

Meeting Agenda

DRAFT - FOR DISCUSSION PURPOSES ONLY

I. 7:00 pm - Administration	
1. Call to Order	
2. Pledge of Allegiance	
3. Reverence	
4. Recognition	
5. Approval of Minutes	3
II. 7:10 Financial Review	
1. Accounts Payable	9
2. Financial Review	40
III. 7:15 Citizen Comments (2 minutes max per individual, 10 minutes total for all comments)	
IV. 7:25 Information Items	
1. Superintendent's Report (10 min)	
a. Weekly Reports	51
b. Superintendent Calendar	60
c. Upcoming Events	
I. Fall Region Meeting - October 30, 6:00 in Richfield	
II. Legislative Meeting – November 18 - 5:00 at Juab Innovation Center	
d. District Computing Initiative	
e. Board/Superintendent/BA Roles	61
f. Lessons Learned from Leadership Conference	74
V. Golf	
VI. 8:00 Business Items	
1. Energy Audit	
2. Policies (10 min)	
a. First reading	76
b. Second Reading	114
c. Third Reading	162
3. Personal Cell Phone Allowance - Liz McCoy	195
4. Approve new employees (5 min)	196
5. Employee separations (5 min)	
VII. 9:10 Board Member Items	

1. Open/Closed School Campuses

197

VIII. **9:30** Closed Session as permitted by Utah Code Annotated Section 52-4-205(1)(a).

IX. **10:30** Adjournment

MINUTES OF THE MEETING OF THE BOARD OF EDUCATION FOR WAYNE SCHOOL DISTRICT HELD AT WAYNE MIDDLE SCHOOL ON WEDNESDAY AUGUST 7, 2019 AT 7:00 PM.

THOSE PRESENT:

Curtis Whipple – President
Cory Anderson – Vice President
April Torgerson –Member
Jeffery Chappell – Member
Shawn Davis – Member
John Fahey – Superintendent
Tyler Newton – Business Administrator

Conducting: Curtis Whipple

ADMINISTRATION

Curtis Whipple called the meeting to order. He welcomed everyone and the meeting began with the Pledge of Allegiance followed by a reverence by Shawn.

APPROVAL OF THE MINUTES: April moves to adopt minutes, Cory seconds. All in favor.

FINANCIAL REVIEW

Cory motions to accept payables, April seconds. All in favor.

Tyler gives a review of budget, enrollment numbers are currently up by 5 overall, but that could still change. He states that there have been a few minor surprises for the budget – some issues with the rental house and a new sound board for the high school that we are in the process of estimating costs for replacement.

CITIZEN COMMENTS

Rebekah Petree suggests a council or committee be formed for school lunch so that more people can help get things done. Curtis acknowledges that her concern might be if everything is getting addressed. Rebekah suggests that maybe someone comes in to consult or offer suggestions. She questions the education requirements regarding school lunch. April suggests that maybe this is an issue for the community council. Discussion on food proceeds. She suggests that there might be better options available, but that Coral is too busy to do it. Superintendent suggests that she talk with Coral. Curtis acknowledges that the board's role is very limited.

Curtis suggest we move on to Superintendent report

INFORMATION ITEMS

Superintendent Fahey discusses calendar items and travel for upcoming month.

Superintendent leads discussion on nepotism and public perception. He acknowledges a letter that was sent regarding a hiring and states that the employee was simply moved internally rather than opening the position externally. He reads part of policy DKAC. He reads the general exception of the policy which states that most of the policy does not apply because of our population. He states that we need to follow the rules anyways because of public perception. He continues that we need to be open about all of our policy decisions and actions because we are a public entity. He comments that we are keeping hiring documentation to prevent future problems. Tyler states that we need to keep better records for interviews. Tyler reiterates that we are public employees and need to be cautious about what is happening in the public perception. He states that we are good at keeping the law and following policy, but need to improve in our decision making based on how the public could see it. The superintendent comments that we need to make it aware to the public about how we are using resources.

Curtis questions whether the interview records would be available in a GRAMA request. The board believes that they would not be involved in such request, but that they could be subpoenaed.

Tyler states that the purpose of the assessments is so that it is clear why someone was hired. We are not required to hire the most qualified person, but there needs to be a documented reason why the hire was made. Superintendent comments that attorneys could be contacted in the case of a lawsuit.

Jamie asks for clarification if it is not the responsibility of the board to make changes to hours, but the decision of the Administrators and SPED director. Curtis confirms that this is how it works. Jamie recommends that some SPED staff hours be pulled from Hanksville Elementary and the high school and move them to the middle school in order to meet the needs. She is requesting 10 extra hours from general ed funds to assist with the preschool at the elementary so that needs can be met at Loa Elementary. Jamie comments that SPED is funding the preschool and Jan is doing a good job. She wants to make sure that we can serve the needs of the community and believes she needs additional general education funds. Jamie says that there are needs in Hanksville that require additional support.

Curtis states that as a school board, the way we handle things and the way we treat people is very important. He says we don't need to not do things just because it hurts feelings. Jamie apologizes that what happened could have gone better.

April asked if trust lands money can be used for pre-school. Superintendent confirms that it is only for K-12. Superintendent states that there are additional funds out there that could be used for preschool.

Curtis commends Jamie for looking at the kids and says that is how it should work and that most of the details are beyond the scope of the board.

Superintendent reviews upcoming events. He talks about leadership academy and states that if guests are coming, they will need to reimburse the district for expenses.

Tyler reviews energy audit. Expresses concern that there has been pushback on some items. States that there is value in the audit, but some things could be done locally. Lighting and rooftop units could be replaced as they fail. Curtis mentions that it was discussed having a better capital plan before we commit to major changes. If our plan is to replace a building in 5-10 years, do we really want to spend that money now if they just go away. Reiterates that we need goals and directions with regards to facilities. April asks if we should send out to local contractors. Cory states that the focus of the audit is the savings we get by doing it all at once. He suggests that it isn't as attractive as it was when presented. Tyler says that there are a number of things suggested that are valuable, such as the controls in Loa. Curtis suggests that we get more information from McKinstry and see if they could do piece-meal project based on what we want. Tyler asks if we want to proceed now. Curtis says the staff in Loa would be disappointed if we didn't do something soon to help them. To be presented as a business item next meeting. Shawn says he is against throwing away things that still work. Curtis says we shouldn't spend money before we need to.

April asks about the locker room project. Tyler responds that the architects came and the middle school locker room does need to be done, the issues at the high school were less pressing. Many of the concerns were related to risk management.

BUSINESS ITEMS

Superintendent discusses early literacy plan. Cherie reviews changes made to the plan which were suggested by the state.

April motions that we accept the WSD 2019-2020 Early Literacy Plan with changes. Jeffrey seconds. All in favor.

Policies: April motions we waive first and second reading and approve citation-change-only policies FA Equal Education Opportunities, FBAA Admissions and Attendance Foreign Exchange Students, FBAB Admissions and Attendance Military Children, FBB Admissions and Attendance Compulsory Attendance, FBBA Dual Enrollment, FBE Admission and Attendance Truancy Support Centers, FBF Reentry Into Public Schools, FDAB Health Requirements and Services Immunizations, FDACC Health Requirements and Services Students with Food Allergies, FDAF Concussions and Head Injuries, FDEA Wellness Policy Food Sales, FE Student Records, FEA Education and Family Privacy, FF Student Activities, FFD Student Activities Nonenrolled students in extracurricular activities, FGAD Student Rights and Responsibilities Bullying, FHAA Safe Schools Alcohol and Drugs, FHAE Safe Schools Disruptive Student Behavior, FJ Students Leaving With Adult, GA Public Information Program Public Records, GB Public Complaints, GCBA Parental Participation, GCC Child Care, GD Teacher Education and Internships, GFA Non-School-Sponsored Activities and Fundraising. Shawn seconds. All in favor.

Superintendent reviews first reading of policies DGA Classified Employee Evaluation, DHA Orderly School Termination of Employees, DHC Redress of Grievances, WSD Classified Evaluation, DKC Family Medical Leave, DLA Employee Bullying or Hazing, DMA Employee Acceptable Use of Personally Owned Electronic Devices, DMB Employee Acceptable Use of District Electronic Devices, DMC Use of District Email for Political Purposes, New - GI Title I Parent and Family Engagement Policy.

Cory makes a motion that we approve first reading of substantive change policy. April seconds. All in favor.

Cory makes a motion that we approve second reading of policies DAA Employment Objectives Nondiscrimination, DAB Employment Licensure, DAF Ethics Policy Regarding Private but Public Education-Related Activities, DAI Code of Conduct, DBB Contracts Classified Employees, DBF Substitutes, DDAA Child Sexual Abuse and Human Trafficking Prevention Education for Employees, DG Employee Evaluation, DG Policy Exhibit 1. Shawn seconds. All in favor.

Cory makes a motion that we approve new hires. Shawn seconds. All in favor.

April motions that we approve separations. Jeff seconds. All in favor.

Curtis calls for board member items.

BOARD MEMBER ITEMS

April brings up that she heard about golf at the high school. Mary states that a number of people want to play golf. Discussion about how it could work with regards to travel.

Cory discusses sports games and requirements for principals. There might be changes to caps with fees. This might help families with lots of students involved and create a ceiling for fee waivers.

April makes a motion to go to closed session per Utah Code Annotated Section 52-4-205(1)(a). Jeff seconded. 8:22 pm

Shawn Davis – Yes
Jeffery Chappell – Yes
April Torgerson – Yes
Cory Anderson – Yes
Curtis Whipple – Yes

Curtis Whipple declared back in open meeting at 10:03 pm
Curtis adjourned the meeting at 10:03 pm.

MINUTES OF THE WORK MEETING OF THE BOARD OF EDUCATION FOR WAYNE SCHOOL DISTRICT HELD AT WAYNE MIDDLE SCHOOL ON WEDNESDAY SEPTEMBER 4TH, 2019 AT 6:00 PM.

THOSE PRESENT:

Curtis Whipple – Board President
Cory Anderson – Vice President
April Torgerson – Board Member
Jeffery Chappell – Board Member
Shawn Davis – Board Member
John Fahey – Superintendent
Tyler Newton – Business Administrator

Conducting: Curtis Whipple

ADMINISTRATION

Curtis called the meeting to order.

INFORMATION ITEMS

Review of duties and responsibilities of School Board, Superintendent, and Business Administrator. Curtis mentioned that we should separate policy from procedures. Discussion proceeded on creating something that shows procedures for each position. Superintendent presented document that showed responsibilities of board and superintendent for another school district. Current focus will be on separating duties so each member understands duties and responsibilities.

The following responsibilities were delineated for the Business Administrator:

General - advises the board, custodian of district funds
Policy - suggests and advise
Board Meeting - secretary and resource
Budget/Finance/Audit - prepares, administers, monitors and reports
Instruction/Curriculum - not applicable
Personnel - monitor staffing and records

Jamie Webb (SPED Director) gives some background on funds. We had extra money that has to be used by September 30th. The state wants to know if we are providing the services necessary. She presents adjustments to the hours at each school: Hanksville and the high school would decrease by 7 hours each. Loa Elementary with no proposed changes. The middle school would gain 15 additional hours due to increased needs.

Curtis states that it isn't the directive of the school board to suggest hours. April asks if minutes need to be moved based on student needs. Curtis and Jamie confirm that staffing needs to be fluid and follow the need.

Jamie wants to make sure it is communicated clearly. Curtis states that a decision was made without proper notice and that the information was available earlier in the summer. Jamie states that she was new as of August 12th. Curtis comments that the problem was regarding the timing of the changes being essentially the first day of school. Lance Peterson commented that this was discussed much earlier but that there was confusion regarding what could and could not be done. Jamie says that the jobs weren't posted until the end of July. They knew that they would probably need to cut hours in Hanksville for SPED and their concern was jobs. Curtis says that when staff has to change, they have to understand that and the district needs to value people and give proper notice. He stated that the budget was set at the end of June and that is when the information should have been conveyed. Lance says that there was a disconnect and that it was discussed previously that the needs were moving to the middle school and that they would get more resources. Jamie asks for clarification on her role and what she needs to present to the board. Curtis says that she needs to come to the board with issues around policy and budget, but staffing is not the responsibility of the board.

Jamie requests 10 hours of Gen Ed hours in the preschool in Loa.

Cherie Blackburn requests that she receive more information on staffing. Curtis states that the board won't give any additional information on staffing. Cherie states that there is confusion regarding whether there will be fewer hours or more hours for the staff in Hanksville.

April suggests we revisit in the next hour's meeting.

Curtis says seeing that we have completed all items on the agenda, the meeting is now closed 7:02 pm. No objections.

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name				
Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
Bank No 01						
0100011139	09/06/19	55225	AT&T MOBILITY			
00043175	X08282019		Cell Phones Aug 2019	206.43		
10-034-0-2785-2600-530	TELEPHONE - DO			206.43	C	Computer
Total Check:				206.43		
0100011140	09/06/19	94347	BICKNELL TOWN			
00043176	BICKWTR AUG.2019		Bicknell Water Aug. 2019	26.18		
10-034-0-2785-2600-410	UTILITIES-DO			26.18	C	Computer
00043176	BICKWTR AUG.2019		Bicknell Water Aug. 2019	25.06		
10-302-0-2785-2600-410	UTILITIES-WMS			25.06	C	Computer
00043176	BICKWTR AUG.2019		Bicknell Water Aug. 2019	25.00		
10-034-0-2785-2600-410	UTILITIES-DO			25.00	C	Computer
00043176	BICKWTR AUG.2019		Bicknell Water Aug. 2019	39.13		
10-302-0-2785-2600-410	UTILITIES-WMS			39.13	C	Computer
00043176	BICKWTR AUG.2019		Bicknell Water Aug. 2019	38.68		
10-302-0-2785-2600-410	UTILITIES-WMS			38.68	C	Computer
00043176	BICKWTR AUG.2019		Bicknell Water Aug. 2019	40.48		
10-034-0-2785-2600-410	UTILITIES-DO			40.48	C	Computer
00043176	BICKWTR AUG.2019		Bicknell Water Aug. 2019	42.95		
10-704-0-2785-2600-410	UTILITIES-WHS			42.95	C	Computer
Total Check:				237.48		
0100011141	09/06/19	107706	BRIAN AUTO PARTS INC.			
00043178	204721	20000015		99.34		
10-034-0-2785-2650-680	FLEET VEHICLE MAINT AND SUPPLIES			99.34	C	Computer
00043177	204982	20000016		60.39		
10-555-0-5315-2700-683	REPAIRS FOR BUSES			60.39	C	Computer
Total Check:				159.73		
0100011142	09/06/19	107708	BRIAN FARM SERVICE CENTER			
00043179	A53736		Cherie NO PURCHASE ORDER	15.87		
10-112-0-0050-2400-890	MISCELLANEOUS - SUPPORT SERVICES-LES			15.87	C	Computer
00043180	A53185	20000063		41.07		
32-034-0-9999-4000-610	Site improvement - Supplies			41.07	C	Computer
00043182	B125448	20000010		24.57		
10-704-0-2785-2630-680	GROUNDS MAINT AND SUPPLIES-WHS			24.57	C	Computer
00043183	B126279	20000007		13.03		
10-112-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-LES			13.03	C	Computer
00043184	B127103	20000009		4.29		
10-704-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-WHS			4.29	C	Computer
00043181	B124909	20000063		26.87		
32-034-0-9999-4000-610	Site improvement - Supplies			26.87	C	Computer
Total Check:				125.70		
0100011143	09/06/19	5096	Blackburn Recreation			
00043185	032245		Brass Hose Bibb	14.45		
10-704-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-WHS			14.45	C	Computer
00043186	032274		Coupler	6.18		
10-034-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-DO			6.18	C	Computer

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Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid			
Claim No	Invoice No	PO No	Description				
Account No / Description				Acct Amt.	Status	Status	Description
Bank No 01							
0100011143	09/06/19	5096	Blackburn Recreation				
				Total Check:			20.63
0100011144	09/06/19	8648	Data Recognition Corporation				
00043187	135077	20000172		391.29			
10-704-0-1609-1000-612			SUPPLIES - ADULT ED	391.29	C		Computer
				Total Check:			391.29
0100011145	09/06/19	8567	Georgia Stage, LLC				
00043188	45955	20000074		4,530.26			
32-034-0-9999-4000-450			Site improvement - Construction Services	4,530.26	C		Computer
				Total Check:			4,530.26
0100011146	09/06/19	3778	Interstate Billing Service, Inc.				
00043189	3016218834	20000196		264.75			
10-555-0-5315-2700-683			REPAIRS FOR BUSES	264.75	C		Computer
				Total Check:			264.75
0100011147	09/06/19	529782	LOA BUILDERS SUPPLY				
00043202	1908-017412	20000061		49.06			
10-034-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-DO	49.06	C		Computer
00043203	1908-017877	20000066		38.47			
32-034-0-9999-4000-610			Site improvement - Supplies	38.47	C		Computer
00043204	1908-018302	20000066		55.95			
32-034-0-9999-4000-610			Site improvement - Supplies	55.95	C		Computer
00043205	1908-018454	20000066		42.46			
32-034-0-9999-4000-610			Site improvement - Supplies	42.46	C		Computer
00043206	1908-018570	20000066		44.27			
32-034-0-9999-4000-610			Site improvement - Supplies	44.27	C		Computer
00043197	1908-0187765	20000066		69.12			
32-034-0-9999-4000-610			Site improvement - Supplies	69.12	C		Computer
00043196	1908-0195549	20000066		24.43			
32-034-0-9999-4000-610			Site improvement - Supplies	24.43	C		Computer
00043199	1908019713	20000066		55.46			
32-034-0-9999-4000-610			Site improvement - Supplies	55.46	C		Computer
00043200	1908-019769	20000066		55.00			
32-034-0-9999-4000-610			Site improvement - Supplies	55.00	C		Computer
00043201	1908-020745	20000050		69.99			
10-034-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-DO	69.99	C		Computer
00043198	1908-022673	20000050		41.87			
10-034-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-DO	41.87	C		Computer
00043190	1908-020850	20000028		51.77			
10-112-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-LES	51.77	C		Computer
00043191	1908-020862	20000028		142.89			
10-112-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-LES	142.89	C		Computer
00043191	1908-020862	20000028		-142.89			
10-112-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-LES	-142.89	C		Computer
00043191	1908-020862	20000028		142.89			
10-704-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-WHS	142.89	C		Computer

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.		
Account No / Description						
Bank No 01						
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00043192	1908-021665	20000048		2,250.00		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	2,250.00	C	Computer
00043193	1908-021759	20000030		14.41		
	10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	14.41	C	Computer
00043194	1908-022677	20000048		38.99		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	38.99	C	Computer
00043195	1908-023377	20000048		34.95		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	34.95	C	Computer
Total Check:				3,079.09		
0100011148	09/06/19	561574	M & D AUTO PARTS & REPAIR			
00043211	43080	20000053		30.00		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	30.00	C	Computer
00043212	43406	20000053		9.27		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	9.27	C	Computer
00043216	43513	20000053		11.98		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	11.98	C	Computer
00043215	43852	20000053		291.64		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	291.64	C	Computer
00043214	43272	20000017		71.52		
	10-302-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WMS	71.52	C	Computer
00043213	43309	20000017		46.64		
	10-302-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WMS	46.64	C	Computer
00043217	43431	20000017		34.98		
	10-302-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WMS	34.98	C	Computer
00043207	43338	20000054		1.83		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	1.83	C	Computer
00043208	43425	20000054		67.94		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	67.94	C	Computer
00043209	43615		Trent Shop	89.00		
	21-704-0-6600-1000-890		WHS Trade	89.00	C	Computer
00043210	43858		Heidi	6.49		
	21-704-0-0230-1000-890		WHS Student Sports Account	6.49	C	Computer
Total Check:				661.29		
0100011149	09/06/19	565150	MEADOW GOLD DAIRIES			
00043218	23335537		Milk for W.S.D. August 2019	30.50		
	51-704-0-8001-3100-630		FOOD PURCHASES - WHS	30.50	C	Computer
00043219	23335617		Milk for W.S.D. August 2019	104.20		
	51-704-0-8001-3100-630		FOOD PURCHASES - WHS	104.20	C	Computer
00043220	23335701		Milk for W.S.D. August 2019	48.00		
	51-704-0-8001-3100-630		FOOD PURCHASES - WHS	48.00	C	Computer
00043221	23335536		Milk for W.S.D. August 2019	30.50		
	51-302-0-8001-3100-630		FOOD PURCHASES - WMS	30.50	C	Computer
00043222	23335616		Milk for W.S.D. August 2019	110.50		
	51-302-0-8001-3100-630		FOOD PURCHASES - WMS	110.50	C	Computer

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Check Key	Date Paid	Vendor No / Vendor Name				
Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
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00043223	23335700		Milk for W.S.D. August 2019	32.00		
	51-302-0-8001-3100-630		FOOD PURCHASES - WMS	32.00	C	Computer
00043224	23335532		Milk for W.S.D. August 2019	78.50		
	51-112-0-8001-3100-630		FOOD PURCHASES - LES	78.50	C	Computer
00043225	23335613		Milk for W.S.D. August 2019	158.50		
	51-112-0-8001-3100-630		FOOD PURCHASES - LES	158.50	C	Computer
00043226	23335697		Milk for W.S.D. August 2019	110.50		
	51-112-0-8001-3100-630		FOOD PURCHASES - LES	110.50	C	Computer
			Total Check:	703.20		
0100011150	09/06/19	585855	Mountainland Supply Company			
00043227	S103167818.001	20000057		68.70		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	68.70	C	Computer
00043228	S103199597.001	20000022		197.37		
	10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	197.37	C	Computer
			Total Check:	266.07		
0100011151	09/06/19	2607	Pepsi Beverage Company			
00043229	83718405	20000130		325.78		
	21-704-0-2006-1000-890		WHS Concessions	325.78	C	Computer
			Total Check:	325.78		
0100011152	09/06/19	8672	Premier Truck Group			
00043230	777100531	20000128		246.54		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	246.54	C	Computer
			Total Check:	246.54		
0100011153	09/06/19	774368	SCHOLASTIC MAGAZINES			
00043231	050-0506SEPT19	20000194		9.99		
	10-704-0-1609-1000-612		SUPPLIES - ADULT ED	9.99	C	Computer
			Total Check:	9.99		
0100011154	09/06/19	804660	SOUTH CENTRAL COMMUNICATI			
00043232	August 2019		District Office	239.73		
	10-034-0-2785-2600-530		TELEPHONE - DO	239.73	C	Computer
00043232	August 2019		Loa Elem.	179.79		
	10-112-0-2785-2600-530		TELEPHONE - LES	179.79	C	Computer
00043232	August 2019		Middle School	239.73		
	10-302-0-2785-2600-530		TELEPHONE - WMS	239.73	C	Computer
00043232	August 2019		Wayne High School	239.73		
	10-704-0-2785-2600-530		TELEPHONE - WHS	239.73	C	Computer
			Total Check:	898.98		
0100011155	09/06/19	822022	SUMMERHAYS MUSIC CENTER			
00043233	P818715	20000170		956.00		
	21-302-0-0181-1000-890		WMS Band	956.00	C	Computer
			Total Check:	956.00		
0100011156	09/06/19	6955	Special Education Consulting Services			
00043234	1686	20000197		1,100.00		
	10-034-0-1205-2400-340		PROFESSIONAL SERVICES - ADMIN CONSULTING	1,100.00	C	Computer
			Total Check:	1,100.00		

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name				
Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
Bank No 01						
0100011157	09/06/19	891115	UTAH HIGH SCHOOL ACT ASSO			
00043235	09062019_41	20000195		979.00		
10-704-0-0050-2400-810			DUES AND FEES - OFFICE-WHS	979.00	C	Computer
			Total Check:	979.00		
0100011158	09/06/19	891198	UTAH STATE RISK MANAGEMENT			
00043236	AutoInsInvoice2	20000198	Auto Physical Damage Insurance 2020	900.00		
10-034-0-9999-2310-522			INSURANCE - LIABILITY	900.00	C	Computer
00043236	AutoInsInvoice2	20000198		2,000.00		
10-555-0-5315-2700-521			INSURANCE - BUSES	2,000.00	C	Computer
			Total Check:	2,900.00		
0100011159	09/06/19	418	Varsity Cheerleader			
00043237	58100606	20000103		1,635.30		
21-704-0-0261-1000-890			WHS Cheerleaders	1,635.30	C	Computer
			Total Check:	1,635.30		
0100011170	09/12/19	5827	Crystal Horrocks			
00043252	09122019_35	20000211	Overpayment of School Lunch Money/ Re	86.05		
51-112-0-8001-3100-890			MISCELLANEOUS - FOOD SERVICE-LES	86.05	C	Computer
			Total Check:	86.05		
0100011171	09/12/19	343257	Emery Telcom			
00043253	HANKSELEMSCHL9-		Hanksville Elem 9-1-19	95.00		
10-108-0-2785-2600-530			TELEPHONE - HES	95.00	C	Computer
			Total Check:	95.00		
0100011172	09/12/19	304058	GASCARD/STATE OF UTAH			
00043254	NP56868327		Fuel Aug 2019	133.00		
10-034-0-2785-2600-626			MOTOR FUEL - MAINTENANCE-DO	133.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	457.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	457.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	53.00		
10-034-0-1205-2400-580			TRAVEL - SPECIAL ED-DO	53.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	31.00		
10-555-0-5315-2700-580			TRAVEL - BUS DRIVERS	31.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	25.00		
10-034-0-0005-2500-580			TRAVEL - BUSINESS ADMIN	25.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	17.00		
10-704-0-6100-2200-580			TRAVEL - CTE-WHS	17.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	210.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	210.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	196.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	196.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	154.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	154.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	205.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	205.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	181.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	181.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	86.00		

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name				
Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
Bank No 01						
0100011172	09/12/19	304058	GASCARD/STATE OF UTAH			
00043254	NP56868327		Fuel Aug 2019	86.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	86.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	32.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	32.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	30.00		
51-034-0-8001-3100-626			MOTOR FUEL - SCHOOL LUNCH-DO	30.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	14.00		
10-108-0-0050-2200-580			TRAVEL - TEACHERS-HES	14.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	42.00		
10-034-0-0005-2230-580			TRAVEL - TECHNOLOGY-DO	42.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	41.00		
10-034-0-0005-2320-580			TRAVEL - SUPERINTENDENT	41.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	21.00		
10-034-0-0005-2500-580			TRAVEL - BUSINESS ADMIN	21.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	14.00		
10-555-0-5315-2700-580			TRAVEL - BUS DRIVERS	14.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	10.00		
10-704-0-0050-2120-580			TRAVEL - COUSELOR-WHS	10.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	303.00		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	303.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	457.59		
10-555-0-5315-2700-626			MOTOR FUEL-SCHOOL BUSES	457.59	C	Computer
00043254	NP56868327		Fuel Aug 2019	50.00		
10-704-0-0050-2200-580			TRAVEL - TEACHERS-WHS	50.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	27.00		
10-704-0-5610-2600-626			FUEL - DRIVERS ED-WHS	27.00	C	Computer
00043254	NP56868327		Fuel Aug 2019	274.00		
10-034-0-2785-2600-626			MOTOR FUEL - MAINTENANCE-DO	274.00	C	Computer
			Total Check:	3,063.59		
0100011173	09/12/19	343259	HANKSVILLE TOWN			
00043255	HANKSWTRAUG2019		Hanksville Elem Water Aug 2019	51.50		
10-108-0-2785-2600-410			UTILITIES-HES	51.50	C	Computer
			Total Check:	51.50		
0100011174	09/12/19	539701	Heartland Payment Systems-NUTRIKIDS			
00043256	HSSREC006205	20000208		1,600.00		
51-034-0-8001-3100-670			SOFTWARE - FOOD SERVICE-DO	1,600.00	C	Computer
			Total Check:	1,600.00		
0100011175	09/12/19	3778	Interstate Billing Service, Inc.			
00043257	3016437329	20000200		780.00		
10-555-0-5315-2700-683			REPAIRS FOR BUSES	780.00	C	Computer
			Total Check:	780.00		
0100011176	09/12/19	527582	LINDA'S COUNTRY DECOR			
00043258	2408	20000219		210.00		
10-034-0-0005-2310-890			MISCELLANEOUS - BOARD	210.00	C	Computer

Check Key	Date Paid	Vendor No / Vendor Name					
Claim No	Invoice No	PO No	Description	Amount Paid			
Account No / Description				Acct Amt.	Status	Status Description	
Bank No 01							
0100011176	09/12/19	527582	LINDA'S COUNTRY DECOR				
			Total Check:	210.00			
0100011177	09/12/19	7080	Les Olson Company				
00043263	EA876414	20000037		374.84			
10-108-0-0050-1000-550			PRINTING - INSTRUCTION-HES	374.84	C	Computer	
00043262	EA876414	20000038		123.52			
10-112-0-0050-1000-550			PRINTING - INSTRUCTION-LES	123.52	C	Computer	
00043264	EA876414	20000038		132.05			
10-112-0-0050-1000-550			PRINTING - INSTRUCTION-LES	132.05	C	Computer	
00043261	EA876414	20000036		327.99			
10-034-0-0005-2590-550			PRINTING - DO	327.99	C	Computer	
00043260	EA876414	20000039		1,090.45			
10-302-0-0050-1000-550			PRINTING - INSTRUCTION-WMS	1,090.45	C	Computer	
00043259	EA876414	20000040		2,210.74			
10-704-0-0050-1000-550			PRINTING - INSTRUCTION-WHS	2,210.74	C	Computer	
			Total Check:	4,259.59			
0100011178	09/12/19	605175	NICHOLAS & COMPANY				
00043265	6921352	20000115		240.19			
51-112-0-8001-3100-610			SUPPLIES - FOOD SERVICE-LES	240.19	C	Computer	
00043266	6934459	20000140		360.09			
21-112-0-2001-1000-890			LES General	360.09	C	Computer	
00043267	6934460	20000143		334.49			
51-112-0-8001-3100-630			FOOD PURCHASES - LES	334.49	C	Computer	
00043268	6934462	20000123		350.96			
21-704-0-2006-1000-890			WHS Concessions	350.96	C	Computer	
00043269	6934463	20000144		1,229.72			
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	1,229.72	C	Computer	
00043270	6939355	20000158		985.52			
51-112-0-8001-3100-630			FOOD PURCHASES - LES	985.52	C	Computer	
00043271	6939356	20000161		142.73			
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	142.73	C	Computer	
00043272	6943725	20000159		127.63			
51-108-0-8001-3100-610			SUPPLIES - FOOD SERVICE-HES	127.63	C	Computer	
00043272	6943725	20000159		2,007.55			
51-108-0-8001-3100-630			FOOD PURCHASES - HES	2,007.55	C	Computer	
00043273	6946572	20000159		.47			
51-108-0-8001-3100-610			SUPPLIES - FOOD SERVICE-HES	.47	C	Computer	
00043273	6946572	20000159		7.43			
51-108-0-8001-3100-630			FOOD PURCHASES - HES	7.43	C	Computer	
00043274	6948445	20000178		494.87			
51-112-0-8001-3100-630			FOOD PURCHASES - LES	494.87	C	Computer	
00043275	6948446	20000179		290.01			
51-704-0-8001-3100-610			SUPPLIES - FOOD SERVICE-WHS	290.01	C	Computer	
00043275	6948446	20000179		715.15			
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	715.15	C	Computer	

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.		
Account No / Description						
Bank No 01						
0100011178	09/12/19	605175	NICHOLAS & COMPANY			
				Total Check:		
				7,286.81		
0100011179	09/12/19	648720	OLD FASHION CANDY CO INC			
00043276	342619	20000164		461.02		
21-302-0-2020-1000-890			WMS Activities	461.02	C	Computer
				Total Check:		
				461.02		
0100011180	09/12/19	7005	Presence Learning, Inc.			
00043277	INV29713	20000215		333.69		
10-034-0-7524-2400-340			PROF.ADMIN.SERVICES - IDEA-DO	333.69	C	Computer
00043277	INV29713	20000215		52.07		
10-108-0-7524-1000-340			PROF.SERVICES - IDEA-HES	52.07	C	Computer
00043277	INV29713	20000215		202.36		
10-112-0-7524-1000-340			PROF.SERVICES - IDEA-LES	202.36	C	Computer
00043277	INV29713	20000215		48.51		
10-302-0-7524-1000-340			PROF.SERVICES - IDEA-WMS	48.51	C	Computer
00043277	INV29713	20000215		35.51		
10-704-0-7524-1000-340			PROF.SERVICES - IDEA-WHS	35.51	C	Computer
				Total Check:		
				672.14		
0100011181	09/12/19	760052	ROYALS FOOD TOWN			
00043289	02-587970		Supplies Kristin pickup for WHS	106.23		
21-704-0-2001-1000-890			WHS General	106.23	C	Computer
00043290	31-629712	20000094		199.96		
10-034-0-0005-2320-890			MISCELLANEOUS - EXECUTIVE ADMIN	199.96	C	Computer
00043288	03-787700	20000094		154.94		
10-034-0-0005-2320-890			MISCELLANEOUS - EXECUTIVE ADMIN	154.94	C	Computer
00043287	04-882463	20000094		44.68		
10-034-0-0005-2320-890			MISCELLANEOUS - EXECUTIVE ADMIN	44.68	C	Computer
00043286	04-885659	20000119		48.66		
51-112-0-8001-3100-630			FOOD PURCHASES - LES	48.66	C	Computer
00043285	04-895113	20000119		72.73		
51-112-0-8001-3100-630			FOOD PURCHASES - LES	72.73	C	Computer
00043284	04-896304	20000119		25.13		
51-112-0-8001-3100-630			FOOD PURCHASES - LES	25.13	C	Computer
00043278	03-800675	20000119		5.78		
51-112-0-8001-3100-630			FOOD PURCHASES - LES	5.78	C	Computer
00043279	4-895553	20000120		23.32		
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	23.32	C	Computer
00043280	04-894289	20000120		40.68		
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	40.68	C	Computer
00043281	04-894406	20000120		1.99		
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	1.99	C	Computer
00043282	04-895553	20000120		53.77		
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	53.77	C	Computer
00043283	04-895629	20000120		2.99		
51-704-0-8001-3100-630			FOOD PURCHASES - WHS	2.99	C	Computer

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid			
Claim No	Invoice No	PO No	Description				
Account No / Description				Acct Amt.	Status	Status Description	
Bank No 01							
0100011181	09/12/19	760052	ROYALS FOOD TOWN				
				Total Check:	780.86		
0100011182	09/12/19	1368	Robert I. Merrill Co.				
00043291	797204	20000216		2,199.00			
10-108-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-HES	2,199.00	C	Computer	
				Total Check:	2,199.00		
0100011183	09/12/19	782469	SIGN CENTRAL				
00043292	3523	20000217		523.45			
21-704-0-0230-1000-890			WHS Student Sports Account	523.45	C	Computer	
				Total Check:	523.45		
0100011184	09/12/19	190800	UTAH BUREAU OF CRIMINAL IDENTIF				
00043294	201909B1425	20000220		199.50			
10-034-0-0005-2500-340			PROF.SERV - HIRING AND STAFFING	199.50	C	Computer	
00043293	201909E0081	20000220		45.00			
10-034-0-0005-2500-340			PROF.SERV - HIRING AND STAFFING	45.00	C	Computer	
				Total Check:	244.50		
0100011185	09/16/19	891198	UTAH STATE RISK MANAGEMENT				
00043296	PropertyIns2020	20000207	Property Insurance Invoice 2020	-26,292.82			
10-034-0-9999-2600-521			INSURANCE - PROPERTY	-26,292.82	CV	Computer Void	
00043295	LiabilityIns202	20000213	Liability Insurance Invoice 2020	-8,117.00			
10-034-0-9999-2310-522			INSURANCE - LIABILITY	-8,117.00	CV	Computer Void	
00043296	PropertyIns2020	20000207	Property Insurance Invoice 2020	26,292.82			
10-034-0-9999-2600-521			INSURANCE - PROPERTY	26,292.82	C	Computer	
00043295	LiabilityIns202	20000213	Liability Insurance Invoice 2020	8,117.00			
10-034-0-9999-2310-522			INSURANCE - LIABILITY	8,117.00	C	Computer	
				Total Check:	.00		
0100011186	09/12/19	926213	WAYNE COUNTY				
00043297	Invoice8-30-19	20000205		110.00			
21-302-0-2020-1000-890			WMS Activities	110.00	C	Computer	
				Total Check:	110.00		
0100011187	09/12/19	926218	WAYNE COUNTY LANDFILL				
00043298	080819		Dump Fees	210.25			
10-034-0-2785-2600-410			UTILITIES-DO	210.25	C	Computer	
				Total Check:	210.25		
0100011188	09/20/19	36500	Amazon				
00043305	653537599869	20000133		82.94			
51-704-0-8001-3100-610			SUPPLIES - FOOD SERVICE-WHS	82.94	C	Computer	
00043304	968675947395	20000153		7.63			
10-108-0-0050-1000-612			SUPPLIES - INSTRUCTION-HES	7.63	C	Computer	
00043299	968675947395	20000153		19.76			
10-108-0-1215-1000-612			SUPPLIES - PRESCHOOL-HES	19.76	C	Computer	
00043300	465768478666	20000153		8.08			
10-108-0-0050-1000-612			SUPPLIES - INSTRUCTION-HES	8.08	C	Computer	
00043300	465768478666	20000153		20.90			
10-108-0-1215-1000-612			SUPPLIES - PRESCHOOL-HES	20.90	C	Computer	
00043301	453464689446	20000177		75.52			

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.	
Account No / Description					
Bank No 01					
0100011188	09/20/19	36500 Amazon			
00043301	453464689446	20000177	75.52		
10-108-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-HES	75.52	C	Computer
00043302	08292019	20000189	28.21		
10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	28.21	C	Computer
00043303	443938488545	20000190	62.95		
10-555-0-5315-2700-610		SUPPLIES - TRANSPORTATION	62.95	C	Computer
00043306	956943985986	20000199	39.99		
10-034-0-0005-2500-610		SUPPLIES - DO STAFF	39.99	C	Computer
Total Check:			345.98		
0100011189	09/20/19	157595 BEST WESTERN COTTON TREE INN			
00043307	7640	Motel Rms 8-9-19	227.64		
10-034-0-0005-2310-580		TRAVEL - BOARD	227.64	C	Computer
Total Check:			227.64		
0100011190	09/20/19	98140 BLACKBURN'S AUTO BODY			
00043308	235269	Fuell in Car/Cherie Trvl Forgot Crd	48.19		
10-112-0-0050-2400-580		TRAVEL - PRINCIPAL-LES	48.19	C	Computer
00043308	235269	WHS Concessions	384.72		
21-704-0-2006-1000-890		WHS Concessions	384.72	C	Computer
Total Check:			432.91		
0100011191	09/20/19	115500 BULL MOUNTAIN MARKET			
00043309	30385	Hanksville Elem Luch	138.80		
51-108-0-8001-3100-630		FOOD PURCHASES - HES	138.80	C	Computer
00043310	30384	Pre School Groc.	27.53		
10-108-0-1215-1000-612		SUPPLIES - PRESCHOOL-HES	27.53	C	Computer
00043311	30386	Janitor Supplies	5.28		
10-108-0-2785-2620-610		BUILDING CLEANING AND SUPPLIES-HES	5.28	C	Computer
Total Check:			171.61		
0100011192	09/20/19	163371 CENTRAL UTAH EDUCATIONAL SERVI			
00043315	I3907	20000209	6,053.64		
10-034-0-0005-2230-670		SOFTWARE - TECHNOLOGY-DO	6,053.64	C	Computer
00043312	WO-00003120	20000210	199.59		
10-034-0-1205-2400-612		SUPPLIES - SPECIAL ED-DO	199.59	C	Computer
00043312	WO-00003120	20000210	95.26		
10-112-0-5420-1000-612		SUPPLIES - TRUST LANDS-LES	95.26	C	Computer
00043312	WO-00003120	20000210	79.38		
21-302-0-0050-1000-650		TECH SUPPLIES - IPAD ACCOUNT-WMS	79.38	C	Computer
00043312	WO-00003120	20000210	120.77		
21-704-0-0050-1000-650		TECH SUPPLIES - IPAD ACCOUNT-WHS	120.77	C	Computer
00043313	WO-00002997	20000210	47.98		
10-034-0-1205-2400-612		SUPPLIES - SPECIAL ED-DO	47.98	C	Computer
00043313	WO-00002997	20000210	22.90		
10-112-0-5420-1000-612		SUPPLIES - TRUST LANDS-LES	22.90	C	Computer
00043313	WO-00002997	20000210	19.09		
21-302-0-0050-1000-650		TECH SUPPLIES - IPAD ACCOUNT-WMS	19.09	C	Computer

