

## Meeting Agenda

## DRAFT - FOR DISCUSSION PURPOSES ONLY

I. <b>7:00 pm</b> - Administration	
1. Call to Order	
2. Pledge of Allegiance	
3. Reverence	
4. Recognition	
5. Approval of Minutes	3
II. <b>7:10</b> Financial Review	
1. Accounts Payable	10
2. Financial Review	38
III. <b>7:15</b> Citizen Comments (2 minutes max per individual, 10 minutes total for all comments)	
IV. <b>7:25</b> Information Items	
1. Superintendent's Report (10 min)	
a. Weekly Reports	49
b. Superintendent Calendar	56
c. Public Perception	
I. Nepotism	58
II. Use of Resources	
d. SPED Finances, Manning and 504s	61
e. Upcoming Events	
I. USBA Leadership Academy - September 12-14	
II. Legislature Meeting - September 16th (Canceled)	
III. Fall Region Meeting - October 30, 6:00 at Steve's Steakhouse	
2. Energy Audit	
V. <b>8:00</b> Business Items	
1. Early Literacy Plan	101
2. Policies (10 min)	
a. First reading	
I. Citation Only	106
II. Annual policy updates with substantive changes	218
b. Second reading	266
c. Third reading	

3. Approve new employees (5 min)	299
4. Employee separations (5 min)	300
VI. <b>9:10</b> Board Member Items	
VII. <b>9:30</b> Closed Session as permitted by Utah Code Annotated Section 52-4-205(1)(a).	
VIII. <b>10:30</b> Adjournment	

MINUTES OF THE TRUTH IN TAXATION MEETING FOR THE BOARD OF EDUCATION  
FOR WAYNE SCHOOL DISTRICT HELD AT WAYNE MIDDLE SCHOOL ON  
WEDNESDAY AUGUST 7, 2019 AT 6:00 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.

Heather Okerlund presented the tax information.

**BUSINESS ITEMS ITEMS**

Resolution exceeding the certified tax rate: April made a motion to approve the property tax rates and revenue as presented. Shawn seconded. All in favor.

Approve Final Budgets FY20: Cory made a motion to approve the final budgets for FY20. April seconded. All in favor.

Curtis Whipple declared all items on the agenda complete at 6:13 pm. No objections.

MINUTES OF THE WORK MEETING OF THE BOARD OF EDUCATION FOR WAYNE SCHOOL DISTRICT HELD AT WAYNE MIDDLE SCHOOL ON WEDNESDAY AUGUST 7, 2019 AT 6:15 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.

**INFORMATION ITEMS**

Superintendent's report: Superintendent Fahey presents on curriculum vs instruction. Various factors have a positive effect on learning. Examples of some of the factors – homework, class size, etc. Lance Peterson, principal of Wayne Middle School comments on application of some of the factors.

**BOARD MEMBER ITEMS**

John Fahey: confirmation of who is attending Delegate Assembly this week. Review of Opening Institute schedule, as well as general calendar items. Leadership Academy in September will be attended by all board members except Jeffrey Chappell.

April: Asked about softball during the next meeting. Discussed. Curtis asked if the group promoting softball had contacted the school board. Mary said she listened to a previous meeting about trust and she was concerned that someone told Mary that she told a parent that the board was against softball. Discussed. Curtis said we are not doing very well at communicating. He said he spoke with someone today about softball from last time, interpretation problem. Mary said she heard there was a proposal tonight, but she hasn't seen anything. Curtis commented that we need to recommit to being better communicating. Lance also added that the point about administrators being at board meeting has come up in the past, but they frequently have conflicts.

Curtis Whipple declared all items on the agenda complete at 6:59 pm. No objections.

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 thanked them for coming and announced we would begin with the Pledge of Allegiance followed by a reverence from April Torgerson

Curtis recognized Heather Okerlund for her service with the school district and thanked her for her contributions.

Oath of Office by Tyler Newton

APPROVAL OF THE MINUTES: Cory Anderson made a motion to accept the minutes for last month. Curtis seconded. All in favor.

**FINANCIAL REVIEW**

Financial Review: Heather gave a brief summary of FY19 and FY20 budgets. Roughly \$400k in retained earnings to carry over in case of an economic downturn.

Accounts payable: April made to a motion to approve the payables. Cory seconded. All in favor.

**CITIZEN COMMENTS**

Dan Taylor distributes proposal for Softball. It includes quotes from the Sporkeeper for equipment. Expresses the hope that some of the money to pay for this can come from District and some from other places – possibly that some parents might be able to help with field improvements. Proposal also needs jacket, coaching and umpires Umpires are \$112/game plus travel. Cory asked how many kids have interest. Dan responded that there are roughly 16 girls who want to play. Expenses are expected

to level out after original equipment is purchased. Games start first week in March and end the second or third week in May. Tournaments are sometimes held on Friday and Saturday with a minimum of two games. Currently three other teams of similar size. Classification would be 1A or 2A depending on number of teams. Shawn asked if Dan would be the coach. Dan responded that Mary would open the coaching position to applications. Dan responded that he will apply. Cory asked if Mary has concerns. She wants to know what impact this will have on track. Baseball is usually Tuesday and Thursdays. Most track meets are Friday and Saturday. Mary's biggest concern is cost and where the money is coming from. Some of the local businesses have been solicited too much for donations. Her concern is that it will hurt other sports because the funds would have to be pulled from them for a few years. Money is used for uniforms, scoreboards, equipment. Businesses who pay \$300 will not be solicited by students for other sports and clubs. April stated that all the sports do their own fundraising in addition to school funds. If you are raising money for the schools, there are lots of procedures that need to be followed. Cory asked business owners about their feelings on the current way of fundraising. Jeffrey asked how fee waivers factor into this. Heather responded that it comes out of General Fund. April asked about transportation costs. Heather responded that there is money in the transportation fund to cover the softball costs. Cory stated that the district has to be careful because the number of fee waiver participants can vary and the district has to come up with the funds for those students. Jeffrey states that this likely won't make a huge impact on funds. Heather responds that it isn't that much, but in the context of adding a program, it means that there may have to be cuts in other places, or that it is more of a conversation of priorities. Curtis states that in the grand scheme of things, it isn't that much money. Citizen states that this is a community affair and it contributes to the overall feeling and support in the community. Mary had questions about the scoreboard. Dan suggested that it could function for both baseball and softball with a few changes. Concern was raised about who has time for fundraising. Mary brought up that in football, they had to have the money before they started. She asked who would pay for it if they don't have it. Curtis suggested that dollar amount by authorized for startup costs. Mary said that there are lots of other programs that have not received support from the district. Heather stated that most sports have improvements to their facilities and then fundraise for equipment. There is some money available for capital projects. Another option is to get volunteer effort for labor and the district pay the materials. A citizen brought up the concern about community support when things don't go well with the program. Many citizens expressed the same sentiment.

Cory makes a motion to approve implementation of softball at Wayne High School and that the district commit funds for capital improvements up to \$5000.

April seconds the motion.

Discussion by members on amount that is needed.

Curtis puts the motion to vote. All in favor.

Shawn suggested that there might be more businesses that are willing to contribute.

April motions to make Tyler Newton a signor on bank accounts.

Jeff seconded the motion.

Curtis brings to vote. All in favor.

Jeff makes a motion to accept Resolution 19-1 Code of Ethics for Board Members.

Shawn seconds the motion. All in favor.

Cory makes motion to skip 1<sup>st</sup> and 2<sup>nd</sup> readings and approve all policies under citation: DAC Employment Background Checks, DACA Duty to Personally Report Arrests, DAE Employee Conflict of Interest, DBE Student Teachers and Interns, DCA Administration Relations, DCB Mediation of Contract Negotiations, DDA Reporting of Child Abuse, DDB Reporting of Student Prohibited Acts, DFA Professional Development Plans, DHCD Credit for Prior Teaching, DHD Employment Relations for Payroll Deductions, DJ Employee References and Letters of Recommendation, DKAB Hiring Preference of Veterans and Veteran's Spouses, DLB Grievances Regarding Abusive Conduct, DMB Employee Acceptable use of District Electronic Devices, EAA Instructional Goals Adoption and Purpose, EBA Term of Instruction School Year, EBB Term of Instruction School Day, ECD Curriculum American Sign Language, ECF Curriculum Religious Neutrality, ECG Curriculum American Heritage, EDC Special Programs Education of Youth in Custody, EDE Special Programs Special Education, EDF Special Programs Health Care Occupations Programs, EEC Instructional Resources Primary Instruction Materials, EFA Grading Progress Reports to Parents, EGA Guidance Individual Learning Plan Plan for College an Career Readiness, EHA Graduation Graduation Requirements, EHC Graduation Early Graduation Incentive. Jeff seconds the motion. Curtis brings to vote. All in favor.

Superintendent Fahey discusses changes to policies with substantive changes.

April motions to approve 1<sup>st</sup> 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 Contract Classified Employees, DBF Substitutes, DDAA Child Sexual Abuse and Human Trafficking Prevention Education for Employees, DG Employee Evaluation, DG Policy Exhibit 1

Shawn seconds the motion. Curtis asks for discussion. Short discussion. Curtis puts to vote. All in favor.

Cory makes motion to waive second reading and approve policy DAIA Code of Conduct-Appropriate Behavior. April seconds it. Curtis puts to vote. All in favor.

April makes motion to approve new hires. Jeff seconds. Curtis calls for vote. All in favor.



No employee separations.

**Board Member Items:**

April expresses appreciation for administrators in regard to working around county fair schedules.

Curtis suggests that the board needs to come up with goals for the Board in the next work meeting.

Cory motions to go to closed meeting per Utah Code Annotated Section 52-4-205(1)(a). April seconds this. Curtis calls for vote. All in favor.

April made a motion to go into closed. Cory seconded. 8:32 pm

Shawn  
Jeff  
April  
Cory  
Curtis

Back in open meeting at 9:32 pm

Discussed housing options for new employees.

