conscience or engage or refrain from engaging in a practice forbidden or required in the exercise of a religious right or right of conscience, the parent/guardian or secondary student may request either (1) a waiver of the requirement to participate or (2) a reasonable alternative that requires reasonably equivalent performance by the student of the secular objectives of the curriculum or activity in question.~~

~~If a student makes a request under the above paragraph for a waiver or a reasonable alternative, the school administration shall promptly notify the student's parent or guardian that such a request has been made, including the substantive nature of the portion of the curriculum or activity for which the student requests a waiver or alternative.~~

~~The Principal, in consultation with the student's teacher, and after consulting with the student and the student's parents, shall notify the student and the student's parent/guardian of the Principal's decision. The school may elect one of the following options: 1) To waive the participation requirement; 2) To provide a reasonable alternative to the requirement; or, 3) To notify the requesting party that the participation is required. If the school determines that~~

85 participation is required, the school shall ensure that any limitation on student expression,
86 practice or conduct shall be by the least restrictive means necessary to satisfy the school's
87 interest in fulfilling curriculum objectives, or that the limitation satisfies another specifically
88 identified compelling governmental interest.

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90 **Expressions of Belief**

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92 Expression of personal beliefs by a student participating in school-directed curricula or activities
93 may not be prohibited or penalized unless the expression unreasonably interferes with order or
94 discipline, threatens the well-being of persons or property, or violates concepts of civility or
95 propriety appropriate to the school setting. [Limitations on student expression, practice, or
96 conduct shall be by the least restrictive means necessary to satisfy the school's interests or to
97 satisfy another specifically identified compelling governmental interest.](#) Teachers and principals
98 will safeguard opportunities for all students to safely share their beliefs in appropriate ways.

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101 **Expressions of Belief During Discretionary Time**

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103 Free expression of voluntary religious practice or freedom of speech by students during
104 discretionary time, (non-instructional time during which a student is free to pursue personal
105 interests), shall not be denied unless: 1) The conduct unreasonably interferes with the ability of
106 school officials to maintain order and discipline; 2) Unreasonably endangers persons or
107 property; or, 3) Violates concepts of civility or propriety appropriate to the school setting. Any
108 limitation under this section on student expression, practice, or conduct shall be by the least
109 restrictive means necessary to satisfy the school's interests in fulfilling curriculum objectives or
110 to satisfy another specifically identified compelling governmental interest.

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114 **Legal References**

115 [Utah Code § 53G-10-202\(1\) \(2025\)](#)

116 [Utah Code § 53G-10-206 \(2024\)](#)

117 [Utah Code § 53G-10-202\(2\) \(2025\)](#)

118 [Utah Admin. Rules R277-475-3\(4\) \(August 7, 2024\)](#)

119 [Utah Code § 53G-10-202\(3\), \(4\) \(2025\)](#)

120 [Utah Code § 53G-10-205 \(2023\)](#)

121 [Utah Code § 53G-10-203\(1\), \(3\) \(2023\)](#)

122 [Utah Code § 53G-10-203\(2\), \(3\) \(2023\)](#)

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125 **Board Approved:** October 14, 2014

126 Revised:

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**Drug Free Workplace
Policy Series: 5000 Personnel**

Policy No. 5200 + Exhibit #1

Purpose:

Provo City School District has a responsibility to maintain public trust and confidence by providing a safe school environment for students and citizens and a safe work place for employees. The district is committed to provide a drug-free, tobacco/smoke-free, **vape-free** and alcohol-free workplace. Employees of Provo City School District are expected to follow the federal, state, and local laws regarding use, distribution, manufacturing, and/or possession of alcohol, drugs, and tobacco. Depending on the severity of the infraction, violation of this policy may result in discipline, up to and including termination.

~~5200 Exhibit #1 (DAG)~~

Drug & Alcohol Policy Notice to Employees

NOTICE: The following notice shall be provided to all employees of the District.

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of the School District for any employee to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor, or to unlawfully manufacture, distribute, dispense, possess, use, or be under the continued influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in the Utah Controlled Substances Act, schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. § 812), and as further defined by regulation at 21 CFR § 1300.01 et seq., before, during, or after school hours at school or in any other school district location as defined below.