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name				
Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
Bank No 01						
0100011192	09/20/19	163371	CENTRAL UTAH EDUCATIONAL SERVI			
00043313	WO-00002997	20000210		29.03		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	29.03	C	Computer
00043314	WO-00003088	20000210		167.28		
10-034-0-1205-2400-612			SUPPLIES - SPECIAL ED-DO	167.28	C	Computer
00043314	WO-00003088	20000210		79.84		
10-112-0-5420-1000-612			SUPPLIES - TRUST LANDS-LES	79.84	C	Computer
00043314	WO-00003088	20000210		66.53		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	66.53	C	Computer
00043316	WO-00003088	20000210		101.20		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	101.20	C	Computer
			Total Check:	7,082.49		
0100011193	09/20/19	729729	CENTURYLINK			
00043317	1476139685		Century Link Telephone	4.23		
10-302-0-2785-2600-530			TELEPHONE - WMS	4.23	C	Computer
00043317	1476139685		Century Link Telephone	6.83		
10-704-0-2785-2600-530			TELEPHONE - WHS	6.83	C	Computer
00043317	1476139685		Century Link Telephone	8.41		
10-034-0-2785-2600-530			TELEPHONE - DO	8.41	C	Computer
00043317	1476139685		Century Link Telephone	1.17		
10-108-0-2785-2600-530			TELEPHONE - HES	1.17	C	Computer
00043317	1476139685		Century Link Telephone	4.29		
10-112-0-2785-2600-530			TELEPHONE - LES	4.29	C	Computer
			Total Check:	24.93		
0100011194	09/20/19	139960	JENNIFER CHRISTENSEN			
00043318	09202019_14	20000261	Reimb for ACT Test	50.50		
10-704-0-5420-1000-612			SUPPLIES - TRUST LANDS-WHS	50.50	C	Computer
			Total Check:	50.50		
0100011195	09/20/19	2100	Jennifer Batty			
00043319	09202019_12	20000259	Reimb. for ACT Test	50.50		
10-704-0-5420-1000-612			SUPPLIES - TRUST LANDS-WHS	50.50	C	Computer
			Total Check:	50.50		
0100011196	09/20/19	6262	Logomaniax, Inc.			
00043320	3559	20000252		433.65		
21-704-0-0182-1000-890			WHS Choir	433.65	C	Computer
			Total Check:	433.65		
0100011197	09/20/19	8311	Lori Chappell			
00043321	09202019_13	20000260	Reimb. for ACT TEST	50.50		
10-704-0-5420-1000-612			SUPPLIES - TRUST LANDS-WHS	50.50	C	Computer
			Total Check:	50.50		
0100011198	09/20/19	8680	Marjie Taylor			
00043322	09202019_38	20000218	Senior Cookies & Snow Cones	65.50		
21-704-0-3602-1000-890			WHS Senior Class	65.50	C	Computer
			Total Check:	65.50		
0100011199	09/20/19	689058	PANGUITCH HIGH SCHOOL			
00043323	SophTrn2019	20000241	Sophomore Trn Fee	250.00		

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name				
Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
Bank No 01						
0100011199	09/20/19	689058	PANGUITCH HIGH SCHOOL			
00043323	SophTrn2019	20000241	Sophomore Trn Fee	250.00		
21-704-0-0242-1000-612			WHS Volleyball FEES	250.00	C	Computer
			Total Check:	250.00		
0100011200	09/20/19	718110	PROACTIVE NETWORK MANAGEMENT			
00043324	53041	20000095		3,360.43		
10-034-0-0005-2230-670			SOFTWARE - TECHNOLOGY-DO	3,360.43	C	Computer
			Total Check:	3,360.43		
0100011201	09/20/19	696749	Pearson Inc.			
00043326	7026737237	20000134		25.41		
10-112-0-5420-1000-650			TECH. SUPPLIES - LAND TRUST-LES	25.41	C	Computer
00043325	7026916506	20000141		762.30		
10-112-0-5420-1000-650			TECH. SUPPLIES - LAND TRUST-LES	762.30	C	Computer
			Total Check:	787.71		
0100011202	09/20/19	734303	RAJA JONES			
00043327	09202019_15	20000258	Reimb. for ACT Test	50.50		
10-704-0-5420-1000-612			SUPPLIES - TRUST LANDS-WHS	50.50	C	Computer
			Total Check:	50.50		
0100011203	09/20/19	1368	Robert I. Merrill Co.			
00043329	797206	20000231		701.00		
10-034-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-DO	701.00	C	Computer
00043328	800279	20000231		43.00		
10-034-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-DO	43.00	C	Computer
			Total Check:	744.00		
0100011204	09/20/19	774368	SCHOLASTIC MAGAZINES			
00043330	M68254283	20000230	LoaElmSchastcNews/ScienceSpin	185.36		
10-112-0-0050-1000-641			BOOKS AND PERIODICALS - LES	185.36	C	Computer
			Total Check:	185.36		
0100011205	09/20/19	774566	SCHOOL SPECIALTY SUPPLY			
00043331	77308103422270	20000163		253.83		
10-302-0-0050-1000-612			SUPPLIES - INSTRUCTION-WMS	253.83	C	Computer
00043331	77308103422270	20000163		45.40		
10-302-0-0050-2400-612			SUPPLIES - OFFICE-WMS	45.40	C	Computer
			Total Check:	299.23		
0100011206	09/20/19	802090	SNAPSHOT MULTIMEDIA			
00043332	16550	20000214		636.00		
10-034-0-0005-2320-540			ADVERTISING - PUBLIC NOTICES	636.00	C	Computer
00043333	16534	20000214		446.30		
10-034-0-0005-2320-540			ADVERTISING - PUBLIC NOTICES	446.30	C	Computer
			Total Check:	1,082.30		
0100011207	09/20/19	4189	Squire & Company, PC			
00043334	132921	20000254		14,900.00		
10-034-0-0005-2316-340			PROF.SERVICES - AUDIT	14,900.00	C	Computer
			Total Check:	14,900.00		
0100011208	09/20/19	891198	UTAH STATE RISK MANAGEMENT			
00043335	PropertyIns2020	20000207	Property Insurance 2020	26,292.82		

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.		
Account No / Description						
Bank No 01						
0100011208	09/20/19	891198	UTAH STATE RISK MANAGEMENT			
00043335	PropertyIns2020	20000207	Property Insurance 2020	26,292.82		
	10-034-0-9999-2600-521		INSURANCE - PROPERTY	26,292.82	C	Computer
Total Check:				26,292.82		
0100011209	08/30/19	895600	VALLEY HIGH SCHOOL			
00043336	06082019001	20000242		-300.00		
	21-704-0-0242-1000-612		WHS Volleyball FEES	-300.00	CV	Computer Void
00043336	06082019001	20000242		300.00		
	21-704-0-0242-1000-612		WHS Volleyball FEES	300.00	C	Computer
Total Check:				.00		
0100011210	09/20/19	926213	WAYNE COUNTY			
00043337	LoaCvcCntr92819	20000233	Rent Loa Civic Center Sept. 28, 19	30.00		
	21-704-0-2020-1000-890		WHS Activities	30.00	C	Computer
Total Check:				30.00		
0100011211	09/26/19	4626	Bank of America Credit Card			
00043360	JAMIECC9-19		JamieCC9-19	46.46		
	10-034-0-1205-2400-580		TRAVEL - SPECIAL ED-DO	46.46	C	Computer
00043361	CINDYCC9-19		Cindy CC 9-19	69.67		
	10-108-0-0050-1000-612		SUPPLIES - INSTRUCTION-HES	69.67	C	Computer
00043361	CINDYCC9-19		Cindy CC 9-19	46.40		
	10-108-0-5420-1000-612		SUPPLIES - TRUST LANDS-HES	46.40	C	Computer
00043362	HEIDICC9-19		HeidiCC 9-19	84.88		
	10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS	84.88	C	Computer
00043362	HEIDICC9-19		HeidiCC 9-19	691.83		
	21-704-0-0230-1000-890		WHS Student Sports Account	691.83	C	Computer
00043363	TaceyCC9-19	20000248		32.22		
	10-108-0-5868-1000-612		SUPPLIES - TEACHER LEGISLATIVE-HES	32.22	C	Computer
00043363	TaceyCC9-19	20000248		386.86		
	10-108-0-7802-1000-612		SUPPLIES - CSI-HES	386.86	C	Computer
00043363	TaceyCC9-19	20000248		76.06		
	10-112-0-0050-2220-644		LIBRARY BOOKS - LES	76.06	C	Computer
00043363	TaceyCC9-19	20000248		44.79		
	10-112-0-1205-1000-612		SUPPLIES - SPECIAL ED-LES	44.79	C	Computer
00043363	TaceyCC9-19	20000248		71.84		
	10-112-0-5420-1000-650		TECH. SUPPLIES - LAND TRUST-LES	71.84	C	Computer
00043363	TaceyCC9-19	20000248		51.42		
	10-112-0-5868-1000-612		SUPPLIES - TEACHER LEGISLATIVE-LES	51.42	C	Computer
00043363	TaceyCC9-19	20000248		1,283.94		
	21-112-0-2001-1000-890		LES General	1,283.94	C	Computer
00043363	TaceyCC9-19	20000248		445.56		
	21-112-0-2004-1000-890		LES Playground Supplies	445.56	C	Computer
00043364	AndreaCC9-19	20000262		284.20		
	10-034-0-0005-2230-580		TRAVEL - TECHNOLOGY-DO	284.20	C	Computer
00043364	AndreaCC9-19	20000262		9.29		
	10-034-0-0005-2230-610		SUPPLIES - TECHNOLOGY-DO	9.29	C	Computer

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No Description	Acct Amt.		
Account No / Description					
Bank No 01					
0100011211	09/26/19	4626 Bank of America Credit Card			
00043364	AndreaCC9-19	20000262	8.98		
10-034-0-0005-2230-650		TECH.SUPPLIES - TECHNOLOGY-DO	8.98	C	Computer
00043364	AndreaCC9-19	20000262	211.80		
10-112-0-5420-1000-670		SOFTWARE - TRUSTLANDS-LES	211.80	C	Computer
00043364	AndreaCC9-19	20000262	12.99		
10-704-0-0050-1000-650		TECHNOLOGY SUPPLIES - WHS	12.99	C	Computer
00043365	HeatherCC9-19	20000228	1,347.84		
10-034-0-0005-2310-580		TRAVEL - BOARD	1,347.84	C	Computer
00043365	HeatherCC9-19	20000228	321.60		
10-034-0-0005-2320-580		TRAVEL - SUPERINTENDENT	321.60	C	Computer
00043365	HeatherCC9-19	20000228	321.60		
10-034-0-0005-2500-580		TRAVEL - BUSINESS ADMIN	321.60	C	Computer
00043366	LanceCC9-19	20000166	507.00		
21-302-0-0181-1000-890		WMS Band	507.00	C	Computer
00043348	JennBCC9-19	20000250	328.79		
10-302-0-0050-1000-612		SUPPLIES - INSTRUCTION-WMS	328.79	C	Computer
00043348	JennBCC9-19	20000250	44.12		
10-302-0-0050-2400-612		SUPPLIES - OFFICE-WMS	44.12	C	Computer
00043348	JennBCC9-19	20000250	19.63		
10-302-0-1205-1000-612		SUPPLIES - SPECIAL ED-WMS	19.63	C	Computer
00043348	JennBCC9-19	20000250	152.62		
10-302-0-5868-1000-612		SUPPLIES - TEACHER LEGISLATIVE-WMS	152.62	C	Computer
00043348	JennBCC9-19	20000250	56.95		
10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS	56.95	C	Computer
00043348	JennBCC9-19	20000250	35.89		
21-302-0-0020-1000-890		WMS Art Supplies	35.89	C	Computer
00043348	JennBCC9-19	20000250	240.48		
21-302-0-0181-1000-890		WMS Band	240.48	C	Computer
00043348	JennBCC9-19	20000250	122.42		
21-302-0-2001-1000-890		WMS General	122.42	C	Computer
00043348	JennBCC9-19	20000250	272.88		
21-302-0-2020-1000-890		WMS Activities	272.88	C	Computer
00043349	CherieCC9-19	20000247	867.15		
21-112-0-2001-1000-890		LES General	867.15	C	Computer
00043350	KristinCC9-19	20000249	64.42		
10-704-0-0050-1000-612		SUPPLIES - INSTRUCTION-WHS	64.42	C	Computer
00043350	KristinCC9-19	20000249	767.31		
10-704-0-0050-2400-612		SUPPLIES - OFFICE-WHS	767.31	C	Computer
00043350	KristinCC9-19	20000249	65.00		
10-704-0-1609-2200-580		TRAVEL - ADULT ED-DO	65.00	C	Computer
00043350	KristinCC9-19	20000249	790.56		
10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS	790.56	C	Computer
00043350	KristinCC9-19	20000249	90.27		
21-704-0-0240-1000-890		WHS Softball	90.27	C	Computer

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description			
Account No / Description				Acct Amt.		
Bank No 01						
0100011211	09/26/19	4626	Bank of America Credit Card			
00043350	KristinCC9-19	20000249		878.16		
	21-704-0-0242-1000-612		WHS Volleyball FEES	878.16	C	Computer
00043350	KristinCC9-19	20000249		301.95		
	21-704-0-0261-1000-890		WHS Cheerleaders	301.95	C	Computer
00043350	KristinCC9-19	20000249		189.99		
	21-704-0-2001-1000-890		WHS General	189.99	C	Computer
00043350	KristinCC9-19	20000249		85.32		
	21-704-0-2002-1000-890		WHS Teacher	85.32	C	Computer
00043350	KristinCC9-19	20000249		34.50		
	21-704-0-2006-1000-890		WHS Concessions	34.50	C	Computer
00043350	KristinCC9-19	20000249		38.24		
	21-704-0-2020-1000-890		WHS Activities	38.24	C	Computer
00043350	KristinCC9-19	20000249		276.47		
	21-704-0-6200-1000-890		WHS Commercial Art	276.47	C	Computer
00043350	KristinCC9-19	20000249		51.97		
	21-704-0-6500-1000-890		WHS Business	51.97	C	Computer
00043350	KristinCC9-19	20000249		346.10		
	21-704-0-6600-1000-612		WHS Trade FEES	346.10	C	Computer
00043351	CREDIT 9-19		Credit for Birthday Cert. 9-19	-475.00		
	10-034-0-0005-2500-291		Other Employee Benefits - Misc.	-475.00	C	Computer
00043352	SHANECC9-19		ShaneCC 9-19	184.62		
	10-302-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WMS	184.62	C	Computer
00043352	SHANECC9-19		ShaneCC 9-19	47.12		
	10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	47.12	C	Computer
00043352	SHANECC9-19		ShaneCC 9-19	179.99		
	10-034-0-2785-2600-890		MISCELLANEOUS - MAINTENANCE-DO	179.99	C	Computer
00043353	MARYCC9-19		MaryCC 9-19	259.32		
	21-704-0-2020-1000-890		WHS Activities	259.32	C	Computer
00043353	MARYCC9-19		MaryCC 9-19	170.94		
	21-704-0-0261-1000-890		WHS Cheerleaders	170.94	C	Computer
00043353	MARYCC9-19		MaryCC 9-19	209.72		
	21-704-0-0243-1000-890		WHS Cross Country	209.72	C	Computer
00043353	MARYCC9-19		MaryCC 9-19	125.31		
	10-034-0-0005-2310-890		MISCELLANEOUS - BOARD	125.31	C	Computer
00043354	CORAL CC 9-19		Coral CC 9-19	20.00		
	51-034-0-8001-3100-580		TRAVEL - SCHOOL LUNCH-DO	20.00	C	Computer
00043355	FAHEYCC9-19		FaheyCC9-19	86.14		
	10-034-0-0005-2320-890		MISCELLANEOUS - EXECUTIVE ADMIN	86.14	C	Computer
00043356	JESSICACC9-19		FaheyCC9-19	60.85		
	21-704-0-6100-1000-890		WHS Vo Ag	60.85	C	Computer
00043356	JESSICACC9-19		FaheyCC9-19	188.71		
	21-704-0-6150-1000-890		WHS FFA	188.71	C	Computer
00043356	JESSICACC9-19		FaheyCC9-19	33.58		
	21-704-0-6100-1000-890		WHS Vo Ag	33.58	C	Computer

Check Key	Date Paid	Vendor No / Vendor Name				
Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
Bank No 01						
0100011211	09/26/19	4626	Bank of America Credit Card			
00043357	LANCECC9-19		LanceCC9-19	45.67		
10-000-0-0000-8131-888			Receivables - Employee & Misc.	45.67	C	Computer
00043358	JONICC9-19		JoniCC9-19	212.19		
10-704-0-6400-1000-612			SUPPLIES - HOME EC-WHS	212.19	C	Computer
00043358	JONICC9-19		JoniCC9-19	199.07		
21-704-0-6450-1000-890			WHS FCCLA	199.07	C	Computer
00043358	JONICC9-19		JoniCC9-19	233.00		
21-704-0-6450-1000-890			WHS FCCLA	233.00	C	Computer
00043358	JONICC9-19		JoniCC9-19	839.60		
21-704-0-6450-1000-890			WHS FCCLA	839.60	C	Computer
00043358	JONICC9-19		JoniCC9-19	147.74		
21-704-0-6450-1000-890			WHS FCCLA	147.74	C	Computer
00043358	JONICC9-19		JoniCC9-19	89.79		
21-704-0-6450-1000-890			WHS FCCLA	89.79	C	Computer
00043358	JONICC9-19		JoniCC9-19	667.27		
10-704-0-6400-1000-612			SUPPLIES - HOME EC-WHS	667.27	C	Computer
00043358	JONICC9-19		JoniCC9-19	40.87		
10-704-0-6400-1000-612			SUPPLIES - HOME EC-WHS	40.87	C	Computer
00043358	JONICC9-19		JoniCC9-19	27.09		
10-704-0-6400-1000-612			SUPPLIES - HOME EC-WHS	27.09	C	Computer
00043358	JONICC9-19		JoniCC9-19	31.78		
10-704-0-6400-1000-612			SUPPLIES - HOME EC-WHS	31.78	C	Computer
00043358	JONICC9-19		JoniCC9-19	30.29		
10-704-0-6400-1000-612			SUPPLIES - HOME EC-WHS	30.29	C	Computer
00043358	JONICC9-19		JoniCC9-19	201.07		
21-704-0-0182-1000-890			WHS Choir	201.07	C	Computer
00043358	JONICC9-19		JoniCC9-19	102.97		
21-704-0-0182-1000-890			WHS Choir	102.97	C	Computer
00043358	JONICC9-19		JoniCC9-19	109.95		
21-704-0-0182-1000-890			WHS Choir	109.95	C	Computer
00043358	JONICC9-19		JoniCC9-19	344.52		
21-704-0-0182-1000-890			WHS Choir	344.52	C	Computer
00043358	JONICC9-19		JoniCC9-19	433.65		
21-704-0-0182-1000-890			WHS Choir	433.65	C	Computer
00043358	JONICC9-19		JoniCC9-19	100.51		
10-704-0-0050-1000-612			SUPPLIES - INSTRUCTION-WHS	100.51	C	Computer
00043359	NEDCC9-19		NedCC9-19	330.00		
10-034-0-0005-2500-610			SUPPLIES - DO STAFF	330.00	C	Computer
			Total Check:	17,756.75		
0100011212	09/26/19	351500	HEALTH AND SAFETY SERVICES			
00043367	13293	20000265		1,305.57		
32-034-0-9999-4000-610			Site improvement - Supplies	1,305.57	C	Computer
			Total Check:	1,305.57		
0100011213	09/26/19	7188	James Wade Moosman			

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.	
Account No / Description					
Bank No 01					
0100011213	09/26/19	7188 James Wade Moosman			
00043368	09262019_26	20000184	337.50		
10-555-0-5315-2700-683		REPAIRS FOR BUSES	337.50	C	Computer
Total Check:			337.50		
0100011214	09/26/19	8605 Jason Marshall			
00043369	19114	20000270	500.00		
10-112-0-5674-1000-340		Final Paymetn of 3000 for Speaker	500.00	C	Computer
10-112-0-5674-1000-340		PROF.SERVICES - SUICIDE PREVENTION	500.00	C	Computer
00043369	19114	20000270	500.00		
10-302-0-5674-1000-612		SUPPLIES - SUICIDE PREVENTION	500.00	C	Computer
00043369	19114	20000270	500.00		
10-704-0-5674-1000-340		PROF.SERVICES - SUICIDE PREVENTION	500.00	C	Computer
Total Check:			1,500.00		
0100011215	09/26/19	529797 LOA TOWN			
00043370	LOAELEMWTR9-19	Loa Elem Wtr 9-19	41.05		
10-112-0-2785-2600-410		UTILITIES-LES	41.05	C	Computer
Total Check:			41.05		
0100011216	09/26/19	819910 STUDIES WEEKLY INC			
00043371	260846	Remander of Payment PO 19001157	15.90		
10-108-0-0050-1000-641		BOOKS AND PERIODICALS - HES	15.90	C	Computer
Total Check:			15.90		
0100011217	09/26/19	134334 THE CHARIOT GROUP INC			
00043372	40623	20000187	709.60		
10-034-0-0005-2230-670		SOFTWARE - TECHNOLOGY-DO	709.60	C	Computer
Total Check:			709.60		
0100011218	09/26/19	6041 The Bicknell Theatre			
00043373	09262019_23	20000264	200.00		
10-034-0-0005-2500-291		Birthday Certificates	200.00	C	Computer
10-034-0-0005-2500-291		Other Employee Benefits - Misc.	200.00	C	Computer
Total Check:			200.00		
0100011219	09/26/19	891198 UTAH STATE RISK MANAGEMENT			
00043374	Liability Ins 2	20000213	9,241.00		
10-034-0-9999-2310-522		INSURANCE - LIABILITY	9,241.00	C	Computer
Total Check:			9,241.00		
0100011220	09/26/19	895600 VALLEY HIGH SCHOOL			
00043375	09262019_25	20000242	200.00		
21-704-0-0242-1000-612		JV Volleyball Trn.	200.00	C	Computer
21-704-0-0242-1000-612		WHS Volleyball FEES	200.00	C	Computer
Total Check:			200.00		
0100011221	09/27/19	585866 MOUNTAIN STATE SCHOOLBOOK			
00043377	09272019_1	20000271	10,306.00		
10-108-0-7802-1000-612		SUPPLIES - CSI-HES	10,306.00	C	Computer
00043376	09272019_2	20000244	5,202.50		
10-108-0-7802-1000-641		BOOKS AND PERIODICALS - CSI-HES	5,202.50	C	Computer
Total Check:			15,508.50		
Total Bank:			146,065.70		
Bank No 11					
1100000147	09/25/19	850535 APRIL TORGERSON			
00043338	09252019_2	20000229	116.58		
20000229		Mileage Reimb. USBA Conf. Midway	116.58		

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name	Amount Paid	Status	Status Description
Claim No	Invoice No	PO No Description	Acct Amt.		
Account No / Description					
Bank No 11					
1100000147	09/25/19	850535 APRIL TORGERSON			
00043338	09252019_2	20000229 Mileage Reimb. USBA Conf. Midway	116.58		
10-034-0-0005-2310-580		TRAVEL - BOARD	116.58	A	ACH
		Total Check:	116.58		
1100000148	09/25/19	582 Candence Peterson			
00043339	09252019_9	20000212 Meal Reimb 6-10,11,12-19 Heber	29.97		
10-704-0-0050-2120-580		TRAVEL - COUSELOR-WHS	29.97	A	ACH
		Total Check:	29.97		
1100000149	09/25/19	3808 Deborah James			
00043340	09252019_1	20000240 Reimb. for Keychains	340.00		
21-704-0-6350-1000-890		WHS HOSA	340.00	A	ACH
		Total Check:	340.00		
1100000150	09/25/19	4839 Dwight Ellett			
00043341	09252019_8	20000234 Meal Reimb Provo 9-14-19	14.48		
10-555-0-5315-2700-580		TRAVEL - BUS DRIVERS	14.48	A	ACH
		Total Check:	14.48		
1100000151	09/25/19	232987 ELLETT STEPHEN			
00043342	09252019_10	20000186 MealReimbBusTrp8-23,24-19	27.34		
10-555-0-5315-2700-580		TRAVEL - BUS DRIVERS	27.34	A	ACH
		Total Check:	27.34		
1100000152	09/25/19	8702 Elizabeth McCoy			
00043343	09252019_4	20000235 Mileage&MealReimb.SLC9-9,10-19StGrge!	71.24		
10-112-0-0050-2110-580		TRAVEL - SOCIAL WORK-LES	71.24	A	ACH
		Total Check:	71.24		
1100000153	09/25/19	507 Jan O. Brown			
00043344	09252019_5	20000243 Meal Reimb. Hanksville 9-4-19	8.86		
10-112-0-1205-2200-580		TRAVEL - SPECIAL ED-LES	8.86	A	ACH
		Total Check:	8.86		
1100000154	09/25/19	5657 John M Fahey			
00043345	09252019_7	20000232 TrvlReimbSee attached PO20000232forDe	151.72		
10-034-0-0005-2320-580		TRAVEL - SUPERINTENDENT	151.72	A	ACH
		Total Check:	151.72		
1100000155	09/25/19	7803 Karrie McDaniel			
00043346	09252019_3	20000245 Refund for overpayment of lunches H.I	62.40		
51-108-0-8001-3100-890		MISCELLANEOUS - FOOD SERVICE-HES	62.40	A	ACH
		Total Check:	62.40		
1100000156	09/25/19	8664 Nichole Brown			
00043347	09252019_6	20000193 Reimb. for Fish/ Sophomores	26.40		
21-704-0-3604-1000-890		WHS Sophomore Class	26.40	A	ACH
		Total Check:	26.40		
		Total Bank:	848.99		
		Total Computer Checks (Including Voids)	146,065.70		
		Total Manual Checks (Including Voids)	.00		
		Total ACH Checks (Including Voids)	848.99		
		Total Other Checks (Including Voids)	.00		
		Total Electronic Checks (Including Voids)	.00		

Wayne School District
 A/P Detail Check Register

Check Key	Date Paid	Vendor No / Vendor Name		Amount Paid	Status	Status Description
Claim No	Invoice No	PO No	Description	Acct Amt.		
Account No / Description						
Total Computer Voids				-34,709.82		
Total Manual Voids				.00		
Total ACH Voids				.00		
Total Other Voids				.00		
Total Electronic Voids				.00		
Grand Total:				146,914.69		
Number of Checks:				83		

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00011139	206.43	09/06/19	55225 AT&T MOBILITY	C
01	00011140	237.48	09/06/19	94347 BICKNELL TOWN	C
01	00011141	159.73	09/06/19	107706 BRIAN AUTO PARTS INC.	C
01	00011142	125.70	09/06/19	107708 BRIAN FARM SERVICE CENTER	C
01	00011143	20.63	09/06/19	5096 Blackburn Recreation	C
01	00011144	391.29	09/06/19	8648 Data Recognition Corporation	C
01	00011145	4,530.26	09/06/19	8567 Georgia Stage, LLC	C
01	00011146	264.75	09/06/19	3778 Interstate Billing Service, Inc.	C
01	00011147	3,079.09	09/06/19	529782 LOA BUILDERS SUPPLY	C
01	00011148	661.29	09/06/19	561574 M & D AUTO PARTS & REPAIR	C
01	00011149	703.20	09/06/19	565150 MEADOW GOLD DAIRIES	C
01	00011150	266.07	09/06/19	585855 Mountainland Supply Company	C
01	00011151	325.78	09/06/19	2607 Pepsi Beverage Company	C
01	00011152	246.54	09/06/19	8672 Premier Truck Group	C
01	00011153	9.99	09/06/19	774368 SCHOLASTIC MAGAZINES	C
01	00011154	898.98	09/06/19	804660 SOUTH CENTRAL COMMUNICATI	C
01	00011155	956.00	09/06/19	822022 SUMMERHAYS MUSIC CENTER	C
01	00011156	1,100.00	09/06/19	6955 Special Education Consulting Services	C
01	00011157	979.00	09/06/19	891115 UTAH HIGH SCHOOL ACT ASSO	C
01	00011158	2,900.00	09/06/19	891198 UTAH STATE RISK MANAGEMENT	C
01	00011159	1,635.30	09/06/19	418 Varsity Cheerleader	C
01	00011170	86.05	09/12/19	5827 Crystal Horrocks	C
01	00011171	95.00	09/12/19	343257 Emery Telcom	C
01	00011172	3,063.59	09/12/19	304058 GASCARD/STATE OF UTAH	C
01	00011173	51.50	09/12/19	343259 HANKSVILLE TOWN	C
01	00011174	1,600.00	09/12/19	539701 Heartland Payment Systems-NUTRIKIDS	C
01	00011175	780.00	09/12/19	3778 Interstate Billing Service, Inc.	C
01	00011176	210.00	09/12/19	527582 LINDA'S COUNTRY DECOR	C
01	00011177	4,259.59	09/12/19	7080 Les Olson Company	C
01	00011178	7,286.81	09/12/19	605175 NICHOLAS & COMPANY	C
01	00011179	461.02	09/12/19	648720 OLD FASHION CANDY CO INC	C
01	00011180	672.14	09/12/19	7005 Presence Learning, Inc.	C
01	00011181	780.86	09/12/19	760052 ROYALS FOOD TOWN	C
01	00011182	2,199.00	09/12/19	1368 Robert I. Merrill Co.	C
01	00011183	523.45	09/12/19	782469 SIGN CENTRAL	C
01	00011184	244.50	09/12/19	190800 UTAH BUREAU OF CRIMINAL IDENTIF	C
01	00011185	34,409.82	09/12/19	891198 UTAH STATE RISK MANAGEMENT	C
01	00011185	-34,409.82	09/16/19	891198 UTAH STATE RISK MANAGEMENT	CV
01	00011186	110.00	09/12/19	926213 WAYNE COUNTY	C
01	00011187	210.25	09/12/19	926218 WAYNE COUNTY LANDFILL	C
01	00011188	345.98	09/20/19	36500 Amazon	C
01	00011189	227.64	09/20/19	157595 BEST WESTERN COTTON TREE INN	C
01	00011190	432.91	09/20/19	98140 BLACKBURN'S AUTO BODY	C
01	00011191	171.61	09/20/19	115500 BULL MOUNTAIN MARKET	C
01	00011192	7,082.49	09/20/19	163371 CENTRAL UTAH EDUCATIONAL SERVI	C
01	00011193	24.93	09/20/19	729729 CENTURYLINK	C
01	00011194	50.50	09/20/19	139960 JENNIFER CHRISTENSEN	C
01	00011195	50.50	09/20/19	2100 Jennifer Batty	C
01	00011196	433.65	09/20/19	6262 Logomaniax, Inc.	C
01	00011197	50.50	09/20/19	8311 Lori Chappell	C
01	00011198	65.50	09/20/19	8680 Marjie Taylor	C
01	00011199	250.00	09/20/19	689058 PANGUITCH HIGH SCHOOL	C
01	00011200	3,360.43	09/20/19	718110 PROACTIVE NETWORK MANAGEMENT	C
01	00011201	787.71	09/20/19	696749 Pearson Inc.	C
01	00011202	50.50	09/20/19	734303 RAJA JONES	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00011203	744.00	09/20/19	1368 Robert I. Merrill Co.	C
01	00011204	185.36	09/20/19	774368 SCHOLASTIC MAGAZINES	C
01	00011205	299.23	09/20/19	774566 SCHOOL SPECIALTY SUPPLY	C
01	00011206	1,082.30	09/20/19	802090 SNAPSHOT MULTIMEDIA	C
01	00011207	14,900.00	09/20/19	4189 Squire & Company, PC	C
01	00011208	26,292.82	09/20/19	891198 UTAH STATE RISK MANAGEMENT	C
01	00011209	300.00	09/20/19	895600 VALLEY HIGH SCHOOL	C
01	00011209	-300.00	08/30/19	895600 VALLEY HIGH SCHOOL	CV
01	00011210	30.00	09/20/19	926213 WAYNE COUNTY	C
01	00011211	17,756.75	09/26/19	4626 Bank of America Credit Card	C
01	00011212	1,305.57	09/26/19	351500 HEALTH AND SAFETY SERVICES	C
01	00011213	337.50	09/26/19	7188 James Wade Moosman	C
01	00011214	1,500.00	09/26/19	8605 Jason Marshall	C
01	00011215	41.05	09/26/19	529797 LOA TOWN	C
01	00011216	15.90	09/26/19	819910 STUDIES WEEKLY INC	C
01	00011217	709.60	09/26/19	134334 THE CHARIOT GROUP INC	C
01	00011218	200.00	09/26/19	6041 The Bicknell Theatre	C
01	00011219	9,241.00	09/26/19	891198 UTAH STATE RISK MANAGEMENT	C
01	00011220	200.00	09/26/19	895600 VALLEY HIGH SCHOOL	C
01	00011221	15,508.50	09/27/19	585866 MOUNTAIN STATE SCHOOLBOOK	C

Total Bank No 01 146,065.70

11	00000147	116.58	09/25/19	850535 APRIL TORGERSON	A
11	00000148	29.97	09/25/19	582 Candence Peterson	A
11	00000149	340.00	09/25/19	3808 Deborah James	A
11	00000150	14.48	09/25/19	4839 Dwight Ellett	A
11	00000151	27.34	09/25/19	232987 ELLETT STEPHEN	A
11	00000152	71.24	09/25/19	8702 Elizabeth McCoy	A
11	00000153	8.86	09/25/19	507 Jan O. Brown	A
11	00000154	151.72	09/25/19	5657 John M Fahey	A
11	00000155	62.40	09/25/19	7803 Karrie McDaniel	A
11	00000156	26.40	09/25/19	8664 Nichole Brown	A

Total Bank No 11 848.99

Total Manual Checks	.00
Total Computer Checks	180,775.52
Total ACH Checks	848.99
Total Other Checks	.00
Total Electronic Checks	.00
Total Computer Voids	-34,709.82
Total Manual Voids	.00
Total ACH Voids	.00
Total Other Voids	.00
Total Electronic Voids	.00

Grand Total 146,914.69

Number of Checks 85

Batch Yr	Batch No	Amount
20	000126	19,697.51
20	000142	22,633.76
20	000165	56,918.56
20	000181	848.99
20	000189	31,307.37
20	000193	15,508.50

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Income Statement

GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
81 Revenues						
10-034-0-5310-3200-999 STATE MSP - FLEXIBLE ALLOCATION-WPU	10,245.88	.00	2,566.98	2,566.98	7,678.90	25.05
10-034-0-5455-3600-999 STATE MSP - VOTED LOCAL LEVY GUARANTEE	229,631.00	.00	57,427.43	57,427.43	172,203.57	25.01
10-034-0-5460-3600-999 STATE MSP - BOARD LOCAL LEVY GUARANTEE	41,381.00	.00	10,351.14	10,351.14	31,029.86	25.01
10-034-0-7380-4300-999 FEDERAL - ERATE	5,000.00	.00	.00	.00	5,000.00	.00
10-034-0-7699-4100-999 FEDERAL - RURAL SCHOOLS ACHIEVEMENT	28,836.00	.00	28,836.00	28,836.00	.00	100.00
10-030-0-9999-1110-999 PROPERTY TAX	-186,306.00	.00	.00	.00	-186,306.00	.00
10-030-0-9999-1114-999 PROPERTY TAX	-174,118.00	.00	.00	.00	-174,118.00	.00
10-034-0-9999-1110-999 PROPERTY TAX-BASIC	559,000.00	.00	.00	.00	559,000.00	.00
10-034-0-9999-1111-999 PROPERTY TAX REDEMPT-BASIC	15,000.00	.00	.00	.00	15,000.00	.00
10-034-0-9999-1112-999 PROPERTY TAX-VOTED LEVY	464,000.00	.00	.00	.00	464,000.00	.00
10-034-0-9999-1113-999 PROPERTY TAX REDEMPT-VOTED LEVY	13,000.00	.00	.00	.00	13,000.00	.00
10-034-0-9999-1114-999 PROPERTY TAX-BOARD LEVY	135,000.00	.00	.00	.00	135,000.00	.00
10-034-0-9999-1115-999 PROPERTY TAX REDEMPT-BOARD LEVY	4,000.00	.00	.00	.00	4,000.00	.00
10-034-0-9999-1160-999 PROPERTY TAX-FILT-BASIC	74,000.00	.00	.00	.00	74,000.00	.00
10-034-0-9999-1162-999 PROPERTY TAX-FILT-VOTED LEVY	61,000.00	.00	.00	.00	61,000.00	.00
10-034-0-9999-1164-999 PROPERTY TAX-FILT-BOARD LEVY	18,000.00	.00	.00	.00	18,000.00	.00
10-034-0-9999-1510-999 LOCAL - INTEREST	85,000.00	.00	15,276.51	15,276.51	69,723.49	17.97
10-034-0-9999-1980-999 OTHER MISC. REVENUE	61,556.00	.00	.00	.00	61,556.00	.00
10-034-0-9999-1990-999 LOCAL - MISC. REVENUES	35,000.00	.00	33,551.69	33,551.69	1,448.31	95.86
10-034-0-9999-3010-999 STATE MSP - K-12	857,805.00	.00	538,482.76	538,482.76	319,322.24	62.77
10-034-0-9999-3013-999 State MSP Foreign Exchange	.00	.00	883.00	883.00	-883.00	.00
10-034-0-9999-3015-999 STATE MSP - NEC. EXISTENT SMALL SCHOOLS	1,271,621.00	.00	105,968.48	105,968.48	1,165,652.52	8.33
10-034-0-9999-3020-999 STATE MSP - PROFESSIONAL STAFF	270,300.00	.00	22,524.99	22,524.99	247,775.01	8.33
10-034-0-9999-3025-999 STATE MSP - ADMIN COSTS	335,540.00	.00	27,961.67	27,961.67	307,578.33	8.33
81 Revenues	4,214,491.88	.00	843,830.65	843,830.65	3,370,661.23	20.02
91 Expenditures						
10-034-0-0005-2230-184 Salaries - Technology	70,100.00	.00	17,862.36	17,862.36	52,237.64	25.48
10-034-0-0005-2230-210 State Retirement	12,100.00	.00	2,729.22	2,729.22	9,370.78	22.56
10-034-0-0005-2230-220 FICA Payroll Taxes	5,400.00	.00	1,350.41	1,350.41	4,049.59	25.01
10-034-0-0005-2230-240 Insurance Benefits	24,400.00	.00	7,410.00	7,410.00	16,990.00	30.37
10-034-0-0005-2230-270 Workers Compensation Insurance	500.00	.00	355.00	355.00	145.00	71.00