Curtis said seeing we have covered all items on the agenda we will adjourn. All in favor. Meeting adjourned at 9:37 pm

**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
<b>Bank No 01</b>						
0100011056	08/06/19	36757	AMERICAN FAMILY LIFE INS			
00042934	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	33.02		
10-000-0-0000-9545-888			Payroll Liabilities	33.02	C	Computer
<b>Total Check:</b>				<b>33.02</b>		
0100011057	08/06/19	4618	AxisPlus Benefits			
00042935	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	2,325.00		
10-000-0-0000-9545-888			Payroll Liabilities	2,325.00	C	Computer
<b>Total Check:</b>				<b>2,325.00</b>		
0100011058	08/06/19	423930	INTERNAL REVENUE SERVICE			
00042936	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	1,404.41		
10-000-0-0000-9542-888			Payroll Liabilities	1,404.41	C	Computer
00042936	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	76.58		
51-000-0-0000-9542-888			Payroll Liabilities	76.58	C	Computer
00042936	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	183.14		
10-000-0-0000-9542-888			Payroll Liabilities	183.14	C	Computer
00042936	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	3,068.78		
10-000-0-0000-9531-888			Payroll Liabilities	3,068.78	C	Computer
00042936	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	84.35		
51-000-0-0000-9531-888			Payroll Liabilities	84.35	C	Computer
00042936	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	3,068.78		
10-000-0-0000-9541-888			Payroll Liabilities	3,068.78	C	Computer
00042936	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	84.35		
51-000-0-0000-9541-888			Payroll Liabilities	84.35	C	Computer
00042942	30-JUL-19		Vendor Liabilities 07/31/19 Teach FY:	71.04		
10-000-0-0000-9542-888			Payroll Liabilities	71.04	C	Computer
00042942	30-JUL-19		Vendor Liabilities 07/31/19 Teach FY:	782.42		
10-000-0-0000-9531-888			Payroll Liabilities	782.42	C	Computer
00042942	30-JUL-19		Vendor Liabilities 07/31/19 Teach FY:	782.42		
10-000-0-0000-9541-888			Payroll Liabilities	782.42	C	Computer
<b>Total Check:</b>				<b>9,606.27</b>		
0100011059	08/06/19	717658	LEGAL SHIELD			
00042937	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	9.71		
10-000-0-0000-9545-888			Payroll Liabilities	9.71	C	Computer
00042937	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	3.24		
51-000-0-0000-9545-888			Payroll Liabilities	3.24	C	Computer
<b>Total Check:</b>				<b>12.95</b>		
0100011060	08/06/19	787	LIBERTY NATIONAL LIFE INSURANCE COMPANY			
00042938	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	147.86		
10-000-0-0000-9545-888			Payroll Liabilities	147.86	C	Computer
<b>Total Check:</b>				<b>147.86</b>		
0100011061	08/06/19	341980	THE HARTFORD			
00042945	08-06-2019_1		July Life Insurance	1,566.48		
10-034-0-0050-2200-240			Insurance Benefits	1,566.48	C	Computer
<b>Total Check:</b>				<b>1,566.48</b>		
0100011062	08/06/19	891117	UTAH SCHOOL BOARDS ASSN			
00042939	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	16,237.50		

**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	
<b>Bank No 01</b>							
0100011062	08/06/19	891117	UTAH SCHOOL BOARDS ASSN				
00042939	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	16,237.50			
10-000-0-0000-9545-888			Payroll Liabilities	16,237.50	C	Computer	
00042939	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	330.50			
51-000-0-0000-9545-888			Payroll Liabilities	330.50	C	Computer	
<b>Total Check:</b>				<b>16,568.00</b>			
0100011063	08/06/19	891185	UTAH STATE TAX COMM				
00042940	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	883.45			
10-000-0-0000-9543-888			Payroll Liabilities	883.45	C	Computer	
00042940	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	40.60			
51-000-0-0000-9543-888			Payroll Liabilities	40.60	C	Computer	
00042940	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	136.65			
10-000-0-0000-9543-888			Payroll Liabilities	136.65	C	Computer	
00042943	30-JUL-19		Vendor Liabilities 07/31/19 Teach FY:	131.22			
10-000-0-0000-9543-888			Payroll Liabilities	131.22	C	Computer	
<b>Total Check:</b>				<b>1,191.92</b>			
0100011064	08/06/19	891109	Utah Retirement Systems				
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	6,620.00			
10-000-0-0000-9532-888			Payroll Liabilities	6,620.00	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	425.13			
10-000-0-0000-9532-888			Payroll Liabilities	425.13	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	226.07			
10-000-0-0000-9545-888			Payroll Liabilities	226.07	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	150.00			
10-000-0-0000-9545-888			Payroll Liabilities	150.00	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	50.00			
51-000-0-0000-9545-888			Payroll Liabilities	50.00	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	4,658.86			
10-000-0-0000-9533-888			Payroll Liabilities	4,658.86	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	261.21			
51-000-0-0000-9533-888			Payroll Liabilities	261.21	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	909.74			
10-000-0-0000-9533-888			Payroll Liabilities	909.74	C	Computer	
00042941	29-JUL-19		Vendor Liabilities 07/31/19 Class FY:	1,897.78			
10-000-0-0000-9533-888			Payroll Liabilities	1,897.78	C	Computer	
00042944	30-JUL-19		Vendor Liabilities 07/31/19 Teach FY:	2,251.73			
10-000-0-0000-9533-888			Payroll Liabilities	2,251.73	C	Computer	
00042944	30-JUL-19		Vendor Liabilities 07/31/19 Teach FY:	144.72			
10-000-0-0000-9533-888			Payroll Liabilities	144.72	C	Computer	
<b>Total Check:</b>				<b>17,595.24</b>			
0100011074	08/07/19	55225	AT&T MOBILITY				
00042981	X07282019		Cell phones July 2019	202.70			
10-034-0-2785-2600-530			TELEPHONE - DO	202.70	C	Computer	
<b>Total Check:</b>				<b>202.70</b>			
0100011075	08/07/19	94347	BICKNELL TOWN				

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				Acct Amt.	Status	Status Description
<b>Bank No 01</b>						
<b>0100011075</b>	<b>08/07/19</b>	<b>94347</b>	<b>BICKNELL TOWN</b>			
00042982	BICKNELLWTR7-31		Bicknell Water July 2019	25.71		
	10-034-0-2785-2600-410		UTILITIES-DO	25.71	C	Computer
00042982	BICKNELLWTR7-31		Bicknell Water July 2019	25.02		
	10-302-0-2785-2600-410		UTILITIES-WMS	25.02	C	Computer
00042982	BICKNELLWTR7-31		Bicknell Water July 2019	72.40		
	10-034-0-2785-2600-410		UTILITIES-DO	72.40	C	Computer
00042982	BICKNELLWTR7-31		Bicknell Water July 2019	35.80		
	10-302-0-2785-2600-410		UTILITIES-WMS	35.80	C	Computer
00042982	BICKNELLWTR7-31		Bicknell Water July 2019	41.83		
	10-302-0-2785-2600-410		UTILITIES-WMS	41.83	C	Computer
00042982	BICKNELLWTR7-31		Bicknell Water July 2019	46.78		
	10-034-0-2785-2600-410		UTILITIES-DO	46.78	C	Computer
00042982	BICKNELLWTR7-31		Bicknell Water July 2019	30.00		
	10-704-0-2785-2600-410		UTILITIES-WHS	30.00	C	Computer
<b>Total Check:</b>				<b>277.54</b>		
<b>0100011076</b>	<b>08/07/19</b>	<b>107706</b>	<b>BRIAN AUTO PARTS INC.</b>			
00042983	202856	20000015		32.68		
	10-034-0-2785-2650-680		FLEET VEHICLE MAINT AND SUPPLIES	32.68	C	Computer
00042984	203354	20000015		44.68		
	10-034-0-2785-2650-680		FLEET VEHICLE MAINT AND SUPPLIES	44.68	C	Computer
00042987	43042	20000016		1,041.13		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	1,041.13	C	Computer
00042986	43423	20000016		350.29		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	350.29	C	Computer
00042985	203958	20000014		15.65		
	10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	15.65	C	Computer
<b>Total Check:</b>				<b>1,484.43</b>		
<b>0100011077</b>	<b>08/07/19</b>	<b>107708</b>	<b>BRIAN FARM SERVICE CENTER</b>			
00042993	B121935	20000063		416.90		
	32-034-0-9999-4000-610		Site improvement - Supplies	416.90	C	Computer
00042994	B122485	20000063		77.98		
	32-034-0-9999-4000-610		Site improvement - Supplies	77.98	C	Computer
00042988	B122671	20000044		26.99		
	10-034-0-2785-2630-680		GROUNDS MAINT AND SUPPLIES-DO	26.99	C	Computer
00042995	B123538	20000062		42.99		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	42.99	C	Computer
00042989	B124051	20000062		5.35		
	10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	5.35	C	Computer
00042990	B120887	20000010		54.64		
	10-704-0-2785-2630-680		GROUNDS MAINT AND SUPPLIES-WHS	54.64	C	Computer
00042991	B121009	20000046		10.15		
	10-112-0-2785-2630-680		GROUNDS MAINT AND SUPPLIES-LES	10.15	C	Computer
00042992	B121016	20000046		9.84		
	10-112-0-2785-2630-680		GROUNDS MAINT AND SUPPLIES-LES	9.84	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
<b>Bank No 01</b>						
0100011077	08/07/19	107708	BRIAN FARM SERVICE CENTER			
			<b>Total Check:</b>	<b>644.84</b>		
0100011078	08/07/19	113177	BRYSONS SALES AND SERVICE			
00042996	165216	20000099		643.94		
10-555-0-5315-2700-683			REPAIRS FOR BUSES	643.94	C	Computer
00042997	165417	20000105		188.48		
10-555-0-5315-2700-683			REPAIRS FOR BUSES	188.48	C	Computer
			<b>Total Check:</b>	<b>832.42</b>		
0100011079	08/07/19	116049	BURBIDGE & WHITE			
00042998	84952	20000096		68.00		
10-034-0-0005-2500-349			LEGAL SERVICES - SUPPORT SERVICES	68.00	C	Computer
			<b>Total Check:</b>	<b>68.00</b>		
0100011080	08/07/19	5096	Blackburn Recreation			
00043002	031319		Shovel	14.49		
10-034-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-DO	14.49	C	Computer
00043001	031637		Supplies	5.99		
10-034-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-DO	5.99	C	Computer
00043000	031777		Supplies	27.92		
10-034-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-DO	27.92	C	Computer
00042999	031925		Supplies	13.99		
10-034-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-DO	13.99	C	Computer
			<b>Total Check:</b>	<b>62.39</b>		
0100011081	08/07/19	134372	CENTRAL ELECTRIC SUPPLY			
00043004	228401	20000064		163.41		
32-034-0-9999-4000-610			Site improvement - Supplies	163.41	C	Computer
00043003	229928	20000033		401.98		
10-302-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-WMS	401.98	C	Computer
00043005	229927	20000034		49.98		
10-704-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-WHS	49.98	C	Computer
			<b>Total Check:</b>	<b>615.37</b>		
0100011082	08/07/19	163371	CENTRAL UTAH EDUCATIONAL SERVI			
00043012	WO2956		IPad Repair	30.00		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	30.00	C	Computer
00043011	WO2957		IPad Repair	30.00		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	30.00	C	Computer
00043010	WO2958		IPad Repair	50.00		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	50.00	C	Computer
00043006	WO2930		IPad Repair	20.00		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	20.00	C	Computer
00043007	WO2934		IPad Repair	20.00		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	20.00	C	Computer
00043013	WO2928		IPad Repair	30.00		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	30.00	C	Computer
00043008	I3885		Odysseyware License	350.00		
10-704-0-1609-1000-670			SOFTWARE - ADULT ED	350.00	C	Computer
00043009	I3886		Edgenuity Concurrent Licenses	1,650.00		