“School district location” means any school building and any school premises; any school-owned vehicle or other school-approved vehicle used to transport students to and from school or school activities; any school-sponsored or school-approved activity, event, or function where students are under the jurisdiction of the school district; or any period of time when the employee is supervising students on behalf of the school district or otherwise engaged in school district business.

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39 YOU ARE FURTHER NOTIFIED that if you are engaged either directly or indirectly in work on a
40 federal grant, it is a condition of your continued employment on any such federal grant that you
41 shall abide by the terms of the school district policy on alcohol and drugs and shall notify your
42 supervisor in writing of your conviction of any criminal drug statute for a violation occurring in
43 any of the locations described above where work on a school district federal grant is performed,
44 no later than five (5) calendar days after such conviction.

45 Any employee who violates the terms of the School District's drug and alcohol policy may be
46 non-renewed, suspended, or terminated, at the discretion of the Board. In the alternative, an
47 employee who violates the terms of this ~~the School District's~~ drug and alcohol policy and
48 procedures may be required to satisfactorily participate in a drug abuse assistance or
49 rehabilitation program approved by the board. If the employee fails to satisfactorily participate in
50 such a program, the employee may be non-renewed, suspended, or terminated, at the
51 discretion of the board.

52
53 **Legal References:**

54 [21 U.S.C. § 801 et seq.](#)

55 [41 U.S.C. § 8101 et seq.](#)

56 [34 C.F.R. Part 84](#)

57 [20 U.S.C. §§ 7101–7118](#)

58 [Utah Code § 32B-1-101 et seq.](#)

59 [Utah Code § 58-37-1 et seq.](#)

60 [Utah Code § 26-38-1 et seq.](#)

61 [Utah Code § 53G-8-602](#)

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63 **Board Approved:** November 10, 2015

64 **Revised:**

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Student Internships
Policy Series: 4000 Curriculum, Instruction, Assessment
Policy No. 4412

9 **Purpose**

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11 The purpose of this policy is to establish guidelines for student internship experiences that
12 support career exploration, work-based learning, and college and career readiness. The board
13 recognizes the educational value of internships in providing students with meaningful
14 opportunities to apply academic knowledge, develop workplace skills, and explore career
15 pathways. This policy is intended to ensure that internship opportunities are aligned with
16 educational objectives, comply with applicable federal and state laws, protect student health and
17 safety, and provide equitable access to high-quality learning experiences.

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20 **Definitions**

- 21
22 1. *Intern*: A student enrolled in a school-sponsored work experience and career exploration
23 program involving both classroom instruction and work experience with a cooperating
24 employer, regardless of whether the student receives compensation.
- 25
26 2. *Cooperating employer*: A public or private entity that, as part of a work experience or
27 career exploration program offered through a school, provides interns with educational
28 resources, training, and work experience in activities related to the entity's ongoing
29 business activities.
- 30
31 3. *Internship*: The work experience segment of an intern's school-sponsored work
32 experience and career exploration program performed under the direct supervision of a
33 cooperating employer.
- 34
35 4. *Internship safety agreement*: An agreement between the District and a cooperating
36 employer that satisfies the requirements established by Utah law and District policy.

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39 **Internships Authorized**

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41 The district may offer internships in connection with work experience and career exploration
42 programs operated in accordance with rules of the Utah State Board of Education.
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Internship Standards

46 To be approved, an internship program shall:

- 47 1. Provide training for interns, intern supervisors, and cooperating employers regarding
48 workplace health hazards and safety procedures;
- 49
- 50 2. Specify standards and procedures for approval of off-campus work sites;
- 51
- 52 3. Discuss transportation options for interns to and from work sites (transportation is not
53 provided by the district);
- 54
- 55 4. Provide for appropriate employer supervision at the work site;
- 56
- 57 5. Provide for appropriate school supervision and assessment of interns;
- 58
- 59 6. Address insurance coverage and ensure adequate insurance coverage through the
60 intern, the program, or the district;
- 61
- 62 7. Provide for parent involvement in and approval of the internship program;
- 63
- 64 8. Address risks and liabilities inherent in the internship program in consultation with State
65 Risk Management or the district's insurance provider; and
- 66
- 67 9. Ensure that any credit awarded for internship participation maintains the integrity and
68 rigor required for high school graduation.
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Recognition of Cooperating Employers

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73 The district or participating school may recognize a cooperating employer participating in an
74 approved internship program, including posting the employer's name and a brief description of
75 the employer's business on school property or in official district or school publications.
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Workers' Compensation and Risk Management Coverage

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80 An intern participating in an approved internship program shall be considered a volunteer
81 government worker of the district solely for purposes of workers' compensation medical benefits
82 and risk management fund coverage.
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84 Receipt of workers' compensation medical benefits shall be the exclusive remedy against the
85 district and the cooperating employer for injuries or occupational diseases arising from
86 participation in the internship.