Income Statement

GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-034-0-0005-2230-310 ADMIN.SERVICES - TECHNOLOGY-DO	8,000.00	.00	2,823.37	2,823.37	5,176.63	35.29
10-034-0-0005-2230-580 TRAVEL - TECHNOLOGY-DO	4,000.00	.00	781.92	781.92	3,218.08	19.55
10-034-0-0005-2230-610 SUPPLIES - TECHNOLOGY-DO	500.00	.00	9.29	9.29	490.71	1.86
10-034-0-0005-2230-650 TECH.SUPPLIES - TECHNOLOGY-DO	5,000.00	.00	1,513.20	1,513.20	3,486.80	30.26
10-034-0-0005-2230-670 SOFTWARE - TECHNOLOGY-DO	17,000.00	.00	11,329.29	11,329.29	5,670.71	66.64
10-034-0-0005-2230-730 EQUIPMENT - TECHNOLOGY-DO	1,000.00	.00	.00	.00	1,000.00	.00
10-034-0-0005-2310-111 Salaries - Board Members	27,500.00	.00	11,778.00	11,778.00	15,722.00	42.83
10-034-0-0005-2310-220 FICA Payroll Taxes	2,100.00	.00	894.85	894.85	1,205.15	42.61
10-034-0-0005-2310-240 Insurance Benefits	89,700.00	.00	22,002.00	22,002.00	67,698.00	24.53
10-034-0-0005-2310-270 Workers Compensation Insurance	200.00	.00	139.00	139.00	61.00	69.50
10-034-0-0005-2310-310 ADMIN.SERVICES - BOARD	500.00	.00	.00	.00	500.00	.00
10-034-0-0005-2310-580 TRAVEL - BOARD	33,000.00	278.40	4,926.32	4,926.32	27,795.28	15.77
10-034-0-0005-2310-810 DUES AND FEES - BOARD	3,800.00	.00	3,789.00	3,789.00	11.00	99.71
10-034-0-0005-2310-890 MISCELLANEOUS - BOARD	2,000.00	.00	587.26	587.26	1,412.74	29.36
10-034-0-0005-2316-340 PROF.SERVICES - AUDIT	15,000.00	.00	14,900.00	14,900.00	100.00	99.33
10-034-0-0005-2320-112 Salaries - Superintendent	70,800.00	.00	18,276.00	18,276.00	52,524.00	25.81
10-034-0-0005-2320-210 State Retirement	15,700.00	.00	3,914.52	3,914.52	11,785.48	24.93
10-034-0-0005-2320-220 FICA Payroll Taxes	5,500.00	.00	1,398.11	1,398.11	4,101.89	25.42
10-034-0-0005-2320-240 Insurance Benefits	500.00	.00	.00	.00	500.00	.00

Wayne School District

For 07/01/19 - 09/30/19

Income Statement

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GENERAL FUNDS

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Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-034-0-0005-2320-270 Workers Compensation Insurance	500.00	.00	358.00	358.00	142.00	71.60
10-034-0-0005-2320-310 PROF.SERVICES - EXECUTIVE ADMIN	500.00	.00	.00	.00	500.00	.00
10-034-0-0005-2320-540 ADVERTISING - PUBLIC NOTICES	5,000.00	.00	1,350.80	1,350.80	3,649.20	27.02
10-034-0-0005-2320-580 TRAVEL - SUPERINTENDENT	8,000.00	.00	1,325.67	1,325.67	6,674.33	16.57
10-034-0-0005-2320-610 SUPPLIES - SUPERINTENDENT	2,000.00	.00	1,389.41	1,389.41	610.59	69.47
10-034-0-0005-2320-810 DUES AND FEES - SUPERINTENDENT	1,900.00	.00	1,933.00	1,933.00	-33.00	101.74
10-034-0-0005-2320-890 MISCELLANEOUS - EXECUTIVE ADMIN	2,000.00	.00	619.83	619.83	1,380.17	30.99
10-034-0-0005-2500-114 Salaries - Business Administrator	77,000.00	.00	26,547.33	26,547.33	50,452.67	34.48
10-034-0-0005-2500-210 State Retirement	15,500.00	.00	5,262.84	5,262.84	10,237.16	33.95
10-034-0-0005-2500-220 FICA Payroll Taxes	5,900.00	.00	1,498.73	1,498.73	4,401.27	25.40
10-034-0-0005-2500-240 Insurance Benefits	24,700.00	.00	5,841.00	5,841.00	18,859.00	23.65
10-034-0-0005-2500-270 Workers Compensation Insurance	450.00	.00	390.00	390.00	60.00	86.67
10-034-0-0005-2500-290 Other Employee Benefits - Wellness Init	3,692.00	.00	2,563.22	2,563.22	1,128.78	69.43
10-034-0-0005-2500-291 Other Employee Benefits - Misc.	.00	.00	200.00	200.00	-200.00	.00
10-034-0-0005-2500-340 PROF.SERV - HIRING AND STAFFING	3,500.00	.00	244.50	244.50	3,255.50	6.99
10-034-0-0005-2500-349 LEGAL SERVICES - SUPPORT SERVICES	6,000.00	.00	68.00	68.00	5,932.00	1.13
10-034-0-0005-2500-580 TRAVEL - BUSINESS ADMIN	3,000.00	52.08	1,085.79	1,085.79	1,862.13	37.93
10-034-0-0005-2500-610 SUPPLIES - DO STAFF	3,000.00	.00	424.99	424.99	2,575.01	14.17
10-034-0-0005-2500-670 SOFTWARE - BUSINESS ADMIN	9,000.00	.00	2,000.00	2,000.00	7,000.00	22.22

Income Statement

GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-034-0-0005-2500-810 DUES AND FEES - BUSINESS ADMINISTRATOR	1,000.00	.00	66.00	66.00	934.00	6.60
10-034-0-0005-2500-890 MISCELLANEOUS - BUSINESS ADMIN	100.00	.00	.00	.00	100.00	.00
10-034-0-0005-2590-152 Salaries - Clerical	57,000.00	.00	17,729.76	17,729.76	39,270.24	31.10
10-034-0-0005-2590-210 State Retirement	13,400.00	.00	3,355.89	3,355.89	10,044.11	25.04
10-034-0-0005-2590-220 FICA Payroll Taxes	4,700.00	.00	1,347.48	1,347.48	3,352.52	28.67
10-034-0-0005-2590-240 Insurance Benefits	19,600.00	.00	3,225.67	3,225.67	16,374.33	16.46
10-034-0-0005-2590-270 Workers Compensation Insurance	350.00	.00	289.00	289.00	61.00	82.57
10-034-0-0005-2590-550 PRINTING - DO	2,000.00	1,672.01	327.99	327.99	.00	100.00
10-034-0-0005-2590-580 TRAVEL - CLERICAL STAFF	500.00	.00	.00	.00	500.00	.00
10-034-0-0005-2590-610 SUPPLIES - SUPPORT SERVICES	500.00	.00	.00	.00	500.00	.00
10-034-0-0005-2590-890 MISCELLANEOUS - SUPPORT SERVICES	500.00	.00	.00	.00	500.00	.00
10-108-0-0050-1000-131 Salaries - Teachers	60,819.00	.00	5,026.91	5,026.91	55,792.09	8.27
10-112-0-0050-1000-131 Salaries - Teachers	339,602.88	.00	33,505.52	33,505.52	306,097.36	9.87
10-302-0-0050-1000-131 Salaries - Teachers	339,468.00	.00	50,053.34	50,053.34	289,414.66	14.74
10-704-0-0050-1000-131 Salaries - Teachers	336,787.00	.00	24,626.21	24,626.21	312,160.79	7.31
10-108-0-0050-1000-132 Salaries - Substitute	1,000.00	.00	.00	.00	1,000.00	.00
10-112-0-0050-1000-132 Salaries - Substitute	8,000.00	.00	341.90	341.90	7,658.10	4.27
10-302-0-0050-1000-132 Salaries - Substitute	8,000.00	.00	323.12	323.12	7,676.88	4.04
10-704-0-0050-1000-132 Salaries - Substitute	7,000.00	.00	326.92	326.92	6,673.08	4.67
10-108-0-0050-1000-161 Salaries - Aides	10,500.00	.00	946.45	946.45	9,553.55	9.01
10-108-0-0050-1000-210 State Retirement	13,538.00	.00	1,180.20	1,180.20	12,357.80	8.72
10-112-0-0050-1000-210 State Retirement	86,260.00	.00	7,658.12	7,658.12	78,601.88	8.88
10-302-0-0050-1000-210 State Retirement	72,063.00	.00	5,777.99	5,777.99	66,285.01	8.02
10-704-0-0050-1000-210 State Retirement	65,939.00	661.46	4,357.46	4,357.46	60,920.08	7.61
10-108-0-0050-1000-220 FICA Payroll Taxes	5,510.00	.00	432.63	432.63	5,077.37	7.85

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GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-112-0-0050-1000-220 FICA Payroll Taxes	30,180.00	.00	2,520.41	2,520.41	27,659.59	8.35
10-302-0-0050-1000-220 FICA Payroll Taxes	26,125.00	.00	3,818.31	3,818.31	22,306.69	14.62
10-704-0-0050-1000-220 FICA Payroll Taxes	23,418.00	.00	1,887.74	1,887.74	21,530.26	8.06
10-108-0-0050-1000-240 Insurance Benefits	23,311.00	.00	1,955.11	1,955.11	21,355.89	8.39
10-112-0-0050-1000-240 Insurance Benefits	148,384.00	.00	12,476.78	12,476.78	135,907.22	8.41
10-302-0-0050-1000-240 Insurance Benefits	83,214.00	.00	6,137.65	6,137.65	77,076.35	7.38
10-704-0-0050-1000-240 Insurance Benefits	94,274.00	.00	7,885.04	7,885.04	86,388.96	8.36
10-108-0-0050-1000-270 Workers Compensation Insurance	650.00	.00	457.00	457.00	193.00	70.31
10-112-0-0050-1000-270 Workers Compensation Insurance	4,300.00	.00	4,021.00	4,021.00	279.00	93.51
10-302-0-0050-1000-270 Workers Compensation Insurance	2,800.00	.00	2,617.00	2,617.00	183.00	93.46
10-704-0-0050-1000-270 Workers Compensation Insurance	4,400.00	.00	3,929.00	3,929.00	471.00	89.30
10-108-0-0050-1000-340 PROFESSIONAL SERVICES - HES	500.00	.00	.00	.00	500.00	.00
10-112-0-0050-1000-340 PROFESSIONAL SERVICES - LES	500.00	.00	.00	.00	500.00	.00
10-302-0-0050-1000-340 PROFESSIONAL SERVICES - WMS	1,000.00	.00	.00	.00	1,000.00	.00
10-704-0-0050-1000-340 PROFESSIONAL SERVICES - WHS	2,000.00	.00	.00	.00	2,000.00	.00
10-108-0-0050-1000-550 PRINTING - INSTRUCTION-HES	2,000.00	1,625.16	374.84	374.84	.00	100.00
10-112-0-0050-1000-550 PRINTING - INSTRUCTION-LES	5,000.00	4,744.43	255.57	255.57	.00	100.00
10-302-0-0050-1000-550 PRINTING - INSTRUCTION-WMS	4,000.00	2,909.55	1,090.45	1,090.45	.00	100.00
10-704-0-0050-1000-550 PRINTING - INSTRUCTION-WHS	6,000.00	3,789.26	2,210.74	2,210.74	.00	100.00
10-108-0-0050-1000-612 SUPPLIES - INSTRUCTION-HES	1,480.40	.00	190.91	190.91	1,289.49	12.90
10-112-0-0050-1000-612 SUPPLIES - INSTRUCTION-LES	-6,672.27	27.60	241.46	241.46	-6,941.33	-4.03
10-302-0-0050-1000-612 SUPPLIES - INSTRUCTION-WMS	4,191.23	.00	872.72	872.72	3,318.51	20.82
10-704-0-0050-1000-612 SUPPLIES - INSTRUCTION-WHS	5,060.03	435.15	164.93	164.93	4,459.95	11.86
10-108-0-0050-1000-641 BOOKS AND PERIODICALS - HES	846.64	.00	15.90	15.90	830.74	1.88
10-112-0-0050-1000-641 BOOKS AND PERIODICALS - LES	23,475.85	.00	682.14	682.14	22,793.71	2.91
10-302-0-0050-1000-641 BOOKS AND PERIODICALS - WMS	1,050.53	.00	.00	.00	1,050.53	.00
10-704-0-0050-1000-641 BOOKS AND PERIODICALS - WHS	1,942.67	.00	.00	.00	1,942.67	.00
10-108-0-0050-1000-650 TECHNOLOGY SUPPLIES - HES	3,635.59	.00	2,588.24	2,588.24	1,047.35	71.19
10-112-0-0050-1000-650 TECHNOLOGY SUPPLIES - LES	6,252.42	.00	3,524.91	3,524.91	2,727.51	56.38
10-302-0-0050-1000-650 TECHNOLOGY SUPPLIES - WMS	2,117.69	.00	888.69	888.69	1,229.00	41.97
10-704-0-0050-1000-650 TECHNOLOGY SUPPLIES - WHS	5,833.59	.00	4,122.66	4,122.66	1,710.93	70.67
10-108-0-0050-1000-730 EQUIPMENT - INSTRUCTION-HES	1.00	.00	.00	.00	1.00	.00
10-112-0-0050-1000-730 EQUIPMENT - INSTRUCTION-LES	1.00	.00	.00	.00	1.00	.00
10-302-0-0050-1000-730 EQUIPMENT - INSTRUCTION-WMS	1.00	.00	.00	.00	1.00	.00
10-704-0-0050-1000-730 EQUIPMENT - INSTRUCTION-WHS	1.00	.00	.00	.00	1.00	.00

Wayne School District

For 07/01/19 - 09/30/19

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GENERAL FUNDS

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Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-704-0-0050-1000-870 Indirect Costs	-47,600.00	.00	.00	.00	-47,600.00	.00
10-108-0-0050-1000-890 MISCELLANEOUS - INSTRUCTION-HES	1.00	.00	.00	.00	1.00	.00
10-112-0-0050-1000-890 MISCELLANEOUS - INSTRUCTION-LES	1.00	.00	.00	.00	1.00	.00
10-302-0-0050-1000-890 MISCELLANEOUS - INSTRUCTION-WMS	1.00	.00	.00	.00	1.00	.00
10-704-0-0050-1000-890 MISCELLANEOUS - INSTRUCTION-WHS	1.00	.00	.00	.00	1.00	.00
10-112-0-0050-2110-141 Salaries - Social Worker	23,900.00	.00	4,405.83	4,405.83	19,494.17	18.43
10-302-0-0050-2110-141 Salaries - Social Worker	23,900.00	.00	2,124.58	2,124.58	21,775.42	8.89
10-704-0-0050-2110-141 Salaries - Social Worker	9,437.00	.00	.00	.00	9,437.00	.00
10-112-0-0050-2110-210 State Retirement	5,300.00	.00	967.42	967.42	4,332.58	18.25
10-302-0-0050-2110-210 State Retirement	5,300.00	.00	416.33	416.33	4,883.67	7.86
10-704-0-0050-2110-210 State Retirement	2,435.00	.00	.00	.00	2,435.00	.00
10-112-0-0050-2110-220 FICA Payroll Taxes	1,900.00	.00	329.56	329.56	1,570.44	17.35
10-302-0-0050-2110-220 FICA Payroll Taxes	1,900.00	.00	159.08	159.08	1,740.92	8.37
10-704-0-0050-2110-220 FICA Payroll Taxes	902.00	.00	.00	.00	902.00	.00
10-112-0-0050-2110-240 Insurance Benefits	12,300.00	.00	1,995.00	1,995.00	10,305.00	16.22
10-302-0-0050-2110-240 Insurance Benefits	12,200.00	.00	997.50	997.50	11,202.50	8.18
10-704-0-0050-2110-240 Insurance Benefits	4,013.00	.00	.00	.00	4,013.00	.00
10-112-0-0050-2110-340 PROF.SERVICES - SOCIAL WORK-LES	1,000.00	.00	.00	.00	1,000.00	.00
10-112-0-0050-2110-580 TRAVEL - SOCIAL WORK-LES	1,000.00	.00	71.24	71.24	928.76	7.12
10-112-0-0050-2110-612 SUPPLIES - SOCIAL WORK-LES	250.00	.00	.00	.00	250.00	.00
10-302-0-0050-2110-612 SUPPLIES - SOCIAL WORK-WMS	250.00	.00	.00	.00	250.00	.00
10-704-0-0050-2120-142 Salaries - Guidance Personnel	38,300.00	.00	3,270.82	3,270.82	35,029.18	8.54
10-704-0-0050-2120-161 Salaries - Aides - Guidance	9,700.00	.00	774.69	774.69	8,925.31	7.99
10-704-0-0050-2120-210 State Retirement	10,700.00	.00	958.37	958.37	9,741.63	8.96
10-704-0-0050-2120-220 FICA Payroll Taxes	3,700.00	.00	309.48	309.48	3,390.52	8.36
10-704-0-0050-2120-240 Insurance Benefits	14,500.00	.00	1,238.39	1,238.39	13,261.61	8.54
10-704-0-0050-2120-580 TRAVEL - COUSELOR-WHS	500.00	.00	153.04	153.04	346.96	30.61

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Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-704-0-0050-2120-612 SUPPLIES - COUNSELING-WHS	500.00	.00	.00	.00	500.00	.00
10-034-0-0050-2200-240 Insurance Benefits	18,000.00	.00	3,108.21	3,108.21	14,891.79	17.27
10-034-0-0050-2200-340 PROFESSIONAL SERVICES - DO	.00	.00	425.00	425.00	-425.00	.00
10-108-0-0050-2200-580 TRAVEL - TEACHERS-HES	500.00	.00	55.60	55.60	444.40	11.12
10-112-0-0050-2200-580 TRAVEL - TEACHERS-LES	3,500.00	.00	.00	.00	3,500.00	.00
10-302-0-0050-2200-580 TRAVEL - TEACHERS-WMS	2,500.00	.00	.00	.00	2,500.00	.00
10-704-0-0050-2200-580 TRAVEL - TEACHERS-WHS	3,500.00	.00	141.00	141.00	3,359.00	4.03
10-034-0-0050-2200-612 SUPPLIES - Instruction - DO	1,000.00	.00	2,935.58	2,935.58	-1,935.58	293.56
10-034-0-0050-2200-641 BOOKS - DO	20,000.00	.00	.00	.00	20,000.00	.00
10-034-0-0050-2200-670 SOFTWARE - INSTRUCTION-DO	2,800.00	.00	.00	.00	2,800.00	.00
10-034-0-0050-2200-730 EQUIPMENT - INSTRUCTION-DO	19,730.94	.00	.00	.00	19,730.94	.00
10-034-0-0050-2210-115 Salaries - Curriculum Supervisor	16,400.00	.00	3,813.24	3,813.24	12,586.76	23.25
10-034-0-0050-2210-210 State Retirement	3,650.00	.00	903.38	903.38	2,746.62	24.75
10-034-0-0050-2210-220 FICA Payroll Taxes	1,250.00	.00	291.71	291.71	958.29	23.34
10-034-0-0050-2210-240 Insurance Benefits	100.00	.00	.00	.00	100.00	.00
10-108-0-0050-2220-162 Salaries - Media	3,400.00	.00	295.21	295.21	3,104.79	8.68
10-112-0-0050-2220-162 Salaries - Media	6,500.00	.00	472.53	472.53	6,027.47	7.27
10-302-0-0050-2220-162 Salaries - Media	4,600.00	.00	85.33	85.33	4,514.67	1.86
10-704-0-0050-2220-162 Salaries - Media	6,900.00	.00	694.23	694.23	6,205.77	10.06
10-108-0-0050-2220-210 State Retirement	800.00	.00	69.94	69.94	730.06	8.74
10-704-0-0050-2220-210 State Retirement	.00	.00	164.46	164.46	-164.46	.00
10-108-0-0050-2220-220 FICA Payroll Taxes	300.00	.00	22.55	22.55	277.45	7.52
10-112-0-0050-2220-220 FICA Payroll Taxes	500.00	.00	36.15	36.15	463.85	7.23
10-302-0-0050-2220-220 FICA Payroll Taxes	400.00	.00	6.53	6.53	393.47	1.63
10-704-0-0050-2220-220 FICA Payroll Taxes	500.00	.00	53.12	53.12	446.88	10.62

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Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-034-0-0050-2220-310 ADMIN.SERVICES - MEDIA-DO	650.00	.00	.00	.00	650.00	.00
10-108-0-0050-2220-644 LIBRARY BOOKS - HES	379.09	.00	.00	.00	379.09	.00
10-112-0-0050-2220-644 LIBRARY BOOKS - LES	1,987.75	.00	76.06	76.06	1,911.69	3.83
10-302-0-0050-2220-644 LIBRARY BOOKS - WMS	1,683.93	.00	11.70	11.70	1,672.23	.69
10-704-0-0050-2220-644 LIBRARY BOOKS - WHS	3,073.80	920.88	.00	.00	2,152.92	29.96
10-108-0-0050-2400-121 Salaries - Principal	16,400.00	.00	3,813.24	3,813.24	12,586.76	23.25
10-112-0-0050-2400-121 Salaries - Principal	49,300.00	.00	4,148.00	4,148.00	45,152.00	8.41
10-302-0-0050-2400-121 Salaries - Principal	44,300.00	.00	3,690.41	3,690.41	40,609.59	8.33
10-704-0-0050-2400-121 Salaries - Principal	49,600.00	.00	4,173.08	4,173.08	45,426.92	8.41
10-108-0-0050-2400-152 Salaries - Secretary	19,400.00	.00	2,418.39	2,418.39	16,981.61	12.47
10-112-0-0050-2400-152 Salaries - Secretary	23,200.00	.00	2,976.12	2,976.12	20,223.88	12.83
10-302-0-0050-2400-152 Salaries - Secretary	27,500.00	.00	3,911.64	3,911.64	23,588.36	14.22
10-704-0-0050-2400-152 Salaries - Secretary	34,300.00	.00	7,795.61	7,795.61	26,504.39	22.73
47 10-108-0-0050-2400-210 State Retirement	8,000.00	.00	1,462.08	1,462.08	6,537.92	18.28
10-112-0-0050-2400-210 State Retirement	16,100.00	.00	1,555.80	1,555.80	14,544.20	9.66
10-302-0-0050-2400-210 State Retirement	16,000.00	.00	1,645.37	1,645.37	14,354.63	10.28
10-704-0-0050-2400-210 State Retirement	17,800.00	.00	1,957.66	1,957.66	15,842.34	11.00
10-108-0-0050-2400-220 FICA Payroll Taxes	2,800.00	.00	472.13	472.13	2,327.87	16.86
10-112-0-0050-2400-220 FICA Payroll Taxes	5,600.00	.00	514.57	514.57	5,085.43	9.19
10-302-0-0050-2400-220 FICA Payroll Taxes	5,500.00	.00	569.72	569.72	4,930.28	10.36
10-704-0-0050-2400-220 FICA Payroll Taxes	6,500.00	.00	903.16	903.16	5,596.84	13.89
10-108-0-0050-2400-240 Insurance Benefits	300.00	.00	.00	.00	300.00	.00
10-112-0-0050-2400-240 Insurance Benefits	33,700.00	.00	3,203.15	3,203.15	30,496.85	9.50
10-302-0-0050-2400-240 Insurance Benefits	40,600.00	.00	3,950.17	3,950.17	36,649.83	9.73
10-704-0-0050-2400-240 Insurance Benefits	34,400.00	.00	3,473.00	3,473.00	30,927.00	10.10
10-034-0-0050-2400-270 Workers Compensation Insurance	100.00	.00	164.00	164.00	-64.00	164.00
10-108-0-0050-2400-270 Workers Compensation Insurance	250.00	.00	198.00	198.00	52.00	79.20
10-112-0-0050-2400-270 Workers Compensation Insurance	550.00	.00	531.00	531.00	19.00	96.55
10-302-0-0050-2400-270 Workers Compensation Insurance	650.00	.00	508.00	508.00	142.00	78.15
10-704-0-0050-2400-270 Workers Compensation Insurance	900.00	.00	956.00	956.00	-56.00	106.22
10-108-0-0050-2400-580 TRAVEL - PRINCIPAL-HES	1,000.00	.00	233.90	233.90	766.10	23.39
10-112-0-0050-2400-580 TRAVEL - PRINCIPAL-LES	2,500.00	.00	98.19	98.19	2,401.81	3.93
10-302-0-0050-2400-580 TRAVEL - PRINCIPAL-WMS	2,500.00	.00	58.80	58.80	2,441.20	2.35
10-704-0-0050-2400-580 TRAVEL - PRINCIPAL-WHS	2,500.00	.00	215.50	215.50	2,284.50	8.62

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GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-108-0-0050-2400-612 SUPPLIES - OFFICE-HES	609.62	35.55	.00	.00	574.07	5.83
10-112-0-0050-2400-612 SUPPLIES - OFFICE-LES	3,418.25	.00	189.30	189.30	3,228.95	5.54
10-302-0-0050-2400-612 SUPPLIES - OFFICE-WMS	1,240.25	322.99	89.52	89.52	827.74	33.26
10-704-0-0050-2400-612 SUPPLIES - OFFICE-WHS	2,623.68	.00	859.06	859.06	1,764.62	32.74
10-704-0-0050-2400-810 DUES AND FEES - OFFICE-WHS	41,000.00	.00	979.00	979.00	40,021.00	2.39
10-112-0-0050-2400-890 MISCELLANEOUS - SUPPORT SERVICES-LES	.00	.00	15.87	15.87	-15.87	.00
10-704-0-0050-2700-510 TRAVEL - STUDENTS-WHS	6,000.00	.00	.00	.00	6,000.00	.00
10-302-0-0230-1000-195 Salaries - Coaching/Activity Stipend	1,000.00	.00	.00	.00	1,000.00	.00
10-704-0-0230-1000-195 Salaries - Coaching/Activity Stipends	41,000.00	.00	.00	.00	41,000.00	.00
10-704-0-0230-1000-210 State Retirement	2,100.00	.00	.00	.00	2,100.00	.00
10-302-0-0230-1000-220 FICA Payroll Taxes	100.00	.00	.00	.00	100.00	.00
10-704-0-0230-1000-220 FICA Payroll Taxes	3,200.00	.00	.00	.00	3,200.00	.00
10-704-0-0230-1000-890 MISCELLANEOUS - COACHES & ACTIVITIES	500.00	.00	.00	.00	500.00	.00
10-704-0-0231-2400-198 Salaries - Ticket Taker	1,500.00	.00	130.34	130.34	1,369.66	8.69
10-704-0-0231-2400-210 State Retirement	100.00	.00	21.45	21.45	78.55	21.45
10-704-0-0231-2400-220 FICA Payroll Taxes	200.00	.00	9.97	9.97	190.03	4.99
10-034-0-2785-2600-182 Salaries - Maintenance and Custodial	101,000.00	.00	20,401.20	20,401.20	80,598.80	20.20
10-108-0-2785-2600-182 Salaries - Maintenance and Custodial	10,700.00	.00	2,352.00	2,352.00	8,348.00	21.98
10-112-0-2785-2600-182 Salaries - Maintenance and Custodial	22,400.00	.00	4,996.47	4,996.47	17,403.53	22.31
10-302-0-2785-2600-182 Salaries - Maintenance and Custodial	23,300.00	.00	4,785.97	4,785.97	18,514.03	20.54
10-704-0-2785-2600-182 Salaries - Maintenance and Custodial	63,500.00	.00	15,653.36	15,653.36	47,846.64	24.65
10-034-0-2785-2600-210 State Retirement	18,600.00	.00	4,237.09	4,237.09	14,362.91	22.78
10-108-0-2785-2600-210 State Retirement	2,300.00	.00	557.20	557.20	1,742.80	24.23
10-302-0-2785-2600-210 State Retirement	5,200.00	.00	.00	.00	5,200.00	.00
10-704-0-2785-2600-210 State Retirement	10,200.00	.00	2,120.25	2,120.25	8,079.75	20.79
10-034-0-2785-2600-220 FICA Payroll Taxes	7,800.00	.00	1,550.52	1,550.52	6,249.48	19.88
10-108-0-2785-2600-220 FICA Payroll Taxes	850.00	.00	178.70	178.70	671.30	21.02
10-112-0-2785-2600-220 FICA Payroll Taxes	1,700.00	.00	382.24	382.24	1,317.76	22.48

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Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-302-0-2785-2600-220 FICA Payroll Taxes	1,800.00	.00	366.13	366.13	1,433.87	20.34
10-704-0-2785-2600-220 FICA Payroll Taxes	4,900.00	.00	1,191.16	1,191.16	3,708.84	24.31
10-034-0-2785-2600-240 Insurance Benefits	46,700.00	.00	11,817.84	11,817.84	34,882.16	25.31
10-704-0-2785-2600-240 Insurance Benefits	1,200.00	.00	213.00	213.00	987.00	17.75
10-034-0-2785-2600-270 Workers Compensation Insurance	1,100.00	.00	1,118.00	1,118.00	-18.00	101.64
10-034-0-2785-2600-410 UTILITIES-DO	2,500.00	.00	824.95	824.95	1,675.05	33.00
10-108-0-2785-2600-410 UTILITIES-HES	1,500.00	.00	103.00	103.00	1,397.00	6.87
10-112-0-2785-2600-410 UTILITIES-LES	2,000.00	.00	80.00	80.00	1,920.00	4.00
10-302-0-2785-2600-410 UTILITIES-WMS	2,500.00	.00	205.52	205.52	2,294.48	8.22
10-704-0-2785-2600-410 UTILITIES-WHS	6,000.00	.00	72.95	72.95	5,927.05	1.22
10-034-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-DO	2,000.00	.00	.00	.00	2,000.00	.00
10-108-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-HES	2,000.00	83.85	83.85	83.85	1,832.30	8.39
10-112-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-LES	1,500.00	130.44	127.59	127.59	1,241.97	17.20
10-302-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-WMS	2,000.00	130.44	127.59	127.59	1,741.97	12.90
10-704-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-WHS	3,500.00	130.44	127.59	127.59	3,241.97	7.37
10-034-0-2785-2600-530 TELEPHONE - DO	8,000.00	.00	1,096.31	1,096.31	6,903.69	13.70
10-108-0-2785-2600-530 TELEPHONE - HES	1,500.00	.00	191.85	191.85	1,308.15	12.79
10-112-0-2785-2600-530 TELEPHONE - LES	3,000.00	.00	364.01	364.01	2,635.99	12.13
10-302-0-2785-2600-530 TELEPHONE - WMS	2,500.00	.00	484.10	484.10	2,015.90	19.36
10-704-0-2785-2600-530 TELEPHONE - WHS	4,000.00	.00	487.49	487.49	3,512.51	12.19
10-034-0-2785-2600-580 TRAVEL - MAINTENANCE-DO	500.00	.00	104.79	104.79	395.21	20.96
10-034-0-2785-2600-622 ELECTRICITY-DO	3,500.00	.00	609.52	609.52	2,890.48	17.41
10-108-0-2785-2600-622 ELECTRICITY-HES	9,000.00	.00	1,254.42	1,254.42	7,745.58	13.94
10-112-0-2785-2600-622 ELECTRICITY-LES	18,000.00	.00	1,257.36	1,257.36	16,742.64	6.99
10-302-0-2785-2600-622 ELECTRICITY-WMS	13,000.00	.00	1,332.00	1,332.00	11,668.00	10.25
10-704-0-2785-2600-622 ELECTRICITY-WHS	35,000.00	.00	2,993.34	2,993.34	32,006.66	8.55
10-108-0-2785-2600-623 PROPANE - HES	10,000.00	.00	.00	.00	10,000.00	.00
10-704-0-2785-2600-623 PROPANE - WHS	50,000.00	.00	-4,893.24	-4,893.24	54,893.24	-9.79
10-034-0-2785-2600-625 COAL HEAT - DO	-14,205.68	.00	.00	.00	-14,205.68	.00
10-112-0-2785-2600-625 COAL HEAT - LES	8,000.00	.00	.00	.00	8,000.00	.00
10-302-0-2785-2600-625 COAL HEAT - WMS	8,000.00	.00	.00	.00	8,000.00	.00
10-034-0-2785-2600-626 MOTOR FUEL - MAINTENANCE-DO	5,000.00	.00	1,411.21	1,411.21	3,588.79	28.22

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Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-034-0-2785-2600-730 EQUIPMENT - MAINTENANCE-DO	52,625.00	7.50	.00	.00	52,617.50	.01
10-302-0-2785-2600-730 EQUIPMENT - MAINTENANCE-WMS	2,375.00	2,374.53	.00	.00	.47	99.98
10-034-0-2785-2600-890 MISCELLANEOUS - MAINTENANCE-DO	100.00	.00	179.99	179.99	-79.99	179.99
10-034-0-2785-2620-610 BUILDING CLEANING AND SUPPLIES-DO	500.00	49.32	.00	.00	450.68	9.86
10-108-0-2785-2620-610 BUILDING CLEANING AND SUPPLIES-HES	1,000.00	.00	5.28	5.28	994.72	.53
10-112-0-2785-2620-610 BUILDING CLEANING AND SUPPLIES-LES	5,000.00	.00	3,786.92	3,786.92	1,213.08	75.74
10-302-0-2785-2620-610 BUILDING CLEANING AND SUPPLIES-WMS	3,000.00	.00	3,103.37	3,103.37	-103.37	103.45
10-704-0-2785-2620-610 BUILDING CLEANING AND SUPPLIES-WHS	6,000.00	.00	5,222.67	5,222.67	777.33	87.04
10-034-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-DO	7,500.00	5,214.13	4,050.35	4,050.35	-1,764.48	123.53
10-108-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-HES	3,000.00	1,642.19	2,274.52	2,274.52	-916.71	130.56
10-112-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-LES	8,000.00	3,022.33	512.77	512.77	4,464.90	44.19
10-302-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-WMS	5,000.00	2,248.02	1,294.74	1,294.74	1,457.24	70.86
10-704-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-WHS	12,000.00	2,921.16	2,228.62	2,228.62	6,850.22	42.91
10-034-0-2785-2630-680 GROUNDS MAINT AND SUPPLIES-DO	1,500.00	1,122.71	205.77	205.77	171.52	88.57
10-108-0-2785-2630-680 GROUNDS MAINT AND SUPPLIES-HES	500.00	442.09	157.91	157.91	-100.00	120.00
10-112-0-2785-2630-680 GROUNDS MAINT AND SUPPLIES-LES	500.00	780.01	19.99	19.99	-300.00	160.00
10-302-0-2785-2630-680 GROUNDS MAINT AND SUPPLIES-WMS	500.00	800.00	.00	.00	-300.00	160.00
10-704-0-2785-2630-680 GROUNDS MAINT AND SUPPLIES-WHS	2,000.00	1,282.85	475.14	475.14	242.01	87.90
10-034-0-2785-2650-680 FLEET VEHICLE MAINT AND SUPPLIES	5,000.00	2,582.80	1,590.37	1,590.37	826.83	83.46
10-112-0-9001-2600-198 Salaries - Crossing Guard	2,000.00	.00	170.00	170.00	1,830.00	8.50
10-112-0-9001-2600-220 FICA Payroll Taxes	200.00	.00	13.01	13.01	186.99	6.51
10-034-0-9999-2200-131 Salaries - General	50,000.00	.00	.00	.00	50,000.00	.00
10-034-0-9999-2310-280 Unemployment Insurance	3,000.00	.00	.00	.00	3,000.00	.00
10-034-0-9999-2310-522 INSURANCE - LIABILITY	9,000.00	.00	12,021.00	12,021.00	-3,021.00	133.57
10-034-0-9999-2500-890 OTHER MISC. EXPENSE	61,556.00	90.00	.00	.00	61,466.00	.15
10-034-0-9999-2600-521 INSURANCE - PROPERTY	26,000.00	.00	26,292.82	26,292.82	-292.82	101.13
10-034-0-9999-5210-890 Transfer to School Lunch Fund 51	54,000.00	.00	.00	.00	54,000.00	.00
91 Expenditures	4,214,491.88	42,529.33	641,396.62	641,396.62	3,530,565.93	16.23

School Board Notes – September 6, 2019

1. Interagency Justice Meeting - Judge Keisels, who replaced Judge Lyman, asked to meet with agencies associated with the Wayne County court system. The Judge would like to convene an interagency meeting 2 times a year and then local agencies convene 2 times a year. We are thinking we could have this meeting as part of the YCC. The discussion was his concern about truancy. We expressed a concern on how to use the interagency assets to help kids early in the cycle. The Sheriff Department asked that information about student issues be passed to them as soon as it happens. The subject of educational was brought up and we expressed concern that we needed mediation support for lower grades. We also expressed concern about putting pressure on families to get to school because they move to homeschool. The judge asked that we meet together and discuss some of the coordination details.
2. Lance has expressed concern about the safety of students as they load and unload the busses in the morning and afternoon. I asked Lance meet with the school's School Community Counsel to develop a routing plan. I also met with the sheriff and discussed our student safety concerns. He said that as he is working on his officers' schedule, he will try to have a presence on 1st North at 3:00.
3. Suicide Prevention Programs – We recently submitted our suicide prevention grants to the state of Utah. The grants provide the funds to purchase suicide prevention programs for the district. The grant application provides a list of state approved research-based suicide prevention programs. The programs we use (Lifeline, Hope 4 Utah, QPR and SafeUT) are all on the list of authorized programs.
4. CUES Board Meeting
 - Vice Chair Election – I was elected as Vice Chair for the CUES Board and the position is also Chair next year.
 - Financial Report and Vehicle Purchase – agreed to purchase a car for the behavior specialist. This will allow the behavior specialist to travel between districts and schools.

- BCBA New Hire – CUES hired a behavior specialist, Loren Ezzell from South Sanpete.
- Fingerprint Machines – The current fingerprint machines are ending their lifespan. CUES is looking at developing an RFP to purchase replacements.
- Mental/Behavioral Health – Reviewed the CUES mental health plan. Central Utah Counseling was present and discussed the tired system of support and an effective how Tier I can help the higher level of support can be more effective. Continued discussion will take place to arrange the detailed level of support for each district.
- Principal Network – The state has realized that there is a need for principal mentoring/coaching. They developed the Principal Partnership Network so that principals will have a structure to have principals learn together. We will work with the principals in the CUES region so they will learn together primarily they will meet electronically.