**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
<b>Bank No 01</b>						
0100011082	08/07/19	163371	CENTRAL UTAH EDUCATIONAL SERVI			
00043009	I3886		Edgenuity Concurrent Licenses	1,650.00		
10-302-0-5336-1000-612			SUPPLIES - AT RISK-WMS	1,650.00	C	Computer
00043009	I3886		Edgenuity Concurrent Licenses	1,650.00		
10-704-0-5336-1000-612			SUPPLIES - AT RISK-WHS	1,650.00	C	Computer
<b>Total Check:</b>				<b>3,830.00</b>		
0100011083	08/07/19	180767	DEPARTMENT OF HEALTH			
00043014	19H5001486		Skills Development Program	18.16		
10-034-0-1205-2200-340			PROFESSIONAL SERVICES - SPECIAL ED-DO	18.16	C	Computer
<b>Total Check:</b>				<b>18.16</b>		
0100011084	08/07/19	343257	Emery Telcom			
00043015	08012019		Hanksville Elem Telephone	95.00		
10-108-0-2785-2600-530			TELEPHONE - HES	95.00	C	Computer
<b>Total Check:</b>				<b>95.00</b>		
0100011085	08/07/19	303548	GARKANE ENERGY			
00043016	July 2019 Bill		D.O Office Bldg.	43.35		
10-034-0-2785-2600-622			ELECTRICITY-DO	43.35	C	Computer
00043016	July 2019 Bill		Hanksville Elem.	429.72		
10-108-0-2785-2600-622			ELECTRICITY-HES	429.72	C	Computer
00043016	July 2019 Bill		Loa Elementary	594.26		
10-112-0-2785-2600-622			ELECTRICITY-LES	594.26	C	Computer
00043016	July 2019 Bill		Wayne High School	1,205.65		
10-704-0-2785-2600-622			ELECTRICITY-WHS	1,205.65	C	Computer
00043016	July 2019 Bill		Rental House	35.00		
10-034-0-2785-2600-622			ELECTRICITY-DO	35.00	C	Computer
00043016	July 2019 Bill		Hanksville Water Pump	42.39		
10-108-0-2785-2600-622			ELECTRICITY-HES	42.39	C	Computer
00043016	July 2019 Bill		W.H.S. Shop	164.81		
10-704-0-2785-2600-622			ELECTRICITY-WHS	164.81	C	Computer
00043016	July 2019 Bill		Old Thurber	225.41		
10-034-0-2785-2600-622			ELECTRICITY-DO	225.41	C	Computer
00043016	July 2019 Bill		Middle School Gym	609.58		
10-302-0-2785-2600-622			ELECTRICITY-WMS	609.58	C	Computer
<b>Total Check:</b>				<b>3,350.17</b>		
0100011086	08/07/19	363603	HILL'S HEATING & AIR CONDITION			
00043017	13331		Clean Furnace at Band Room	135.00		
10-302-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-WMS	135.00	C	Computer
<b>Total Check:</b>				<b>135.00</b>		
0100011087	08/07/19	363633	HILLOCK SPORTS LLC			
00043018	19rd122	20000068		1,049.97		
21-704-0-0234-1000-890			WHS Boys Basketball	1,049.97	C	Computer
<b>Total Check:</b>				<b>1,049.97</b>		
0100011088	08/07/19	8591	LEISA HILTON			
00043019	July 29 2019	20000109		174.50		
10-034-0-0005-2310-580			TRAVEL - BOARD	174.50	C	Computer
<b>Total Check:</b>				<b>174.50</b>		

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Claim No	Invoice No	PO No Description	Acct Amt.		
Account No / Description					
<b>Bank No 01</b>					
0100011089	08/07/19	529782 LOA BUILDERS SUPPLY			
00043038	015444	20000030	19.99		
	10-704-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-WHS	19.99	C	Computer
00043039	016033	20000030	27.15		
	10-704-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-WHS	27.15	C	Computer
00043040	015852	20000050	10.98		
	10-034-0-2785-2630-680	GROUNDS MAINT AND SUPPLIES-DO	10.98	C	Computer
00043041	CREDIT	Credit showing on Statement 7-31-19	-1.89		
	32-034-0-9999-4000-610	Site improvement - Supplies	-1.89	C	Computer
00043042	007833	20000066	74.95		
	32-034-0-9999-4000-610	Site improvement - Supplies	74.95	C	Computer
00043020	008034	20000066	89.95		
	32-034-0-9999-4000-610	Site improvement - Supplies	89.95	C	Computer
00043021	009772	20000066	193.96		
	32-034-0-9999-4000-610	Site improvement - Supplies	193.96	C	Computer
00043022	011015	20000066	98.43		
	32-034-0-9999-4000-610	Site improvement - Supplies	98.43	C	Computer
00043023	012311	20000066	28.75		
	32-034-0-9999-4000-610	Site improvement - Supplies	28.75	C	Computer
00043024	012514	20000066	42.35		
	32-034-0-9999-4000-610	Site improvement - Supplies	42.35	C	Computer
00043025	012858	20000066	71.95		
	32-034-0-9999-4000-610	Site improvement - Supplies	71.95	C	Computer
00043026	013715	20000066	35.75		
	32-034-0-9999-4000-610	Site improvement - Supplies	35.75	C	Computer
00043027	013748	20000066	9.77		
	32-034-0-9999-4000-610	Site improvement - Supplies	9.77	C	Computer
00043028	016034	20000066	291.54		
	32-034-0-9999-4000-610	Site improvement - Supplies	291.54	C	Computer
00043029	007722	20000073	10,914.39		
	32-034-0-9999-4000-450	Site improvement - Construction Services	10,914.39	C	Computer
00043030	007734	20000002	22.99		
	10-108-0-2785-2630-680	GROUNDS MAINT AND SUPPLIES-HES	22.99	C	Computer
00043031	008797	20000002	99.97		
	10-108-0-2785-2630-680	GROUNDS MAINT AND SUPPLIES-HES	99.97	C	Computer
00043032	012859	20000002	34.95		
	10-108-0-2785-2630-680	GROUNDS MAINT AND SUPPLIES-HES	34.95	C	Computer
00043033	009004	20000028	19.98		
	10-112-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-LES	19.98	C	Computer
00043034	010111	20000005	87.94		
	10-704-0-2785-2630-680	GROUNDS MAINT AND SUPPLIES-WHS	87.94	C	Computer
00043035	012863	20000048	33.98		
	10-034-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-DO	33.98	C	Computer
00043036	013743	20000048	54.98		
	10-034-0-2785-2620-680	BUILDING MAINT AND SUPPLIES-DO	54.98	C	Computer

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Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
<b>Bank No 01</b>						
<b>0100011089</b>	<b>08/07/19</b>	<b>529782</b>	<b>LOA BUILDERS SUPPLY</b>			
00043037	015303	20000048		9.49		
10-034-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-DO	9.49	C	Computer
<b>Total Check:</b>				<b>12,272.30</b>		
<b>0100011090</b>	<b>08/07/19</b>	<b>561574</b>	<b>M &amp; D AUTO PARTS &amp; REPAIR</b>			
00043043	42159	20000035		5.49		
10-034-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-DO	5.49	C	Computer
00043044	42808	20000035		21.97		
10-034-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-DO	21.97	C	Computer
00043045	42500	20000052		2.99		
10-034-0-2785-2650-680			FLEET VEHICLE MAINT AND SUPPLIES	2.99	C	Computer
00043046	42832	20000052		1,237.51		
10-034-0-2785-2650-680			FLEET VEHICLE MAINT AND SUPPLIES	1,237.51	C	Computer
00043047	42585	20000053		809.82		
10-555-0-5315-2700-683			REPAIRS FOR BUSES	809.82	C	Computer
<b>Total Check:</b>				<b>2,077.78</b>		
<b>0100011091</b>	<b>08/07/19</b>	<b>585855</b>	<b>Mountainland Supply Company</b>			
00043048	S103174017.001	20000027		128.76		
10-704-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-WHS	128.76	C	Computer
00043049	S1031755972.001	20000027		36.34		
10-704-0-2785-2630-680			GROUNDS MAINT AND SUPPLIES-WHS	36.34	C	Computer
<b>Total Check:</b>				<b>165.10</b>		
<b>0100011092</b>	<b>08/07/19</b>	<b>8583</b>	<b>Omicron Technologies LLC</b>			
00043050	2019-1999073277	20000098		135.99		
10-034-0-0005-2230-650			TECH.SUPPLIES - TECHNOLOGY-DO	135.99	C	Computer
00043050	2019-1999073277	20000098		101.99		
10-108-0-0050-1000-650			TECHNOLOGY SUPPLIES - HES	101.99	C	Computer
00043050	2019-1999073277	20000098		101.99		
10-112-0-0050-1000-650			TECHNOLOGY SUPPLIES - LES	101.99	C	Computer
00043050	2019-1999073277	20000098		203.99		
10-302-0-0050-1000-650			TECHNOLOGY SUPPLIES - WMS	203.99	C	Computer
00043050	2019-1999073277	20000098		475.98		
10-704-0-0050-1000-650			TECHNOLOGY SUPPLIES - WHS	475.98	C	Computer
<b>Total Check:</b>				<b>1,019.94</b>		
<b>0100011093</b>	<b>08/07/19</b>	<b>690541</b>	<b>PARADISE PRESS</b>			
00043051	JJ43124	20000086		189.30		
10-112-0-0050-2400-612			SUPPLIES - OFFICE-LES	189.30	C	Computer
<b>Total Check:</b>				<b>189.30</b>		
<b>0100011094</b>	<b>08/07/19</b>	<b>709009</b>	<b>PIUTE SCHOOL DISTRICT</b>			
00043052	19007		CTE Special Project Grant	13,280.78		
10-000-0-0000-9512-888			Accounts Payable	13,280.78	C	Computer
<b>Total Check:</b>				<b>13,280.78</b>		
<b>0100011095</b>	<b>08/07/19</b>	<b>718110</b>	<b>PROACTIVE NETWORK MANAGEMENT</b>			
00043054	52731	20000084		1,156.30		
10-034-0-0005-2230-670			SOFTWARE - TECHNOLOGY-DO	1,156.30	C	Computer
00043053	52817	20000070		253.26		



**Wayne School District**  
 A/P Detail Check Register

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Claim No	Invoice No	PO No	Description	Acct Amt.	
Account No / Description					
<b>Bank No 01</b>					
<b>0100011095</b>	<b>08/07/19</b>	<b>718110</b>	<b>PROACTIVE NETWORK MANAGEMENT</b>		
00043053	52817	20000070		253.26	
10-034-0-0005-2230-650		TECH.SUPPLIES - TECHNOLOGY-DO		253.26	C Computer
			<b>Total Check:</b>	<b>1,409.56</b>	
<b>0100011096</b>	<b>08/07/19</b>	<b>7439</b>	<b>QBS, INC.</b>		
00043055	I-015373	20000110		425.00	
10-034-0-0050-2200-340		PROFESSIONAL SERVICES - DO		425.00	C Computer
			<b>Total Check:</b>	<b>425.00</b>	
<b>0100011097</b>	<b>08/07/19</b>	<b>760052</b>	<b>ROYALS FOOD TOWN</b>		
00043056	04-836366		Gloves for Farah	3.49	
10-112-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-LES		3.49	C Computer
			<b>Total Check:</b>	<b>3.49</b>	
<b>0100011098</b>	<b>08/07/19</b>	<b>774368</b>	<b>SCHOLASTIC MAGAZINES</b>		
00043058	M6705911	20000113		133.45	
10-112-0-0050-1000-641		BOOKS AND PERIODICALS - LES		133.45	C Computer
00043057	M6718147	20000113		148.28	
10-112-0-0050-1000-641		BOOKS AND PERIODICALS - LES		148.28	C Computer
00043059	M6718393	20000113		215.05	
10-112-0-0050-1000-641		BOOKS AND PERIODICALS - LES		215.05	C Computer
			<b>Total Check:</b>	<b>496.78</b>	
<b>0100011099</b>	<b>08/07/19</b>	<b>802090</b>	<b>SNAPSHOT MULTIMEDIA</b>		
00043060	16474		Classified ads for July 2019	268.50	
10-034-0-0005-2320-540		ADVERTISING - PUBLIC NOTICES		268.50	C Computer
			<b>Total Check:</b>	<b>268.50</b>	
<b>0100011100</b>	<b>08/07/19</b>	<b>804660</b>	<b>SOUTH CENTRAL COMMUNICATI</b>		
00043061	July 2019		District Office	239.73	
10-034-0-2785-2600-530		TELEPHONE - DO		239.73	C Computer
00043061	July 2019		Loa Elem.	179.79	
10-112-0-2785-2600-530		TELEPHONE - LES		179.79	C Computer
00043061	July 2019		Middle School	239.73	
10-302-0-2785-2600-530		TELEPHONE - WMS		239.73	C Computer
00043061	July 2019		Wayne High School	239.73	
10-704-0-2785-2600-530		TELEPHONE - WHS		239.73	C Computer
			<b>Total Check:</b>	<b>898.98</b>	
<b>0100011101</b>	<b>08/07/19</b>	<b>890930</b>	<b>UTAH EDUCATION NETWORK/ U OF U</b>		
00043062	20-0051	20000092		151.00	
10-704-0-5420-1000-670		SOFTWARE - TRUST LANDS-WHS		151.00	C Computer
00043062	20-0051	20000092		101.00	
21-302-0-2001-1000-890		WMS General		101.00	C Computer
			<b>Total Check:</b>	<b>252.00</b>	
<b>0100011102</b>	<b>08/07/19</b>	<b>926201</b>	<b>WAXIE SANITARY SUPPLY</b>		
00043063	78427358	20000090		425.66	
51-112-0-8001-3100-610		SUPPLIES - FOOD SERVICE-LES		425.66	C Computer
00043064	78448700	20000088		4,383.18	
10-704-0-2785-2620-610		BUILDING CLEANING AND SUPPLIES-WHS		4,383.18	C Computer
00043065	78448699	20000087		3,599.24	