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89 **Internship Safety Agreements**

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91 The district shall attempt to establish an internship safety agreement with each cooperating
92 employer.

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94 An internship safety agreement shall require the cooperating employer to:

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96 1. Ensure that an adult officer or employee of the cooperating employer is not intentionally
97 alone with an intern for a significant amount of time during internship activities;

98

99 2. Maintain compliance with all applicable federal and state laws relating to workplace and
100 student safety, privacy, and welfare; and

101

102 3. Provide a safe, educational, courteous, and welcoming professional environment free
103 from harassment or discriminatory conduct that may result in a hostile, intimidating,
104 abusive, offensive, or oppressive learning environment.

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107 **Criminal Background Checks**

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109 If an internship safety agreement is in place with a cooperating employer, officers and
110 employees of the cooperating employer are exempt from criminal background check
111 requirements under District policy.

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113 If the district does not have an internship safety agreement with a cooperating employer, each
114 officer or employee of the cooperating employer who will have significant unsupervised access
115 to a student intern shall complete a criminal background check consistent with District policy
116 before the internship begins.

117

118 If a criminal background check discloses information calling into question the appropriateness of
119 an individual having access to a student intern, the District shall modify internship conditions or
120 discontinue participation with the cooperating employer as necessary to protect student safety
121 and well-being.

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123 **Synopsis**

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● ~~Student Internships~~

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● ~~Internship Standards~~

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● ~~Internship Safety Agreements~~

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● ~~Cooperating Employers~~

- 128 ~~• Criminal Background Checks~~
- 129 ~~• Workers' Compensation Coverage~~

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Legal References:

132 [Utah Code § 53G-7-901](#)

133 [Utah Code § 53G-7-902](#)

134 [Utah Code § 53G-7-903](#)

135 [Utah Code § 53G-7-904](#)

136 [Utah Code § 53G-7-905](#)

137 [Utah Code § 53G-11-402](#)

138 [Utah Administrative Rule R277-915](#)

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Board Approved:

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Health Care Occupation Programs
Policy Series: 4000 Curriculum, Instruction, Assessment
Policy No. 4411

Purpose

The Board of Education recognizes the value of Health Science and Health Care Occupation programs in preparing students for careers in the healthcare industry and for postsecondary education and training. The purpose of this policy is to establish guidelines for the operation of health care occupation programs that provide students with high-quality classroom instruction, clinical experiences, and work-based learning opportunities.

Notice of Clinical Experience Component

Prior to a student registering in a health care occupation program offered by or through the district that includes a clinical experience segment, the student's parent or guardian shall be provided written notice that the program includes a clinical experience segment in which the student may observe and perform specific health care procedures, including personal care, patient bathing, and bathroom assistance.

The district shall also provide similar written notice to the student's parent or guardian before the student participates in the clinical experience segment.

Written Consent for Student Participation

Before a student may register for or participate in a health care occupation program that includes a clinical experience segment, the student's parent or guardian shall provide specific written consent authorizing the student's registration and participation in the clinical experience segment.

The written consent shall specifically state that the student may observe and perform specific health care procedures, including personal care, patient bathing, and bathroom assistance. If

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40 the student is over eighteen years of age, the student provides their own written consent to
41 participate.

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44 **Synopsis**

- 45 ● ~~Health Care Occupation Programs~~
- 46 ● ~~Clinical Experience Notification~~
- 47 ● ~~Parent Notice Requirements~~
- 48 ● ~~Written Parent Consent for Clinical Experience Participation~~

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51 **Legal References:**

52 [Utah Code § 53E-3-507](#)

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55 **Board Approved:**

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