School Board Notes – September 13, 2019

1. Superintendent Meeting

a. UHSAA

1. Emerging Sports – Developed a step by step procedure for approving a new sport. Survey outside the school activities. With data will create an emerging sports list. Team can request being put on limited participation list. If enough participation (20% female and 30% male) then the sport can be sanctioned.
2. Rating Performance Index Procedures – Starting to RPI on UHSAA website. 1a baseball now on the RPI.
3. Fan Behavior Protocol – Concerned about fan behavior.
4. Sports Medicine Items – Sports medicine committee asks that we have a Wet Bulb Globe, provides for humidity levels and helps to determine if practice should be altered. What emergency action plans do we have for after school activities. Cooling tub should be available.
5. Coaches Certification Responsibilities – All coaches must be certified. Starting AD certification but not required at this point. They are concerned about small district and small schools.

b. Utah State Board of Education Items

1. Full Day Kindergarten - State Board wants to know if all day K is something the superintendents are in favor. About 20% of districts provide all day and 25 superintendents show interest.
2. USBE Final Rule on School Fees – Looking at changes in spend plan. The state will have meetings on the school fee plans but state was waiting for last school fee rule update.
3. USBE Study on School Funding – This is a WestEd Study is to examine the state funding structure. Looking at all aspects of education and results to determine the effectiveness of the funding systems.
4. Legislative Audit – Legislature looking at doing a performance audit for schools and districts.

c. Governor's Office: Budget Priorities

1. Early Learning - expand OEK for all at risk students \$18 million and early literacy professional learning \$20 million
2. Governor reluctant to change constitutional guarantee for education
3. Governor's office supportive of Social Emotional learning

4. School Safety Survey helped with mental health funding will do a follow up survey
 5. email vaping concerns to Tami so she will have support for action.
- d. School Land Trust Discussion – some school looking at changing the spend plans that would allow spending on other than academic areas.
2. UHSAA Meeting – They reviewed a couple of key points:
 - a. Sportsmanship – Principals need to enforce sportsmanship standards at their schools. Standards of conduct should be posted. Taunting will not be tolerated. Principals provided a yellow and red card systems for behavior that applies to students, coaches, parents and fans. Officials do not have responsibility for discipline, but will stop the game if there is taunting.
 - b. RPI (Rating Percentage Index) System – the UHSAA is starting to use the RPI to rank teams as well as establishing the playoff brackets. The RPI will be available 4 weeks after the season starts (1A Baseball is now available). The data is drawn from the team’s record, you opponents record and your opponent’s opponents record.
 3. Met with the Mental Health Team and discussed policies and procedures moving forward. We talked about that our policies reflect state law, but that we need some local procedures to help us implement. They will first work on different procedures in suicide prevention. While developing procedures they will document what we are doing and then supplement that with procedures from districts that have had more experience with suicides.
 4. Maintenance Meeting – Tyler and I met with the maintenance team to go over expectations, procedures and priorities. I will do the classified evaluations for Shane and Bronson. They will continue to work the maintenance ticket system and are committed to provide better feedback to the initiators of the request. I will work with Andrea to ensure the principals receive copies of tickets for their buildings. I provided Shane with our priorities for maintenance. First priority safety concerns, second anything that would prevent classroom instruction, third tickets oldest first and fourth long term projects (e.g. district house).
 5. I met with Cherie and talked about Hanksville. She spent 2 days in Hanksville this week both observing and teaching. She is concerned about the education the students are receiving, primarily expectations and classroom management. Cherie is making some personnel changes that will assist Cindy. The first will be to increase Chylene to 40 hours. This will enable Chylene to stay in school for the full Friday. Chylene has been particularly helpful in working with the older students in the school. Ann will have up to 16 hours, some SPED and some regular. She adds the flexible support that we need with the SPED students in preschool and kindergarten. Karrie will move to Loa Elementary. Both Cherie and Jamie spoke with her and she expressed her preference to work in Loa. The school will also hire a 6-hour to teach the preschool. Cherie will continue to work with Cindy so that expectations increase and classroom behavior improves. For reference, I have attached Cherie’s proposal.
 6. This week we had a concern from a parent about a background check. We received a volunteer request form and with a volunteer request we are required to do a background check. In the case of this volunteer we had some negative information. In this case we follow state law and board policy. The law 53G-11-405 paragraph 3 states, “When making decisions regarding initial employment, initial licensing, or initial appointment for the individuals subject to background checks under this part, an authorized entity shall consider:

- a. any convictions, including pleas in abeyance;
- b. any matters involving a felony; and
- c. any matters involving an alleged:
 - 1. sexual offense;
 - 2. class A misdemeanor drug offense;
 - 3. offense against the person under Title 76, Chapter 5, Offenses Against the Person;
 - 4. class A misdemeanor property offense that is alleged to have occurred within the previous three years; and
- d. any other type of criminal offense, if more than one occurrence of the same type of offense is alleged to have occurred within the previous eight years.”
- e. I also take into consideration if the person is currently court involved. I also discuss with the appropriate principal. In all cases we put student safety as the first priority.

School Board Notes – September 20, 2019

1. School Community Council Meeting – Over the past few years the laws regarding school Community Council meetings have changes. While in the past they were more specific about how many meetings year, they now ask that there enough meeting to complete the business of the SCC. Our school are currently meeting quarterly. If there is need additional meetings can be scheduled by the SCC President at each school.
2. USBA Powerup – Each year we are asked to complete our powerup training on the USBA site. There is a good training that covers the School Trust Land program and the responsibilities of the School Community Council (SCC).
3. Digital Teaching and Learning – Lance, Andrea and I attended a DTL Summit so that we could learn some best practices as we more effectively use the digital tools we have in the schools.
 - a. Introduction - discussed different uses for digital learning: Self-Directed Learning; Collaboration; Data Informed Learning; Digitalization of Media; and Evidence based Learning.
 - b. Dr. Landis – Discussed our movement to information age. The change now is the movement to mobile internet. Reminded us that we are in the business of preparing people for the future. In the past teacher were the conduit of student information, bit now students access information from many sources, if they want to know something, they will learn it on their own.
 - c. Personalized Learning – What do we want the students to know, what skills do we want them to have? Everything taught must be measurable. Personalization provides choice for the students. The key to success is, “Innovation at the school level, supported by the school district.”
 - d. Speak up Project – Method to collect information from stakeholders about technology.
 1. Some identified nationwide trends: College and career ready skills, different learning models in the classroom, digital parents, what are the outcomes of digital learning, out of school access.
 2. Students have own visions of learning – they want it to be socially based (collaboration), learning that is untethered –

access to world's repository of knowledge, digital tools – need to be connected. Are we addressing the student's vision?

- e. It has been about 4 years since we have started the 1 to 1 computer initiative. We have had training and several grants to support the initiative. It is now time to review the initiative to see how it has been implemented and how effective it has been. I have asked the principals and Andrea to examine in detail what we are doing so that we can be more effective in the implementation where it makes sense and determine other effective practices where implementation does not make sense. We will work at getting a presentation ready for the board in November.
4. School Land Trust Meetings – I have been in conversation with the School Land Trust office about the number of meeting the SCC should have in a year. Karen Rupp explained that there is not a number in the code that directs the number of meeting that are needed. They only say that the SCC needs to meet to accomplish all of their statutory tasks. Our school do that in a quarterly meeting.
5. The October 9th School Board Meeting is scheduled as a school visit to Wayne High School. The schedule will be as follows:
 - 2:00 Board meet in Library the visit classrooms
 - 3:15 Board meet with Staff
 - 4:00 Closed Session (we will be flexible and start closed session when staff meeting is done)
 - 5:00 Dinner
 - 6:00 Work Session
 - 7:00 Regular Session
 - 9:00 Close Session (as needed)

School Board Notes – September 27, 2019

1. Meeting with Senator Okerlund – Senator Okerlund visited 5th grade in Loa Elementary to observe an outreach from the Discovery Gateway. The outreach covered different states of matter and had fun demonstrations and experiments. The outreach also visited Hanksville’s Kindergarten class. After the presentation Curtis, Cherie and I spoke to Senator Okerlund about several other topics: Loa Elementary high quality teachers and staff, the use of the school based health care grant to increase a half a social worker, the importance of the early literacy grant and a call out for Ashley who was cited by the state for top marks for her 2018-2019 kindergarten, discussed legislative direction for 1 to 1 computing and expressed concern about possible tax restructuring.
2. Held our September Principal Meeting. We covered the following topics:
 - a. Personnel – Discussed several teachers and aides who are stepping up (Mike Bray with helping students and Chuck with Spanish). Jamie concerned about aide training so she will plan quarterly aide training.
 - b. Curriculum – When I was examining school curriculum, I found several textbooks that were more than 10 years old. I committed to the principals to develop a goggle sheet to track textbooks and purchase new books based on age with the goal of having textbooks under 10 years old in all the classrooms.
 - c. Instruction – Working with the principals so that I can observe every teacher in the district with the principal.
 - d. Communication – reviewed with the principals how communication should happen between the different layers in the district. A parent should go to the teacher first, then principal, then district superintendent, then the board member. If an echelon is skipped, then that concerned parent or staff member should be directed to the lowest echelon they had not contacted.
 - e. The principals were concerned that they were being told conflicting advice for school drills. I will get with the sheriff and review our emergency plan to ensure the procedure comply with the latest guidance. (This comes from Snow College who are telling our students to run if there is an armed intruder while we tell them to shelter in place).

- f. PIE Night – PIE night is scheduled for Monday September 30th. Jason Marshall will be speaking at the high school at 6:00 pm about emotional resilience and the Golden Rule. He will also speak at the schools to the students during the day.
3. A teacher emailed all of the school board this week about some technology issues she has been having. Andrea has been working with the teacher this year and last to resolve her issues. The smartboard she has is now broken, the logic board was damaged and a new one is on order and will be fixed when received. The computer malfunction was interesting. It is currently working but during startup it would not boot due to items being plugged into the computer. Once everything was unplugged the computer could restart. The teacher iPad that is district property. If the district iPad needs to be updated Andrea ensures that all information is backed up.
4. Met with representatives of the 2020 Census and discussed the importance of the census and how schools can inform their parents and students about the importance of the census.
5. Loa Elementary had its STEM Friday this week. LES has each grade level conduct activities that are STEM related and grade appropriate. The projects they worked on this week include: 5th grade - LEGO Robots and coding; 4th grade – Building gliders and structures with household material; 3rd grade - Collected leaves and built multiplication tables with them; 2nd grade – Built and tested catapults; 1st grade – Examined Photosynthesis; and K - Building with blocks.
6. The October 9th School Board Meeting is scheduled as a school visit to Wayne High School. The schedule will be as follows:
 - 2:00 Board meet in Library the visit classrooms
 - 3:15 Board meet with Staff
 - 4:00 Closed Session (we will be flexible and start closed session when staff meeting is done)
 - 5:00 Dinner
 - 6:00 Work Session
 - 7:00 Regular Session
 - 9:00 Close Session (as needed)

2019

November

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28	29	30	31	01	02	03
04 State Superintendent Meeting	05	06	07	08	09	10
11	12	13	14	15	16	17
18 CUES Board 2:30 Legislator Meeting 5:00	19	20	21	22	23	24
25	26	27	28	29	30	01
02	03	Notes:				

09

Roles and Responsibilities of the School Board, Superintendent and Business Administrator

"What is the role of the Board and what is the role of the superintendent in the operation of the school district?" This is a question often asked and misunderstood by Board members and superintendents.

The age-old statement that the Board sets policy and the superintendent administers that policy would seem to indicate a clear dividing line between the respective roles. That distinction, however, is not always so clear nor is it one upon which everyone involved agrees.

Board members are usually "doers"; they operate businesses, they run homes, they buy supplies. "Doers" often find it hard to look at the big picture and make decisions that cause other people to "do" the job. Many times they are tempted to get in and "do" the job themselves. Conflicts arise when the Board and the superintendent have not defined their specific roles within the district.

Because the needs of a district vary and leadership and management styles vary, the real need in each district is for the board and superintendent to decide what each is to do and establish proper policies and procedures that will lead to the performance of those duties.

As they make decisions and find themselves involved in the business of the district, board members should ask themselves: "Am I providing leadership to the superintendent and staff, and establishing policy for the district or have I stepped into the role of administrator?"

Superintendents should ask themselves: "Am I providing leadership to the board, in pointing out areas where policy is needed, or am I usurping the Board's responsibility by establishing policy? Worse yet, am I forcing the board to make administrative decisions because I don't want to take the responsibility?"

Keeping roles clear and communication open is the key to good Board and superintendent relationships.

Roles/Responsibilities	School Board	Superintendent	Business Admin
1. General	Governs the District	Advises the Board – Manages the District	Advises the Board – Finances
2. Policy	Adopts	Suggests and Implements	Suggests and Advise
3. Board Meetings	In charge of	Serves as resource	Serves as board secretary and resource
4. Budget/Finance/Audits	Adopts and monitors	Oversees and Monitors	Prepares, administers, and monitors and reports
5. Instruction/Curriculum	Establishes criteria, approves, and monitors	Recommends, oversees staffs’ efforts	
6. Personnel	Establishes criteria, approves, or rejects	Oversees interviews, recommends, hires, evaluates, promotes, trains and disciplinary actions	Monitors staffing and records
7. Community Relations	Creates a positive image for district	Creates a positive image for district, directs communications	
8. Labor Relations	Provides guidelines, ratifies contracts	Monitors process within guidelines	
9. Student Services	Adopts policies for care and control	Recommends, implements, directs	
10. Facilities/Food Service /Transportation	Develops policy on use of	Implements policy, writes procedures, makes recommendations	

1 - GENERAL AREAS

SCHOOL BOARD

1. Establishes rules and policies for the governance of the school district.
2. Approves a planning process to include stakeholders in developing a comprehensive plan for student achievement.
3. Invests the superintendent with those powers and duties in accordance with board policy and state and federal laws.
4. Requires professional leadership from the superintendent.
5. Participates in educational conferences, workshops, training, and professional organizations.

SUPERINTENDENT

1. As the chief executive officer of the Board the superintendent is responsible for implementing board policies and directives.
2. Recommends a comprehensive planning process for student achievement.
3. Coordinates the operation of the schools, supervision of the instructional programs, and management of district personnel.
4. Provides educational leadership to the Board, staff, students, and community.
5. Identifies needs of the district and reports them to the Board.
6. Keeps the Board aware of statewide and national educational developments and changes.
7. Continually upgrades his/her professional knowledge and qualifications through membership and participation in professional associations, conferences, and workshops.

2 - POLICY

SCHOOL BOARD

1. Clarifies for the superintendent the intent of the Board and actions necessary for implementation of Board policy.
2. Reviews and evaluates Board policies on an ongoing basis.

SUPERINTENDENT

1. Acts as advisor to the Board on areas needing policy development or revision.
2. Drafts written policy and provides the Board with necessary data and information for policy adoption.
3. Maintains a current, up-to-date manual of adopted policies.
4. Develops rules and procedures necessary to implement the Board's policies.
5. Identifies policy areas that the Board should revise, rewrite, or repeal as needs of the district or laws and rules change.

3 - MEETINGS

SCHOOL BOARD

1. All duties imposed upon the Board are performed at a public board meeting.
2. The Board refrains from misuse of the executive session provisions as defined in the Public Meeting Law.
3. The Board establishes, through policy, the operational guidelines or practices for meetings.
4. The Board chair, in consultation with the superintendent, develops the meeting agenda.
5. The Board identifies, for the superintendent, the information needed for decision making.
6. Board members receive their agenda materials in adequate time for study before scheduled Board meetings.

SUPERINTENDENT

1. Serves as an advisor to the Board during regularly scheduled meetings.
2. Assures compliance with all legal requirements relative to the posting of notices and maintenance of meeting records.
3. Identifies areas of business which the Board should address at meetings.
4. Prior to meetings, provides Board members with sufficient information for decision making.
5. Implements Board decisions and instructions developed at meetings.
6. Assures that Board meetings, including executive sessions, meet the requirements of the law.

BUSINESS ADMINISTRATOR

1. Gives public notice and attend all meetings of the Board of Education as ex-officio member, including special meetings, executive meetings and in-service activities of the Board that must be coordinated.
2. Keeps full and accurate minutes of all meetings of the Board and send a copy of such minutes to each member of the Board and other persons, offices, agencies, etc., in accordance with Board policy.
3. Assists in the preparation of agendas, setting forth all known items of business to be considered at Board meetings and have agendas delivered to Board members prior to the meeting whenever possible.
4. Publishes all legal notices concerning district business.
5. Reports the total appropriations and expenditures of Board funds; prepare public and legal bid notices of the same and ensure the timely payment of all vouchers.
6. Serves as custodian of all securities; documents, title papers, books of records and other papers belonging to the Board; collect tuition fees and other movies due to the Board.

7. Coordinates and performs all functions related to annual and special elections and budget votes and other referenda.
8. Ensures Board compliance with all by-laws of the Board and pertinent statutes, regulations, and policies.

4 - BUDGET/FINANCE

SCHOOL BOARD

1. Establishes priorities for the financial management of the district.
2. Approves the decision to ask the voters to pass a supplemental levy.
3. Provides the superintendent with the Board's priorities in the development of the budget.
4. Explores with the district auditor the internal controls of the district.
5. Reviews the budget on a monthly basis and makes adjustments as needed. 6. Reviews and approves the monthly bills.

SUPERINTENDENT

1. Serves as the budget as the budget officer for the district.

BUSINESS ADMINISTRATOR

1. Prepares a detailed budget based on the Board's priorities and parameters.
2. Presents a budget to the board and/or budget committee for consideration and approval.
3. Makes a Recommendation to the Board about the need for and the amount of a supplemental levy.
4. Administers the budget assuring that the expenditures of district funds are within the legal requirements of the budget.
5. Acts as a resource to the board within the framework of the district audits.
6. Supervises the overall activities relating to the operation of an effective insurance program.

5 - INSTRUCTION

SCHOOL BOARD

1. Establishes educational philosophy, goals, and objectives for the instructional program of the district.
2. Adopts and/or changes standards and instructional programs as necessary or as recommended by the superintendent.
3. Regularly reviews student achievement data.
4. Reports to the community the status of education in the district.
5. Identifies and adopts graduation requirements.
6. Periodically requests reports from professional staff relative to assessments and instructional programs.

SUPERINTENDENT

1. Provides leadership to the Board and staff in the continuous development, implementation, and evaluation of the instructional program.
2. Recommends appropriate graduation standards and methods to measure their attainment.
3. Assigns staff to instructional areas and informs the Board.
4. Regularly schedules presentations and reports by staff on various segments of assessments and instructional programs as requested by the Board.
5. Recommends and implements policy on selection of instructional materials and equipment.

6 - PERSONNEL

SCHOOL BOARD

1. Employs certificated and classified staff members based on the recommendation of the superintendent.
2. Promotes good working relations with staff through the district's chain of command.
3. Adopts policy on evaluation of personnel.
4. Receives and acts on personnel recommendations from the superintendent.
5. Conducts an annual evaluation of the superintendent.

SUPERINTENDENT

1. Recommends to the Board the employment or dismissal of all certificated and classified staff.
2. Responsible for the supervision of all employees of the district.
3. Establishes job descriptions for all positions.
4. Serves as the Board's liaison with staff.
5. Fosters good working relationships with staff members.
6. Develops a systematic plan for evaluating the performance of all district personnel.
7. Delegates authority to staff members, as appropriate.
8. Conducts evaluations of administrators under his/her supervision.

7 - COMMUNITY RELATIONS

SCHOOL BOARD

1. Represents public education serving as a liaison between the school district and the community.
2. Maintains an awareness of community values, concerns, and interests.
3. Actively participates in programs that build good community relations.
4. Appoints advisory committees when necessary and outlines their responsibilities.
5. Appoints the district's spokesperson(s) to deal with the news media.
6. Channels complaints or grievances through the established channels.

SUPERINTENDENT

1. Informs and interprets school programs and activities to the community.
2. Serves as the Board's liaison with appointed advisory committees.
3. Establishes a working relationship with the news media.
4. Makes recommendations to the Board for resolution of complaints that cannot be resolved at the administrative level.

BUSINESS ADMINISTRATOR

1. Works with community organizations and citizens in interpretation of the financial needs and impact on the school system by providing program and financial data and analyses, through personal appearance, if appropriate and/or needed.

8 - LABOR RELATIONS

SCHOOL BOARD

1. Establishes guidelines and criteria for the salary and benefit discussions process for certified personnel.
2. Reviews offers submitted by the Union and makes counter offers.
3. Ratifies the final Master Agreement

SUPERINTENDENT

1. Provides factual data to the Board about the implications of salary and benefit increases and staffing considerations.
2. Assists with negotiations by sitting at the negotiating table.
3. Provide the Board with all offers being presented by the Union.
4. Administers contracts the Master Agreements as appropriate.

BUSINESS ADMINISTRATOR

1. Prepares budgetary analyses for association
- 2.

9 - STUDENT SERVICES

SCHOOL BOARD

1. Adopts policies for provision of student services including admission, attendance, activities, rights and responsibilities, discipline, and welfare.
2. Adopts policies necessary to assure the safety and health needs of students.

SUPERINTENDENT

1. Recommends and implements policies and rules to maintain adequate services and control of students.
2. Develops and implements procedures to deal with health and safety emergencies.
3. Provides for the direction and supervision of student activities.

BUSINESS ADMINISTRATOR

- 1.

10 - FACILITIES, TRANSPORTATION, and FOOD SERVICES SCHOOL BOARD

SCHOOL BOARD

1. Adopts policies governing use of public buildings, grounds, and equipment.
2. Prioritizes construction and/or building renovation needs of the district.
3. Approves the decision to ask the votes for a Bond and/or Levy for facility needs.
4. Adopts policies to provide for student transportation needs.
5. Adopts policies to provide for food services.

SUPERINTENDENT

1. Provides for the upkeep of facilities and maintenance of equipment.
2. Prioritizes long-range plans for preventive maintenance of buildings, grounds, and equipment.
3. Makes a recommendation to the Board about the need for, and the amount of a Bond and/or Levy for facility needs.
4. Recommends and supervises the public use of buildings, facilities, and equipment.

BUSINESS ADMINISTRATOR

1. Supervises the transportation of the district, assigning staff as appropriate.
2. Supervises the food services program, assigning staff as appropriate.

Notes from the USBA Leadership Academy

Add any notes that you think are significant and should be shared

September 12

Keynote Speaker: Kim Lear - Understanding Those You Lead

- Baby Boomers - Traits: Optimistic, Idealistic, Work Ethics, Competitive.
- GenX - Influence: Life Balance, 24 hour media news; Traits: Sceptical, Independence, Entrepreneurial, Honest, Direct, Unfiltered.
- Millennials - Influence: Technology & Violence, Social Media; Traits: Risk Averse, Collaborative, Empowered, Networked, In Search of Meaning.
- GenZ - Influence: Good Information; Traits: Expectations, Resourcefulness, Tech Addictive, Desire for Real Life Communications, Stability, Competitive.

September 13

Morning

- ULEAD Using Best Practices to Drive Board Decisions -
 - Proven resources are available for each area in need of improvement
- Board Ethics Avoid Falling Rocks -
 - *The Art of Schoolboarding* by Jim Burgett - reviewed 12 ethics statement from the book, *The Art of Schoolboarding*.
 - Board should not meet together outside of scheduled meetings to discuss and decide.
 - Each member should be cognizant of conflicts of interest for self and others
 - Board members should always be positive in interactions and discussions with community members about the school district and board decisions.
- Social and Emotional Learning -
 - ACE Quiz - mental health test that looks at pre-18 at-risk factors.
 - There are increasing numbers of students/children with mental health issues.
 - When students are acting out must determine the root cause.
 - Anxiety/depression does not equal suicide.
 - Sleep is the biggest predictor of mental health.
 - Important that each student have a caring adult.
- Your Voice at the Legislature -
 - Every Child deserves an outstanding education.

- When you know the why, your what will follow.
- Invite legislators to event, “We have to control the narrative.”
- Legislators respect disagreement, they do not respect poor treatment.

Afternoon

- On Ramp for Best Practices
- Suicide Prevention
 - Suicide #1 Cause of youth death in Utah.
 - Must have Policies and Procedures in Place, have crisis action plan.
 - Cathy Davis from the State will provide gun locks .
 - 3 Postvention Rules Kids: Have Safe Room, Student go home, Continue school normalcy.
- Putting Board and Superintendent Relationship on Cruise Control
 - “Is more than just getting along, its working effectively together.”
 - Superintendent Role: Are we all focused on student success, superintendent runs district
 - Board Role: Guide direction that they want the district to go, support and help superintendent to be effective and successful.
- Journey from Bill to Law - Starts with an Idea, drafting attorney, given bill number, on public site to view, Rules Committee, standing committee, heard in house or senate floor, then to other body, standing committee, heard in house or senate floor, pass both bodies, enrolled and then to governor. After passage Utah Board of Education makes Rules.

September 14

- Redevelopment Agencies
- Vaping
 - We have had vaping long enough to see the medical hazards
 - Other States and the federal government looking at or taking action
 - Utah legislature will have several bills that will address the vaping issue
- What’s Your Elevator Speech
- Passing Bonds
- Effective Use of Student Voice

Curriculum: Required Instruction

Required core curriculum—

The District's curriculum shall at least meet the minimum requirements of state law and State Board rules. Those minimum requirements are to contain the essential elements of each subject at appropriate grade levels. The essential elements represent the core knowledge, skills, and competencies all students should learn to be effective and productive members of society. The District may add elements at its discretion but shall not delete or omit instruction in the essential elements.

In addition, the District shall provide character education in connection with regular schoolwork, through an integrated curriculum approach. Instruction in this area shall emphasize honesty, temperance, morality, courtesy, obedience to law, respect for and an understanding of the constitutions of the United States and the state of Utah, the essentials and benefits of the free enterprise system, respect for parents and home, and the dignity and necessity of honest labor and other skills, habits, and qualities of character which will promote an upright and desirable citizenry and better prepare students for a richer, happier life.

~~As required by statute, the District shall report to the lieutenant governor and the Commission on Civic and Character Education each year by December 30 a report summarizing how civic and character education are achieved in the District through an integrated school curriculum and in the regular course of school work.~~

~~[Utah Code § 53G-10-204\(6\) \(2018\)](#)~~

K-6 core curriculum—

The K-6 core subject requirements are:

1. English Language Arts
2. Mathematics
3. Science
4. Social Studies
5. Arts;
 - a. Visual Arts;
 - b. Music;
 - c. Dance; or
 - d. Theatre
6. Health Education

7. Physical Education
8. Educational Technology; and
9. Library Media

[Utah Admin. Rules R277-700-4\(2\) \(March 124, 2018\)](#)

Informal assessment will occur on a regular basis to ensure continual student progress. State-approved summative adaptive assessments will be used to assess student mastery of reading, language arts, mathematics, science and (in grade five) effectiveness of written expression.

[Utah Admin. Rules R277-700-4\(5\), \(6\) \(March 124, 2018\)](#)

Grades 7-8 core requirements—

In grades 7-8, students shall complete the following courses:

1. Grade 7 Language Arts
2. Grade 8 Language Arts
3. Grade 7 Mathematics
4. Grade 8 Mathematics
5. Grade 7 Integrated Science
6. Grade 8 Integrated Science
7. United States History
8. Utah History
9. At least one course in each of the following in grades 7 or 8:
 - a. Health Education
 - b. College and Career Awareness
 - c. The Arts
 - d. Physical Education

[Utah Admin. Rules R277-700-5\(2\), \(3\) \(March 124, 2018\)](#)

In addition to the foregoing requirements, the Board of Education may, as it determines appropriate, require a student to complete additional courses, may offer additional elective courses, and may set minimum credit requirements.

[Utah Admin. Rules R277-700-5\(6\) \(March 124, 2018\)](#)

State-approved summative adaptive assessments will be used to assess student mastery of reading, language arts, mathematics, effectiveness of written expression (in grade eight) and science.

[Utah Admin. Rules R277-700-4\(6\)\(e\) \(March 124, 2018\)](#)

[Utah Admin. Rules R277-700-5\(5\) \(March 124, 2018\)](#)

The District may, upon request of a student or parent and with parental consent, substitute a course requirement set out above with a course, extracurricular activity, or experience that is either similar to the course requirement or consistent with the student's plan for college and career readiness. The request shall be made in writing, shall include a parent's signature, shall identify the proposed substitution, and shall explain how the proposed substitution meets the foregoing standard. This request shall be initially evaluated by the counselor responsible for the student, who shall determine whether the request contains the required elements and shall make a recommendation regarding whether the request should be approved or denied. This recommendation shall be submitted to the principal or the principal's designee, who shall grant or deny the request. If the student or parent is dissatisfied with the determination of the principal, the decision can be appealed to the Board of Education or its designee, which shall review the decision and determine whether it should be changed. The decision of the Board or its designee is final.

[Utah Admin. Rules R277-700-5\(7\), \(8\) \(March 124, 2018\)](#)

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Grades 9-12 core curriculum—

The minimum number of core curriculum credits required for students in grades 9-12 shall be 18, as follows:

1. Language Arts – 4 units, including
 - a. Ninth grade level (1 unit);
 - b. Tenth grade level (1 unit);
 - c. Eleventh grade level (1 unit); and
 - d. Twelfth grade level (1 unit), consisting of applied or advanced language arts credit, consistent with the student's Plan for College and Career Readiness, from a list of courses approved by the Board of Education and the State Board of Education, which courses
 - i. Are within the field/discipline of language arts, with a significant portion of instruction aligned to language arts content, principles, knowledge, and skills;
 - ii. Provide instruction that leads to student understanding of the nature and disposition of language arts;
 - iii. Apply the fundamental concepts and skills of language arts;
 - iv. Provide developmentally appropriate content; and
 - v. Develop skills in reading, writing, listening, speaking, and presentation.
2. Mathematics – 3 units.
 - a. This requirement shall be met minimally through successful completion of the foundation or foundation honors courses Secondary Mathematics I, Secondary Mathematics II, and Secondary Mathematics III.

- b. With a written request from the student's parent or guardian, a student may opt out of Secondary Mathematics III. In that case, the student shall successfully complete another mathematics course from among the advanced and applied mathematics courses on the State Board of Education's list of approved mathematics courses.
 - c. 7th and 8th grade students may earn credit for one of the mathematics foundation courses before 9th grade, consistent with the student's Plan for College and Career Readiness and if at least one of the following criteria are met:
 - i. The student is identified as gifted in mathematics on at least two different State Board of Education approved assessments;
 - ii. The student is dual enrolled at the middle school/junior high school and the high school;
 - iii. The student qualifies for promotion one or two grade levels above the student's age group and is placed in 9th grade; or
 - iv. The student takes the State Board of Education competency test in the summer prior to 9th grade and earns high school graduation credit for the course.
 - d. For other students (than those in the prior section) who earn credit for a foundation course before 9th grade, the student shall still fill the required 3 units of credit by successful completion of other mathematics courses approved by the State Board of Education, consistent with the student's Plan for College and Career Readiness, which courses
 - i. Are within the field/discipline of mathematics with a significant portion of instruction aligned to mathematics content, principles, knowledge, and skills;
 - ii. Provide instruction that leads to student understanding of the nature and disposition of mathematics;
 - iii. Apply the fundamental concepts and skills of mathematics;
 - iv. Provide developmentally appropriate content; and
 - v. Include the five process skills of mathematics: problem solving, reasoning, communication, connections, and representation.
 - e. A student who successfully completes a Calculus course with a "C" grade or better has completed mathematics graduation requirements, regardless of the number of mathematics credits earned.
3. Science – 3 units, including
- a. 2 units from the five science foundation areas:
 - i. Earth Systems Science – 1.0 units from the following:

- (1) Earth Science;
- (2) Advanced Placement Environmental Science; or
- (3) International Baccalaureate Environmental Systems
- ii. Biological Science – 1.0 units from the following:
 - (1) Biology;
 - (2) Human Biology;
 - (3) Biology: Agricultural Science & Technology;
 - (4) Advanced Placement Biology;
 - (5) International Baccalaureate Biology; or
 - (6) Biology with Lab Concurrent Enrollment
- iii. Chemistry – 1.0 units from the following:
 - (1) Chemistry;
 - (2) Advanced Placement Chemistry;
 - (3) International Baccalaureate Chemistry; or
 - (4) Chemistry with Lab Concurrent Enrollment
- iv. Physics – 1.0 units from the following:
 - (1) Physics;
 - (2) Physics with Technology;
 - (3) Advanced Placement Physics (1, 2, C: Electricity and Magnetism, or C: Mechanics);
 - (4) International Baccalaureate Physics; or
 - (5) Physics with Lab Concurrent Enrollment
- v. Computer Science – 1.0 units from the following:
 - (1) Advanced Placement Computer Science;
 - (2) Computer Science Principles; or
 - (3) Computer Programming II; and
- b. 1 unit, consistent with the student's Plan for College and Career Readiness, from the foundation courses or a list of applied or advanced science courses approved by the Board of Education and State Board of Education, which courses
 - i. Are within the field/discipline of science with a significant portion of instruction aligned to science content, principles, knowledge, and skills;

- ii. Provide instruction that leads to student understanding of the nature and disposition of science;
 - iii. Apply the fundamental concepts and skills of science;
 - iv. Provide developmentally appropriate content;
 - v. Include the areas of physical, natural, or applied sciences; and
 - vi. Develop students' skills in scientific inquiry.
4. Social Studies:
- a. 2.5 units from the following:
 - i. Geography for Life – 0.5 units
 - ii. World Civilizations – 0.5 units
 - iii. U.S. History – 1.0 units
 - iv. U.S. Government and Citizenship – 0.5 units
 - b. 0.5 units Social Studies as determined by the District
 - c. Completion of a basic civics test or alternate assessment (see Policy ECG)
5. Arts – 1.5 units from any of the following areas:
- a. Visual Arts
 - b. Music
 - c. Dance
 - d. Theatre
6. Physical and Health Education – 2.0 units including:
- a. Health – 0.5 units
 - b. Participation Skills – 0.5 units
 - c. Fitness for Life – 0.5 units
 - d. Individualized Lifetime Activities (0.5 units)
 - e. Team sport/athletic participation (maximum of 0.5 units with school approval)
7. Career and Technical Education – 1.0 units from among the following areas:
- a. Agriculture
 - b. Business
 - c. Family and Consumer Sciences
 - d. Health Science and Technology
 - e. Information Technology
 - f. Marketing

- g. Technology and Engineering Education
- h. Trade and Technical Education
- 8. Digital Studies – 0.5 units
- 9. Library Media skills (integrated into the subject areas)
- 10. General Financial Literacy – 0.5 units

[Utah Admin. Rules R277-700-6\(3\) \(March 124, 2018\)](#)

The District may modify a student's graduation requirements to meet the unique educational needs of the student if the student has a disability and the modifications to graduation requirements are made through the student's IEP.

[Utah Admin. Rules R277-700-6\(22\) \(March 124, 2018\)](#)

College and Career Readiness Mathematics Competency—

A student who is pursuing a college degree after graduation must take a full year mathematics course during the student's senior year unless the student has, before the beginning of the senior year, met one of the following requirements:

1. A score of 3 or higher on an Advanced Placement (AP) calculus AB or BC exam;
2. A score of 3 or higher on an Advanced Placement (AP) statistics exam;
3. A score of 5 or higher on an International Baccalaureate (IB) higher level math exam;
4. A score of 50 or higher on a College Level Exam Program (CLEP) pre-calculus or calculus exam;
5. A score of 26 or higher on the mathematics portion of the American College Test (ACT) exam;
6. A score of 640 or higher on the mathematics portion of the Scholastic Aptitude Test (SAT) exam; or
7. A "C" grade or higher in a concurrent enrollment mathematics course that satisfies a state system of higher education quantitative literacy requirement.

A non-college degree seeking student shall complete appropriate math competencies for the student's career goals as described in the student's Plan for College and Career Readiness.

The college or career readiness mathematics competency requirement may be modified if the student has a disability and the modification to the competency requirement is made through the student's IEP.

[Utah Admin. Rules R277-700-9 \(March 124, 2018\)](#)

Elective credits—

In addition to the 6 credits beyond the 18 units of required core curriculum credit, students must earn ____ additional credits to qualify for graduation.

Created:
Modified: [17 May 2018](#) [20 March 2019](#)

ECA

[Note: Because students must earn at least 24 credits to graduate, including the 18 core curriculum credits, the students must earn at least 6 elective credits. However, the Board of Education may require more than 24 credits to graduate, thereby increasing the number of elective credits. This section will need to be tailored depending on whether the Board requires more than 24 credits.]

[Utah Admin. Rules R277-700-6\(2\), \(3\) \(March 124, 2018\)](#)

Assessment of student mastery of core standards—

The Board of Education is responsible to provide students with access to courses in the basic academic subjects of the core standards for Utah public schools established by the State Board of Education, and for students' mastery of those standards. Student mastery of the core standards shall be evaluated through District participation in statewide assessments as directed by the State Board of Education. Students who have not achieved mastery of the core standards will be provided remediation assistance as provided for by State statute and State Board of Education regulations. The Board of Education is responsible to ensure statewide assessments are administered in compliance with the requirements of Utah Code [Title 53E, Chapter 9](#) ("Student Privacy and Data Protection").

[Utah Admin. Rules R277-700 \(March 124, 2018\)](#)

[Utah Code § 53E-4-302 \(20198\)](#)

[Utah Code § 53G-9-803 \(20198\)](#)

Curriculum: Elective Instruction—Driver Education

Driver Education—

The District hereby establishes driver education in the District as set forth in this policy, to help develop the knowledge, attitudes, habits and skills necessary for the safe operation of motor vehicles.

[Utah Code § 53G-10-502\(23\) \(2018\)](#)

Age for Written Testing—

A District school offering driver education shall provide each enrolled student the opportunity to take the written test when the student is 15 years and 9 months of age. The school may permit an enrolled student to take the written test when the student is 15 years of age.

[Utah Code § 53G-10-502\(12\) \(2018\)](#)

Components of Driver Education—

Driver education shall consist of both a classroom portion of instruction and a behind-the-wheel and observation portion of instruction.

[Utah Code § 53G-10-502 \(2018\)](#)[Utah Code § 53G-10-5021 \(2018\)](#)

Classroom Training—

The classroom training portion of driver education will consist of instruction, in accordance with the rules established by the State Board of Education, which will take place [in a regular class during school hours] [in class instruction held at the school outside of regular school hours], [through home study] [~~through the electronic high school~~] [through community education classes].

[One or more options may be selected. All of these options are permissible under [Utah Code § 53G-10-508 \(2018\)](#).]

[Utah Code § 53G-10-508 \(2018\)](#)

[Utah Admin. Rules R277-746-2 \(NovemberMay 8, 2018\)](#)

Behind-the-Wheel Training—

[Option A] The behind-the-wheel and observation portion of driver education will be provided by the District in accordance with the rules established by the State Board of Education.

[Utah Code § 53G-10-502 \(2018\)](#)

[Option B] The behind-the-wheel and observation portion of driver education will be provided by a private party or agency with whom the District has contracted for such services, in accordance with State Board of Education rules. The private party or agency must be properly licensed as a commercial driver training school by the Driver License Division of the Department of Motor Vehicles pursuant to [Utah Code § 53-3-504](#).

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[Utah Code § 53G-10-503\(3\) \(2019\)](#)
[Utah Code § 53-3-504 \(2006\)](#)

[Option C] The District will not provide the behind-the-wheel and observation portion of driver education. Each driver education student will be responsible to obtain the appropriate behind-the-wheel instruction from a private provider selected by the student and properly licensed as a commercial driver training school by the Driver License Division of the Department of Motor Vehicles pursuant to [Utah Code § 53-3-504](#).

[Utah Code § 53G-10-508\(1\)\(e\) \(2018\)](#)
[Utah Code § 53-3-504 \(2006\)](#)

Funding—

Driver education in the District shall be solely funded through student fees and funds from the Automobile Driver Education Tax Account. However, for these purposes, the cost of driver education does not include the full-time equivalent cost of a teacher for each driver education class taught during regular school hours, or the cost of classroom space and maintenance.

[Utah Code § 53G-10-503\(1\)\(a\) \(2019\)](#)

The Board of Education will set the student fee required for participation in driver education in the District, which fee shall be determined by taking into consideration the costs associated with providing driver education which are not covered by reimbursements from the Automobile Driver Education Tax Account. Student fees shall also take into account costs which are not covered because of students obtaining a waiver of driver education fees.