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Claim No	Invoice No	PO No	Description	Amount Paid		
Account No / Description				Acct Amt.	Status	Status Description
<b>Bank No 01</b>						
0100011102	08/07/19	926201	WAXIE SANITARY SUPPLY			
00043065	78448699	20000087		3,599.24		
10-112-0-2785-2620-610			BUILDING CLEANING AND SUPPLIES-LES	3,599.24	C	Computer
00043066	78442421	20000087		187.68		
10-112-0-2785-2620-610			BUILDING CLEANING AND SUPPLIES-LES	187.68	C	Computer
			<b>Total Check:</b>	<b>8,595.76</b>		
0100011103	08/07/19	926213	WAYNE COUNTY			
00043067	WCntyFairBth19	20000091	Booth for Wayne County Fair WHS Stdnt	45.00		
21-704-0-3606-1000-890			WHS Student Government	45.00	C	Computer
			<b>Total Check:</b>	<b>45.00</b>		
0100011104	08/07/19	926218	WAYNE COUNTY LANDFILL			
00043068	071719		Dump Fees	177.90		
10-034-0-2785-2600-410			UTILITIES-DO	177.90	C	Computer
			<b>Total Check:</b>	<b>177.90</b>		
0100011105	08/08/19	8613	Jared Swanson			
00043069	08-08-2019_1		Payroll Advance for Rent	1,500.00		
10-000-0-0000-8131-888			Receivables - Employee & Misc.	1,500.00	C	Computer
			<b>Total Check:</b>	<b>1,500.00</b>		
0100011106	08/16/19	4618	AxisPlus Benefits			
00043070	4124	20000135		66.00		
10-034-0-0005-2500-810			DUES AND FEES - BUSINESS ADMINISTRATOR	66.00	C	Computer
			<b>Total Check:</b>	<b>66.00</b>		
0100011107	08/16/19	729729	CENTURYLINK			
00043071	1474381119		CenturyLink July 2019	.41		
10-302-0-2785-2600-530			TELEPHONE - WMS	.41	C	Computer
00043071	1474381119		CenturyLink July 2019	1.20		
10-704-0-2785-2600-530			TELEPHONE - WHS	1.20	C	Computer
00043071	1474381119		CenturyLink July 2019	4.31		
10-034-0-2785-2600-530			TELEPHONE - DO	4.31	C	Computer
00043071	1474381119		CenturyLink July 2019	.68		
10-108-0-2785-2600-530			TELEPHONE - HES	.68	C	Computer
00043071	1474381119		CenturyLink July 2019	.14		
10-112-0-2785-2600-530			TELEPHONE - LES	.14	C	Computer
			<b>Total Check:</b>	<b>6.74</b>		
0100011108	08/16/19	8273	Christina Brown Design			
00043072	287	20000136		4,926.69		
32-034-0-9999-4000-450			Site improvement - Construction Services	4,926.69	C	Computer
			<b>Total Check:</b>	<b>4,926.69</b>		
0100011109	08/16/19	2020	Clarks Home Fire Safety			
00043077	2967	20000139		97.84		
10-034-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-DO	97.84	C	Computer
00043077	2967	20000139		68.31		
10-112-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-LES	68.31	C	Computer
00043077	2967	20000139		67.59		
10-302-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-WMS	67.59	C	Computer
00043080	2967	20000139		186.26		

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<b>Bank No 01</b>					
<b>0100011109</b>	<b>08/16/19</b>	<b>2020 Clarks Home Fire Safety</b>			
00043080	2967	20000139	186.26		
10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	186.26	C	Computer
00043079	2966	20000139	98.89		
10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	98.89	C	Computer
00043076	2966	20000139	69.04		
10-112-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-LES	69.04	C	Computer
00043076	2966	20000139	68.31		
10-302-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WMS	68.31	C	Computer
00043073	2966	20000139	188.26		
10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	188.26	C	Computer
00043078	2968	20000139	269.64		
10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	269.64	C	Computer
00043075	2968	20000139	188.26		
10-112-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-LES	188.26	C	Computer
00043075	2968	20000139	186.26		
10-302-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WMS	186.26	C	Computer
00043075	2968	20000139	513.34		
10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	513.34	C	Computer
00043074	2969	20000139	141.63		
10-034-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-DO	141.63	C	Computer
00043074	2969	20000139	98.89		
10-112-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-LES	98.89	C	Computer
00043074	2969	20000139	97.84		
10-302-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WMS	97.84	C	Computer
00043074	2969	20000139	269.64		
10-704-0-2785-2620-680		BUILDING MAINT AND SUPPLIES-WHS	269.64	C	Computer
<b>Total Check:</b>			<b>2,610.00</b>		
<b>0100011110</b>	<b>08/16/19</b>	<b>304058 GASCARD/STATE OF UTAH</b>			
00043081	NP56670451	July 2019 Fuel	55.00		
10-704-0-5610-2600-626		FUEL - DRIVERS ED-WHS	55.00	C	Computer
00043081	NP56670451	July 2019 Fuel	144.00		
10-555-0-5315-2700-626		MOTOR FUEL-SCHOOL BUSES	144.00	C	Computer
00043081	NP56670451	July 2019 Fuel	41.00		
10-704-0-0050-2200-580		TRAVEL - TEACHERS-WHS	41.00	C	Computer
00043081	NP56670451	July 2019 Fuel	24.00		
10-034-0-0005-2320-580		TRAVEL - SUPERINTENDENT	24.00	C	Computer
00043081	NP56670451	July 2019 Fuel	36.00		
10-034-0-0005-2230-580		TRAVEL - TECHNOLOGY-DO	36.00	C	Computer
00043081	NP56670451	July 2019 Fuel	44.00		
10-108-0-0050-2400-580		TRAVEL - PRINCIPAL-HES	44.00	C	Computer
00043081	NP56670451	July 2019 Fuel	37.00		
10-034-0-1205-2400-580		TRAVEL - SPECIAL ED-DO	37.00	C	Computer
00043081	NP56670451	July 2019 Fuel	30.00		
10-034-0-0005-2500-580		TRAVEL - BUSINESS ADMIN	30.00	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
<b>Bank No 01</b>						
0100011110	08/16/19	304058	GASCARD/STATE OF UTAH			
00043081	NP56670451		July 2019 Fuel	155.00		
10-034-0-2785-2600-626			MOTOR FUEL - MAINTENANCE-DO	155.00	C	Computer
00043081	NP56670451		July 2019 Fuel	390.00		
10-034-0-2785-2600-626			MOTOR FUEL - MAINTENANCE-DO	390.00	C	Computer
00043081	NP56670451		July 2019 Fuel	383.29		
10-034-0-2785-2600-626			MOTOR FUEL - MAINTENANCE-DO	383.29	C	Computer
			<b>Total Check:</b>	<b>1,339.29</b>		
0100011111	08/16/19	343259	HANKSVILLE TOWN			
00043082	07312019		Water Hanksville Elem July 2019	51.50		
10-108-0-2785-2600-410			UTILITIES-HES	51.50	C	Computer
			<b>Total Check:</b>	<b>51.50</b>		
0100011112	08/16/19	7188	James Wade Moosman			
00043083	000005	20000145	Repair Bus 3	378.00		
10-555-0-5315-2700-683			REPAIRS FOR BUSES	378.00	C	Computer
			<b>Total Check:</b>	<b>378.00</b>		
0100011113	08/16/19	8605	Jason Marshall			
00043084	19114	20000126	50% Deposit for Motivational Speech a	500.00		
10-112-0-5420-1000-340			PROF.SERVICES - LAND TRUST-LES	500.00	C	Computer
00043084	19114	20000126		500.00		
10-704-0-5420-1000-340			PROFESSIONAL SERVICES - LAND TRUST-WHS	500.00	C	Computer
00043084	19114	20000126		500.00		
21-302-0-2020-1000-890			WMS Activities	500.00	C	Computer
			<b>Total Check:</b>	<b>1,500.00</b>		
0100011114	08/16/19	7854	MORGAN INDUSTRIES INC			
00043085	J010838	20000137		47,386.12		
32-034-0-9999-4000-450			Site improvement - Construction Services	47,386.12	C	Computer
			<b>Total Check:</b>	<b>47,386.12</b>		
0100011115	08/16/19	7005	Presence Learning, Inc.			
00043086	INV29371	20000149		1,200.00		
10-112-0-7524-1000-340			PROF.SERVICES - IDEA-LES	1,200.00	C	Computer
00043086	INV29371	20000149		500.00		
10-302-0-7524-1000-340			PROF.SERVICES - IDEA-WMS	500.00	C	Computer
00043086	INV29371	20000149		300.00		
10-704-0-7524-1000-340			PROF.SERVICES - IDEA-WHS	300.00	C	Computer
			<b>Total Check:</b>	<b>2,000.00</b>		
0100011116	08/16/19	774341	SCHOLASTIC INC.			
00043087	19758291	20000102		79.46		
10-704-0-1609-1000-612			SUPPLIES - ADULT ED	79.46	C	Computer
			<b>Total Check:</b>	<b>79.46</b>		
0100011117	08/16/19	6041	The Bicknell Theatre			
00043088	08162019_8	20000146	Birthday Gift Cards	250.00		
10-034-0-0005-2500-291			Other Employee Benefits - Misc.	250.00	C	Computer
			<b>Total Check:</b>	<b>250.00</b>		
0100011118	08/16/19	1074	US FOODS, INC.			
00043089	5736820	20000122		221.18		