[Utah Code § 53G-10-503\(7\) \(2019\)](#)

The District shall submit to the State Superintendent ~~of Public Instruction~~, as required by the State Board of Education, all reports required to obtain reimbursement of driver education costs from the Automobile Driver Education Tax Account.

[Utah Code § 53G-10-505 \(2019\)](#)

Curriculum

Reading Achievement for K-3

Purpose of the Policy—

The Board adopts this policy to ensure reading proficiency in Kindergarten through grade three.

Reading Assessment—

District elementary schools shall administer the State Board of Education approved benchmark reading assessments at the beginning (before September 30), in the middle (between December 1 and January 31), and at the end (between the middle of April and June 15) of grade one, grade two and grade three.

Following each benchmark assessment, the school shall notify parents or guardians of their student's results by October 30, the last day of February, and June 30, respectively. ~~The District shall also report the results to the State Superintendent by the same dates, together with the additional information required by Rule R277-406-3(5). The school shall also report to the student's parents or guardians the student's reading level at the end of grade three.~~

If a benchmark assessment or a supplemental reading assessment indicates that a student is not reading at grade level, the school shall take the notification and reading remediation interventions outlined below for students not reading at grade level.

[Utah Admin. Rules R277-4063-43\(1\) to \(3\), \(5\) \(October/August 117, 20168\)](#)

~~Reading Achievement Plan—~~

~~Each elementary school in the District shall, through its school community council, develop a reading achievement plan as described in Policy GE. The reading achievement plan includes a benchmark assessment, intervention, and reporting components. The school principal shall be responsible to provide leadership and allocate resources and support for teachers and students to implement the reading achievement plan and achieve the reading goals. The Board shall require the reading achievement plan be revised if the Board determines a school's students are not making adequate learning gains.~~

[Utah Code § 53E-4-306 \(2018\)](#)

Goal Achievement Reporting—

In addition to the reports provided to parents under the reporting component of the reading achievement plan, the District shall annually provide parents with a copy of the student's comprehensive statewide assessment results, which includes measurements of reading performance.

[Utah Code § 53E-4-310\(4\) \(20198\)](#)

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Reporting to the Board—

The Superintendent shall annually report to the Board on the assessment data and other information submitted to the State Board of Education relating to K-3 reading performance in the District at the District level and at the school level. The Board may use this information to work with the Superintendent to review and revise plans to enable the District to meet K-3 reading goals.

[Utah Code § 53E-4-310\(2\) \(2019\)](#)

Reading Literacy Proficiency Improvement Plan Submitted to the State Board of Education Superintendent—

The District shall submit a plan to the State ~~Board of Education Superintendent~~ for ~~reading literacy~~ proficiency improvement that meets the requirements of Utah Code § 53F-2-503(4)(a) ~~incorporates the following components:~~

- ~~1. Assessment;~~
- ~~2. Intervention strategies;~~
- ~~3. Professional development for classroom teachers in kindergarten through grade three;~~
- ~~4. Reading performance standards; and~~
- ~~5. Specific measurable goals that include the following:~~
 - ~~a. A growth goal for each school within the District based upon student learning gains as measured by benchmark assessments; and~~
 - ~~b. A growth goal for the District to increase the percentage of third grade students who read on grade level from year to year.~~

[Utah Code § 53F-2-503\(4\)\(a\) \(2018\)](#)

[Utah Admin. Rules R277-406-4\(1\) \(October August 87, 2015\)](#)

Report Submitted to the State Board of Education—

The District shall annually submit a report to the State Board of Education accounting for the expenditure of program money in accordance with its plan for reading proficiency improvement.

The District shall use program money in a manner that is consistent with [Utah Code § 53F-2-503](#).

The District shall by June 30 of each year report ~~make an annual report~~ progress toward the goals outlined in its Literacy Proficiency Improvement Plan to the State Superintendent. ~~Board of Education that includes information on:~~

- ~~1. Student learning gains in reading for the past school year and the five-year trend;~~
- ~~2. The percentage of third grade students reading on grade level in the past school year and the five-year trend;~~
- ~~3. The progress of schools within the District in meeting goals stated the District's plan for student reading proficiency; and~~

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- ~~4. The correlation between third grade students reading on grade level and results of third grade language arts scores on a criterion-referenced test or computer adaptive test; and~~

~~The annual report to the State Board of Education may include recommendations on how to increase the percentage of third grade students who read on grade level.~~

~~The District will submit its report to the State Board of Education through the Utah eTranscript and Record Exchange ("UTREx") on or before July 1 of each year.~~

~~Utah Admin. Rules R277-406-45(1) (OctoberAugust 87, 20158)~~

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Reading Below Grade Level or Lacking Proficiency—

A student is reading below grade level when the student performs below the benchmark score on the benchmark reading assessment and requires additional instruction beyond that provided to typically developing peers in order to close the gap between the student's current level of reading achievement and that expected of all students in that grade. For any first, second, or third grade student who through assessment is determined to be reading below grade level, the school shall take the following actions:

1. Notify the student's parent ~~or guardian~~ that the student is reading below grade level;
2. Provide focused individualized intervention to develop the reading skill;
3. Administer formative assessments to measure the success of the focused intervention;
4. Inform the parent ~~or guardian~~ of activities that he or she may engage in with the student to assist the student in improving reading proficiency; and
5. Provide information to the parent ~~or guardian~~ of the student regarding reading interventions available to the student outside regular instructional time that may include tutoring, before and after school programs, or summer school.

~~Utah Code § 53E-4-307(4) (20198)~~

~~Utah Admin. Rules R277-4036-2(46) (OctoberAugust 117, 20166)~~

~~Utah Admin. Rules R277-403-43(3) (OctoberAugust 117, 20168)~~

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Curriculum: College Course Work

Definitions—

“Concurrent enrollment” means enrollment in a course that allows a student to earn credit both towards high school graduation and at an institution of higher education.

“Eligible student” means a student who (a) is enrolled in and counted towards average daily membership in a ~~high~~ school within the District, (b) has on file a plan for college and career readiness, and (c) is ~~in either a grade 9, 10, 11 or grade-12 students or is a grade 9 or grade 10 student who has been qualified by exception under criteria established by the institution of higher education and the District under guidelines of the State Board of Regents.~~

“Eligible instructor” means an instructor who is either employed as faculty by an institution of higher education or who is employed by the District and ~~(a) licensed by the State Board of Education, (b) either approved as adjunct faculty by an institution of higher education or is a mathematics educator with an upper level mathematics endorsement, and (c) is supervised by an institution of higher education meets the requirements of Utah Code § 53E-10-302(5)(b).~~

[Utah Code § 53E-10-301\(42\), \(34\), \(45\) \(2018\)](#)
[Utah Code § 53E-10-302\(5\) \(2019\)](#)

“Designated institution of higher education” means an institution of higher education designated by the State Board of Regents to provide a course or program of study within a specific geographic region.

[Utah Code § 53E-10-303\(1\) \(2018\)](#)

Establishing Concurrent Enrollment Courses—

The District may establish concurrent enrollment courses by entering into a contract with an institution of higher education to provide such courses. The District and the institution of higher education must (a) ensure that the course instructor is an eligible instructor, (b) establish qualifying academic criteria for enrollment in the course, (c) ensure that students enrolling are eligible students, and (d) coordinate advising of the eligible students.

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

[Utah Code § 53E-10-303 \(2018\)](#)

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The student is responsible for expenses and arrangements associated with college enrollment as provided for in [Utah Code § 53E-11-305](#). The student may apply for a fee waiver if appropriate under the District fee waiver policy for class-related costs including consumables, lab fees, copies, materials and textbooks.

[Utah Code § 53E-11-305 \(2018\)](#)
[Utah Admin. Rules R277-713-8\(3\), \(4\) \(August 11, 2016\)](#)

Participation Form and Parental Permission—

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

[Utah Code § 53E-10-304 \(2019\)](#)

Curriculum: Sex Education

Definitions—

The following definitions apply in this policy:

1. "Curriculum materials review committee (committee)" means a committee formed at the District or school level, as determined by the Board of Education, that includes parents, health professionals, school health educators, and administrators, with at least as many parents as school employees. The membership of the committee shall be appointed and reviewed annually by August 1 of each year by the Board, shall meet on a regular basis as determined by the membership, shall select its own officers and shall be subject to the Utah Open and Public Meetings Act.
2. "Sex education instruction or instructional programs" means any course material, unit, class, lesson, activity or presentation that, as the focus of the discussion, provides instruction or information to students about sexual abstinence, human sexuality, human reproduction, reproductive anatomy, physiology, pregnancy, marriage, childbirth, parenthood, contraception, HIV/AIDS or other sexually transmitted diseases, or refusal skills. While these topics are most likely discussed in such courses as health education, health occupations, human biology, physiology, parenting, adult roles, psychology, sociology, child development, and biology, this rule applies to any course or class in which these topics are the focus of discussion.
3. "Refusal skills" means instruction (1) in a student's ability to clearly and expressly refuse sexual advances (by a minor or by an adult), (2) in a student's obligation to stop the student's sexual advances if refused by another individual, (3) informing a student of the student's right to report and seek counseling for unwanted sexual advances, (4) in sexual harassment, and (5) informing a student that a student may not consent to criminally prohibited activities or activities for which the student is legally prohibited from giving consent, including the electronic transmission of sexually explicit images by an individual of the individual or another.
4. "Maturation education" means instruction and materials used to provide fifth or sixth grade students with age appropriate, medically accurate information regarding the physical and emotional changes associated with puberty, to assist in protecting students from abuse and to promote hygiene and good health practices.

5. "Medically accurate" means verified or supported by a body of research conducted in compliance with scientific methods and published in journals that have received peer review, where appropriate, and recognized as accurate and objective by professional organizations and agencies with expertise in the relevant field, such as the American Medical Association.

[Utah Admin. Rules R277-474-2 \(November 7, 20178\)](#)
[Utah Code § 53G-10-402\(1\) \(20189\)](#)
[Utah Code § 53G-10-403 \(20198\)](#)

Sex Education Instruction Requirement—

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

[Utah Code § 53G-10-402\(3\)\(a\) \(20189\)](#)

Parental Notification and Permission Form Required for Participation—

Students may not participate in any sex education instruction or instructional program unless, prior to the student's participation, the school has on file for that student a completed parental notification form relating to that specific instruction or program which indicates that the student's parent ~~or guardian~~ authorizes the student to participate. The form shall (1) explain a parent's right to review proposed curriculum materials in a timely manner, (2) request the parent's permission to instruct the parent's student in identified course material related to sex education or maturation education, (3) allow the parent to exempt the parent's student from attendance from a class period where the identified sex education or maturation instruction is presented and discussed, (4) be specific enough to give parents fair notice of topics to be covered, and (5) include a brief explanation of the topics and materials to be presented and provide a time, place and contact person for review of the identified curricular materials. Completed permission forms shall be maintained in the student's educational records for a reasonable period of time.

[Utah Code § 53G-10-402\(4\)\(a\) \(20198\)](#)
[Utah Code § 53G-10-403 \(20198\)](#)
[Utah Admin. Rules R277-474-2\(8\) \(November 7, 20178\)](#)
[Utah Admin. Rules R277-474-5\(9\) \(November 7, 20178\)](#)

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

[Utah Admin. Rules R277-474-5\(11\) \(November 7, 20178\)](#)

Health and Sex Education Guidelines—

All health and sex education shall stress the importance of abstinence from all sexual activity before marriage and fidelity after marriage as methods of preventing sexually transmitted diseases. The curriculum and education shall also stress

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personal skills that encourage individual choice of abstinence and fidelity in marriage.

At no time may instruction be provided, including responses to spontaneous questions raised by students, regarding any means or methods that facilitate or encourage the violation of any state or federal criminal law by a minor or an adult.

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

[Utah Code § 53G-10-402\(2\)\(b\), \(e\)\(i\) \(20189\)](#)

The following may not be taught in District schools:

1. the intricacies of intercourse, sexual stimulation, or erotic behavior;
2. the advocacy of premarital or extramarital sexual activity; or
3. the advocacy or encouragement of the use of contraceptive methods or devices.

[Utah Admin. Rules R277-474-3\(1\) \(November 7, 20178\)](#)
[Utah Code § 53G-10-402\(2\)\(eb\)\(iii\)\(A\) \(20189\)](#)

[The District may, under curriculum adopted in accordance with this policy, provide instruction which includes information about contraceptive methods or devices and which stresses effectiveness, limitations, risks, and information on state law applicable to minors obtaining contraceptive methods or devices.](#)

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[Utah Code § 53G-10-402\(2\)\(b\)\(iv\) \(2019\)](#)

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Sexual Abuse Prevention and Awareness—

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

[Utah Code § 53G-9-207\(4\), \(5\) \(20198\)](#)

Instructional Staff Training and In-service—

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

In their first year of service or assignment, all newly hired or newly assigned District staff who have responsibility for any aspect of sex education instruction in

the District will attend a State-sponsored in-service outlining the sex education curriculum and the criteria for sex education instruction in any courses offered in the public education system.

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

[Utah Admin. Rules R277-474-3\(4\) \(November 7, 20178\)](#)
[Utah Admin. Rules R277-474-5\(1\), \(2\) \(November 7, 20178\)](#)

Sex Education Curriculum Materials Review Committee—

The Board of Education shall appoint a District Sex Education Curriculum Materials Review Committee. This committee shall be composed of parents, health professionals, school health educators, and administrators, with at least as many parent members as school employee members. The Board shall appoint and review the membership of the committee by August 1 of each year, making new appointments as necessary or appropriate.

The District Sex Education Curriculum Materials Review Committee shall meet on a regular basis as determined by the members of the committee, shall select officers, shall establish procedures for operation, shall designate a chair, and shall comply with the Utah Open and Public Meetings Act.

[Utah Admin. Rules R277-474-2\(1\) \(November 7, 20178\)](#)
[Utah Admin. Rules R277-474-5\(3\), \(4\), \(5\) \(November 7, 20178\)](#)

Review of Guest Presentations Relating to Sex Education—

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

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

[Utah Admin. Rules R277-474-5\(5\)\(c\), \(6\) \(November 7, 20178\)](#)

Adoption of District Sex Education Instructional Materials—

[If the board of education adopts policy ECH without specifying the adoption of Option A or Option B, Option B will apply as the board's adopted policy.]

[Option A] The Board of Education hereby adopts for use in the schools of the District the sex education instructional materials recommended by the State Board of Education. All sex education instruction in the District shall make use of those instructional materials.

[Utah Code § 53G-10-402\(2\)\(a\) \(20198\)](#)
[Utah Admin. Rules R277-474-4\(4\) \(November 7, 20178\)](#)

[Option B] The Board of Education shall determine what sex education instructional materials will be used in the District. The Board shall request that the District Sex Education Curriculum Materials Review Committee provide recommendations regarding the sex education instructional materials to be used in the District. Such recommended materials must be medically accurate and must be consistent with the Health and Sex Education Guidelines set forth above. Following recommendations from the Review Committee, the Board shall consider whether to adopt recommended materials at a public meeting which includes a public hearing on the issue. The proposed materials shall have been made available for review by residents of the District a reasonable time in advance of the meeting. If a majority of the Board members present vote to adopt the recommended materials, then the materials may be used in the District.

Following adoption of sex education instruction materials which have not previously been approved by the State Instructional Materials Commission, the Board shall report such adoption to the State Board of Education. That report shall provide a copy of the materials, documentation of the adoption of the materials at the Board meeting, documentation that the materials are medically accurate, documentation of the committee recommendations, and the Board's rationale for adopting the materials.

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

~~Utah Code § 53G-10-402(2)(e)(i)(B); (iii); (8) (2018)~~
Utah Admin. Rules R277-474-6 (November 7, 2017)

Monitoring of Sex Education Instruction—

Each school in the District shall log and track all parental or community complaints and comments resulting from student participation in sex education instruction in the school, including disposition of any complaints made. This information shall be provided to District administration on a monthly basis during the school year.

District administration shall compile and maintain records of parental or community complaints and comments resulting from student participation in sex education instruction in the District, including disposition of complaints, and shall provide that information to the State Superintendent upon request.

Utah Admin. Rules R277-474-5(10) (November 7, 2017)
Utah Admin. Rules R277-474-7(3) (November 7, 2017)

Special Programs: Dropout Prevention and Recovery

At-Risk Coordinator—

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

Identification of “Designated students”—

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

[Utah Code § 53G-9-802 \(2019\)](#)
[Utah Code § 53G-9-801\(3\) \(2019\)](#)

Dropout Reduction Plan—

The District shall provide dropout prevention and recovery services to designated students, including:

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

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

[Utah Code § 53G-9-802\(1\)\(a\)-\(c\) \(2019\)](#)

Flexible Enrollment Options—

The District shall provide flexible enrollment options for a designated student that are tailored to the designated student's learning plan and include two or more of the following:

1. Enrollment in a traditional program in a school within the District;
2. Enrollment in the District in a nontraditional program;
3. Enrollment in a program offered by a private provider that has entered into a contract with the District to provide educational services; or
4. Enrollment in a program offered by another local educational agency.

[Utah Code § 53G-10-802\(2\)\(a\) \(2019\)](#)

Designated Student Enrollment Options—

A designated student may enroll in:

1. A program offered by the District; or
- ~~2.~~ [The Electronic High School](#); or
- ~~3.~~ 2. The Statewide Online Education Program.

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

[Utah Code § 53G-9-802\(2\)\(b\) \(2019\)](#)

Third-Party Dropout Prevention and Recovery Services—

Beginning with the 2017-18 school year (unless a District is in its first three years), a District shall enter into a contract with a third party to provide dropout prevention and recovery services for any school year in which the District meets the following criteria:

1. The District's graduation rate is lower than the statewide graduation rate; and
2. The District's graduation rate has not increased by at least 1% on average over the previous three school years, or during the previous calendar year, at least 10% of the District's designated students have not reached the students' attainment goals or made a year's worth of progress toward the students' attainment goals.

If a District is required to enter into a third party contract to provide dropout prevention and recovery services, the District shall ensure that:

1. The third party has a demonstrated record of effectiveness engaging with and recovering designated students;
2. The contract with the third party requires the third party provide the services described in the Dropout Reduction Plan and regularly report progress to the District.

[Utah Code § 53G-9-802\(3\)-\(5\) \(2019\)](#)

Annual Reporting—

The District shall annually submit a report to the State Board of Education on dropout prevention and recovery services, including:

1. The methods the District or third party uses to engage with or attempt to recover designated students under the Dropout Reduction Plan;
2. The number of designated students who enroll in a program described in the Flexible Enrollment Options as a result of the District's efforts to engage with or attempting to recover a designated student;
3. The number of designated students who reach the designated students' attainment goals; and
4. Funding allocated to provide dropout prevention and recovery services.

[Utah Code § 53G-9-802\(6\) \(2019\)](#)

“Attainment Goals” Defined—

Attainment Goal means:

1. A high school diploma;
2. Utah High School Completion Diploma, as defined in State Board of Education rule;
3. An Adult Education Secondary Diploma, as defined in State Board of Education rule; or
4. An employer-recognized, industry-based certificate that is likely to result in job placement and is included in the State Board of Education's approved career and technical education industry certification list.

[Utah Code § 53G-9-801\(1\) \(2019\)](#)

Special Programs: Financial and Economic Literacy Passport Higher Education Savings Options

~~During kindergarten enrollment, E~~each elementary school shall provide ~~the~~ following to the parents ~~or guardian~~ of a kindergarten student ~~with~~during kindergarten enrollment:

- ~~1. a financial and economic literacy passport, a document that tracks mastery of financial and economic literacy concepts and completion of financial and economic activities developed by the State Board of Education; and~~
- ~~2.~~ information about higher education savings options, including information about opening a Utah Educational Savings Plan account.

[Utah Code § 53G-10-305 \(20198\)](#)

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Instructional Resources: *Internet Policy*

[Note that before an internet safety policy is adopted or revised, a school board must provide reasonable public notice and must hold at least one public meeting or hearing regarding the policy. (~~Utah Admin. Rules R277-495-3.F (April 7, 2014)~~Utah Admin. Rules R277-495-3(6) (April 8, 2019).) In addition, school boards are required to encourage schools to involve teachers, parents, students, school employees and community members in developing local school policies. (~~Utah Admin. Rules R277-495-3.C (April 7, 2014)~~Utah Admin. Rules R277-495-3(3) (April 8, 2019).) Moreover, school community councils are to make recommendations regarding safe technology use and digital citizenship. (Utah Code § 53G-7-1202(3)(a)(iii)(D).) Therefore, this model policy may be used as a framework but should not be adopted without meeting the public notice and hearing requirements and the form of the adopted policy should reflect the input from the various groups identified.]

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Internet Protection—

Access to the internet through District computer networks or systems or by means of devices owned by the District shall be regulated by filtering software or other measures which prevent users from accessing images which are obscene or pornographic or otherwise harmful. Student online activity shall be monitored and specified staff shall have responsibility for supervision of student online activities. In addition, students shall be educated by appropriate staff members regarding appropriate online behavior, including interacting with other individuals through chat rooms or social networking websites and cyberbullying awareness and response. Each school's community council shall also provide for education and awareness on safe technology use and digital citizenship which empowers students to make smart media and online choices and parents to know how to discuss safe technology use with their children.

~~Utah Admin. Rules R277-495-4.E, C(4) (April 7, 2014)~~
~~Utah Admin. Rules R277-495-4(1)(e), (2)(f), (3)(c) (April 8, 2019)~~
Utah Code § 53G-7-216(3) (2018)
Utah Code § 53G-7-1202(3)(a)(iv) (2018)

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Due Process—

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the District system or District-owned devices.

In the event there is an allegation that a student has violated the District Internet Use Policy, the student will be provided with a notice and opportunity to be heard in the manner set forth in the student disciplinary code.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. If the alleged violation also involves a violation of other provisions of the student disciplinary code, the violation will be handled in accord with the applicable provision of the code.

Employee violation of the District Internet Use Policy will be handled in accordance with District policy and collective bargaining agreement, if applicable.

Any District administrator may terminate the account privileges of a guest user by providing notice to the user. Guest accounts that are not active for more than ninety days may be removed, along with the user's files, without notice to the user.

Search and Seizure—

System users do not have an expectation of privacy in the contents of their personal files and/or personal electronic mail accounts and records of their online activity accessed via the District's electronic communications system or through District-owned devices.

Routine maintenance and monitoring of the system may lead to discovery that the user has violated or is violating the District Internet Use Policy, the student disciplinary code, or the law.

An individual search will be conducted if there is reasonable suspicion that a user has violated the law or the student disciplinary code. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.

District employees should be aware that their personal files and/or personal electronic mail accounts on the District's system or on District-owned devices may be discoverable according to the Government Records Access Management Act.

Academic Freedom, Free Speech, and Selection of Material—

Board policies on academic freedom and free speech will govern the use of the Internet.

When using the Internet for class activities, teachers will:

1. Select material that is appropriate in light of the age of the students and that is relevant to the course objectives.
2. Preview the materials and sites they require students to access to determine the appropriateness of the material contained on or accessed through the site.
3. Provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly.
4. Assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussion about

controversial issues while demonstrating tolerance and respect for those who hold divergent views.

Parental Notification and Responsibility—

The District will notify the parents about the District network and the policies governing its use. Parents must sign an agreement to allow their student to have an individual account. Parents may request alternative activities for their child(ren) that do not require Internet access.

Parents have the right at any time to investigate the contents of their child(ren)'s email files. Parents have the right to request the termination of their child(ren)'s individual account at any time.

The District Internet Use Policy contains restrictions on accessing inappropriate material and student use will be supervised. However, there is a wide range of material available on the Internet, some of which may not be in accordance with the particular set of values held by an individual student's family. The District will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the District system.

[Optional, if remote access is provided] Parents are responsible for monitoring their student's use of *[name of network system]* when they are accessing the system from home.

Access—

The following levels of access will be provided:

1. Classroom Accounts
 - a. Elementary age students will be granted Internet access only through a classroom account. Elementary students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent. An agreement will only be required for an individual account, which must be signed by the student and his or her parent. Parents may specifically request that their child(ren) not be provided access through the classroom account by notifying the District in writing (or whatever procedure the District uses for other permissions).
2. Individual Accounts for students
 - a. Secondary students may be provided with individual Internet accounts. Secondary students *[will]* *[will not]* have remote access to the system. A written agreement will be required for an individual account. This agreement must be signed by the student and his or her parent.
3. Individual Accounts for District Employees
 - a. District employees will be provided with an individual account and *[will]* *[will not]* have remote access to the system. Communications within the course

and scope of employees' duties shall be made through this account. No written agreement will be required.

Guidelines for Internet Use—

1. Personal Safety (These restrictions are for students only):
 - a. Users will not post or provide personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.
 - b. Users will not agree to meet with someone they have met online without their parent's approval and participation,
 - c. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
2. Illegal Activities
 - a. Users will not attempt to gain unauthorized access to the District system or to any other computer system through the District system or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
 - b. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means. These actions are illegal.
 - c. Users will not use the District system to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
3. System Security
 - a. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his or her password to another person.
 - b. Users will immediately notify the system administrator if they have identified a possible security problem. Users will not search for or attempt to discover security problems, because this may be construed as an illegal attempt to gain access.
 - c. Users will avoid the inadvertent spread of computer viruses by following the District virus protection procedures.
4. Inappropriate Language
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

- b. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, slanderous or disrespectful language.
 - c. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
 - d. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person.
 - i. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending the person messages, they must stop.
 - e. Users will not knowingly or recklessly post false or defamatory information about a person or organization
5. Request for Privacy
- a. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.
 - b. Users will not post private information about another person.
6. Respecting Resource Limits
- a. Users will use the system only for educational and professional or career development activities (no time limit), and limited, high-quality, personal research. For students, the limit on personal research is no more than _____ hours per week. *[The last sentence is optional and probably only necessary if the District allows remote access.]*
 - b. Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.
 - c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
 - d. Users will check their email frequently, delete unwanted messages promptly, and stay within their email quota.
 - e. Users will be subscribed only to high quality discussion group mail lists that are relevant to their education or professional/career development.
7. Plagiarism and Copyright Infringement
- a. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.
 - b. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of

that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner.

8. Inappropriate Access to Material

- a. Users will not use the District system or District-owned electronic devices to access material that is profane or obscene (pornography), that advocates illegal or dangerous acts, or that advocates violence or discrimination towards other people (hate literature). (See Policy FGAB and Policy DMA.) For students, a special exception may be made if the purpose is to conduct research and access is approved by both the teacher and the parent. District employees may access the above material only in the context of legitimate research.
- b. If a user inadvertently accesses such information, he or she should immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Internet Use Policy.

[Utah Admin. Rules R277-495-4.A\(3\) \(April 7, 2014\)](#)

[Utah Admin. Rules R277-495-4\(1\)\(c\) \(April 8, 2019\)](#)

District Website—

The District may establish a website. Material appropriate for placement on the District website includes: District information, school information, teacher or class information, student projects, and student extracurricular organization information. Personal information not related to education will not be allowed on the District website.

The Superintendent will designate a District Web Publisher, responsible for maintaining the school websites and monitoring class, teacher, student, and extracurricular web pages. The Web Publisher will develop style and content guidelines for official District and school web materials and develop procedures for the placement and removal of such material. All official District material posted on the District website must be approved through a process established by the District Web Publisher.

School Websites—

The Principal will designate a School Web Publisher, responsible for managing the school website and monitoring class, teacher, student, and extracurricular web pages. All official material originating from the school will be consistent with the District style and content guidelines and approved through a process established by the School Web Publisher. The School Web Publisher will develop additional guidelines for the school website.

Collection of User Information—

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If the school or District collects personally identifiable information from users who access its website, the school or District shall publish on that website a privacy policy statement that discloses the following information:

1. The identity of the school's Web Publisher and contact information (telephone number or email address);
2. A summary of the personally identifiable information collected by the school or school district and contained on its website;
3. How the personally identifiable information collected by the school or District is used by the school or District;
4. The school's or District's practices concerning disclosure of the personally identifiable information on the website;
5. How the user who accesses the school or District website can request access to his or her personally identifiable information and access to correct the information; and
6. A general description of the security measures in place to protect the user's personally identifiable information from unintended disclosure.

[Utah Code § 63D-2-102 \(2009\)](#)

[Utah Code § 63D-2-103 \(2008\)](#)

Staff Web Pages—

Staff may develop web pages that provide a resource for others. Staff will be responsible for maintaining their resource sites. Staff web pages will not be considered official material but will be developed in a manner as to reflect well upon the District.

Student Web Pages—

1. Students may create a website as part of a class activity. Material presented on a student class activity website must meet the educational objectives of the class activity.
2. With the approval of the Principal or Web Publisher, students may establish personal web pages. Material presented in the student's personal website must be related to the student's educational and career preparation activities.
3. It will not be considered a violation of a student's right to free speech to require removal of material that fails to meet established educational objectives or that is in violation of a provision of the Internet Use Policy or student disciplinary code. However, student material may not be removed merely on the basis of disagreement with the views expressed by the student.
4. Student web pages must include the following notice: "This is a student web page. Opinions expressed on this page shall not be attributed to the District."

5. Student web pages will be removed at the end of the school year unless special arrangements are made. A notice will be provided to students prior to such removal.

Extracurricular Organization Web Pages—

1. With approval of the Principal, extracurricular organizations may establish web pages. Material presented on the organization web page must relate specifically to organization activities.
2. Organization web pages must include the following notice: "This is a student extracurricular organization web page. Opinions expressed on this page shall not be attributed to the District."

Student Information—

Each school shall develop standards for disclosure of student information that are considered generally acceptable in light of the age of the students attending the school.

[Alternative: The following standards will be followed regarding the disclosure of student information on school websites:

1. Elementary age students:
 - a) First and last initial, no pictures of identifiable students
2. Middle school students:
 - a) First and last names
3. Parental approval of disclosure in accord with the standards must be obtained.]

Web Page Requirements—

1. All District Internet Use Policy provisions will govern material placed on the web.
2. Web pages shall not:
 - a. Contain personal contact information about students beyond that permitted by the school (or District) and parent.
 - b. Display photographs or videos of any identifiable individual without a signed model release. Model releases for students under the age of 18 must be signed by their parent or guardian.
 - c. Contain copyrighted or trademarked material belonging to others unless written permission to display such material has been obtained from the owner. There will be no assumption that the publication of copyrighted material on a website is within the fair use exemption.
3. Material placed on the website is expected to meet academic standards of proper spelling, grammar, and accuracy of information.

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4. Students may retain the copyright on the material they create that is posted on the web. District employees may retain the copyright on material they create and post if appropriate under District policies.
5. Each web page will carry a notice indicating when it was last updated and the email address of the person responsible for the page.
6. All web pages should have a link at the bottom of the page that will help users find their way to the appropriate home page.
7. Users should retain a back-up copy of their web pages.

Handbook, Forms, and Agreements—

Exhibits 1 - 4 of this policy document contain the student internet handbook, forms, and agreements to implement this policy and regulation.

Grading: Testing Procedures and Standards

Purpose of the Policy—

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

Administration of Statewide Assessments—

The District shall administer statewide assessments to all students enrolled in the grade level or course to which the assessment applies, with the following exceptions:

1. The student has been exempted under the procedures set forth in Policy EFBB.
2. ~~If the District has decided not to administer the SAGE in grades 11 or 12.~~

~~3.~~—A student's IEP team, English Learner team, or Section 504 accommodation plan team shall determine that student's participation in statewide assessments consistent with the Utah Participation and Accommodations Policy.

[Utah Admin. Rules R277-404-5\(1\) \(March 14 February 22, 2018\)](#)

District Statewide Assessment Plan—

The District shall develop a plan to administer statewide assessments. After considering and making any appropriate changes, the plan shall be submitted to the State Superintendent by September 15 of each year.

The plan shall include:

1. The dates that the District shall administer each statewide assessment;
- ~~2. Whether the District elects to offer the SAGE to students in grade 11;~~
- ~~2~~3. Professional development for an educator to fully implement the assessment system;
- ~~4~~3. Training for educators and appropriate paraprofessionals in the requirements of assessment administration ethics; and
- ~~4~~5. Training for educators and appropriate paraprofessionals in using statewide assessment results effectively to inform instruction.

[Utah Admin. Rules R277-404-5\(2\), \(3\), \(4\) \(March February 1422, 2018\)](#)

Time Periods for Administering Statewide Assessments—

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A District educator or trained employee shall administer statewide assessments required under [Utah Admin. Rule R277-404-5](#) consistent with the schedule established by the State Superintendent and the District's assessment plan.

A District educator or trained employee shall complete all required assessment procedures prior to the end of the assessment window defined by the State Superintendent.

If the District requires an alternative schedule with assessment dates outside of the State Superintendent's published schedule, it shall submit the alternative testing plan to the State Superintendent by September 1 annually. The plan shall set dates for assessment administration for courses taught face-to-face or online.

[Utah Admin. Rules R277-404-4\(3\) \(March 14 February 22, 2018\)](#)
[Utah Admin. Rules R277-404-5\(8\), \(9\), \(10\) \(March 14 February 22, 2018\)](#)

District Assessment Training—

District assessment staff will use the Standard Test Administration and Testing Ethics Policy in providing training for all assessment administrators and proctors. (This policy can be obtained online at <https://www.schools.utah.gov/assessment> or from the State Board of Education at 250 East 500 South, Salt Lake City, Utah 84111.

At least once each school year, the District will provide professional development for all educators, administrators, and assessment administrators concerning guidelines and procedures for statewide assessment administration, including educator responsibility for assessment security and proper professional practices.

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

[Utah Admin. Rules R277-404-5\(5\), \(6\), \(7\) \(March 14 February 22, 2018\)](#)
[Utah Admin. Rules R277-404-3 \(March 14 February 22, 2018\)](#)

School Responsibilities—

The District, school, or educator may not use a student's score on a state required assessment to determine:

1. The student's academic grade, or a portion of the student's academic grade, for the appropriate course; or
2. Whether the student may advance to the next grade level.

The District or a school or educator may consider, as one of multiple lines of evidence, a student's score on a state required assessment to determine whether a student may enroll in an honors, advanced placement, or International Baccalaureate course. However, a student may not be prohibited from enrolling in

one of these courses based on the student's score on a state required assessment or because the student was exempted from taking a state required assessment.

In accordance with [Utah Code § 53G-6-803](#), the school shall reasonably accommodate a parent's request to allow a student's demonstration of proficiency on a state required assessment to fulfill a requirement in a course.

The District and school shall require an educator and assessment administrator and proctor to individually sign the testing ethics signature page provided by the State Superintendent acknowledging or assuring that the educator administers assessments consistent with ethics and protocol requirements.

All educators and assessment administrators shall conduct assessment preparation, supervise assessment administration, and certify assessment results before providing results to the State Superintendent.

All educators and assessment administrators and proctors shall securely handle and return all protected assessment materials, where instructed, in strict accordance with the procedures and directions specified in assessment administration manuals, District rules and policies, and the Standard Test Administration and Testing Ethics Policy.

[Utah Admin. Rules R277-404-6 \(March 14/February 22, 2018/9\)](#)

District Employee Compliance with Assessment Requirements, Protocols, and Security—

Teachers, administrators, and all District personnel shall not:

1. Provide a student directly or indirectly with a specific question, answer, or the content of any specific item in a standardized assessment prior to assessment administration;
2. Download, copy, print, take a picture of, or make any facsimile of protected assessment material prior to, during, or after assessment administration without express permission of the State Superintendent and a District administrator;
3. Change, alter, or amend any student online or paper response or any other standardized assessment material at any time in a way that alters the student's intended response;
4. Use any prior form of any standardized assessment, including pilot assessment materials, that the State Superintendent has not released in assessment preparation without express permission of the State Board and a District administrator;

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5. Violate any specific assessment administrative procedure specified in the assessment administration manual, violate any state or District standardized assessment policy or procedure, or violate any procedure specified in the State Board testing ethics policy;
6. Fail to administer a state required assessment;
7. Fail to administer a state required assessment within the designated assessment window;
8. Submit falsified data;
9. Allow a student to copy, reproduce, or photograph an assessment item or component; or
10. Knowingly do anything that would affect the security, validity, or reliability of standardized assessment scores of any individual student, class, or school.

A school employee shall promptly report an assessment violation or irregularity to a building administrator, the District Superintendent, or the State Superintendent.

An educator who violates this rule or an assessment protocol is subject to Utah Professional Practices Advisory Commission or Board disciplinary action consistent with [Utah Admin. Rule R277-515](#).

All assessment material, questions, and student responses for required assessments are designated protected, consistent with [Utah Code § 63G-2-305](#), until released by the State Superintendent.

The District shall ensure that all assessment content is secured so that only authorized personnel have access and that assessment materials are returned to the State Superintendent following testing, as required by the State Superintendent.

An individual educator or school employee may not retain or distribute test materials, in either paper or electronic form, for purposes inconsistent with ethical test administration or beyond the time period allowed for test administration.

[Utah Admin. Rules R277-404-8 \(March 14 February 22, 2018\)](#)

Reporting Assessment Results—

UTREx data shall be updated using the processes and according to the schedules determined by the State Superintendent. The District shall ensure that

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

[Utah Admin. Rules R277-404-9 \(March 14 February 22, 2018\)](#)

Referral to State Board for Violation—

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

Classified Employee Evaluation

Definition—

For purposes of this policy, a “classified employee” means a District employee who is working in a position that does not require a Utah educator license.

[Utah Admin. Rules R277-532-2 \(May 8, 2018\)](#)

Classified Employee Evaluation—

Classified employees shall be evaluated on at least an annual basis using a written evaluation instrument. The evaluation shall be administered by the principal or by an appropriate supervisor designated by the principal. The evaluation instrument shall incorporate the job description and job duties of the employee, in addition to standards with regard to attendance, compliance with District policies, and other appropriate matters. The evaluation shall be completed at least 90 days prior to the end of the contract year.

[Utah Admin. Rules R277-532\(1\)\(c\) \(May 8, 2018\)](#)

[Utah Code § 53G-11-504\(1\) \(2019\)](#)

A copy of the written evaluation shall be provided to the employee promptly following completion. The employee may appeal violations of the evaluation procedure (but not the substance of the evaluation) by submitting a grievance under the District’s grievance policy.

[Utah Admin. Rules R277-532-3\(1\)\(c\)\(v\) \(May 8, 2018\)](#)

No evaluation is required for temporary or part-time classified employees of the District.

[Utah Admin. Rules R277-532-3\(3\) \(May 8, 2018\)](#)

[Utah Code § 53G-11-504\(2\) \(2019\)](#)

Orderly School Termination for Employees

~~[Alternative B – All Employees Can Obtain Career Status]~~

~~If the board of education adopts policy DHA without specifying the adoption of Alternative A or Alternative B this policy, Alternative A – Classified Employees Do Not Obtain Career Status will apply as the board's adopted policy and will govern in the event of any other policy inconsistency.~~

Definitions—

For purposes of this policy, the following definitions apply:

1. "Career Employee"
 - a. An employee of the District who has obtained a reasonable expectation of continued employment. An ~~certified~~ employee who works for the District on at least a half-time basis becomes a career employee upon the successful completion of at least three (3) full consecutive academic school years with the District as a provisional employee (~~the~~ District may extend the three-year provisional status of an employee up to an additional two (2) consecutive years). If the provisional employee starts after the beginning of the school year, that school year does not count toward "career employee" status. Successful completion is determined by performance of all contractual duties within standards acceptable to the District.
 - b. An employee who has obtained a reasonable expectation of continued employment under this policy and then accepts a position with the District which is substantially different from the position in which career status was obtained shall ~~[retain career status]~~ ~~[become a provisional employee]~~ ~~[become a provisional employee in that position]~~. An employee with career status who is separated from employment with the District and later returns to work with the District shall upon return be a provisional employee.

~~[Note that Districts may determine the effect on career status of an employee accepting a substantially different position than that in which career status was obtained. In adopting this policy, a board of education should select one of the bracketed options included above or a different option determined by the board of education. If the board of education adopts policy DHA without specifying the adoption of "retain career status," "become a provisional employee" or "become provisional employee in that position" the language "become a provisional employee in that position" will apply as the board's adopted policy.]~~

[Utah Code § 53G-11-501\(3\) \(2019\)](#)

[Utah Code § 53G-11-503 \(2018\)](#)

2. "Provisional Employee"

- a. Any employee who has not achieved career employee status is a "Provisional Employee." A provisional employee is an employee, who works for the District on at least a half-time basis, hired on an individual, one-year contract and who is not a temporary employee. Provisional employees have no expectation of continued employment beyond the current one-year contract term. Provisional employees are employed at will and their employment can be terminated at the discretion of the Board of Education except that provisional employees can be discharged during the term of each contract only for cause. The District may extend the provisional status of an employee up to an additional two consecutive years by written notification to the provisional employee no later than 30 days before the end of the contract term of that individual. Circumstances under which an employee's provisional status may be extended include: (1) less-than-perfect score on a performance evaluation; or (2) receipt of complaint(s) or expression(s) of concern from a parent, coworker, or member of the community that creates uncertainty about the employee's professionalism, performance, or character; (3) declining student enrollment in the district or in a particular program or class; (4) the discontinuance or substantial reduction of a particular service or program; or (5) budgetary concerns.

[Utah Code § 53G-11-501\(10+\) \(20189\)](#)

[Utah Code § 53G-11-503 \(2018\)](#)

3. "Classified Employees"

- a. Classified Employees are all non-certified employees of the District.

4. "Temporary Employee"

- a. Temporary employees are all employees employed on a temporary basis. Temporary employees also include those seasonal employees who are employed for less than the full academic year. An appointment of a temporary employee may not be for a period of time greater than one year. Temporary employees are employed at the will of the District and have no expectation of continued employment and their employment may be terminated at any time without cause. Temporary employees are not career employees or provisional employees as defined by Utah Code § 53G-11-501 and the policies of this District.

[Utah Code § 53G-11-501\(145\) \(20189\)](#)

5. "Contracted Service Providers"

- a. Contracted Service Providers are individuals regardless of employment status (full or part-time) who by nature of their profession are not required to hold a professional certificate issued by the Utah State Board of

Education who are paid by contract to provide specific types of services for the District but who are not employees, are not on the District payroll and do not receive the same benefits enjoyed by regular employees of the District.

6. "Extra Duty Contracts"

- a. An employee who is given extra duty assignments in addition to a primary assignment, such as a teacher who also serves as a coach or activity advisor, is a temporary employee in those extra duty assignments and may not acquire career status beyond the primary assignment. There are no rights to a due process hearing if a person is released from coaching or an extra duty position. A person may be released from a coaching or extra curricular position at the discretion of the Board.

7. "Employee"

- a. A person, other than the District superintendent or business administrator, who is a career or provisional employee of the District.

[Utah Code § 53G-11-501\(7\)\(a\) \(20189\)](#)

8. "Contract Term or Term of Employment"

- a. The term of employment is the period of time during which an employee is engaged by the District under a contract of employment, whether oral or written. Notwithstanding, all contracts of employment shall be in writing.

9. "Dismissal or Termination"

- a. An employee shall be deemed to be discharged upon occurrence of any of the following events:
 - i. Termination of the status of employment of an employee.
 - ii. Failure to renew the employment contract of a career employee.
 - iii. Reduction in salary of an employee not generally applied to all employees of the same category employed by the District during the employee's contract term.
 - iv. Change of assignment of an employee with an accompanying reduction in pay unless the assignment change and salary reduction are agreed to in writing.

[Utah Code § 53G-11-501\(5\) \(20198\)](#)

10. "Unsatisfactory performance"

- a. a deficiency in performing work tasks which may be:
 - i. due to insufficient or undeveloped skills or a lack of knowledge or aptitude; and
 - ii. remediated through training, study, mentoring, or practice.

- b. does not include the following conduct that is designated as a cause for termination or a reason for license discipline:
 - i. a violation of work [rules/policies](#);
 - ii. a violation of [District/local school board](#) policies, State Board of Education rules, or law;
 - iii. a violation of standards of ethical, moral, or professional conduct; or
 - iv. insubordination.

[Utah Code § 53G-11-501\(156\) \(20189\)](#)

Causes for Dismissal or Non-Renewal—

Any employee may be suspended or discharged during a contract term for any of the following:

1. Immorality;
2. Insubordination or failure to comply with directives from supervisors;
3. Incompetence;
4. Conviction, including entering a plea of guilty or nolo contendere (no contest), of a felony or misdemeanor involving moral turpitude or immoral conduct;
5. Conduct which may be harmful to students or to the District;
- [6.](#) [Improper or unlawful physical contact with students;](#)
- [6-7.](#) [Any violation of the District's Employee Code of Conduct, Policy DAI;](#)
- [7-8.](#) [Violation of District policy, State Board of Education rules, or law;](#)
- [8-9.](#) [Unprofessional conduct not characteristic of or befitting a District employee including a violation of standards of ethical, moral, or professional conduct;](#)
- [9-10.](#) [Manufacturing, possessing, using, dispensing distributing, selling and/or engaging in any transaction or action to facilitate the use, dispersal or distribution of any illicit \(as opposed to authorized\) drugs or alcohol on District premises or as a party of any District activity;](#)
- [10-11.](#) [Current addiction to or dependency on a narcotic or other controlled substance.](#)
- [11-12.](#) [Dishonesty or falsification of any information supplied to the District; including data on application forms; employment records or other information given to the District;](#)
- [12-13.](#) [Engagement in sexual harassment of a student or employee of the District;](#)

- ~~13-14.~~ 14. Neglect of duty, including unexcused absences, excessive tardiness, excessive absences, and abuse of leave policies or failure to maintain certification;
- ~~14-15.~~ 15. Deficiencies pointed out as part of any appraisal or evaluation;
- ~~15-16.~~ 16. Failure to fulfill duties or responsibilities or a violation of work rules;
- ~~16-17.~~ 17. Inability to maintain discipline in the classroom or at assigned school-related functions;
- ~~17-18.~~ 18. Drunkenness or excessive use of alcoholic beverages or controlled substances;
- ~~18-19.~~ 19. Disability not otherwise protected by law that impairs performance of required job duties;
- ~~19-20.~~ 20. Failure to maintain an effective working relationship, or to maintain good rapport with parents, co-workers, the community or colleges;
- ~~20-21.~~ 21. Failure to maintain requirements for licensure or certification;
- ~~21-22.~~ 22. Unsatisfactory performance;
- ~~22-23.~~ 23. For any other reason justifying termination of employment for cause.

Termination for Unsatisfactory Performance—Procedural Due Process— Notice to Career Employee of Unsatisfactory Performance—

If the District intends not to renew the contract of a career employee for reasons of unsatisfactory performance it shall:

1. Notify ~~the a career~~ employee at least 30 days prior to issuing a notice of intent not to renew the employee's contract that continued employment is in question and the reasons for anticipated non-renewal;
2. The Principal or designee shall provide and discuss with the ~~career~~ employee written documentation clearly identifying the deficiencies in performance;
3. The Principal or designee shall develop and implement a plan of assistance, in accordance with procedures and standards established by Policy DG or Policy DGA, to allow the ~~career~~ employee an opportunity to improve performance;
4. Provide to the ~~career~~ employee a sufficient time period to successfully complete the plan of assistance of at least 30 days but not more than 120 days in which to correct the deficiencies; except the 120-day limit may be extended when:
 - a. an ~~career~~ employee is on leave from work during the time period the plan of assistance is scheduled to be implemented; and the leave was approved and scheduled before the written notice intent not to renew was provided; or

- b. the leave is specifically approved by the Board.
5. The time period to correct the deficiencies may continue into the next school year;
6. The time period to implement the plan of assistance and correct the deficiencies shall begin when the ~~career~~ employee receives the written notice provided under Subsection (1) and end when the determination is made that the ~~career~~ employee has successfully remediated the deficiency or notice of intent to not renew or terminate the ~~career~~ employee's contract is given in accordance with Subsection (8);
7. The Principal or designee shall reevaluate the ~~career~~ employee's performance;
8. If upon a reevaluation of the ~~career~~ employee's performance, the ~~d~~District determines the ~~career~~ employee's performance is satisfactory, and within a three-year period after the initial documentation of unsatisfactory performance for the same deficiency pursuant to Subsection (2), the ~~career~~ employee's performance is determined to be unsatisfactory, the ~~D~~istrict may elect to not renew or to terminate the ~~career~~ employee's contract.
9. If the ~~career~~ employee's performance remains unsatisfactory after reevaluation, the Superintendent or designee shall give notice of intent to not renew or to terminate the ~~career~~ employee's contract, which shall include written documentation of the ~~career~~ employee's deficiencies in performance.
10. Nothing in this Policy shall be construed to require compliance with or completion of evaluations prior to non-renewal of a career employee's contract.
11. An employee whose performance is unsatisfactory may not be transferred to another school unless the Board specifically approves the transfer of the employee.

[Utah Code § 53G-11-514 \(2018\)](#)

[Utah Code § 53G-11-517 \(2018\)](#)

Notice of Intent not to Renew Contract of Career Employee—

If the District intends not to renew the contract of employment of a career employee after giving notice that continued employment is in question, it shall:

1. Give notice that a contract of employment will not be offered for the following school year to the individual.
2. Issue notice at least 30 days before the end of the contract term of the individual.
3. Serve notice by personal delivery or certified mail to the employee's most recent address shown on the district's personnel records.

Notice of Intent to Terminate Employment During Term of Contract—

If the District intends to terminate an employee's contract during the contract term, the District shall:

1. Give written notice of that intent to the employee;
2. Serve the notice by personal delivery or by certified mail addressed to the individual's last known address.
3. Serve the notice at least 30 days prior to the proposed date of termination;
4. State the date of termination and detailed reasons for termination.
5. Give notice of the individual's right to appeal the decision to terminate employment and the right to a hearing and the right to legal counsel, to present evidence, cross-examine witnesses and present arguments at the hearing.
6. Notify the employee that failure to request a hearing within 15 days after the notice of termination was either personally delivered or mailed to the employee's most recent address shown on the district's personnel records shall constitute a waiver of the right to contest the decision to terminate.

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[Utah Code § 53G-11-513 \(2018\)](#)

Notice of Intent Not to Offer a Contract to a Provisional Employee—

If the District intends not to offer a contract of employment for the succeeding school year to a provisional employee, it shall give notice at least 60 days before the end of the provisional employee's contract term that the employee will not be offered a contract for a following term of employment. Because provisional employees do not have an expectation of continued employment, they do not have a right to grieve the decision not to renew employment and do not have a right to a hearing.

[Utah Code § 53G-11-513 \(2018\)](#)

Notice of Intent to Terminate or Not Offer a Contract to a Temporary Employee—

Temporary employees will be given notice of a minimum of 10 working days of the termination of their employment. Because temporary employees do not have an expectation of continued employment, they do not have a right to grieve the decision to terminate or not to extend employment and do not have a right to a hearing.

Expectation of Continued Employment in Absence of Notice—

In the absence of a notice, a career or provisional employee is considered employed for the next contract term with a salary based upon the salary schedule applicable to the class of employees into which the individual falls.

This provision does not preclude the dismissal of a career or provisional employee during the contract term for cause.

[Utah Code § 53G-11-513 \(2018\)](#)

Right to an Informal Conference—

A notice of intention not to renew the contract of a career employee or of an intention to terminate the contract of a career or provisional employee during its term must advise the individual that he or she may request an informal conference before the Superintendent or Superintendent's designee. The request for an informal conference must be made in writing and delivered to the Superintendent's within 10 days of the date on the notice of intention not to renew or notice of termination during the contract term. The informal conference will be held as soon as is practicable. Suspension pending a hearing may be without pay if the Superintendent or a designee determines after the informal conference, or after the employee had an opportunity to have an informal conference, that it is likely that the reasons for cause will result in termination.

[Utah Code § 53G-11-513 \(2018\)](#)

Employee's Right to Hearing—

A notice of intention not to renew the contract of a career employee or of an intention to terminate the contract of a career or provisional employee during its term must also advise the individual that if after the informal conference the employee wishes a hearing on the matter, he or she must submit written notice to that effect to the Superintendent's office within five (5) days of the informal conference. If the employee wishes to not have an informal conference, but does wish to have a hearing, he or she must submit written notice to that effect within 15 days of the date on the notice of intent not to renew or notice of termination during the contract term. Upon timely receipt of the notice, the Superintendent will notify the Board, which will then either appoint a hearing examiner or hearing board or determine to hear the matter itself. In either case, the Board will then send notice of the date, time and place of hearing to the Superintendent and to the employee. If the employee does not request a hearing within 15 days, then the employee shall have waived any right to a hearing and to contest the decision.

[Utah Code § 53G-11-513 \(2018\)](#)

Appointing a Hearing Examiner—

If the Board of Education determines that the hearing shall be conducted by a hearing examiner or board, it shall so advise the Superintendent to appoint a board of three District administrators who have no substantial knowledge of the facts of the case or select an independent hearing examiner.

In so appointing a hearing examiner or hearing board, the Board of Education may delegate its authority to the hearing officer or hearing board to make findings and decisions relating to the employment of the employee that are binding upon both the employee and the Board of Education. In the absence of an express delegation, the Board retains the right to make its own decision based on the factual findings of the hearing officer.

[Utah Code § 53G-11-515 \(2018\)](#)

Rights of Employee at a Hearing—

At the hearing, the employee and administration each have right to counsel, to produce witnesses, to hear testimony, to cross-examine witnesses, and to examine documentary evidence.

[Utah Code § 53G-11-515 \(2018\)](#)

Decision—

Within 15 days after the hearing, the person or entity that conducted the hearing, whether the hearing examiner, hearing board, or Board of Education, shall issue written findings and conclusions deciding the matter. These shall be provided to the employee by mail or personal delivery.

In the event the decision of the board or hearing officer is to not terminate the employment of the employee, then the employee shall be reinstated and back pay shall be paid if the employee was suspended without pay pending a hearing.

[Utah Code § 53G-11-513 \(2018\)](#)

Suspension During Investigation—

The active service of an employee may be suspended by the Superintendent pending a hearing if it appears that the continued employment of the individual may be harmful to students or to the District. The employee shall be provided written notice of the suspension, which may be included with written notice of termination of employment during the contract term or notice of non-renewal of contract.

[Utah Code § 53G-11-513 \(2018\)](#)

Necessary Staff Reduction Not Precluded—

Nothing in this policy prevents staff reduction if necessary to reduce the number of employees because of the following:

1. declining student enrollments in the district;
2. the discontinuance or substantial reduction of a particular service or program;
3. the shortage of anticipated revenue after the budget has been adopted; or
4. school consolidation.

[Utah Code § 53G-11-516 \(2018\)](#)

No Verbal Agreements—

It is the policy of the District that all agreements with employees must be written; there are no verbal agreements because all agreements must be approved by the Board of Education. Only the Board of Education has authority to hire and fire unless such authority has been expressly delegated in writing.

Notification to Utah Professional Practices Advisory Commission—

Created:
Modified: [2 May 2018](#) [27 May 2019](#)

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The Superintendent shall notify the Utah Professional Practices Advisory Commission if an educator is determined, pursuant to an administrative or judicial action, to have had disciplinary action taken for, or to have engaged in:

1. immoral behavior
2. unprofessional conduct, or professional incompetence which results in suspension for more than one week or termination, requires mandatory licensing discipline under R277-515, or which otherwise warrants Commission review.

[Utah Admin. Rules R277-516-8\(2\) \(September 21, 2017\)](#)

Redress of Grievances

Purpose—

The purpose of this policy is to provide employees an orderly process for the prompt and equitable resolution of grievances. The Board intends that, whenever feasible, complaints be resolved at the lowest possible administrative level.

Redress of Grievances—

Employees shall have the right, in a peaceable manner that does not interfere with education in the District, to assemble together for their common goals and apply to those vested with the powers of government for redress of grievances or other purposes, by petition, address, or remonstrance.

Evaluations—

Teachers may present grievances regarding the evaluation process according to the District's evaluation processes or as set out in the statute regarding evaluations. Those policies and laws shall govern grievances regarding [teacher evaluations](#) rather than this policy. [Classified employees may present grievances regarding evaluations under this policy.](#)

[Utah Code § 53G-11-507 \(2019\)](#)
[Utah Code § 53G-11-508 \(2019\)](#)

Right to Representation—

An employee, or where appropriate a group of employees, may present a grievance through another person or organization recognized by the Board regarding any adverse employment action or administrative action decision negatively affecting the employee.

Freedom from Retaliation—

No retaliatory action shall be taken by the Board or any administrator against an employee or other participant in a grievance proceeding because of participation in the grievance procedure.

Presentation—

An employee's legal right to present a grievance is satisfied at each level when someone in a position of authority hears the employee's concern; however, that authority is under no legal compulsion to take action to rectify the matter.

Board's Role—

The Board shall provide an opportunity for employees to present their grievances for Board consideration. At the option of the Board grievances may be reviewed solely at the administrative level by a school principal or the Board may exercise its discretion to hear a grievance at a regular meeting in executive session or at such other times as the Board may determine.

Notice to Employees

Principals of each school shall be responsible for informing all employees under their supervision of the District's employee grievances policy.

Definitions—

1. Complaint
 - a. A complaint must specify the individual harm suffered.
2. A grievance under this policy shall include:
 - a. Grievances concerning an employee's wages, hours, or conditions of work or other adverse employment action decisions affecting an employee.
 - b. Specific allegations of unlawful discrimination in employment on the basis of sex (including allegations of sexual harassment), race, religion, national origin, age, disability, sexual orientation, or gender identity or on the basis of the employee's exercise of constitutional rights.
 - c. Alleged violations of State Board rules or of policies adopted by the Board.
 - d. Alleged violations of a constitutional, statutory, or common law right.
3. Aggrieved Party
 - a. An aggrieved party is an employee who alleges a violation of a constitutional, statutory, or common law right, or of a State Board rule or local Board policy. An employee who files a grievance is not necessarily an "aggrieved party". Different procedures may apply to "aggrieved parties" than to "complainants". Those distinctions shall be determined on a case-by-case basis.

Presentations and Hearings—

In most circumstances, complainants shall be entitled to administrative review conferences and an informal presentation of the complaint to the Board at the Board's discretion; however, this provision shall not be construed to create an independent right to a hearing before the Board in addition to hearings required by law. Aggrieved parties whose legal rights have been adversely affected such that they are entitled to some type of due process hearing shall be offered a hearing before the Board or its designee. Upon receipt of the written request for a hearing, the Superintendent shall determine whether an aggrieved party is legally entitled to more than a presentation and, if so, the type of hearing appropriate.

Aggrieved Party—

An employee aggrieved by a violation of a constitutional, statutory, or common law right, a rule adopted by the State Board of Education, or a policy adopted by the Board shall be afforded a hearing before the Board in accordance with applicable law. However, this provision shall not be construed to create an

independent right to a hearing before the Board in addition to any hearing required by law.

Request—

The aggrieved employee shall make a written request for a hearing, identifying specifically the claimed violation and the relief requested. The written request shall be deemed filed upon receipt by the Superintendent's office. The request shall be filed with the Superintendent's office not more than 15 days after the claimed violation.

Hearing—

The school principal or designee shall conduct a hearing within 30 days of receipt of a written request. However, the hearing may be postponed by mutual consent. The principal or designee shall notify the aggrieved employee in writing of the time and place of the hearing. The Board shall notify the aggrieved employee of its decision in writing within 15 days after the hearing.

Other Review Processes

Employee termination and non-renewal procedures are found in policy series D and such actions are not subject to the procedures set forth in this section.

Representation

The employee registering a complaint or any employee who is the subject of a complaint may be represented at his or her own expense by a fellow employee, attorney, other person, or organization. The District may be assisted in processing complaints as it deems appropriate.

General Provisions

The following shall be general provisions for processing grievances:

1. Grievances shall be heard in informal administrative conferences.
2. Time is of the essence. All time limits shall be strictly complied with, except if extended by mutual consent. All references are to calendar days, unless otherwise indicated.
3. The appropriate administrator at each level shall respond to the employee within seven working days of a grievance conference. Oral grievances may receive an oral or written response, and written grievances shall receive a written response.
4. The employee has seven working days after a response to appeal to the next level. The grievance shall be considered concluded if at any level it is not appealed within the given time limit.
5. All grievances arising out of an event or condition or related series of events must be addressed in one grievance. An employee may not bring separate or

serial grievances concerning events or conditions about which the employee has previously complained.

Level One—

Any employee having a grievance shall meet with the Principal or immediate supervisor within fifteen days of the time the employee first knew, or should have known, of the event, condition, or series of events upon which the grievance is based.

Level Two—

If the employee is not satisfied with the outcome of the grievance conference at Level One, the employee may meet with the Superintendent or a designee to discuss the grievance within seven working days after receiving the response.

At or prior to the conference with the Superintendent or designee, the employee shall submit a written description of the basis of the grievance, the date(s) it occurred, the remedy sought, and the date the employee conferred with the Principal or immediate supervisor.

Level Three—

If the outcome of the grievance conference at Level Two is not to the employee's satisfaction, an employee wishing to appeal shall file a written request with the Superintendent for a Board hearing at the next regular meeting. In matters involving an aggrieved party, the meeting shall be held within 30 days after the date the written request for a Board hearing was filed with the Superintendent, unless postponed by mutual consent. The Board shall notify the aggrieved employee in writing of the time and place of the hearing. The Board shall provide written notification to the aggrieved employee of its decision within 15 days after the hearing.

The Board may designate a portion of its regular monthly meeting to hear employee grievances. However, the Board shall not discuss any subject that is not included in the written notice (posted agenda) for the meeting, other than to propose to place it on the agenda for a subsequent meeting.

The Board President may set reasonable time limits on grievance presentations. The Board shall listen to the grievance but is not required to respond or take any action on the matter unless the grievance is from an aggrieved party.

Aggrieved parties who are entitled to some type of due process hearing shall be afforded that hearing with the Board or its designee at Level Three. If the Board's designee conducts the hearing, the designee shall make a recommendation to the Board at a meeting held within 30 days of the date the request for a Board hearing was filed with the Superintendent. The employee shall be given an opportunity to respond to the recommendation either orally or in writing.

Closed Hearing—

If the grievance involves the character, professional competence, or physical or mental health of the employee bringing the grievance, it shall be heard by the Board in a closed meeting, unless the employee requests that it to be heard in public. If the grievance involves complaints or charges against another person, it shall be heard by the Board in a closed meeting, unless the person complained about requests that it be heard in public.

[Utah Code § 52-4-205\(1\)\(a\) \(20194\)](#)

Wayne School District
Classified Evaluation

Employee Name: _____ Location/Job: _____

School Year: _____ Observation Date: _____ Interview Date: _____

Levels for Assessing Performance

Level 1 - Not Effective / Level 2 - Emerging Effective / Level 3 - Effective / Level 4 - Highly Effective

	Levels	1	2	3	4
Knowledge					
1. Demonstrates knowledge of position as specified on the job description and other duties as defined by supervisor.					
2. Has obtained required certifications, licenses and/or training.					
Performance of Skills					
1. Performs duties in an acceptable manner.					
2. Demonstrates good judgment/makes appropriate decisions.					
3. Adapts to change.					
4. Organizes work and assignments effectively.					
Conduct					
1. Interacts appropriately with staff, students, and patrons.					
2. Works effectively with co-workers.					
3. Effective communication skills.					
Commitment to Job					
1. Observes work hours/attendance.					
2. Uses time effectively.					
3. Accepts accountability for job.					
4. Demonstrates initiative.					
Professional personal appearance and grooming					
1. Personal hygiene, grooming and attire are appropriate.					
Compliance to Wayne County School District practices and policies.					
1. Practices safe work habits.					
2. Follows policies and procedures.					
Comments:					
Post Evaluation Notes:					
Date:					
Employee Signature:			Evaluator Signature:		

Family Medical Leave

This policy is adopted in conformance with the Family and Medical Leave Act, [29 U.S.C. ' 2601 et seq.](#), and implementing regulations located at [29 CFR ' 825 et seq.](#) and supersedes all other District policies related to family leave, sick leave, bereavement leave, pregnancy leave and/or disability leave.

Definitions—

1. Eligible Employee
 - a. An “eligible employee” means any classified or certified employee of the District who has been employed for at least 12 months by the District and worked at least 1,250 hours during the immediate 12-month period prior to any request for leave under this Policy.
[29 CFR § 825.110](#)
2. Instructional Employee
 - a. An “instructional employee” is one whose principal function is to teach and instruct students in a class, small group, or individual setting and includes not only teachers but also coaches, driving instructors, and special education assistants such as signers for the hearing impaired.
 - b. “Instructional employee” does not include teacher assistants or aides who do not have as their principal job actual teaching or instructing, nor does it include auxiliary personnel (such as counselors, psychologists, or curriculum specialists) or non-teaching employees (such as cafeteria workers, maintenance workers, or bus drivers).
[29 CFR § 825.600\(c\)](#)
3. Employment Benefits
 - a. The term “employment benefits” means all benefits provided or made available by the District to its employees such as group life insurance, health insurance, disability insurance, sick leave, annual leave, educational benefits and pension or retirement benefits.
[29 CFR § 825.102](#)
4. Health Care Provider
 - a. The term “health care provider” means a licensed doctor of osteopathy or medicine and other persons listed in the applicable regulation.
[29 CFR § 825.102](#)
5. Parent
 - a. The term “parent” means the [natural biological](#) or adoptive or step or foster parent of a child or [legal guardian who acts in the place of a](#)

~~parent~~ any other person who stood in loco parentis to the employee when the employee was a son or daughter as defined in this policy.

[29 CFR § 825.102](#)

6. Son or Daughter

- a. The term "son or daughter" means a biological, adopted, or foster child, a stepchild, a legal ward, ~~of a person who acts as parent or a child of a person standing in loco parentis.~~ A child is: (a) less than 18 years of age; or (b) older than 18 years but incapable of self-care ~~due to~~ ~~because of a~~ mental or physical disability at the time leave is to commence.

[29 CFR § 825.102](#)

7. Spouse

The term "spouse" means a legal husband or wife.

[29 CFR § 825.102](#)

8. Serious Health Condition

- a. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider
- b. "Inpatient care" means consisting of an overnight stay in a hospital, hospice, or residential medical facility, together with any period of incapacity or any subsequent treatment in connection with that care
- c. "Continuing treatment by a health care provider includes:
- i. Incapacity and treatment, which is
 - 1. A period of incapacity of more than 3 consecutive, full calendar days and any subsequent treatment or period of incapacity relating to the same condition
 - 2. Which also involves:
 - a. Treatment 2 or more times, within 30 days of the first day of incapacity (unless extenuating circumstances as defined by regulation exist) by a health care provider or by a nurse or provider of health care services under the direct supervision of or under orders of or on referral by a health care provider, or
 - b. Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the health care provider's supervision.

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- ii. Pregnancy or prenatal care, which is prenatal care or any period of incapacity due to pregnancy
- iii. A chronic condition, which is
 - 1. Any period of incapacity or treatment for such incapacity due to a chronic serious health condition.
 - 2. A “chronic serious health condition” is one which
 - a. Requires periodic visits (at least twice a year) for treatment by a health care provider or a nurse under direct supervision of a health care provider
 - b. Continued over an extended period of time (including recurring episodes of a single underlying condition), and
 - c. May cause episodic rather than a continuing period of incapacity (for example, asthma, diabetes, epilepsy, and so forth).
- iv. Permanent or long term conditions
 - 1. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective.
 - 2. The patient must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.
 - 3. Examples of such conditions include Alzheimer’s, a severe stroke, or the terminal stages of a disease.
- v. Conditions requiring multiple treatments
 - 1. Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or a provider of health care services under orders of or on referral by a health care provider for
 - 2. Either
 - a. Restorative surgery after an accident or other injury or
 - b. A condition that would likely result in a period of incapacity of more than three consecutive, full calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.) or kidney disease (dialysis).

- vi. Absences relating to pregnancy or chronic conditions
 - 1. An absence related to pregnancy or chronic conditions (as described above) qualify for FMLA leave even if no treatment is received and the absence does not last more than three consecutive calendar days. For example, in ability to report for work because of the onset of an asthma attack or because of severe morning sickness

[29 CFR § 825.113](#)
[29 CFR § 825.114](#)
[29 CFR § 825.115](#)

Eligibility—

An eligible employee is entitled to a total of 12 work weeks of leave without pay during any 12-month period in the event of any of the following:

- 1. the birth of a son or daughter of the employee and to care for that newborn son or daughter;
 - a. an expectant mother may take FMLA leave before the birth of the child for prenatal care or if her condition makes her unable to work.
- 2. the placement of a son or daughter with the employee for adoption or foster care;
 - a. a father, as well as a mother, can take family leave for the birth, placement for adoption or foster care of a child.
- 3. a spouse, son, daughter or parent who has a serious health condition;
or
- 4. the employee suffers from a serious health condition that makes the employee unable to perform the essential functions of that employee's position.

An eligible employee is entitled to a total of 26 work weeks of leave without pay during a 12-month period to care for a covered service-member with a serious illness or injury incurred in the line of duty on active duty.

An eligible employee is entitled to a total of 12 work weeks of leave without pay during a single 12-month period for any qualifying exigency arising out of a covered [militaryservicemember](#) family member who is on active duty or called to active duty status in support of a contingency operation. A qualifying [contingencyexigency](#) exists in the following circumstances:

- 1. Short-notice deployment;
- 2. Military events and related activities;
- 3. Child care and school activities;

4. Financial and legal arrangements;
5. Counseling;
6. Rest and Recuperation;
7. Post-deployment activities;
8. Parental ~~activities~~care; and
9. Additional activities not encompassed in the above, but agreed to by the employee and the District.

[29 CFR § 825.112](#)
[29 CFR § 825.200](#)
[29 CFR § 825.122](#)
[29 CFR § 825.127](#)
[29 CFR § 825.126](#)

Concurrent Leave—

The board hereby designates all paid or unpaid leave for any reason to be counted as part of and included in the Family Medical Leave so that an employee shall be entitled to no more than the maximum available leave allowed under the Family Medical Leave Act and other types of leave taken together.

The District hereby requires the employee to substitute any accrued vacation leave, personal leave, or family leave of the employee in place of any part of the FMLA leave week period of any leave under this policy.

Nothing shall require the District to provide paid sick leave, vacation leave, annual leave, or other type of paid leave in any situation where it is not otherwise provided under District policies.

[29 CFR § 825.207](#)

Limitations on Intermittent or Reduced Schedule Leave—

An additional limitation applies where an instructional employee needs intermittent leave or leave on a reduced schedule which is foreseeable based on planned medical treatment and which is needed for the employee's own serious health condition or to care for a family member with a serious health condition or for a covered service member. If the employee would be on leave for more than 20% of the total number of working days over the period the leave would extend, then the District may require the employee to choose one of the following options:

1. Take leave for a period or periods of a particular duration (not greater than the duration of the planned treatment); or
2. Transfer temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits and which better accommodates recurring periods of leave than does the employee's regular position.

If the employee fails to give the required notice of the foreseeable leave, the District may require the employee to take one of the above-listed options or may require the employee to delay taking the leave until the notice requirements have been satisfied.

Leave that is taken for a period that ends with the school year and continues at the beginning of the next school year is not considered intermittent but is considered consecutive.

If an instructional employee chooses to take leave for periods of a particular duration in the case of intermittent or reduced schedule leave, the entire period of leave taken will count as FMLA leave.

[29 CFR § 825.601](#)
[29 CFR § 825.603\(a\)](#)

Foreseeable Leave—

An employee shall make a reasonable effort to:

1. provide the District with at least 30 days prior written notice of any anticipated leave under this policy whenever the leave is foreseeable; and
2. schedule treatment so as not to unduly disrupt the operations of the District.

[29 CFR § 825.302](#)

Employer Notification—

The District shall post in a conspicuous place on school premises a notice of rights under this policy [This Notice must be approved by the Secretary of Labor. See Policy Exhibit 1.]

Upon receipt of a written request for Family Medical Leave, the District will provide the employee written notification of the status of the leave request within 5 working days.

Spouses of Employees Employed by the District—

In any case where both husband and wife are employees of the District and both seek leave under this policy, such leave shall be limited to an aggregate of the maximum allowed individual leave during any 12-month period if:

1. Leave is sought to care for a newborn daughter or son or the adoption of a daughter or son; or
2. Leave is sought to care for a sick parent.

[29 CFR § 825.201](#)

Certification for Leave for Qualifying Exigencies—

All leave under this policy taken because of a military qualifying exigency shall be supported by a certification from the employee that includes:

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1. A statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency which are sufficient to support the need for leave, including information on the type of qualifying exigency and any available written documentation which supports the request.
2. The approximate date on which the qualifying exigency commenced or will commence.
3. If the request is for leave for a single, continuous period of time, the beginning and end dates of the absence.
4. If the request is for leave on an intermittent or reduced schedule basis, an estimate of the frequency and duration of the qualifying exigency.
5. If the exigency involves meeting with a third party, appropriate contact information for the person with whom the employee is meeting (such as the name, title, organization, address, telephone number, and email) and a brief description of the purpose of the meeting.
6. If the exigency involves Rest and Recuperation leave, a copy of the military member's Rest and Recuperation orders or other documentation indicating that such leave has been granted, and the dates of the leave.
7. If the exigency is covered active duty or call to covered active duty status, then the first time that leave is requested because of that duty or call to duty, the employee must provide a copy of the orders or other documentation showing the status or call to status and the dates of the covered active duty service.

[29 CFR § 825.309](#)

Required Medical Certification—

All leave under this policy taken because of a serious health condition (of the employee or another) must be supported by a certification issued by a health care provider. (This requirement does not apply to leave taken for birth or adoption.)

1. The Board hereby designates all qualifying leave as Family Medical Leave.
2. The medical certification shall be provided at least fifteen (15) days after leave is requested or when the employee begins unforeseeable leave.
3. A certification is sufficient if it states:
 - a. The name, address, telephone number, fax number, and type of practice or specialty of the health care provider
 - b. The approximate date on which the serious health condition commenced.

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- c. The probable duration of the condition.
 - d. A statement or description of appropriate medical facts regarding the health condition for which the leave is requested which are sufficient to support the need for leave. (This may include information on symptoms, diagnosis, hospitalization, doctor visits, whether medicine has been prescribed, referrals to other medical providers, or any regimen of continuing treatment.)
 - e. If medical leave is required for the employee's absence from work because of the employee's own condition (including absences due to pregnancy or a chronic condition), information sufficient to establish that the employee cannot perform the essential functions of the employee's job as well as the nature of any other work restrictions and the likely duration of such inability.
 - f. If the patient is a covered family member with a serious health condition, information sufficient to establish that the family member is in need of care and an estimate of the frequency and duration of the leave required to care for the family member.
 - g. If intermittent or reduced-schedule leave is requested for planned treatment of a serious medical condition (of the employee or a family member), information sufficient to establish the medical necessity for such intermittent or reduced-schedule leave and an estimate of the dates and duration of such treatments and any periods of recovery.
 - h. If intermittent or reduced-schedule leave is requested for the employee's serious health condition (including pregnancy) that may result in unforeseeable episodes of incapacity, information sufficient to establish the medical necessity for such intermittent or reduced-schedule leave and an estimate of the frequency and duration of the episodes of incapacity.
 - i. If intermittent or reduced-schedule leave is requested for to care for a covered family member with a serious health condition, a statement that such leave is medically necessary to care for the family member, which can include assisting in the family member's recovery, and an estimate of the frequency and duration of the required leave.
4. The District may require the employee taking Family Medical Leave to complete the attached Fitness for Duty Certification prior to his/her return to work at the District. See Policy Exhibit 2

[29 CFR § 825.202](#)
[29 CFR § 825.312](#)

Required Medical Certification for Military Caregiver Leave—

When leave is taken to care for a covered service member with a serious injury or illness, the employee must provide a certification which satisfies the requirements of 29 CFR § 825.310.

[29 CFR § 825.310](#)

Other Provisions—

1. An employee who takes leave in conformance with this policy is entitled to:
 - a. be restored to the position held by the employee prior to leave; or
 - b. be provided an equivalent position in terms of benefits, pay and responsibilities.
2. No benefit accrued prior to taking leave shall be lost as a result of taking leave under this policy.
3. The employee shall not accrue any seniority or employment benefits during any period of leave.
4. The District may deny restoration of employment or an equivalent position to a key employee under circumstances and to the extent provided for by applicable regulations, which in general provide for this if:
 - a. The denial is necessary to prevent substantial and grievous economic injury to the operations of the District;
 - b. The District notifies the employee that it intends to deny restoration when it determines that injury would occur;
 - c. The employee elects not to return to employment after receiving notice; and
 - d. The employee is paid on a salary basis and is among the highest paid 10% of employees of the District.
5. If an employee fails to return to work after leave expires for reasons other than continuation, recurrence, or onset of a serious health condition of the employee, son, daughter, or spouse, or for other reasons outside of the employee's control, then the District may recover the premium paid for maintaining coverage for the employee during the leave period.

[29 CFR § 825.215](#)

[29 CFR § 825.213](#)

[29 CFR § 825.214](#)

[29 CFR § 825.216](#)

[29 CFR § 825.217](#)

[29 CFR § 825.218](#)
[29 CFR § 825.219](#)

Rules for Instructional Employee Leave Near End of Academic Term—

An “academic term” is a school semester, typically ending near the end of the calendar year and the end of the school year in the spring. (For FMLA purposes, the District cannot have more than 2 academic terms in a year.)

If an instructional employee begins leave more than 5 weeks prior to the end of an academic term, the employee must continue taking unpaid leave until the end of the academic term if:

1. The leave requested is of at least 3 weeks duration; and
2. The return to employment would occur during the 3-week period before the end of the academic term.

If the employee begins leave for reasons other than a personal serious health condition which commences less than 5 weeks prior to the end of the academic term, then the employee must continue to take unpaid leave until the end of the academic term if:

1. The leave requested is of greater than a 2-week duration;
2. The return to employment would occur during the 2-week period before the end of the academic term.

If the employee begins leave for reasons other than personal serious health condition during the period that commences 3 weeks prior to the end of the academic term and the leave is greater than 5 working days, then the employee must continue to take unpaid leave until the end of the academic term.

If an instructional employee is required under these rules to take leave until the end of the academic term, only the period of leave until the employee is ready and able to return to work is charged against the employee’s FMLA leave allotment.

[29 CFR § 825.602](#)
[29 CFR § 825.603](#)

Employee Bullying and Hazing

Note--

[Utah Code § 53G-9-605](#) requires that this policy be developed with input from students, parents, teachers, school administrators, school staff, or law enforcement agencies. Therefore, seek input from one or more of these groups prior to adopting this policy. This policy regulates employee conduct. There is a corresponding policy applicable to student conduct, Policy FGAD, and the policies should be considered together as part of the District's bullying and hazing policy. The current statutory deadline for updating the District bullying policy is September 1, 2018.

Definitions—

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

- ii. a power differential between the bully and the target; or
- e. substantially interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits.

The foregoing conduct constitutes bullying regardless of whether the person against whom the conduct is committed directed, consented to, or acquiesced in the conduct.