**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					
<b>Bank No 01</b>					
0100011118	08/16/19	1074	US FOODS, INC.		
00043089	5736820	20000122		221.18	
21-704-0-6450-1000-890		WHS FCCLA		221.18	C Computer
			<b>Total Check:</b>	<b>221.18</b>	
0100011119	08/16/19	891117	UTAH SCHOOL BOARDS ASSN		
00043090	USBALeadrsHP201	20000152		1,800.00	
10-034-0-0005-2310-580		TRAVEL - BOARD		1,800.00	C Computer
00043090	USBALeadrsHP201	20000152		450.00	
10-034-0-0005-2320-580		TRAVEL - SUPERINTENDENT		450.00	C Computer
00043090	USBALeadrsHP201	20000152		450.00	
10-034-0-0005-2500-580		TRAVEL - BUSINESS ADMIN		450.00	C Computer
			<b>Total Check:</b>	<b>2,700.00</b>	
0100011120	08/22/19	36500	Amazon		
00043091	488675473993	20000078		730.40	
10-034-0-0005-2500-290		Other Employee Benefits - Wellness Init		730.40	C Computer
00043101	439395375599	20000108		83.51	
10-034-0-0005-2230-650		TECH.SUPPLIES - TECHNOLOGY-DO		83.51	C Computer
00043092	439395375599	20000108		439.42	
10-112-0-0050-1000-650		TECHNOLOGY SUPPLIES - LES		439.42	C Computer
00043101	439395375599	20000108		177.96	
10-302-0-0050-1000-650		TECHNOLOGY SUPPLIES - WMS		177.96	C Computer
00043101	439395375599	20000108		650.19	
10-704-0-0050-1000-650		TECHNOLOGY SUPPLIES - WHS		650.19	C Computer
00043102	976464987579	20000106		1,168.41	
10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS		1,168.41	C Computer
00043103	537468396548	20000124		324.99	
10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS		324.99	C Computer
00043104	447876543645	20000124		697.99	
10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS		697.99	C Computer
00043105	998537557939	20000124		35.00	
10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS		35.00	C Computer
00043106	656685635547	Amazon Purchases		231.74	
10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT		231.74	C Computer
00043107	436688957487	Amazon Purchases		379.99	
10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT		379.99	C Computer
00043100	678739548893	Amazon Purchases		279.99	
10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT		279.99	C Computer
00043099	757655875878	Amazon Purchases		259.76	
10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT		259.76	C Computer
00043098	598845374657	Credit Memo		-259.76	
10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT		-259.76	C Computer
00043097	468535784798	Credit Memo		-223.99	
10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT		-223.99	C Computer
00043096	579346695438	Amazon Purchase		90.54	
10-704-0-1205-1000-612		SUPPLIES - SPECIAL ED-WHS		90.54	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
<b>Bank No 01</b>						
<b>0100011120</b>	<b>08/22/19</b>	<b>36500</b>	<b>Amazon</b>			
00043095	463399673694		Amazon Purchase	11.44		
10-108-0-0050-1000-612			SUPPLIES - INSTRUCTION-HES	11.44	C	Computer
00043094	445498346945		Amazon Purchase	12.07		
10-108-0-0050-1000-612			SUPPLIES - INSTRUCTION-HES	12.07	C	Computer
00043093	846483594443		Amazon Purchase	34.70		
10-108-0-0050-1000-612			SUPPLIES - INSTRUCTION-HES	34.70	C	Computer
			<b>Total Check:</b>	<b>5,124.35</b>		
<b>0100011121</b>	<b>08/22/19</b>	<b>98140</b>	<b>BLACKBURN'S AUTO BODY</b>			
00043108	225119		Fuel for forklift	15.92		
10-034-0-2785-2600-626			MOTOR FUEL - MAINTENANCE-DO	15.92	C	Computer
00043109	225995		Window Fluid	3.17		
10-034-0-2785-2650-680			FLEET VEHICLE MAINT AND SUPPLIES	3.17	C	Computer
00043110	16724		Vehicle Maintenance	170.00		
10-034-0-2785-2650-680			FLEET VEHICLE MAINT AND SUPPLIES	170.00	C	Computer
00043111	15509		Propane Loa	173.64		
51-112-0-8001-3100-890			MISCELLANEOUS - FOOD SERVICE-LES	173.64	C	Computer
			<b>Total Check:</b>	<b>362.73</b>		
<b>0100011122</b>	<b>08/22/19</b>	<b>8273</b>	<b>Christina Brown Design</b>			
00043112	317	20000136		12,670.00		
32-034-0-9999-4000-450			Site improvement - Construction Services	12,670.00	C	Computer
			<b>Total Check:</b>	<b>12,670.00</b>		
<b>0100011123</b>	<b>08/22/19</b>	<b>8656</b>	<b>Eric Lafaele</b>			
00043113	08-22-2019_18		Pay Advance	1,500.00		
10-000-0-0000-8131-888			Receivables - Employee & Misc.	1,500.00	C	Computer
			<b>Total Check:</b>	<b>1,500.00</b>		
<b>0100011124</b>	<b>08/22/19</b>	<b>529797</b>	<b>LOA TOWN</b>			
00043114	LOAELEMWTR JULY		Loa Elem Water July 2019	38.95		
10-112-0-2785-2600-410			UTILITIES-LES	38.95	C	Computer
			<b>Total Check:</b>	<b>38.95</b>		
<b>0100011125</b>	<b>08/22/19</b>	<b>622200</b>	<b>OFFICE DEPOT</b>			
00043115	355087404001	20000112		3,481.68		
10-034-0-0050-2200-612			SUPPLIES - Instruction - DO	3,481.68	C	Computer
			<b>Total Check:</b>	<b>3,481.68</b>		
<b>0100011126</b>	<b>08/22/19</b>	<b>3760</b>	<b>Rush Truck Center SLC</b>			
00043116	2101-5886	20000069		105,640.00		
10-555-0-5315-2700-732			SCHOOL BUSES	105,640.00	C	Computer
			<b>Total Check:</b>	<b>105,640.00</b>		
<b>0100011127</b>	<b>08/30/19</b>	<b>4626</b>	<b>Bank of America Credit Card</b>			
00043130	SHANECC8-19		Shane CC 8-19	59.29		
10-034-0-2785-2600-580			TRAVEL - MAINTENANCE-DO	59.29	C	Computer
00043146	SHANECC8-19		Shane CC 8-19	27.50		
10-704-0-2785-2620-680			BUILDING MAINT AND SUPPLIES-WHS	27.50	C	Computer
00043132	MARYCC8-19		Mary CC 8-19	-2.20		
10-000-0-0000-8131-888			Receivables - Employee & Misc.	-2.20	C	Computer
00043132	MARYCC8-19		Mary CC 8-19	86.99		

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						
<b>Bank No 01</b>						
0100011127	08/30/19	4626	Bank of America Credit Card			
00043132	MARYCC8-19		Mary CC 8-19	86.99		
	21-704-0-0242-1000-890		WHS Volleyball	86.99	C	Computer
00043132	MARYCC8-19		Mary CC 8-19	327.50		
	21-704-0-0242-1000-890		WHS Volleyball	327.50	C	Computer
00043132	MARYCC8-19		Mary CC 8-19	57.00		
	10-704-0-5868-1000-612		SUPPLIES - TEACHER LEGISLATIVE-WHS	57.00	C	Computer
00043132	MARYCC8-19		Mary CC 8-19	4.92		
	10-704-0-5868-1000-612		SUPPLIES - TEACHER LEGISLATIVE-WHS	4.92	C	Computer
00043133	CORAL CC 8-19		Coral CC 8-19	55.00		
	10-034-0-0005-2500-610		SUPPLIES - DO STAFF	55.00	C	Computer
00043133	CORAL CC 8-19		Coral CC 8-19	305.23		
	10-704-0-6600-2200-580		TRAVEL - TRADE-WHS	305.23	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	-23.84		
	10-034-0-0005-2320-890		MISCELLANEOUS - EXECUTIVE ADMIN	-23.84	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	13.98		
	10-034-0-0005-2310-890		MISCELLANEOUS - BOARD	13.98	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	31.19		
	10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT	31.19	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	231.00		
	10-034-0-0005-2320-580		TRAVEL - SUPERINTENDENT	231.00	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	137.20		
	10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT	137.20	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	110.88		
	10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT	110.88	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	27.97		
	10-034-0-0005-2310-890		MISCELLANEOUS - BOARD	27.97	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	359.42		
	10-034-0-0005-2320-610		SUPPLIES - SUPERINTENDENT	359.42	C	Computer
00043134	JOHN CC 8-19		John CC 8-19	9.47		
	10-034-0-0005-2320-580		TRAVEL - SUPERINTENDENT	9.47	C	Computer
00043135	LANCECC 8-19		Lance CC 8-19	64.30		
	21-302-0-2020-1000-890		WMS Activities	64.30	C	Computer
00043135	LANCECC 8-19		Lance CC 8-19	58.80		
	10-302-0-0050-2400-580		TRAVEL - PRINCIPAL-WMS	58.80	C	Computer
00043136	JONE C C 8-19		Joni CC 8-19	48.78		
	21-704-0-6400-1000-890		WHS FACS	48.78	C	Computer
00043136	JONE C C 8-19		Joni CC 8-19	152.49		
	21-704-0-6450-1000-890		WHS FCCLA	152.49	C	Computer
00043137	NED CC 8-19		Ned CC 8-19	12.01		
	10-555-0-5315-2700-580		TRAVEL - BUS DRIVERS	12.01	C	Computer
00043138	JAMIE CC 8-19		jamie W CC 8-19	121.19		
	10-034-0-1205-2400-580		TRAVEL - SPECIAL ED-DO	121.19	C	Computer
00043139	CINDY CC 8-19		Cindy CC 8-19	139.90		
	10-108-0-0050-2400-580		TRAVEL - PRINCIPAL-HES	139.90	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
<b>Bank No 01</b>						
0100011127	08/30/19	4626	Bank of America Credit Card			
00043139	CINDY CC 8-19		Cindy CC 8-19	47.32		
	10-108-0-0050-1000-612		SUPPLIES - INSTRUCTION-HES	47.32	C	Computer
00043140	TACEY CC 8-152		Tacey CC 8-19	-.80		
	21-112-0-2001-1000-890		LES General	-.80	C	Computer
00043141	TaceyCC8-19	20000173		464.70		
	10-108-0-7802-1000-612		SUPPLIES - CSI-HES	464.70	C	Computer
00043141	TaceyCC8-19	20000173		181.37		
	10-112-0-5868-1000-612		SUPPLIES - TEACHER LEGISLATIVE-LES	181.37	C	Computer
00043141	TaceyCC8-19	20000173		135.64		
	21-112-0-2001-1000-890		LES General	135.64	C	Computer
00043142	AndreaCC8-19	20000156		9.53		
	10-034-0-0005-2230-580		TRAVEL - TECHNOLOGY-DO	9.53	C	Computer
00043142	AndreaCC8-19	20000156		23.97		
	10-034-0-0005-2230-650		TECH.SUPPLIES - TECHNOLOGY-DO	23.97	C	Computer
00043142	AndreaCC8-19	20000156		49.32		
	10-034-0-0005-2230-670		SOFTWARE - TECHNOLOGY-DO	49.32	C	Computer
00043142	AndreaCC8-19	20000156		9.49		
	10-302-0-0050-1000-650		TECHNOLOGY SUPPLIES - WMS	9.49	C	Computer
00043143	HeatherCC8-19	20000154		416.44		
	10-034-0-0005-2500-290		Other Employee Benefits - Wellness Init	416.44	C	Computer
00043143	HeatherCC8-19	20000154		184.15		
	10-034-0-0005-2500-580		TRAVEL - BUSINESS ADMIN	184.15	C	Computer
00043143	HeatherCC8-19	20000154		45.50		
	10-034-0-2785-2600-580		TRAVEL - MAINTENANCE-DO	45.50	C	Computer
00043144	KristinCC 8-19	20000174		91.75		
	10-704-0-0050-2400-612		SUPPLIES - OFFICE-WHS	91.75	C	Computer
00043144	KristinCC 8-19	20000174		169.60		
	10-704-0-1205-1000-612		SUPPLIES - SPECIAL ED-WHS	169.60	C	Computer
00043144	KristinCC 8-19	20000174		1,736.35		
	10-704-0-5420-1000-612		SUPPLIES - TRUST LANDS-WHS	1,736.35	C	Computer
00043144	KristinCC 8-19	20000174		108.31		
	10-704-0-5868-1000-612		SUPPLIES - TEACHER LEGISLATIVE-WHS	108.31	C	Computer
00043144	KristinCC 8-19	20000174		614.55		
	21-704-0-0232-1000-890		WHS Baseball	614.55	C	Computer
00043144	KristinCC 8-19	20000174		30.80		
	21-704-0-0242-1000-890		WHS Volleyball	30.80	C	Computer
00043144	KristinCC 8-19	20000174		44.29		
	21-704-0-2001-1000-890		WHS General	44.29	C	Computer
00043144	KristinCC 8-19	20000174		234.61		
	21-704-0-6500-1000-890		WHS Business	234.61	C	Computer
00043145	KRISTINCC8-19		Kristin CC Credit	-19.99		
	21-704-0-0181-1000-890		WHS Band	-19.99	C	Computer
00043131	JenniferCC	20000181		11.70		
	10-302-0-0050-2220-644		LIBRARY BOOKS - WMS	11.70	C	Computer