3. "Communication" means the conveyance of a message, whether verbal, written, or electronic.
4. "Cyber-bullying" means:
 - a. Using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
 - b. In addition, any communication of this form that is generated off-campus but causes or threatens to cause a material and substantial disruption at school or interference with the rights of students to be secure may also be considered cyber-bullying.
5. "Hazing" means a school employee intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
 - a. meets one of the following:
 - i. endangers the mental or physical health or safety of a school employee or student; or
 - ii. involves any brutality of a physical nature, including whipping, beating, branding, calisthenics, bruising, electric shocking, placing of a harmful substance on the body, or exposure to the elements;
 - iii. involves consumption of any food, alcoholic product, drug, or other substance or other physical activity that endangers the mental or physical health and safety of a school employee or student; or
 - iv. involves any activity that would subject a school employee or student to extreme mental stress, such as sleep deprivation, extended isolation from social contact, or conduct that subjects a school employee or student to extreme embarrassment, shame, or humiliation; and either

- b. is committed for the purpose of initiation into, admission into, affiliation with, holding office in, or as a condition for membership in a school or school sponsored team, organization, program, club or event; or
- c. is directed toward a school employee or student whom the individual who commits the act knows, at the time the act is committed, is a member of, or candidate for membership in, a school or school sponsored team, organization, program, club, or event in which the individual who commits the act also participates.

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

[Utah Admin. Rules R277-613-2 \(April July 9, 2018\)](#)
[Utah Code § 76-5-107.5 \(2011\)](#)
[Utah Code § 53G-9-601\(1\) to \(5\) \(20198\)](#)

“Retaliate” means an act or communication intended:

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

[Utah Code § 53G-9-601\(87\) \(20189\)](#)

“School employee” means:

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

[Utah Code § 53G-9-601\(10\) \(20198\)](#)

Bullying Prohibited—

No school employee may engage in bullying of a student or of a school employee.

School employees who engage in bullying are in violation of this policy and verified violations shall result in disciplinary action up to and including termination, consistent with the District’s Orderly Termination policy (DHA).

Anonymous reports of bullying alone cannot constitute the basis for formal disciplinary action.

The school or District may also report violations of this policy to law enforcement.

[Utah Code § 53G-9-605 \(20198\)](#)

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

Hazing and Cyber-bullying Prohibited—

No school employee may engage in hazing or cyber-bullying of a student or of a school employee at any time or at any location.

School employees who engage in hazing or cyber-bullying are in violation of this policy and verified violations shall result in disciplinary action up to and including termination, consistent with the District's Orderly Termination policy (DHA).

The school may also determine to break up or dissolve a team, organization, or other school-sponsored group for hazing violations by its members.

Anonymous reports of hazing or cyber-bullying alone cannot constitute the basis for formal disciplinary action.

The school or District may also report violations of this policy to law enforcement.

[Utah Code § 53G-9-605 \(20198\)](#)

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

Retaliation Prohibited—

No school employee may engage in retaliation against a school employee, a student, or an investigator for, or witness of, an alleged incident of bullying, cyber-bullying, hazing, or retaliation against a school employee or student, or an alleged incident of abusive conduct.

School employees who engage in retaliation are in violation of this policy and verified violations shall result in disciplinary action up to and including termination, consistent with the District's Orderly Termination policy (DHA).

Anonymous reports of retaliation alone cannot constitute the basis for formal disciplinary action.

The school shall inform students who have reported being subject to bullying, cyber-bullying, or hazing and these students' parents that retaliation is prohibited and shall encourage the students and parents to be aware of and to report any subsequent problems or new incidents.

[Utah Code § 53G-9-605 \(20198\)](#)

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

Making a False Report Prohibited—

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

School employees who engage in making such false allegations are in violation of this policy and verified violations shall result in disciplinary action up to and including termination, consistent with the District's Orderly Termination policy (DHA).

[Utah Code § 53G-9-605\(3\)\(d\) \(20198\)](#)
[Utah Admin. Rules R277-613-4\(1\)\(a\) \(April/July 9, 2018\)](#)

Action Plan—

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

[Utah Admin. Rules R277-613-5\(2\), \(3\), \(4\) \(April/July 9, 2018\)](#)

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

[Utah Code § 53G-9-605\(3\)\(g\) \(20198\)](#)

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

[Utah Admin. Rules R277-613-5\(6\) \(April/July 9, 2018\)](#)

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

[Utah Admin. Rules R277-613-2\(104\) \(April/July 9, 2018\)](#)
[Utah Admin. Rules R277-613-5\(6\) \(April/July 9, 2018\)](#)

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

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

Training and Education—

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

Training to students, staff, and volunteers shall:

1. Include information on various types of aggression and bullying, including:
 - a. overt aggression that may include physical fighting such as punching, shoving, kicking, and verbally threatening behavior, such as name calling, or both physical and verbal aggression or threatening behavior;
 - b. relational aggression or indirect, covert, or social aggression, including rumor spreading, intimidation, enlisting a friend to assault a child, and social isolation;
 - c. sexual aggression or acts of a sexual nature or with sexual overtones;
 - d. cyber-bullying, including use of email, web pages, text messaging, instant messaging, social media, three-way calling or messaging or any other electronic means for aggression inside or outside of school; and
 - e. civil rights violations, including bullying, cyber-bullying, hazing, and retaliation based upon the students' or employees' actual or perceived identities and conformance or failure to conform with stereotypes;
2. Complement required student suicide prevention programs and required suicide prevention training; and
3. Include information on when issues relating to this policy may lead to student or employee discipline.

[Utah Admin. Rules R277-613-4\(5\)\(b\) \(April/July 9, 2018\)](#)

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

[Utah Admin. Rules R277-613-4\(6\) \(April/July 9, 2018\)](#)

In addition to training school employees and educating students mentioned above, all volunteer coaches, employees, and students involved in any curricular athletic program or any extra-curricular club or activity shall:

1. Complete bullying, cyber-bullying, harassment and hazing prevention training prior to participation;

2. Repeat bullying, cyber-bullying, harassment and hazing prevention training at least every three years;
3. Be informed annually of the prohibited activities list provided previously in this Policy and the potential consequences for violation of this Policy.

The content of this activity training shall be developed in collaboration with the Utah High School Activities Association (UHSAA) and the training shall also be provided in collaboration with UHSAA. The school shall obtain and keep signature lists of the participants in the activity training.

[Utah Admin. Rules R277-613-6 \(April/July 9, 2018\)](#)

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

[Utah Code § 53G-9-605 \(2019\)](#)

The District may also offer voluntary training to parents and students regarding abusive conduct.

[Utah Code § 53G-9-607\(1\)\(b\) \(2019\)](#)

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

[Utah Admin. Rules R277-613-5\(1\)\(b\) \(April/July 9, 2018\)](#)

Assessment—

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

[Utah Admin. Rules R277-613-4\(3\) \(April/July 9, 2018\)](#)

[Utah Code § 53E-9-203 \(2019\)](#)

Publication and Acknowledgment—

A copy of this policy shall be included in employee handbooks, shall be provided to the parent ~~or guardian~~ of each student enrolled in the District, and shall be available on the District website.

Each employee shall [annually provide a signed statement stating that the employee has received a copy of this policy.](#)

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~~Each student 8 years of age and older and a parent or guardian of each student enrolled in the District shall annually provide a signed statement stating that the student and parent or guardian has received a copy of this policy.~~

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

Parental Notification of Incidents—

The school shall notify the parent ~~or guardian~~ of a student who is involved in an incident of bullying, hazing, cyber-bullying, abusive conduct, or retaliation (whether as a target or as a perpetrator).

The school is also required to notify the parent ~~or guardian~~ of a student who threatens to commit suicide. (See Policy FDAC~~DE~~.) In addition, the school shall produce and maintain a record that verifies that the parent ~~or guardian~~ was notified of the threats or incidents listed above. The record is a private record for purposes of the Government Records Access and Management Act.

The process for notifying a parent ~~or guardian~~ shall consist of:

1. The school principal or designee shall attempt to make personal contact with a parent ~~or guardian~~ when the school has notice of a threat or incident listed above. It is recommended that the parent be informed of the threat or incident with two school people present. If personal contact is not possible, the parent ~~or guardian~~ may be contacted by phone. A second school person should witness the phone call.
2. Contact with the parent ~~or guardian~~ must be documented in a "Verification of Parent ~~or Guardian~~ Contact Regarding Threat or Incident."

(A copy of the "Verification of Parent ~~or Guardian~~ Contact Regarding Threat or Incident" is attached below.) Subject to laws regarding confidentiality of student educational records, at the request of a parent ~~or guardian~~, a school may provide information and make recommendations related to an incident or threat.

[Utah Code § 53G-9-604 \(2019\)](#)

[Utah Admin. Rules R277-613-4\(2\) \(April July 9, 2018\)](#)

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

[Utah Code § 53G-9-604\(2\)\(b\) \(2018\)](#)

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Modified: ~~16 May 2018~~ 13 May 2019

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Report to State Superintendent—

Each year, on or before June 30, the District shall submit a report to the State Superintendent which includes (1) a copy of the District's bullying policy; (2) confirmation of compliance with the requirement to obtain a signed acknowledgment of the policy from students, parents, and employees; (3) verification of required training regarding bullying, cyber-bullying, hazing, and retaliation; (4) the number of incidents of bullying, cyber-bullying, hazing, and retaliation; and (5) the number of those incidents that either included a student who is part of a federally protected class or was bullied, cyber-bullied, hazed, or retaliated against because of the student's disability, race, national origin, religion, sex, gender identity, or sexual orientation.

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[Utah Admin. Rules R277-613-5\(8\) \(April/July 9, 2018\)](#)

VERIFICATION OF PARENT ~~OR GUARDIAN~~ CONTACT REGARDING THREAT OR INCIDENT

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

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

Notice was given of:

- suicide threat
- bullying incident
- cyber-bullying incident
- abusive conduct incident
- hazing incident
- retaliation incident

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

Principal or Principal's Designee Title Date

School Staff Member Title Date

Employee Acceptable Use of Electronic Devices

Purpose—

District employees' job responsibilities may require them to use electronic devices or may be more efficiently and effectively fulfilled by use of such devices. District employees may also wish to use electronic devices for personal purposes during work time. However, electronic devices are subject to misuse and in some circumstances can have the effect of distracting and disrupting the employee and others in the school setting and may also lead to the disruption of the educational process. The purpose of this policy is to vest in school and District administrators the authority to enforce reasonable rules relating to electronic devices in the workplace and to establish the framework for acceptable use of such devices. Policy DMB contains additional standards relating to District-owned devices and devices being used to conduct District business.

Utah Admin. Rules R277-495-3(1) (April 8, 2019)

Definitions—

1. An "eE" electronic device" includes any type of computer or computer-like device (such as a tablet) as well as any "electronic communication device." An "Electronic communication device" is an electronic means a device that can be used for audio, video, or text communication or any other type of computer or computer-like instrument including:
 - a. to record and/or transmit (on either a real time or delayed basis) text, video or still images, sound, or other information. Examples of electronic communication devices include mobile telephones, "a smart" telephones
 - b. a smart or electronic watch;
 - c. a tablet; or
 - d. a virtual reality device, Personal Digital Assistants (PDAs), two-way radios, video broadcasting devices, and pagers.
2. "Guest" means an individual who is not a student, employee, or designated volunteer of a District school who is on school property or at the site of a school-sponsored activity or event.
3. "Inappropriate matter" means pornographic or indecent material as defined in Utah Code § 76-10-1235(1)(a).

Utah Admin. Rules R277-495-2(2), (3), (4) (April 8, 2019)
Utah Admin. Rules R277-495-4(1)(a) (April 8, 2019)

General requirements for acceptable use of electronic devices—

Employee use of electronic devices must comply with Policy EEB (regarding internet and school network use), Policy DAI (employee code of conduct), Policy DKB (regarding sexual harassment), Policy DKBA (regarding interactions with students), Policies FE and FEA (relating to privacy of student records and information) and any other applicable District policies. Certified employee use of

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electronic devices must also comply with the Utah Educator Standards (see [Utah Admin. Rules R277-515-1](#) and following). Employees shall not use electronic devices in any way which violates ~~applicable statutes or regulations~~ [local, state or federal laws](#). Employees shall not use electronic devices in ways that bully, humiliate, harass, or intimidate [school-related individuals, including](#) students, ~~other employees, and guests or other school-related individuals.~~

~~Utah Admin. Rules R277-495-4.A(2), (5), (6) (April 7, 2014)~~ [Utah Admin. Rules R277-495-4\(1\)\(a\), \(c\), \(f\), \(g\) \(April 8, 2019\)](#)

Employee use of an electronic device on school premises ~~(or use of school connectivity)~~ to access inappropriate ~~matter or pornographic images~~ is [prohibited by this policy](#). It is also illegal, may have criminal consequences, shall be reported to law enforcement, and may have adverse employment consequences including termination from employment.

~~Utah Admin. Rules R277-495-4.C(1) (April 7, 2014)~~ [Utah Admin. Rules R277-495-4\(1\)\(c\), \(3\)\(a\) \(April 8, 2019\)](#)
[Utah Code § 76-10-1235 \(2007\)](#)

Electronic devices must be used in an ethical and responsible manner and must not be used to invade others' reasonable expectations of privacy. Students and others in the public schools should not be subject to video or audio capture, recording, or transmission of their words or images by any employee without express prior notice and explicit consent for the capture, recording, or transmission of such words or images. There are certain situations where the possession or use of electronic ~~communication~~ devices and cameras is absolutely prohibited within ~~the District public schools,~~ including locker rooms, counseling sessions, washrooms, and dressing areas.

~~Utah Admin. Rules R277-495-4.D(1) (April 7, 2014)~~ [Utah Admin. Rules R277-495-4\(4\)\(a\) \(April 8, 2019\)](#)

[Electronic devices must not be used in hacking \(obtaining unauthorized access to or disrupting in any way\) any District network or any District electronic device.](#)

[Utah Admin. Rules R277-495-4\(1\)\(f\) \(April 7, 2019\)](#)

Personally owned electronic ~~communication~~ devices—

Employees may carry and use personally owned electronic ~~communication~~ devices on school property subject to this policy and any additional rules and regulations promulgated by the Board of Education. ~~Employees who violate this policy may be subject to disciplinary action.~~

Personal electronic ~~communication~~ devices should not be turned on during the employee's normal duty time to send or receive messages of a personal nature except in emergency situations or with pre-approval from the superintendent or school principal or designee. This includes all times when the employee has direct supervisory responsibility for students or school activities, including after regular school hours (such as at evening school-sponsored events). Personal use of an

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electronic ~~communication~~ device is allowable during normal break times, lunch times, preparation times, and outside of regular school hours when the employee does not have direct supervisory responsibility. Personal electronic ~~communication~~ devices should not be used during instructional time or at school-sponsored programs, meetings, in-services, conferences with parents or guardians, or any other time where there would be a reasonable expectation of quiet attentiveness.

Personal electronic devices should not be used while operating a District motor vehicle except as permitted by governing motor vehicle or other laws and then only when that can be done safely.

Training—

Each school shall, within the first 45 days of each school year, provide school-wide or in-classroom training to employees that covers:

1. The District's internet and electronic device policies (Policies DMA, DMB, FGAB, and EEB);
2. The importance of digital citizenship;
3. The District and school's student conduct and discipline policies;
4. The benefits of connecting to the internet and using the school's internet filters while on school premises; and
5. The discipline related consequences of violating internet and electronic device policies.

Utah Admin. Rules R277-495-5 (April 8, 2019)

Notice of policy—

Copies of the District's internet and electronic device policies shall be available on the District's website in the same location as the District's data governance plan and shall also be available at the District office, at school administration offices.

Utah Admin. Rules R277-495-3(4) (April 8, 2019)

Consequences for violating policy—

Violation of this policy or of Policies DMB or EEB may result in disciplinary action against the employee up to and including termination of employment.

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

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Employee Acceptable Use of District Electronic Communication Devices to Conduct District Business

Purpose—

District electronic ~~communication~~ devices shall be used to support the educational and business requirements of the District. District electronic ~~communication~~ devices shall be used in compliance with all ~~applicable~~ federal, state, and local laws and regulations, and in a cost-effective and ethical manner. This policy also applies to usage of private electronic ~~communication~~ devices by District employees to the extent ~~used~~ utilized for District business. Failure to comply with this policy may result in suspension of the privilege of using a District electronic ~~communication~~ device, disciplinary action, or both.

Definitions—

1. ~~An “e~~Electronic device” ~~means~~ includes any device that is used for audio, video, or text communication or any other type of computer or computer-like instrument ~~device (such as a tablet) as well as any “electronic communication device.”~~ Including:
 - a. A smart phone;
 - b. A smart or electronic watch;
 - c. A tablet; or
 - 1-d. A virtual reality device.
2. ~~An “Electronic communication device” is an electronic device that can be used to record and/or transmit (on either a real time or delayed basis) text, video or still images, sound, or other information. Examples of electronic communication devices include mobile telephones, “smart” telephones, Personal Digital Assistants (PDAs), two-way radios, video broadcasting devices and pagers.~~
2. ~~A “District electronic communication device” means~~ is an electronic ~~communication~~ device which is identified as being owned, provided, issued or lent by the District to an employee or student ~~or the fees for which are paid by the District.~~
3. ~~Utah Admin. Rules R277-495-2(2), (6) (April 8, 2019)~~

Eligible Users—

District electronic ~~communication~~ devices are to be used only by District employees. All employees requiring the use of a District electronic ~~communication~~

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device shall read this policy and sign the declaration of having done so which is Exhibit 1 to this policy.

Acceptable Use—

District electronic ~~communication~~ devices, or any electronic ~~communication~~ device primarily used to conduct District business, must be used in accordance with the following standards, in addition to those set out in Policy DMA:

1. District electronic ~~communication~~ devices are to be used only for District business. Personal use of these devices is prohibited except in emergency situations or with pre-approval from the superintendent or school principal or designee. In the event personal calls are made or received on a District electronic ~~communication~~ device, including personal emergency calls, the employee must reimburse the District for all costs incurred.
2. District electronic ~~communication~~ devices are valuable and should be handled with care. Loss, theft, or damage to a District electronic ~~communication~~ device must be reported immediately to the user's supervisor. If loss, theft, or damage occurs as a result of employee negligence, the employee to whom the device is assigned will be responsible for reimbursing the District for repair or replacement costs.
3. District electronic ~~communication~~ devices are to be used in an ethical and responsible manner. No employee is to use a District electronic ~~communication~~ device for the purpose of illegal transactions, harassment, obscene or offensive behavior, to access or create ~~pornographic or~~ inappropriate material, for unauthorized access to an electronic network or files ~~or another electronic device~~ ("hacking" or similar unlawful behavior) or other violations of District policies or federal, state, or local laws, regardless of whether the device is located on District property when the misuse occurs or is located elsewhere.

~~Utah Admin. Rules R277-495-4.A(3), (5) (April 7, 2014) Utah Admin. Rules R277-495-4(1)(b), (f), (3)(a), (4)(a) (April 8, 2019)~~

4. If the employee assigned to use the District electronic ~~communication~~ device does not return the device and/or related equipment when requested, the employee will be required to reimburse the District for the purchase price of the device and/or related equipment.
5. Employees have no expectation of privacy in using District electronic ~~communication~~ devices. Such devices and all information contained on them may be inspected or searched at any time, either directly or remotely. Employees are prohibited from operating District devices in such a way as to conceal the use which has been made of the device, nor may employees install or permit installation of software or other means to accomplish the same purpose. Employees should be aware that a personal electronic ~~communication~~ device which is used to conduct District business may

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become subject to public records requests or other legally required disclosure to the extent of such use.

6. District electronic ~~communication~~ devices should be used judiciously during instructional time or at school-sponsored programs, meetings, in-services, conferences with parents or guardians, or any other time where there would be a reasonable expectation of quiet attentiveness.
7. District electronic ~~communication~~ devices are to be used in a safe manner. Employees should not use these devices while operating a non-District motor vehicle except to the extent permitted by governing motor vehicle or other laws. (~~General r~~Restrictions on use of electronic ~~communication~~ devices while operating District vehicles are set out in Policy DMA and specific restrictions applicable to school buses are set out in Policy CJDG.)

Misuse of District ~~Owned Electronic Communication Device~~—

An employee who is issued or provided a District electronic ~~communication~~ device ~~by the District~~ remains at all times responsible for that device. The employee will be held responsible for use or misuse of the device by the employee or by anyone else, except for uses occurring after the employee has given the District notice that the device has been lost or stolen. Consequences of misusing a District electronic ~~communication~~ device may include adverse employment action up to and including termination from employment.

~~Utah Admin. Rules R277-495-4.C(2) (April 7, 2014)~~Utah Admin. Rules R277-495-4(3)(b) (April 8, 2019)

Responsibility for Device Cancellation Charges—

If an employee misuses a District electronic ~~communication~~ device or leaves District employment, the employee may be responsible for fees or charges associated with cancellation of the service contract.

If the Superintendent or designee determines that the employee no longer needs a District electronic ~~communication~~ device to perform the employee's job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the District.

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DMB

Policy Exhibit #1

Employee Declaration—

I, _____, have read and understood
Policy DMB, Employee Acceptable Use of District Electronic Devices, and agree to
adhere to the rules outlined therein.

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Employee signature

Date

Use of District Email for Political Purposes

Definitions—

1. A “political purpose” means an act done with the intent or in a way to influence, or intend to influence, directly or indirectly, any person to refrain from voting or to vote for or against (a) any candidate for public office at any caucus, political convention, primary, or election, or (b) any judge standing for retention at any election.
- ~~2. An “ballot proposition” means constitutional amendments, initiatives, referenda, judicial retention questions, opinion questions, bond approvals, or other questions submitted to the voters for their approval or rejection means a~~
2. A “ballot proposition” means a new law proposed for adoption by the public as provided in Utah Code Title 20A, Chapter 7.
- ~~3. A “proposed initiative” means an initiative proposed in an application filed under Utah Code § 20A-7-202 or Utah Code § 20A-7-502.~~
- ~~4. A “referendum” means a process by which a law passed by the Legislature or by a local legislative body is referred to the voters for their approval or rejection.~~
- ~~2-5.~~ 5. A “proposed referendum” means a referendum proposed in an application filed under Utah Code § 20A-7-302 or Utah Code § 20A-7-602.
- ~~3-6.~~ 6. A “campaign contribution” means any of the following when done for a political purpose or to advocate for or against a ballot proposition:
 - a. a gift, subscription, donation, loan, advance, deposit of money, or anything of value given to a filing entity (an entity subject to campaign and campaign finance reporting requirements);
 - b. an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, deposit of money, or anything of value to a filing entity;
 - c. any transfer of funds from a reporting entity (a candidate, a candidate’s personal campaign committee, a judge, a judge’s personal campaign committee, an officeholder, a party committee, a political action committee, a political issues committee, a corporation, or a labor organization) to a filing entity;
 - d. compensation paid by any person or reporting entity other than the filing entity for personal services provided without charge to the filing entity;
 - e. remuneration from:

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- i. any organization or the organization's directly affiliated organization that has a registered lobbyist; or
- ii. any agency or subdivision of the state, including a school district; or
- f. an in-kind contribution.

[Utah Code §20A-7-101\(7\), \(20\) \(2019\)](#)
[Utah Code § 20A-11-101\(3\), \(4717\), \(5241\) \(20179\)](#)
[Utah Code § 20A-11-1202\(2\), \(3\), \(6\), \(11\), \(12\), \(13\) \(175\) \(20197\)](#)

District Email May Not be Used for Political Purposes—

No person may use any District email system or service for a political purpose, or to ~~solicit a campaign contribution, or to~~ advocate for or against a ~~ballot proposition, or to solicit a campaign contribution~~ proposed initiative, initiative, proposed referendum, or referendum. An email sent in violation of this restriction is a record subject to the Government Records Access and Management Act and is not considered a personal note or personal communication.

[Utah Code § 20A-11-1205\(1\), \(7\) \(20189\)](#)

This prohibition does not apply in any of the following circumstances:

1. The person sending the email is directly providing information solely to another person or group of people in response to a question asked by the other person or group of people.
2. The information that the person emails is an argument or rebuttal argument prepared under Utah Code § 20A-7-401.5 or Utah Code § 20A-7-402 and the email satisfies all of the requirements of Utah Code § 20A-11-1205(5)(c).
3. The person is engaging in:
 - a. Communication solely within the District (with persons who have email accounts in the District's email system); or
 - b. Communication solely with another public entity; or
 - c. Communication solely with the District's legal counsel; or
 - d. Communication solely with the sponsors of the initiative or referendum that the email relates to.

[Utah Code § 20A-11-1205\(5\)\(b\), \(c\) \(2019\)](#)

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Wayne School District - Title I Parent and Family Engagement Policy

1. Wayne School District regards parent and family engagement vital to the academic success of students. Parents are the primary teachers of their children and serve as partners with the district in helping their children achieve academic success.
2. Wayne School District will involve parents in the development of its district plan by:
 - Involving parents of Title I schools on the Title I Plan Application committee, and
 - Preparing information for parent review and input.
3. Wayne School District will involve parents in the process of School Review and Improvement by:
 - Requiring Title I schools to involve parents in reviewing and rewriting the School Improvement Plan (SIP).
4. Wayne School District will provide coordination, technical assistance and other support to promote quality parent and family engagement activities to improve student achievement by:
 - Assisting them in understanding Utah's academic standards and assessments,
 - Developing understandable systems to report student achievement,
 - Providing schools resources for parent involvement in classrooms, activities and at conferences, and
 - Providing assistance for activities held at Title I schools.
5. Wayne School District will build the schools' and parents' abilities for parental involvement by:
 - Providing bi-annual district leadership meetings on ways to involve parents,
 - Informing parents of their rights according to Title I law,
 - Requiring Title I schools to convene an annual parent meeting, and
 - Developing communications systems for parents to access school information (call out, websites, Facebook, Twitter, etc.).
6. Wayne School District will coordinate and integrate the same strategies for parental involvement as provided through Head Start by:
 - Providing information on classes and activities at the Parent Information Resources Center (PIRC), and
 - Providing materials to schools as they transition preschool children into kindergarten.
7. Wayne School District will conduct an annual evaluation of the parent and family engagement policy in improving academic quality and identifying barriers to parent participation by:

- Convening a Parent Advisory Committee to review and revise the Parent and Family Engagement Policy,
- Facilitating the identification of barriers for family involvement by the committee, and
- Distributing the committee's findings to school administrators for review and/or action.

8. Wayne School District will ensure that Title I schools involve families in a variety of school activities by:

- Requiring schools to submit a school plan with a parent signature page,
- Providing information to schools on effective ways to make school plans available to the public.
- Providing translation services to Title I schools for school documents and parent conferences, and
- Providing resources for schools to sponsor parent seminars, family nights, school events, etc.

9. Wayne School District will address the concerns and complaints parents may have by:

- Requesting that they first contact the school teacher and or administrator concerning the matter,
- Providing parents an opportunity to take their concern/complaint to the District Title I director, and
- Providing parents the link to the Utah State Board of Education Complaint Procedure site <http://tinyurl.com/nxbfa5g>

Employment Objectives: Nondiscrimination

General Nondiscrimination—

The District shall not, because of an individual's race; color; sex; pregnancy, childbirth or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability or handicap; sexual orientation; or gender identity:

1. Discharge, demote, terminate, retaliate against, harass, or refuse to hire or to promote any otherwise qualified individual; or,
2. Discriminate against an otherwise qualified individual with respect to compensation or in terms, privileges, and conditions of employment.

[Utah Code § 34a-5-106\(1\)\(a\)\(i\) \(2016\)](#)

Otherwise Qualified—

An individual is not considered "otherwise qualified" unless the individual has the education; training; ability, with and without reasonable accommodation; moral character; integrity; disposition to work; adherence to reasonable rules and regulations; and other job-related qualifications required by the District for the particular job, job classification, or position.

[Utah Code § 34a-5-106\(1\)\(a\)\(ii\) \(2016\)](#)

Nursing Mothers in the Workplace—

The District may not refuse to hire, promote, discharge, demote, or terminate an individual, or may not retaliate against, harass, or discriminate in matters of compensation or in terms, privileges, and conditions of employment against an individual otherwise qualified because the individual breastfeeds or expresses milk in the workplace.

[Utah Code § 34-49-204 \(2015\)](#)

Title IX Coordinator—

The District shall designate at least one employee whose responsibilities shall include coordination of the District's efforts to comply with Title IX of the Education Amendments of 1972, as amended, and its implementing regulations. The District shall notify all employees of the name, office address, office telephone number, and email address of the employee(s) so designated.

[34 CFR § 106.8\(a\)](#)

Notification—

The notification may take the following form:

The District designates the following person to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended:

Name _____ Position _____

Office Address _____

Office Email _____ Telephone _____

Disability—

No otherwise qualified person with a disability shall, solely on the basis of disability, be subject to discrimination in employment in any of the District's operations so long as any part of its programs and activities receive federal financial assistance.

[29 U.S.C. § 794](#)

Definitions—

~~“Individual with a disability~~[Handicapped person](#)” means any person who has a record of, is regarded as having, or has a physical or mental impairment that substantially limits one or more of life's major activities. A “qualified ~~individual with a disability~~[handicapped person](#)” is a [handicapped](#) person ~~with a disability~~ who can perform the essential functions of the position in question, with or without reasonable accommodation. Employees or prospective employees have the responsibility of notifying the District personnel office of the need for reasonable accommodations on account of a disability.

[29 U.S.C. § 705\(20\)](#)

[34 CFR § 104.3](#)

“Has a record of such an impairment” means has a history of or has been [misclassified](#) as having a mental or physical impairment that substantially limits one or more major life activities.

“Regarded as having an impairment” means:

1. Has a physical or mental impairment that does not substantially limit major life activities but that is treated by the District as constituting such a limitation;
2. Has a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others towards such impairment; or
3. Has no physical or mental impairment but is treated by the District as having such an impairment.

“Physical or mental impairment” means:

4. Any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory,

including speech organs; cardiovascular; reproductive; digestive; genitourinary; ~~hermic~~ and lymphatic; skin; endocrine; or

5. Any mental or psychological disorder, such as ~~mental retardation~~ intellectual disability, organic brain syndrome, ~~emotional or mental retardation, organic brain syndrome,~~ emotional or mental illness, and specific learning disabilities.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

Exceptions—

The following are not included in the definition of an "individual with a disability:" or "handicapped person":

1. A person whose is currently using of alcohol or illegal drugs when the District is acting on the basis of that use.
- ~~1.2.~~ A person who is an alcoholic whose current use of alcohol prevents the person from performing the duties of the job in question or whose employment, by reason of such current alcohol abuse, would of job responsibilities or constitutes a direct threat to the property or safety of others.
- ~~2.3.~~ A person who has a currently contagious disease or infection and who therefore would constitute a direct threat to the health or safety of other individuals, or who therefore is unable to perform the duties of the job.

29 U.S.C. § 705(20)(C)(i), (iv), (D)

Section 504 Coordinator—

The District will designate at least one person to coordinate its efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973 and its implementing regulations.

Notification—

The District will take appropriate continuing steps to notify applicants and employees that it does not discriminate on the basis of disability in violation of Section 504 of the Vocational Rehabilitation Act of 1973 and its implementing regulations. The notification shall include identification of the designated coordinator, which may be in the following form:

The District designates the following person to coordinate its efforts to comply with Section 504 of the Vocational Rehabilitation Act of 1973:

Name _____ Position _____

Office Address _____

Office Email _____ Telephone _____

[34 CFR § 104.7\(a\)](#)

Residence—

The Board shall not require an employee to reside within the District as a condition of employment.

[Utah Code § 53G-4-408 \(2018\)](#)

Duty to Report—

If any employee of the District knows of or has reason to believe that another employee is being harassed at the workplace by others on the grounds of race; color; sex; pregnancy, childbirth or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability [or handicap](#); sexual orientation; or gender identity, then the employee must promptly report such harassment to the Board. The report shall be made confidentially and the Board shall maintain the confidence of any report of such harassment.

Penalties for Engaging in Harassment—

Within the discretion of the Board, any employee may be terminated for cause, suspended with or without pay or placed on probation for engaging in any form of harassment of another employee on the grounds of race; color; sex; pregnancy, childbirth or pregnancy-related conditions; age, if the individual is 40 years of age or older; religion; national origin; disability [or handicap](#); sexual orientation; or gender identity.

Baker v. Weyerhaeuser Co., 903 F.2d 1342 (10th Cir. 1990)

Employment: Licensure

Personnel Credentials General—

Personnel shall possess and maintain valid credentials, including required licensure and certification, before contracts are issued, duties are assigned, or payment is made from any source of funds. Any such failure will render a contract with the Board void.

Certified Employees General—

Unless an express exception exists under law or under the rules of the Utah State Board of Education, to be employed in the District in a capacity covered by the following license areas of concentration, a person shall hold a valid license issued by the Utah State Board of Education in the respective license areas of concentration:

1. Early Childhood ~~(K-3)~~;
 2. Elementary ~~(1-8)~~;
 - ~~3. Elementary (K-6)~~;
 - ~~4. Middle (5-9) (still valid, and issued before 1988)~~;
 - ~~5.3. Secondary (6-12)~~;
 - ~~6.4. Administrative/Supervisory (K-12)~~ Educational Leadership;
 - ~~7.5. Career and Technical Education~~ or "CTE";
 - ~~8.6. School Counselor~~;
 - ~~9.7. School Psychologist~~;
 - ~~10. School Social Worker~~;
 - ~~8. Special Education (K-12)~~;
 - ~~11. Deaf Education~~
 - ~~9. Preschool Special Education (Birth-Age 5)~~;
 - ~~12-10. Deaf Education~~;
 - ~~13. Communication Disorders~~;
 - ~~14-11. Speech-Language Pathologist~~;
 - ~~12. Speech-Language Technician~~;
 - ~~13. School Social Worker; and~~
 - ~~15-14. Communication Disorders.~~
- Utah Admin. Rules R277-502-2(5)(a) (November 78, 2017); Utah Admin. Rules R277-301-2(6)(a) (December 10, 2018)

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~~Utah Admin. Rules R277-502-5(1) (May 8, 2018)~~ ~~Utah Admin. Rules R277-301-3(4)~~
~~(December 10, 2018)~~

Health Care Providers—

School health care providers, including physicians and nurses, shall maintain appropriate licensure from the State of Utah.

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Ethics Policy Regarding Private But Public Education-Related Activities

Definitions—

For purposes of this policy, the following definitions apply:

- “District employee” means a person who is employed on a full-time, part-time, or contract basis by the District.
- “Activity Sponsor” means a private or public individual or entity that employs an employee in any program in which public school students participate.
- “Extracurricular Activity” means an activity for students recognized or sanctioned by the school or District which may supplement or complement, but are not an official part of, the required program or regular curriculum.
- “Private but Public Education-Related Activities” means any type of activity for which a District employee receives compensation and the principal clients are students at the school where the employee works. Such activities include but are not limited to:
 - Tutoring;
 - Lessons;
 - Clinics;
 - Camps; or
 - Travel Opportunities.

[Utah Admin. Rules R277-107-12 \(August 26, 2015 July 9, 2018\)](#)

Field Code Changed

Prohibition upon Educator Participation in Private but Public Education-Related Activities—

A District employee who participates in a private but public education-related activity shall ensure that his or her participation in the activity is separate and distinguishable from the employee's public employment. In relation to a private but public education-related activity, the employee may not:

- a. Use education records, resources, or information obtained through employment with the District to promote the activity unless the records, resources, or information are readily available to the general public;
- b. Use school time to promote, discuss, or prepare for the activity;

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- c. State or imply to any person or entity that participation in a school sponsored program or extracurricular activity is conditioned in any way on participation in the activity.
- d. Give or withhold credit based on participation in the activity, including but not limited to clinics, camps, private programs or travel activities that are not equally and freely available to all students;
- e. Contact students at public schools except as provided for below.

[Utah Admin. Rules R277-107-43 \(August 26, 2015 July 9, 2018\)](#)

Field Code Changed

Activities an Educator May Engage In—

In relation to a private, but public related activity, an employee may:

1. Offer public education-related services, programs or activities to students provided that they are not advertised or promoted during school time and consistent with the policy.
2. Discuss the activity with students or parents, but only outside of the classroom and the regular school day.
3. Use student directories or online resources which are available to the general public to identify prospective clients.
4. Use student or school publications in which commercial advertising is allowed to advertise and promote the activity.

[Utah Admin. Rules R277-107-34\(45\) \(August 26, 2015 July 9, 2018\)](#)

Field Code Changed

Advertising—

An employee may purchase advertising space to advertise an activity or service, whether or not sponsored by schools in the District or by the District, in a publication that accepts paid or community advertising.

~~The~~ [A paid advertisement in a school publication](#) may identify the activity, participants, and leaders or service providers by name, provide non-school contact information, and provide details of the employee's employment experience and qualifications.

[An employee may post or distribute p](#)Posters or brochures advertising an employee's [private](#) services ~~may be posted or distributed~~ only in the same manner as could be done by a member of the general public under District policy.

Unless the activity is sponsored by the District, the [paid advertisement in a school publication](#) shall state clearly and distinctly ~~in bold lettering~~ that the activity is NOT sponsored by the school or District.

Neither the name of the school nor the District shall be used in the advertisement except as it relates to the employee's employment history or, if school

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facilities will be used under the District public civic center use policy. If the employee's name is used in an advertisement sent to the employee's students or posted, distributed, or otherwise made available in the employee's school, the advertisement shall state that the activity is not school-sponsored.

[Utah Admin. Rules R277-107-54 \(August 26, 2015 July 9, 2018\)](#)

Field Code Changed

Copies of Contracts Provided to District—

The educator must provide to the principal at the school where he or she is employed a signed copy of all contracts between him or her and a sponsor of a private, but public-education related activity ~~sponsor~~. The District will maintain a copy of these contracts ~~and this disclosure~~ in the employee's personnel file. Such contracts must be signed by the employee and must include the following acknowledgments: who engages in any private but public education related activities shall provide a written disclosure to the District which states as follows:

"Written Verification by Employee"

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~~I have provided to the principal of my school a signed copy of all contracts between myself and the private activity sponsor. I understand that the School District will maintain a copy of these contracts and this disclosure in my personnel file.~~

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~~I that the parties understand that this activity is not sponsored by the school or District, that the employee's my responsibilities to the activity sponsor are outside the scope of and unrelated to any public duties or responsibilities that the employee may have as an employee of the District, and that the employee agrees to comply with laws and rules of the State of Utah and District policies regarding my advertising and employee participation.~~

[Utah Admin. Rules R277-107-76 \(July 9, 2018 August 26, 2015\)](#)

Field Code Changed

Staff Code of Conduct

This policy is adopted in conformance with [Utah Administrative Rule R277-517](#), which requires local educational entities to adopt a code of conduct applicable to staff.