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Account No / Description				Acct Amt.	Status	Status Description
<b>Bank No 01</b>						
0100011127	08/30/19	4626	Bank of America Credit Card			
<b>Total Check:</b>				<b>7,004.57</b>		
0100011128	08/30/19	163371	CENTRAL UTAH EDUCATIONAL SERVI			
00043147	WO3084	20000129		97.24		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	97.24	C	Computer
00043157	WO3084	20000129		2.76		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	2.76	C	Computer
00043149	WO3083	20000129		97.24		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	97.24	C	Computer
00043149	WO3083	20000129		2.76		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	2.76	C	Computer
00043150	WO3082	20000129		97.24		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	97.24	C	Computer
00043150	WO3082	20000129		2.76		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	2.76	C	Computer
00043151	WO3081	20000129		97.24		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	97.24	C	Computer
00043151	WO3081	20000129		2.76		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	2.76	C	Computer
00043152	WO3080	20000129		97.24		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	97.24	C	Computer
00043152	WO3080	20000129		2.76		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	2.76	C	Computer
00043153	WO3079	20000129		97.24		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	97.24	C	Computer
00043153	WO3079	20000129		2.76		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	2.76	C	Computer
00043154	WO3078	20000129		97.25		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	97.25	C	Computer
00043154	WO3078	20000129		2.75		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	2.75	C	Computer
00043155	WO2935	20000129		19.45		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	19.45	C	Computer
00043155	WO2935	20000129		.55		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	.55	C	Computer
00043156	WO2926	20000129		4.86		
21-302-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WMS	4.86	C	Computer
00043148	WO2926	20000129		.14		
21-704-0-0050-1000-650			TECH SUPPLIES - IPAD ACCOUNT-WHS	.14	C	Computer
<b>Total Check:</b>				<b>725.00</b>		
0100011129	08/30/19	2038	Edmentum, Inc.			
00043159	INV122311	20000125		2,612.00		
10-302-0-5420-1000-670			SOFTWARE - TRUST LANDS-WMS	2,612.00	C	Computer
00043158	INV122006	20000114		2,750.00		
10-112-0-5420-1000-670			SOFTWARE - TRUSTLANDS-LES	2,750.00	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						
<b>Bank No 01</b>						
0100011129	08/30/19	2038	Edmentum, Inc.			
				<b>Total Check:</b>	<b>5,362.00</b>	
0100011130	08/30/19	303548	GARKANE ENERGY			
00043160	AUG 2019 Bill		D.O Office Bldg.	43.35		
	10-034-0-2785-2600-622		ELECTRICITY-DO	43.35	C	Computer
00043160	AUG 2019 Bill		Hanksville Elem.	736.28		
	10-108-0-2785-2600-622		ELECTRICITY-HES	736.28	C	Computer
00043160	AUG 2019 Bill		Loa Elementary	663.10		
	10-112-0-2785-2600-622		ELECTRICITY-LES	663.10	C	Computer
00043160	AUG 2019 Bill		Wayne High School	1,425.57		
	10-704-0-2785-2600-622		ELECTRICITY-WHS	1,425.57	C	Computer
00043160	AUG 2019 Bill		Rental House	35.00		
	10-034-0-2785-2600-622		ELECTRICITY-DO	35.00	C	Computer
00043160	AUG 2019 Bill		Hanksville Water Pump	46.03		
	10-108-0-2785-2600-622		ELECTRICITY-HES	46.03	C	Computer
00043160	AUG 2019 Bill		W.H.S. Shop	197.31		
	10-704-0-2785-2600-622		ELECTRICITY-WHS	197.31	C	Computer
00043160	AUG 2019 Bill		Old Thurber	227.41		
	10-034-0-2785-2600-622		ELECTRICITY-DO	227.41	C	Computer
00043160	AUG 2019 Bill		Middle School Gym	722.42		
	10-302-0-2785-2600-622		ELECTRICITY-WMS	722.42	C	Computer
				<b>Total Check:</b>	<b>4,096.47</b>	
0100011131	08/30/19	307271	GCR Tires & Service			
00043161	703-64789	20000182		2,585.58		
	10-555-0-5315-2700-682		TIRES & TUBES - TRANSPORTATION	2,585.58	C	Computer
				<b>Total Check:</b>	<b>2,585.58</b>	
0100011132	08/30/19	487770	KENWORTH SALES COMPANY			
00043162	SALIN3474565	20000059		86.35		
	10-555-0-5315-2700-683		REPAIRS FOR BUSES	86.35	C	Computer
				<b>Total Check:</b>	<b>86.35</b>	
0100011133	08/30/19	718110	PROACTIVE NETWORK MANAGEMENT			
00043163	52952	20000100		994.50		
	10-034-0-0005-2230-650		TECH.SUPPLIES - TECHNOLOGY-DO	994.50	C	Computer
00043163	52952	20000100		2,486.25		
	10-108-0-0050-1000-650		TECHNOLOGY SUPPLIES - HES	2,486.25	C	Computer
00043163	52952	20000100		2,983.50		
	10-112-0-0050-1000-650		TECHNOLOGY SUPPLIES - LES	2,983.50	C	Computer
00043163	52952	20000100		497.25		
	10-302-0-0050-1000-650		TECHNOLOGY SUPPLIES - WMS	497.25	C	Computer
00043163	52952	20000100		2,983.50		
	10-704-0-0050-1000-650		TECHNOLOGY SUPPLIES - WHS	2,983.50	C	Computer
00043164	52895	20000132		2,823.37		
	10-034-0-0005-2230-310		ADMIN.SERVICES - TECHNOLOGY-DO	2,823.37	C	Computer
				<b>Total Check:</b>	<b>12,768.37</b>	
0100011134	08/30/19	6793	TYPINGCLUB			
00043165	150577	20000171		309.60		

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
<b>Bank No 01</b>						
0100011134	08/30/19	6793	TYPINGCLUB			
00043165	150577	20000171		309.60		
10-112-0-5420-1000-670			SOFTWARE - TRUSTLANDS-LES	309.60	C	Computer
<b>Total Check:</b>				<b>309.60</b>		
0100011135	08/30/19	891115	UTAH HIGH SCHOOL ACT ASSO			
00043169	INVOICE	20000168		30.00		
21-704-0-0181-1000-612			WHS Band FEES	30.00	C	Computer
00043169	INVOICE	20000168		30.00		
21-704-0-0230-1000-890			WHS Student Sports Account	30.00	C	Computer
00043169	INVOICE	20000168		30.00		
21-704-0-0232-1000-612			WHS Baseball FEES	30.00	C	Computer
00043169	INVOICE	20000168		60.00		
21-704-0-0233-1000-612			WHS Girls Basketball FEES	60.00	C	Computer
00043169	INVOICE	20000168		30.00		
21-704-0-0234-1000-612			WHS Boys Basketball FEES	30.00	C	Computer
00043171	INVOICE	20000168		30.00		
21-704-0-0242-1000-612			WHS Volleyball FEES	30.00	C	Computer
00043169	INVOICE	20000168		30.00		
21-704-0-0243-1000-612			WHS Cross Country FEES	30.00	C	Computer
00043169	INVOICE	20000168		30.00		
21-704-0-0244-1000-612			WHS Track FEES	30.00	C	Computer
00043169	INVOICE	20000168		90.00		
21-704-0-0245-1000-612			WHS Wrestling FEES	90.00	C	Computer
00043167	INVOICE	20000168		30.00		
21-704-0-0261-1000-612			WHS Cheerleaders FEES	30.00	C	Computer
00043166	INVOICE	20000142		150.00		
10-034-0-0005-2310-890			MISCELLANEOUS - BOARD	150.00	C	Computer
00043170	INVOICE	20000142		150.00		
10-034-0-0005-2320-890			MISCELLANEOUS - EXECUTIVE ADMIN	150.00	C	Computer
00043168	INVOICE	20000142		60.00		
10-555-0-5315-2700-580			TRAVEL - BUS DRIVERS	60.00	C	Computer
<b>Total Check:</b>				<b>750.00</b>		
0100011136	08/30/19	891200	UTAH RURAL SCHOOLS ASSN			
00043172	19-040	20000183		50.00		
10-108-0-0050-2400-580			TRAVEL - PRINCIPAL-HES	50.00	C	Computer
00043172	19-040	20000183		50.00		
10-112-0-0050-2400-580			TRAVEL - PRINCIPAL-LES	50.00	C	Computer
00043172	19-040	20000183		50.00		
10-704-0-0050-2200-580			TRAVEL - TEACHERS-WHS	50.00	C	Computer
00043172	19-040	20000183		50.00		
10-704-0-0050-2400-580			TRAVEL - PRINCIPAL-WHS	50.00	C	Computer
<b>Total Check:</b>				<b>200.00</b>		
0100011137	08/30/19	926201	WAXIE SANITARY SUPPLY			
00043173	78479588	20000111		3,103.37		
10-302-0-2785-2620-610			BUILDING CLEANING AND SUPPLIES-WMS	3,103.37	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	
<b>Bank No 01</b>							
0100011137	08/30/19	926201	WAXIE SANITARY SUPPLY				
00043174	78469327	20000088		839.49			
10-704-0-2785-2620-610			BUILDING CLEANING AND SUPPLIES-WHS	839.49	C	Computer	
				<b>Total Check:</b>		<b>3,942.86</b>	
<b>0100011138 08/27/19 4871 Jared Jackson</b>							
00043121	08272019_9	20000116	Mileage Reimb 8-6-19	56.84			
10-555-0-5315-2700-580			TRAVEL - BUS DRIVERS	56.84	C	Computer	
00043122	08272019_10	20000101	Mileage Reimb. June 25, 2019	56.84			
10-555-0-5315-2700-580			TRAVEL - BUS DRIVERS	56.84	C	Computer	
				<b>Total Check:</b>		<b>113.68</b>	
				<b>Total Bank:</b>		<b>335,242.57</b>	
<b>Bank No 11</b>							
<b>1100000138 08/27/19 942581 CINDY J. WILKINS</b>							
00043117	08272019_13	20000093	Meal Reimb July 10thru12 Price	41.60			
10-108-0-0050-2200-580			TRAVEL - TEACHERS-HES	41.60	A	ACH	
				<b>Total Check:</b>		<b>41.60</b>	
<b>1100000139 08/27/19 3913 CURTIS WHIPPLE</b>							
00043118	08272019_1	20000157	Mileage Reimb.	1,259.76			
10-034-0-0005-2310-580			TRAVEL - BOARD	1,259.76	A	ACH	
				<b>Total Check:</b>		<b>1,259.76</b>	
<b>1100000140 08/27/19 3808 Deborah James</b>							
00043119	08272019_4	20000138	Reimb for Class supplies	76.06			
10-704-0-6500-1000-612			SUPPLIES - BUSINESS-WHS	76.06	A	ACH	
				<b>Total Check:</b>		<b>76.06</b>	
<b>1100000141 08/27/19 4111 Heather Okerlund</b>							
00043120	08272019_12	20000097	Mileage Reimb to Midway and Heber	54.04			
10-034-0-0005-2500-580			TRAVEL - BUSINESS ADMIN	54.04	A	ACH	
				<b>Total Check:</b>		<b>54.04</b>	
<b>1100000142 08/27/19 1597 Joan Brinkerhoff</b>							
00043123	08272019_5	20000131	Meal Reimb 7-22-19	17.28			
10-555-0-5315-2700-580			TRAVEL - BUS DRIVERS	17.28	A	ACH	
				<b>Total Check:</b>		<b>17.28</b>	
<b>1100000143 08/27/19 5657 John M Fahey</b>							
00043124	08272019_2	20000155	Reimb for cash paid for credit card c	7.95			
10-034-0-0005-2320-890			MISCELLANEOUS - EXECUTIVE ADMIN	7.95	A	ACH	
00043125	08272019_6	20000127	MileReimb4-7,8,9&7-29,30,31-19	96.88			
10-034-0-0005-2320-580			TRAVEL - SUPERINTENDENT	96.88	A	ACH	
				<b>Total Check:</b>		<b>104.83</b>	
<b>1100000144 08/27/19 104495 MARY BRAY</b>							
00043127	08272019_8	20000118	Mileage Reimb to Richfield 8-1-19	22.62			
10-704-0-0050-2400-580			TRAVEL - PRINCIPAL-WHS	22.62	A	ACH	
00043126	08272019_11	20000104	Motel,Mile,Meal Reimb. Price Ut. 7-10	142.88			
10-704-0-0050-2400-580			TRAVEL - PRINCIPAL-WHS	142.88	A	ACH	
				<b>Total Check:</b>		<b>165.50</b>	
<b>1100000145 08/27/19 4103 Merrill Chappell</b>							
00043128	08272019_3	20000150	Mileage&Meal Reimb. to Mtgs Aug 13, 14	78.16			