Definitions—

1. Abuse
 - a. “Physical abuse” means abuse that results in physical injury or damage.
 - b. “Sexual abuse” has the same meaning as defined in Utah Code § 78A-6-105(48).
 - c. “Verbal abuse” means repeatedly communicating in an objectively demeaning or disparaging manner which creates a hostile, intimidating, abusive, offensive, or oppressive learning environment.
 - d. “Mental abuse” means a pattern of sustained and repetitive acts or inappropriate statements that cause fear, lower self-esteem, or manipulate the person to control behavior. Examples of actions or statements that could be part of such a pattern include intimidation, threatening harm, destruction of property, insults or putdowns, arbitrary and unpredictable inconsistency, and denial that prior abusive incidents occurred. (Appropriate statements or actions taken in imposing discipline for misconduct do not constitute mental abuse.)
[Utah Code § 78A-6-105\(40\), \(48\) \(2018\)](#)
[Utah Admin. Rules R277-515-4\(2\)\(b\)\(i\) \(December 1, 2017\)](#)
2. “Boundary violation.” A boundary violation occurs when a staff member crosses verbal, physical, emotional, or social lines that must be maintained to ensure structure, security, and predictability in an educational environment. Depending on the circumstances, the following may constitute a boundary violation:
 - a. Isolated, one-on-one interactions with students out of the line of sight of others;
 - b. Meeting with a student or students in rooms with covered or blocked windows;
 - c. Telling risqué jokes to or in the presence of a student;
 - d. Employing favoritism to a student;
 - e. Giving a gift to an individual student;
 - f. Staff-initiated frontal hugging or other uninvited touching;
 - g. Photographing an individual student for a non-educational purpose or use;

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- h. Engaging in inappropriate or unprofessional conduct outside of educational program activities;
- i. Exchanging personal email or phone numbers with a student for a non-educational purpose or use;
- j. Interacting privately with a student through social media, computer, or handheld devices; and
- k. Discussing the staff member's personal life or personal issues with a student.

It is NOT a boundary violation to:

- a. Offer praise, encouragement, or acknowledgement;
- b. Offer rewards available to all who achieve;
- c. Ask permission to touch for necessary purposes;
- d. Give a pat on the back or a shoulder;
- e. Give a side hug;
- f. Give a handshake or "high five";
- g. Offer warmth and kindness;
- h. Use public social media alerts to groups of students and parents; or
- i. Engage in contact permitted by an IEP or 504 plan.

It is not a boundary violation when a student acts or speaks in inappropriately familiar ways with a staff member without having been prompted to do so by the staff member, but such incidents must be promptly documented and reported to the staff member's supervisor or the building principal and the student should be given guidance on proper student-staff relationships as directed by the supervisor or principal.

[Utah Admin. Rules R277-515-2\(1\) \(December 1, 2017\)](#)

- 3. "Bullying" means the same as that is defined by Policy FHA and Policy FGAD.
- 4. "Cyber-bullying" means the same as that is defined by Policy FHA and Policy FGAD.
- 5. "Neglect" has the same meaning as defined in Utah Code § 78A-6-105(36).
 - a. The term "parent" means the natural or adoptive or step or foster parent of a child or legal guardian who acts in the place of a parent.
- 6. "Staff" means an employee or any contractor or volunteer with unsupervised access to students.

[Utah Admin. Rules R277-517-2\(2\) \(January 10, 2017\)](#)

Professional Conduct—

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

[Utah Admin. Rules R277-515-3, -4, -5, and -6 \(December 1, 2017\)](#)

District staff are prohibited from being under the influence of, using, possessing, or distributing any alcoholic beverage, tobacco product (including electronic cigarettes), or controlled substance at school or at a school-related activity where the staff member is functioning as such, as outlined in Policy DAG. District staff are further expected to support District efforts to reduce inappropriate drug use and alcohol or tobacco use among students, including by reporting student actions as provided by Policy DDB.

[Utah Admin. Rules R277-515-3\(4\)\(h\), \(i\) \(December 1, 2017\)](#)

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

[Utah Admin. Rules R277-495-4\(1\)\(c\) \(April 8, 2019\)](#)

[Utah Admin. Rules R277-515-4\(2\)\(b\)\(vii\) to \(ix\) \(December 1, 2017\)](#)

[Utah Code § 76-10-1235 \(2007\)](#)

Professional and Ethical Relationships with Students—

District staff are to comport themselves in a way that contributes to maintaining and fostering a positive, effective, non-disruptive and safe learning environment for students. This includes maintaining professional and appropriate demeanor and relationships with students, both during and outside of school hours and on and off campus. This also includes respecting appropriate intrapersonal boundaries in interacting with students and avoiding behavior that could reasonably lead to the appearance of impropriety.

Staff are prohibited from engaging in the following conduct towards students:

1. Abuse (physical, sexual, verbal, or mental, as defined above);
2. Bullying, cyberbullying, harassment (including sexual harassment), or hazing;

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3. Discrimination based on race, ethnicity, gender, sexual orientation, religion (or lack of religious affiliation or belief), or disability;

~~4.~~ Boundary violations;

~~4-5.~~ Sharing any sexually explicit or lewd communication, image, or photograph;

~~5-6.~~ Allowing students in their homes for a school-related social activity without prior written permission of the principal;

~~6-7.~~ Dating or any type of romantic or sexual relationship or conduct;

~~7-8.~~ Requests for sexual activity or sexually suggestive comments; or

~~8-9.~~ Touching a student in a way that makes a reasonably objective student feel uncomfortable.

[Utah Admin. Rules R277-517-3\(2\) \(January 10, 2017\)](#)

[Utah Admin. Rules R277-515-2\(1\) \(December 1, 2017\)](#)

[Utah Code § 63G-7-301\(3\)\(a\)\(i\), \(b\) \(2019\)](#)

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

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

The District recognizes that in circumstances where a staff member and a student have a relationship which is independent of and does not arise out of the school context, interactions which would be a boundary violation in the absence of that independent relationship may not constitute a boundary violation. (Examples of such independent relationships include where the staff member and student are family members or otherwise closely related or where the staff member and student are both affiliated with a non-school organization and the interaction relates to or arises out of that relationship.) The other prohibitions listed above apply regardless of the existence of an independent, non-school relationship.

Violation of any of the prohibitions of this policy is grounds for employee disciplinary action up to and including termination of employment and for action up to and including termination of the District's relationship with a contractor or volunteer.

Reporting Requirements—

Staff members are required to promptly report any suspected incidents of abuse (physical, verbal, sexual, or mental) or neglect, including suspected incidents of child abuse as provided in Policy DDA. Staff members are also required to report incidents of student prohibited acts under Policy DDB, which includes hazing and demeaning or assaultive behavior). Staff members shall also report incidents of bullying, cyberbullying, and harassment.

[Utah Admin. Rules R277-517-3\(2\)\(i\)\(i\) \(January 10, 2017\)](#)

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

[Utah Admin. Rules R277-517-3\(4\)\(a\) \(January 10, 2017\)](#)

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

[Utah Admin. Rules R277-517-3\(4\)\(b\) \(January 10, 2017\)](#)

Reporting Procedures—

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

Training—

Each staff member must, at least every other year, read and sign Policy DDA (regarding reporting of suspected child abuse) and any other policies relating to identifying or documenting child abuse.

[Utah Admin. Rule R277-517-3\(2\)\(i\)\(ii\) \(January 10, 2017\)](#)

[Each staff member must, at the time of initial employment and at least every other year thereafter, be trained on the requirements of this Policy DAI and must at the time of each training sign a statement acknowledging that the staff member has read and understands this policy.](#)

[Utah Code § 63G-7-301\(3\)\(b\) \(2019\)](#)

Each staff member who is either an employee or a contractor must, at least every other year, attend sexual abuse [and human trafficking](#) prevention training as provided for under Policy DDAA.

[Utah Admin. Rule R277-517-3\(2\)\(i\)\(iii\) \(January 10, 2017\)](#)

[Utah Code § 53G-9-207 \(2019\)](#)

Each staff member who holds a Utah educator or administrative license shall become and remain familiar with the professional standards set forth in [Utah Administrative Rule R277-515](#).

[Utah Admin. Rule R277-515-3\(2\) \(December 1, 2017\)](#)

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Public Notice of Code of Conduct—

This policy shall be posted on the District's web site.

[Utah Admin. Rule R277-517-3\(3\) \(January 10, 2017\)](#)

Contracts: Classified Employees

Classified Employees—

~~Contract classified employees shall have no property right in their employment and may be dismissed at will. The Board or its designee may terminate the employment of contract classified employees any time, for any reason, other than a reason prohibited by law. [If Version B of Policy DHA has been adopted, which permits classified employees to obtain career status, this section is hereby deleted.]~~

Dismissal Procedure—

~~Contract classified employees who are dismissed shall receive either notice or salary in an amount equal to the remainder of the pay period. This provision shall not create a contractual relationship or any expectation of employment other than at-will. [If Version B of Policy DHA has been adopted, which permits classified employees to obtain career status, this section is hereby deleted.]~~

Job Descriptions—

The Board shall adopt policies specifying the duties of each of its classified positions of employment. The Board shall assign positions of employment to meet the specific needs of the District.

[Utah Code § 53G-4-402 \(20198\)](#)

Benefits for Employees Hired after July 1, 2013—

Unless otherwise defined by District policy or negotiated agreement and subject to Federal law, a classified employee hired on or after July 1, 2013:

1. may be required to work twenty (20) hours or more in a regular work week; and
2. may be exempt from receiving benefits normally provided to classified employees.

[Utah Code § 49-12-102\(5\)\(c\) \(2018\)](#)

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Substitutes Teachers

Substitute Teachers Hiring and Employment Procedures

In hiring substitute teachers, the District shall apply the following priorities in evaluating applicants:

1. The District shall give first priority to applicants who hold a valid license in the subject matter they will be teaching as a substitute;
2. The District shall give second priority to applicants who have a valid license in a field commonly taught in public schools; and
3. The District shall give third priority to applicants who have a college degree.

~~If possible, all substitute teachers shall possess valid license in the subject matter for which they will be teaching or posses a valid license in a field commonly taught in public schools. It is desirable that all substitute teachers hold a valid teaching certificate or a college degree. However, in an emergency, the District may authorize the Superintendent to hire, as a substitute; an individual who the Superintendent determines is capable of managing a classroom and carrying out the instructional program, even though the individual may not qualify according to the criteria listed above.~~

An individual seeking employment as a substitute teacher shall furnish evidence to the District that the individual is physically and mentally fit to work.

[Utah Admin. Rules R277-508-43 \(JuneMay 78, 20138\)](#)

Prior to hiring an applicant as a substitute teacher, the District shall obtain verification through CACTUS that the applicant has not had a license suspended or revoked and shall obtain a criminal background check on the applicant.

[Utah Admin. Rules R277-508-4\(1\) \(May 8, 2018\)](#)

The District shall periodically evaluate substitute teachers employed by the District and shall establish a salary schedule for substitute teachers according to their training, experience, and competency.

[Utah Admin. Rules R277-508-4\(2\) \(May 8, 2018\)](#)

A regular teacher shall have lesson plans immediately available for use by substitute teachers.

[Utah Admin. Rules R277-508-4\(3\) \(May 8, 2018\)](#)

Term of Service

~~A substitute may not serve in a teaching position for more than eight weeks in one academic year in either the same class or with the same group of students unless he or she possesses an appropriate license for the position.~~

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Student Teachers as Substitutes—

Student teachers may substitute in classes ~~provided they also~~ ~~comply~~ consistent with the instructions and policies from the higher education institution which the student attends.

~~Utah Admin. Rules R277-508-4(4) (May 8, 2018)~~

Paraprofessionals and Aides as Substitutes—

Paraprofessionals and aides may substitute in classes provided they comply with District and school policies.

~~Utah Admin. Rules R277-508-4(4) (May 8, 2018)~~

Suspended Licensure—

The District may not employ any individual whose license has been revoked or is currently suspended by the State Board or the licencing entity of another jurisdiction.

~~Utah Admin. Rules R277-508-5.A (June 7, 2013)~~ ~~Utah Admin. Rules R277-508-3(5)(a) (May 8, 2018)~~

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Child Sexual Abuse and Human Trafficking Prevention Education

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School Personnel Education Regarding Child Sexual Abuse and Human Trafficking—

The District shall provide, every other year, training to all school personnel on responding to a disclosure of child sexual abuse in a supportive, appropriate manner and on the mandatory reporting requirements of [Utah Code § 53E-6-701](#) (regarding abuse by school personnel) and [Utah Code § 62A-4a-403](#) (regarding reporting of child abuse). [The training shall also address human trafficking and identifying children who are victims or may be at risk of becoming victims of human trafficking or commercial sexual exploitation.](#) “School personnel” to receive training include all school employees, whether licensed, part-time, contract, or non-licensed.

[Utah Code § 53G-9-207\(3\)\(a\)\(i\) \(20198\)](#)

Training Materials—

The training required under this policy shall use the instructional materials prepared and approved by the State Board of Education.

[Utah Code § 53G-9-207\(3\)\(b\) \(20198\)](#)

Evidence of Compliance—

The District must provide evidence of compliance with these training and instructional materials requirements upon request of the State Board of Education.

[Utah Code § 53G-9-207\(7\) \(20198\)](#)

Certified Employee Evaluation

Definitions—

For purposes of this policy, the following definitions apply:

1. “Administrator” means an individual who holds an appropriate license issued by the State Board of Education and who supervises educators~~school administrators or teachers~~.
2. “Career educator” means a licensed employee who has a reasonable expectation of continued employment under the policies of the Board.
3. “Educator” means an individual employed by the District who is required to hold a professional license issued by the State Board of Education, except:
 - a. a superintendent~~and the business administrator~~, or
 - b. an individual who:
 - i. works less than three hours per day; or
 - ii. is hired for less than half of the school year.
- ~~4.~~ “Probationary educator” means an educator employed by the District who, under Board policy, has been advised by the District that the educator’s performance is inadequate.
- ~~4.~~ “Evaluator” means a person who is responsible for an educator’s overall evaluation, including professional performance, student growth, stakeholder input, and other indicators of professional improvement.
- ~~5.~~ “Provisional educator” means an educator employed by the District who has not achieved status as a career educator within the District.
- ~~6.~~ “Rater” means a person who conducts an observation of an educator related to an educator’s evaluation.
- ~~5-7.~~ “Certified rater” means an educator who has been trained in evaluating educator performance and has demonstrated competency in using an educator evaluation tool to rate educator effectiveness according to established standards.
- ~~6-8.~~ “Summative evaluation” is an annual evaluation that summarizes an educator’s performance during a school year and that is used to make decisions related to the educator’s employment.
- ~~7-9.~~ “Committee” means the District’s Educator Evaluation Program Committee.

[Utah Code § 53G-11-501 \(2019\)](#)
[Utah Admin. Rules R277-533-2\(2\), \(3\), \(4\), \(5\) \(June 7, 2018\)](#)

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Educator Evaluation Program Committee—

To develop, support, monitor and maintain an educator evaluation program, the Board shall establish a committee comprised of an equal number of ~~educator representatives~~ classroom teachers, parents, and administrators. Nominees for ~~educator representatives~~ classroom teacher members shall be voted upon by the District's ~~educators~~ classroom teachers and a list of those individuals nominated shall be given to the Board. Nominees for parent representatives shall be submitted by community councils within the District. The Board shall appoint committee members from the nomination lists. The Board shall adopt an educator evaluation program in consultation with the Educator Evaluation Program Committee. The committee may:

1. adopt or adapt an evaluation program for educators based on a model developed by the State Board of Education; or
2. create its own evaluation program for ~~teachers~~ educators.

The evaluation program developed by the committee must comply with the requirements of Utah Code Title 53G, Chapter 11, Part 5 and rules adopted by the State Board of Education.

[Utah Code § 53G-11-506 \(2019\)](#)

Periodic Written Evaluations—

The District shall have an evaluation system that provides systematic and fair written evaluations of educators of the District. Evaluations of educators shall occur annually. Such evaluations may be considered by the Board prior to any Board action concerning the individual's employment.

[Utah Code § 53G-11-508 \(2018\)](#) [Utah Code § 53G-11-507\(1\)\(a\) \(2019\)](#)

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Evaluation Program Components—

The District's evaluation program for educators adopted by the Board in consultation with the Educator Evaluation Program Committee shall be a reliable and valid educator evaluation program that evaluates educators based on educator professional standards established by the Utah State Board of Education and includes:

1. a systematic annual evaluation of all provisional, probationary, and career educators
2. the use of multiple lines of evidence, including:
 - a. self-evaluation;
 - b. student and parent input;
 - c. for administrator evaluation, employee input;

- d. a reasonable number of supervisor observations to ensure adequate reliability and consistent with [Utah Admin. Rules R277-533-4](#);
- e. evidence of professional growth and other indicators of instructional improvement based on educator professional standards established by the State Board of Education;
- f. student academic growth data;

3. a summative evaluation that differentiates among the four levels of performance.

The evaluation may provide for a reasonable number of peer observations.

For an administrator, the evaluation shall consider the effectiveness of the administrator evaluating employee performance in a school for which the administrator has responsibility or within the District.

The educator evaluation system may not use end-of-level student assessment scores.

[Utah Code § 53G-11-507 \(20198\)](#)

Deficiencies and Remediation—

The committee shall determine, for purposes of the educator evaluation program, what constitutes an inadequate performance or a performance in need of improvement as demonstrated by an educator's evaluation.

The person responsible for administering an educator's evaluation shall give an educator whose performance is inadequate or in need of improvement a written document clearly identifying a plan of assistance that includes:

1. specific, measurable, and actionable deficiencies;
2. the available resources that will be provided for improvement, including a mentor; and
3. a recommended course of action that will improve the educator's performance.

The educator is responsible for improving his or her performance, including using any resources identified by the District, and demonstrating acceptable levels of improvement in the designated areas of deficiencies; however, this, along with points (2) and (3) above, does not apply if the educator's unsatisfactory performance

was documented for the same deficiency within the previous three (3) years and a plan of assistance was implemented.

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

[Utah Code § 53G-11-517 \(2018\)](#)

[Utah Admin. Rules R277-533-3\(4\) \(August/June 7, 2017/8\)](#)

Summative Evaluation and Review of Evaluation—

The person responsible for administering an educator's evaluation shall, at least fifteen (15) days before an educator's first evaluation, notify the educator of the evaluation process and give the educator a copy of the evaluation instrument, if an instrument is used.

The person responsible for administering an educator's evaluation shall allow the educator to respond to any part of the evaluation and, if the response is written, attach the educator's responses to the evaluation.

Within fifteen (15) days after the evaluation process is completed, the person responsible for administering an educator's evaluation shall:

1. Discuss the written evaluation with the educator;
2. Based on the educator's performance, assign one of the four levels of performance.

An educator who is not satisfied with a summative evaluation has fifteen (15) days after receiving the written evaluation to request a review of the evaluation.

If a review is requested, the superintendent or the superintendent's designee shall appoint a person, not an employee of the District, who is a certified rater and has expertise in teacher or personnel evaluation to review and make written findings reported to the superintendent regarding the educator's summative evaluation. A review of an educator's summative evaluation shall be conducted in accordance with [Utah Admin. Rules R277-533-8](#).

[Utah Code § 53G-11-508 \(2019/8\)](#)

[Utah Admin. Rules R277-533-8 \(August/June 7, 2017/8\)](#)

Mentor for Provisional Educator—

The principal or immediate supervisor of a provisional educator shall assign a mentor who has received training or will receive training in mentoring educators to the provisional educator.

Where possible, the mentor shall be a career educator who performs substantially the same duties as the provisional educator and has at least three years of educational experience.

The mentor shall assist the provisional educator to become effective and competent in the teaching profession and school system, but may not serve as an evaluator of the provisional educator

[Utah Code § 53G-11-509 \(2019\)](#)

Educator Evaluation Data—

Educator evaluation records are private and are classified as private for purposes of the Utah Government Records Access and Management Act and shall only be accessed by the educator's principal or immediate supervisor, by those who need the information in those records in considering employment decisions, or by the superintendent or designee. Employees shall be trained regarding the confidential nature of employee evaluations and the importance of securing those evaluations and records. The District may not release or disclose student assessment information which reveals educator evaluation information or records.

[Utah Admin. Rules R277-487-10 \(JulyDecemberMarch 103, 201789\)](#)
[Utah Admin. Rules R277-533-9 \(June 7, 2018\)](#)

Rater Reliability Process—

Educator evaluations must be performed by certified raters and shall maintain high standards of rater accuracy. To that end, the District shall:

1. Create standardized ratings established by a committee of expert raters to be used for rater professional development and certification;
2. Provide professional development opportunities to all raters and evaluators of licensed educators to:
 - a. Improve a rater or evaluator's abilities; and
 - b. Give the rater or evaluator an opportunity to demonstrate the rater's abilities to rate an educator in accordance with the Utah Effective Educator Standards;
3. Designate qualified raters as certified;
4. Assure that educators are rated by a certified rater; and
5. Offer a rater opportunities to improve the rater's skills through instruction and practice.

[Utah Admin. Rules R277-533-4\(4\) \(June 7, 2018\)](#)

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[Pursuant to [Utah Code § 53G-11-506](#), a district educator evaluation program is to be developed by each Board of Education in consultation with its joint educator evaluation committee. This Exhibit, which contains the basic elements required by statute and regulation, is meant to provide a template for consideration and discussion by the committee and Board of Education in establishing the evaluation program and the evaluation program adopted by the Board in consultation with the committee should reflect the particular decisions of the Board and committee.]

EDUCATOR EVALUATION

PURPOSE—

The purpose of the formal educator evaluation system of the _____ School District (referred to as District in this policy) is to insure that the best possible instruction and learning are accomplished and to provide feedback to the educator in order to promote professional growth in conjunction with the educator's plan for professional development. The evaluation process is also intended to establish behaviors that contribute to student progress.

POLICY—

The _____ School District Board of Education understands the importance of ensuring that every child has an effective educator. Research shows that educator quality affects student achievement more than any other school based variable. It is the policy of the _____ School District to focus on preparing, recruiting, and retaining quality educators as primary strategies to boost academic achievement. By linking educator evaluation with academic standards for students and professional standards for educators, the District intends to transform educator evaluation into a more effective tool for improving instructional practice and raising student achievement.

REFERENCES/DEFINITIONS—

1. "Administrator" is an individual who [holds an appropriate license issued by the State Board and supervises educators](#)~~serves in a position that requires either an educator license with an administrative area of concentration or a letter of authorization and who supervises school administrators or teachers.~~
2. "Career Educator" has the meaning given that term in [Utah Code § 53G-11-501\(2\)](#) and incorporates the requirements for career employee status in [Utah Code § 53G-11-503](#)
3. "Designee" as it pertains to a principal's designee in this specific policy, is a district or school administrator holding an active administrative

endorsement or pursuing such endorsement. This designation is not applicable to the Superintendent's designee.

4. "Educator" means an individual licensed under [Utah Code § 53E-6-201](#) who, as a condition of licensure, is required to comply with the standards and requirements of [Utah Administrative Rule R277-530](#) and [R277-531](#). For the purpose of this policy an educator does not include individuals who work less than three hours per day or who are hired for less than half of a school year, nor does it include the District superintendent
5. "Effectiveness Standards" means the Utah Effective Teaching Standards and Educational Leadership Standards established by the State Board of Education and set forth in [Utah Administrative Rule R277-530-5](#) and [Utah Administrative Rule R277-530-6](#).
6. "Formative Evaluation" means a formal evaluation that takes place yearly and provides Educators with [feedback information and assessments](#) on how to improve their performance. The Administrator conducting a Formative Evaluation may review applicable and available Educator Evaluation Multiple Lines of Evidence to include, but not limited to observations, evidence, Educator effectiveness, stakeholder input, student growth and information obtained from at least two Walk-through Evaluations. This information may be used to "re-validate" the most recent Summative Evaluation or as a basis to conduct a formal Summative Evaluation. Formative Educator Evaluation is based on the Effectiveness Standards.
7. "EYE" has the meaning given that term in [Utah Administrative Rule R277-522](#), Entry Years Enhancements (EYE) for Quality Teaching - Level 1 Utah Teachers.
8. "Joint Educator Evaluation Committee" has the meaning given that term by [Utah Code § 53G-11-506](#), and shall consist of four classroom teachers, four parents, and four administrators appointed by the _____ District Board of Education. Membership in the committee is temporary. The term of membership is four years unless otherwise extended or discontinued by the Board.
9. "Misconduct" means conduct that is designated as a cause for termination or disciplinary action under [Utah Code § 53G-11-512](#) or [Utah Code § 53G-11-501\(165\)\(b\)](#), including a violation of District Policy or a reason for license discipline by the State Board of Education or as a basis for action recommended by the Utah Professional Practices Advisory Commission. Misconduct also includes, but is not limited to, a violation of work rules; a violation of Board policies, State Board of Education rules, directives issued by an administrator or supervisor, or law; a violation of standards of ethical, moral, or professional conduct; or insubordination.
10. "Probationary Educator" means an Educator employed by the District who has been advised by the District that the Educator's performance is

inadequate and is placed on a Plan of Assistance. The term may also include an Educator who is placed on “Formal Probation” for Misconduct. Educators placed on Formal Probation for Misconduct are not granted additional entitlements, rights, opportunities, or benefits as a condition of this policy and the remediation provisions do not apply.

11. "Provisional Educator" has the meaning given that term in [Utah Code § 53G-11-503](#). Specifically, an educator must work for the District on at least a half-time basis for three consecutive years to obtain career employee status. The District may extend the provisional status of an employee up to an additional two consecutive years as specified in this policy.
12. “Summative Evaluation” means the annual evaluation that summarizes an Educator’s performance during a school year and that is used to make decisions related to the Educator’s employment, including decisions on salary, continued employment, personnel assignments, transfers, or dismissals. The Summative Evaluation will be used to help maintain effectiveness in teaching.
13. "Temporary Educators" has the meaning given that term in District Policy DHA. While temporary educators will be evaluated annually, Temporary Educators serve at the will of the District and may be terminated at any time at the sole discretion of the District regardless of evaluation outcome. Compliance or failure to comply with this policy will not provide an expectation of continued employment or provide additional rights for at-will or Temporary Educators.
14. “Unsatisfactory performance” means a deficiency in performing work tasks which may be due to insufficient or undeveloped skills, or lack of knowledge or aptitude; and remediated through training, study, mentoring, practice, or greater effort. Unsatisfactory performance does not include Misconduct.
15. “Utah Effective Teaching Standards” are set forth in [Utah Administrative Rule R277-530-5](#).
16. Utah Code governing Educator Evaluations is contained in Utah Code Title 53G, Chapter 11, Part 5.
17. State Board of Education regulations regarding educator evaluations are set forth in [Utah Admin. Rules R277-531](#) and [R277-533](#).

Educator Evaluation Training and Notification–

The District will explain the evaluation process and provide comprehensive training and implementation guidance to principals, require state evaluator certification and provide follow-up training as needed. District leadership will monitor and enforce compliance and intervene as necessary.

Provisional Educator Evaluation and Mentor Assistance—

1. The principal of a provisional Educator shall assign a mentor teacher to work with the provisional Educator. The mentor shall assist the provisional Educator to become effective and competent in the teaching profession and school system. The mentor teacher shall not serve as an evaluator of the provisional Educator. While the mentor teacher shall provide reasonable guidance and direction, based on observation and knowledge, it shall be the ultimate responsibility of the provisional Educator to seek advice and assistance as necessary from the mentor teacher.
2. Provisional Educators will receive an annual Summative Evaluation using the District Educator Evaluation Instrument. The evaluation shall occur prior to March 1st. Administrators shall share and discuss summative ratings with provisional educators within 15 days of the observation.
3. Provisional Educators will receive formative evaluations as determined to be appropriate by the supervising administrator.
4. The second lowest level of four levels of performance for Provisional Educators shall be designated as “emerging effective.” If a Provisional Educator receives a rating of emerging effective, it shall not result in a withholding of the most recent legislative allocated salary adjustment.

Career Educator Evaluation—

1. Career Educators shall participate in and receive an annual Summative Evaluation.
2. All Career Educators shall participate in at least one annual Formative Evaluation, or such additional Formative Evaluations as determined to be appropriate by the supervising administrator.

Educator Evaluation Process—

1. The District’s Evaluation Instrument shall be based on the Utah Effectiveness Standards:
2. Educator Evaluation Multiple Lines of Evidence:
 - a. Self Evaluation: Each Educator shall engage in a self-assessment and develop a professional growth plan using the Effectiveness Standards no later than 30 days before the Summative Evaluation. Educators shall use the District on-line tool to conduct their self-assessment and document their professional growth plan.
 - b. Instruction: The District will measure effective, consistent, and meaningful instruction using the principles and guidelines outlined in the Effectiveness Standards. This is primarily accomplished and documented using the District Evaluation Instrument through a reasonable number of observations and other indicators of instructional knowledge, skill, and ability.

- c. Student Academic Growth: The District will measure student academic growth using:
 - i. Learning goals measuring long-term outcomes linked to the appropriate specific content knowledge and skills from the Utah Core Standards;
 - ii. -Assessments; and
 - ~~e-iii. Targets for incremental monitoring of student academic growth data as required by Administrative Rule and State Code.~~
 - d. ~~Stakeholder~~Parent and Student Input: Parents and students will be given the opportunity to provide input using available tools and web-based surveys. Data will be recorded and measured for both elementary and secondary schools to provide feedback on school climate and educator effectiveness.
 - e. Random Evaluation: (Walk-through Evaluation) At any time the principal or designee may randomly and informally evaluate an Educator and record observations using the applicable Effectiveness Standards and evaluation instruments.
 - f. Supervisor Observations: Evaluation will include a reasonable number of supervisor observations, sufficient in number to ensure adequate reliability. These observations shall meet the requirements of [Utah Admin. Rules R277-533-4](#).
 - g. Professional Growth: Evaluation will address evidence of professional growth and other indicators of instructional improvement based on the Utah Effective Teaching Standards.
 - h. For Administrators, the evaluation shall include employee input and also shall assess the Administrator's effectiveness in evaluating the employee performance in a school for which the Administrator has responsibility or within the Administrator's assignment within the District.
3. Additional Evaluation Evidence:
- a. Portfolio Evidence
 - b. Completed Professional Development
 - c. Student or parent written praise or concerns
 - d. Peer feedback or written praise or concerns
 - e. PLC participation
 - f. Archived evidence
4. Summative Evaluation:
- a. Differentiated Levels of Performance (third level based on license level):

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- i. Highly Effective
 - ii. Effective
 - iii. Emerging Effective (applies to educators who hold Level 1 licenses, or are being served by the District's EYE program, or received a new or different teaching or leadership assignment in the last school year, or are developing in that new area~~provisional educators or educators in the first year of a new subject, grade level or school assignment~~)
 - iv. Minimally Effective (applies to ~~career~~ educators who hold a Level 2 licence and are teaching or leading in a familiar assignment)
 - v. Not Effective
- b. Components and Weight: Educators shall receive a Summative Evaluation ~~scoring~~ based on ~~the formula from the State Board of Education that considers three weighted components:~~
- i. Actual observations of the educator's performance; and Educational Effectiveness: 70%
 - ii. Educator, evaluator, student academic growth, or other stakeholder data gathered, calculated, or observed that is aligned with standards and rubrics. Stakeholder Input: 10%
 - iii. Student Growth: 20%
- c. Each component will be measured by one or more of the Multiple Lines of Evidence. The Summative Evaluation system shall align with the above four differentiated levels of performance.
 - d. The administrator responsible for an Educator's Summative Evaluation shall allow the Educator to respond and gather evidence to any part of the Summative Evaluation and, if the response is written, attach the Educator's response and evidence to the evaluation.
 - e. Within 15 calendar days after the Summative Evaluation process is completed, the administrator shall discuss the written evaluation and evidence provided with the Educator and based on the Educator's performance assign one of the four levels of performance.
 - f. Administrators shall share and discuss summative ratings with career educators by the first Monday in March of each year. The evaluating administrator may conduct further Formative Evaluations throughout the school year and if needed hold a teacher conference, develop a performance improvement plan, a Plan of Assistance, and adjust the Summative Evaluation rating as appropriate following additional evaluation.

5. Summative Rating Review:

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a. A career educator who is not satisfied with a Summative Evaluation rating may [in writing](#) request a review of the evaluation within 15 days after receiving the written evaluation.

b. If a review is requested, the Superintendent or the Superintendent's Designee shall appoint a person not employed by the District who is a certified rater and who has expertise in ~~teacher or personnel educator~~ evaluation to review the evaluation procedures and make written findings reported to the superintendent regarding the Educator's Summative Evaluation in accordance with [Utah Admin. Rules R277-533-8](#).

~~b.c.~~ [Upon receipt of the written findings, the District shall determine if the evaluation was issued in accordance with the District's evaluation policies, the requirements of the performance standards, Utah Code Title 53G, Chapter 11, Utah Administrative Rule R277-531, and Utah Administrative Rule R277-533.](#)

6. Wage Increase and Legislative Supplemental Salary Adjustments

a. An Educator that receives the lowest level ("Not Effective") on the most recent evaluation may not advance on the salary schedule. A Not Effective rating shall constitute a summative rating of less than satisfactory and subject the Educator to being placed on probation and to withholding of the most recent legislative allocated salary adjustment pursuant to [Utah Code § 53F-2-405\(4\)\(c\)](#) and [Utah Administrative Rule R277-110-3](#).

b. An Educator that receives the second-lowest level on an evaluation ("minimally/emerging effective") may not advance a step on the district salary schedule, unless that Educator is provisional or in the first year of a new subject, grade level, or school assignment.

c. The following events will subject the Educator to an interim withholding of the most recent legislative allocated salary adjustment until completion of the identified requirements regardless of evaluation results.

i. Failure to complete EYE, Alternative Route to Licensure, or other licensing requirements within State Board or District authorized time limits until such requirements are completed. Teacher salary adjustments will resume the month following satisfactory completion of omitted requirements.

ii. Placement on a District level Counseling/Probation form will result in a withholding of the most recent legislative allocated salary adjustment for a period of one year (12 months) commencing at the beginning of the next contract year following the issue date of the formal notice, regardless of evaluation results.

7. Educator Deficiencies:

- a. Notice of Improvement:
 - i. The administrator shall give an Educator whose performance is inadequate or in need of improvement (evaluated as minimally effective or not effective) a written document clearly identifying:
 - 1. specific, measurable, and actionable deficiencies;
 - 2. the available resources that will be provided for improvement; and
 - 3. a recommended course of action that will improve the Educator's performance.
 - ii. The Educator is responsible for improving performance, including using any resources identified by the District, and demonstrating acceptable levels of improvement in the designated areas of deficiencies. The educator must sign the Notice of Improvement. (If the educator refuses to sign the Notice, the administrator will sign the Notice with a note stating in substance that the Educator was given a copy of the Notice of Improvement on the date but refused to sign it.)
 - iii. An administrator is not required to remediate an Educator with a Notice of Improvement if the Educator's unsatisfactory performance was documented for the same deficiency within the previous three years and a plan of assistance was implemented.
- b. Plan of Assistance:
 - i. If the District intends to not renew a career educator's contract for unsatisfactory performance or terminate a career educator's contract during the contract term for unsatisfactory performance, the District shall:
 - 1. provide and discuss with the career educator written documentation clearly identifying the deficiencies in performance;
 - 2. provide written notice that the career educator's contract is subject to non-renewal or termination if, upon a reevaluation of the career educator's performance, the career educator's performance is determined to be unsatisfactory;
 - 3. develop and implement a plan of assistance in an attempt to allow the career educator an opportunity to improve performance;
 - 4. re-evaluate the career educator's performance; and
 - 5. if the career educator's performance remains unsatisfactory, give notice of intent to not renew or terminate the career educator's contract.

- ii. The period of time for implementing a Plan of Assistance:
 - 1. may not exceed 120 school days, except as provided in this policy;
 - 2. may continue into the next school year;
 - 3. should be sufficient to successfully complete the plan of assistance; and
 - 4. shall begin when the career educator receives the written notice of deficient performance and end when the determination is made that the career educator has successfully remediated the deficiency or when the notice of intent to terminate is given.
- iii. An administrator may extend the period of time for implementing a plan of assistance beyond 120 school days if:
 - 1. a career educator has been approved and qualifies for leave under the Family Medical Leave Act during the time period the plan of assistance is scheduled to be implemented; or
 - 2. For other compelling reasons as approved by the Board if the leave was scheduled before the employee was placed on a Plan of Assistance.
- iv. If upon a reevaluation of the career educator's performance, the District determines the career educator's performance is satisfactory, and within a three-year period after the initial documentation of unsatisfactory performance the career educator's performance is determined to be unsatisfactory for the same deficiency, the District may elect to not renew or terminate the career educator's contract without implementing a new Plan of Assistance.
- v. If the District intends to not renew or terminate a career educator's contract for performance under this section, the District will provide written documentation of the career educator's deficiencies in performance; and give notice of intent to not renew or terminate the career educator's contract.
- vi. Nothing in this Policy shall prevent the District from taking appropriate disciplinary action for Misconduct as defined in this Policy, the Utah Code, Utah Administrative Rule, or District Policy DHA.
- vii. At the conclusion of the post observation conference, the employee has 15 school days to request one additional evaluation. The additional evaluation may be conducted by the same administrator or one selected by the district.

Personal Cell Phone Allowance Agreement

The Wayne County School District (District) has determined that **Elizabeth McCoy**, must have cell phone service for the following business reasons:

- The District needs to be able to contact the employee outside of normal business hours for business purposes.
- The District requires that the employee be available to communicate with employees, management and respond to important emails while away from the office.

The District has determined that the most cost effective means of providing cell phone service to the employee is for the employee to use his/her personal cell phone service for business purposes, and that the employee will be given an ongoing allowance to cover the business use. This allowance is NOT taxable to the employee because the allowance is provided to the employee for valid business reasons. The allowance is calculated on the services needed for business purposes and does not include extra services needed only for personal reasons, and the allowance does not exceed the cost of the service. The employee does not have to keep track of how many minutes are used for personal vs. business reasons.

The following conditions apply:

- The employee agrees to use their cell phone for business purposes stated above.
- The employee agrees to abide by the cell phone policy of the district.
- The employee will notify the employer if the cell phone service cost drops below the allowance amount of **\$45** per month.
- Allowances paid under this agreement will be discontinued when the business need for cell phone service is no longer justified or the employee is no longer employed by the district.
- The employee agrees to report lost or stolen devices to the district immediately.

Employee Signature _____ Date: _____
Superintendent Signature: _____ Date _____

New Hires

September 2019

Nicole Erickson – substitute/aide WHS
Breann Hallows – substitute
Freedom Kezos – librarian/aide WMS
Susan Wells – substitute/preschool HES

Rhett Jeffery – wrestling assistant coach
Willis Oldroyd – wrestling assistant coach
Casey Seber – wrestling assistant coach
Kerry Stevens – girl's basketball assistant coach
Shirley Morrill – girl's basketball assistant coach
Jason Jackson – boy's basketball assistant coach

Closed Campus Procedures

Tuesday, October 8, 2019 7:12 AM

Elementary Schools - Closed Campuses

- Students may be released to a parent.

Wayne Middle School - Closed Campus.

- Students may be released to a parent.
- Student can walk to their own home with a parental note filed with the office. This is changing to the district release time form that emailed to the principal.
- Students may be released to another adult provided that their parent calls the office, and the adult picking them up checks them out at the office.

Wayne High School Campus

- Closed: Monday-Friday 7:56AM – 12:07 and 12:51 – 3:10
- Open: Monday-Thursday 12:07 – 12:51
- Open Campus procedures
 - Are allowed to leave campus without documented parent authorization.
 - Could be marked tardy or absent depending on when they return to the campus (See WHS Attendance Policy)
- During the hours of Closed Campus the students:
 - Will only be allowed to leave campus with documented parent authorization.
 - Will only be excused from office.
 - Will need to check out and back in through the office when they return.
 - Will be considered truant if they leave campus without correct authorization.
 - Will receive after school detention (ASD) for truancy.
- Visitors:
 - Are to report to the main office.
 - Student's relatives or friends are not allowed to attend school or be on school grounds during school hours.