**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	
<b>Bank No 11</b>							
1100000145	08/27/19	4103	Merrill Chappell				
00043128	08272019_3	20000150	Mileage&Meal Reimb. to Mtgs Aug 13, 1	78.16			
	10-704-0-1609-2200-580		TRAVEL - ADULT ED-DO	78.16	A	ACH	
<b>Total Check:</b>				<b>78.16</b>			
1100000146	08/27/19	4553	Trent Larsen				
00043129	08272019_7	20000117	Mileage Reimb for Personal Car CCA Tr	44.80			
	10-704-0-6600-2200-580		TRAVEL - TRADE-WHS	44.80	A	ACH	
<b>Total Check:</b>				<b>44.80</b>			
<b>Total Bank:</b>				<b>1,842.03</b>			
Total Computer Checks (Including Voids)				335,242.57			
Total Manual Checks (Including Voids)				.00			
Total ACH Checks (Including Voids)				1,842.03			
Total Other Checks (Including Voids)				.00			
Total Electronic Checks (Including Voids)				.00			
Total Computer Voids				.00			
Total Manual Voids				.00			
Total ACH Voids				.00			
Total Other Voids				.00			
Total Electronic Voids				.00			
<b>Grand Total:</b>				<b>337,084.60</b>			
<b>Number of Checks:</b>				<b>83</b>			

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00011056	33.02	08/06/19	36757 AMERICAN FAMILY LIFE INS	C
01	00011057	2,325.00	08/06/19	4618 AxisPlus Benefits	C
01	00011058	9,606.27	08/06/19	423930 INTERNAL REVENUE SERVICE	C
01	00011059	12.95	08/06/19	717658 LEGAL SHIELD	C
01	00011060	147.86	08/06/19	787 LIBERTY NATIONAL LIFE INSURANCE COMPANY	C
01	00011061	1,566.48	08/06/19	341980 THE HARTFORD	C
01	00011062	16,568.00	08/06/19	891117 UTAH SCHOOL BOARDS ASSN	C
01	00011063	1,191.92	08/06/19	891185 UTAH STATE TAX COMM	C
01	00011064	17,595.24	08/06/19	891109 Utah Retirement Systems	C
01	00011074	202.70	08/07/19	55225 AT&T MOBILITY	C
01	00011075	277.54	08/07/19	94347 BICKNELL TOWN	C
01	00011076	1,484.43	08/07/19	107706 BRIAN AUTO PARTS INC.	C
01	00011077	644.84	08/07/19	107708 BRIAN FARM SERVICE CENTER	C
01	00011078	832.42	08/07/19	113177 BRYSONS SALES AND SERVICE	C
01	00011079	68.00	08/07/19	116049 BURBIDGE & WHITE	C
01	00011080	62.39	08/07/19	5096 Blackburn Recreation	C
01	00011081	615.37	08/07/19	134372 CENTRAL ELECTRIC SUPPLY	C
01	00011082	3,830.00	08/07/19	163371 CENTRAL UTAH EDUCATIONAL SERVI	C
01	00011083	18.16	08/07/19	180767 DEPARTMENT OF HEALTH	C
01	00011084	95.00	08/07/19	343257 Emery Telcom	C
01	00011085	3,350.17	08/07/19	303548 GARKANE ENERGY	C
01	00011086	135.00	08/07/19	363603 HILL'S HEATING & AIR CONDITION	C
01	00011087	1,049.97	08/07/19	363633 HILLOCK SPORTS LLC	C
01	00011088	174.50	08/07/19	8591 LEISA HILTON	C
01	00011089	12,272.30	08/07/19	529782 LOA BUILDERS SUPPLY	C
01	00011090	2,077.78	08/07/19	561574 M & D AUTO PARTS & REPAIR	C
01	00011091	165.10	08/07/19	585855 Mountainland Supply Company	C
01	00011092	1,019.94	08/07/19	8583 Omicron Technologies LLC	C
01	00011093	189.30	08/07/19	690541 PARADISE PRESS	C
01	00011094	13,280.78	08/07/19	709009 PIUTE SCHOOL DISTRICT	C
01	00011095	1,409.56	08/07/19	718110 PROACTIVE NETWORK MANAGEMENT	C
01	00011096	425.00	08/07/19	7439 QBS, INC.	C
01	00011097	3.49	08/07/19	760052 ROYALS FOOD TOWN	C
01	00011098	496.78	08/07/19	774368 SCHOLASTIC MAGAZINES	C
01	00011099	268.50	08/07/19	802090 SNAPSHOT MULTIMEDIA	C
01	00011100	898.98	08/07/19	804660 SOUTH CENTRAL COMMUNICATI	C
01	00011101	252.00	08/07/19	890930 UTAH EDUCATION NETWORK/ U OF U	C
01	00011102	8,595.76	08/07/19	926201 WAXIE SANITARY SUPPPPLY	C
01	00011103	45.00	08/07/19	926213 WAYNE COUNTY	C
01	00011104	177.90	08/07/19	926218 WAYNE COUNTY LANDFILL	C
01	00011105	1,500.00	08/08/19	8613 Jared Swanson	C
01	00011106	66.00	08/16/19	4618 AxisPlus Benefits	C
01	00011107	6.74	08/16/19	729729 CENTURYLINK	C
01	00011108	4,926.69	08/16/19	8273 Christina Brown Design	C
01	00011109	2,610.00	08/16/19	2020 Clarks Home Fire Safety	C
01	00011110	1,339.29	08/16/19	304058 GASCARD/STATE OF UTAH	C
01	00011111	51.50	08/16/19	343259 HANKSVILLE TOWN	C
01	00011112	378.00	08/16/19	7188 James Wade Moosman	C
01	00011113	1,500.00	08/16/19	8605 Jason Marshall	C
01	00011114	47,386.12	08/16/19	7854 MORGAN INDUSTRIES INC	C
01	00011115	2,000.00	08/16/19	7005 Presence Learning, Inc.	C
01	00011116	79.46	08/16/19	774341 SCHOLASTIC INC.	C
01	00011117	250.00	08/16/19	6041 The Bicknell Theatre	C
01	00011118	221.18	08/16/19	1074 US FOODS, INC.	C
01	00011119	2,700.00	08/16/19	891117 UTAH SCHOOL BOARDS ASSN	C

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	00011120	5,124.35	08/22/19	36500 Amazon	C
01	00011121	362.73	08/22/19	98140 BLACKBURN'S AUTO BODY	C
01	00011122	12,670.00	08/22/19	8273 Christina Brown Design	C
01	00011123	1,500.00	08/22/19	8656 Eric Lafaele	C
01	00011124	38.95	08/22/19	529797 LOA TOWN	C
01	00011125	3,481.68	08/22/19	622200 OFFICE DEPOT	C
01	00011126	105,640.00	08/22/19	3760 Rush Truck Center SLC	C
01	00011127	7,004.57	08/30/19	4626 Bank of America Credit Card	C
01	00011128	725.00	08/30/19	163371 CENTRAL UTAH EDUCATIONAL SERVI	C
01	00011129	5,362.00	08/30/19	2038 Edmentum, Inc.	C
01	00011130	4,096.47	08/30/19	303548 GARKANE ENERGY	C
01	00011131	2,585.58	08/30/19	307271 GCR Tires & Service	C
01	00011132	86.35	08/30/19	487770 KENWORTH SALES COMPANY	C
01	00011133	12,768.37	08/30/19	718110 PROACTIVE NETWORK MANAGEMENT	C
01	00011134	309.60	08/30/19	6793 TYPINGCLUB	C
01	00011135	750.00	08/30/19	891115 UTAH HIGH SCHOOL ACT ASSO	C
01	00011136	200.00	08/30/19	891200 UTAH RURAL SCHOOLS ASSN	C
01	00011137	3,942.86	08/30/19	926201 WAXIE SANITARY SUPPLY	C
01	00011138	113.68	08/27/19	4871 Jared Jackson	C
<b>Total Bank No 01</b>		<b>335,242.57</b>			
11	00000138	41.60	08/27/19	942581 CINDY J. WILKINS	A
11	00000139	1,259.76	08/27/19	3913 CURTIS WHIPPLE	A
11	00000140	76.06	08/27/19	3808 Deborah James	A
11	00000141	54.04	08/27/19	4111 Heather Okerlund	A
11	00000142	17.28	08/27/19	1597 Joan Brinkerhoff	A
11	00000143	104.83	08/27/19	5657 John M Fahey	A
11	00000144	165.50	08/27/19	104495 MARY BRAY	A
11	00000145	78.16	08/27/19	4103 Merrill Chappell	A
11	00000146	44.80	08/27/19	4553 Trent Larsen	A
<b>Total Bank No 11</b>		<b>1,842.03</b>			
					<b>Total Manual Checks .00</b>
					<b>Total Computer Checks 335,242.57</b>
					<b>Total ACH Checks 1,842.03</b>
					<b>Total Other Checks .00</b>
					<b>Total Electronic Checks .00</b>
					<b>Total Computer Voids .00</b>
					<b>Total Manual Voids .00</b>
					<b>Total ACH Voids .00</b>
					<b>Total Other Voids .00</b>
					<b>Total Electronic Voids .00</b>
<b>Grand Total</b>					<b>337,084.60</b>
<b>Number of Checks</b>					<b>83</b>

Batch Yr	Batch No	Amount
20	000026	43,316.71
20	000030	4,163.55
20	000047	1,566.48
20	000048	54,418.66
20	000061	1,500.00
20	000093	63,514.98
20	000097	128,817.71
20	000114	1,955.71







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Ä•TM, ^-“„...TM @Áf£%ø¥%ø£" @âæ""•TM"

Table with 7 columns and multiple rows of text. Headers include: Äff-æ•£Öæ",...TM, ÄTM...,ø%ø%ø£, ã-£æ"Áf£%ø¥%ø£", x•""...•£ç @••, Ö£^...TM Ä•"•f... äTM•ç†...TM, Ä•ç^ Á„¥••f..., xæTMf^•ç...ç, Ö£^...TM, Æ...ÄçTM†...„. Rows contain various alphanumeric strings and symbols.

äTM••ç•f£%ø-•ç

Table with 7 columns and multiple rows of text. Headers include: x-ç£%ø•† äTM••ç•f£%ø-•, Ä•£... Ä•£..., Ä...çfTM%ø-£%ø-•, Ù...†...TM, Öç",...TM, Ä"-æ•£. Rows contain various alphanumeric strings and symbols.







Income Statement

GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
<b>81 Revenues</b>						
10-034-0-5310-3200-999 STATE MSP - FLEXIBLE ALLOCATION-WPU	10,245.88	.00	855.43	855.43	9,390.45	8.35
10-034-0-5455-3600-999 STATE MSP - VOTED LOCAL LEVY GUARANTEE	229,631.00	.00	19,135.93	19,135.93	210,495.07	8.33
10-034-0-5460-3600-999 STATE MSP - BOARD LOCAL LEVY GUARANTEE	41,381.00	.00	3,448.48	3,448.48	37,932.52	8.33
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	7,417.56	7,417.56	77,582.44	8.73
10-034-0-9999-1980-999 OTHER MISC. REVENUE	68,087.00	.00	.00	.00	68,087.00	.00
10-034-0-9999-1990-999 LOCAL - MISC. REVENUES	35,000.00	.00	840.00	840.00	34,160.00	2.40
10-034-0-9999-3010-999 STATE MSP - K-12	857,805.00	.00	75,340.00	75,340.00	782,465.00	8.78
10-034-0-9999-3013-999 State MSP Foreign Exchange	.00	.00	294.33	294.33	-294.33	.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
<b>81 Revenues</b>	<b>4,221,022.88</b>	<b>.00</b>	<b>292,622.87</b>	<b>292,622.87</b>	<b>3,928,400.01</b>	<b>6.93</b>
<b>91 Expenditures</b>						
10-034-0-0005-2230-184 Salaries - Technology	70,100.00	.00	12,097.03	12,097.03	58,002.97	17.26
10-034-0-0005-2230-210 State Retirement	12,100.00	.00	1,819.48	1,819.48	10,280.52	15.04
10-034-0-0005-2230-220 FICA Payroll Taxes	5,400.00	.00	914.72	914.72	4,485.28	16.94
10-034-0-0005-2230-240 Insurance Benefits	24,400.00	.00	3,894.00	3,894.00	20,506.00	15.96
10-034-0-0005-2230-270 Workers Compensation Insurance	500.00	.00	355.00	355.00	145.00	71.00

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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	455.72	455.72	3,544.28	11.39
10-034-0-0005-2230-610 SUPPLIES - TECHNOLOGY-DO	500.00	.00	.00	.00	500.00	.00
10-034-0-0005-2230-650 TECH.SUPPLIES - TECHNOLOGY-DO	5,000.00	.00	1,504.22	1,504.22	3,495.78	30.08
10-034-0-0005-2230-670 SOFTWARE - TECHNOLOGY-DO	17,000.00	4,070.03	1,205.62	1,205.62	11,724.35	31.03
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	3,400.00	3,400.00	24,100.00	12.36
10-034-0-0005-2310-220 FICA Payroll Taxes	2,100.00	.00	255.98	255.98	1,844.02	12.19
10-034-0-0005-2310-240 Insurance Benefits	89,700.00	.00	14,550.00	14,550.00	75,150.00	16.22
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	1,347.84	3,234.26	3,234.26	28,417.90	13.89
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	251.95	251.95	1,748.05	12.60
10-034-0-0005-2316-340 PROF.SERVICES - AUDIT	15,000.00	.00	.00	.00	15,000.00	.00
10-034-0-0005-2320-112 Salaries - Superintendent	70,800.00	.00	12,174.00	12,174.00	58,626.00	17.19
10-034-0-0005-2320-210 State Retirement	15,700.00	.00	2,609.68	2,609.68	13,090.32	16.62
10-034-0-0005-2320-220 FICA Payroll Taxes	5,500.00	.00	931.32	931.32	4,568.68	16.93
10-034-0-0005-2320-240 Insurance Benefits	500.00	.00	.00	.00	500.00	.00

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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	268.50	268.50	4,731.50	5.37
10-034-0-0005-2320-580 TRAVEL - SUPERINTENDENT	8,000.00	321.58	811.35	811.35	6,867.07	14.16
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	500.00	134.11	134.11	1,365.89	31.71
10-034-0-0005-2500-114 Salaries - Business Administrator	77,000.00	.00	19,560.61	19,560.61	57,439.39	25.40
10-034-0-0005-2500-210 State Retirement	15,500.00	.00	3,916.04	3,916.04	11,583.96	25.26
10-034-0-0005-2500-220 FICA Payroll Taxes	5,900.00	.00	994.08	994.08	4,905.92	16.85
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	475.00	475.00	-475.00	.00
10-034-0-0005-2500-340 PROF.SERV - HIRING AND STAFFING	3,500.00	.00	.00	.00	3,500.00	.00
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	321.58	718.19	718.19	1,960.23	34.66
10-034-0-0005-2500-610 SUPPLIES - DO STAFF	3,000.00	.00	55.00	55.00	2,945.00	1.83
10-034-0-0005-2500-670 SOFTWARE - BUSINESS ADMIN	9,000.00	.00	2,000.00	2,000.00	7,000.00	22.22



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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	9,416.13	9,416.13	47,583.87	16.52
10-034-0-0005-2590-210 State Retirement	13,400.00	.00	2,230.71	2,230.71	11,169.29	16.65
10-034-0-0005-2590-220 FICA Payroll Taxes	4,700.00	.00	720.35	720.35	3,979.65	15.33
10-034-0-0005-2590-240 Insurance Benefits	19,600.00	.00	2,123.84	2,123.84	17,476.16	10.84
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	2,000.00	.00	.00	.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	.00	.00	60,819.00	.00
10-112-0-0050-1000-131 Salaries - Teachers	339,602.88	.00	258.68	258.68	339,344.20	.08
10-302-0-0050-1000-131 Salaries - Teachers	339,468.00	.00	1,837.64	1,837.64	337,630.36	.54
10-704-0-0050-1000-131 Salaries - Teachers	336,787.00	.00	.00	.00	336,787.00	.00
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	.00	.00	8,000.00	.00
10-302-0-0050-1000-132 Salaries - Substitute	8,000.00	.00	.00	.00	8,000.00	.00
10-704-0-0050-1000-132 Salaries - Substitute	7,000.00	.00	27.00	27.00	6,973.00	.39
10-108-0-0050-1000-161 Salaries - Aides	10,500.00	.00	74.94	74.94	10,425.06	.71
10-108-0-0050-1000-210 State Retirement	13,538.00	.00	.00	.00	13,538.00	.00
10-112-0-0050-1000-210 State Retirement	86,260.00	.00	61.28	61.28	86,198.72	.07
10-302-0-0050-1000-210 State Retirement	72,063.00	.00	407.17	407.17	71,655.83	.57
10-704-0-0050-1000-210 State Retirement	65,939.00	.00	.00	.00	65,939.00	.00
10-108-0-0050-1000-220 FICA Payroll Taxes	5,510.00	.00	5.74	5.74	5,504.26	.10

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91 Expenditures						
10-112-0-0050-1000-220 FICA Payroll Taxes	30,180.00	.00	19.79	19.79	30,160.21	.07
10-302-0-0050-1000-220 FICA Payroll Taxes	26,125.00	.00	140.57	140.57	25,984.43	.54
10-704-0-0050-1000-220 FICA Payroll Taxes	23,418.00	.00	2.06	2.06	23,415.94	.01
10-108-0-0050-1000-240 Insurance Benefits	23,311.00	.00	.00	.00	23,311.00	.00
10-112-0-0050-1000-240 Insurance Benefits	148,384.00	.00	.00	.00	148,384.00	.00
10-302-0-0050-1000-240 Insurance Benefits	83,214.00	.00	.00	.00	83,214.00	.00
10-704-0-0050-1000-240 Insurance Benefits	94,274.00	.00	.00	.00	94,274.00	.00
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	2,000.00	.00	.00	.00	100.00
10-112-0-0050-1000-550 PRINTING - INSTRUCTION-LES	5,000.00	5,000.00	.00	.00	.00	100.00
10-302-0-0050-1000-550 PRINTING - INSTRUCTION-WMS	4,000.00	4,000.00	.00	.00	.00	100.00
10-704-0-0050-1000-550 PRINTING - INSTRUCTION-WHS	6,000.00	6,000.00	.00	.00	.00	100.00
10-108-0-0050-1000-612 SUPPLIES - INSTRUCTION-HES	1,480.40	19.98	105.53	105.53	1,354.89	8.48
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	253.83	290.10	290.10	3,647.30	12.98
10-704-0-0050-1000-612 SUPPLIES - INSTRUCTION-WHS	5,060.03	.00	.00	.00	5,060.03	.00
10-108-0-0050-1000-641 BOOKS AND PERIODICALS - HES	846.64	.00	.00	.00	846.64	.00
10-112-0-0050-1000-641 BOOKS AND PERIODICALS - LES	23,475.85	.00	496.78	496.78	22,979.07	2.12
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	4,109.67	4,109.67	1,723.92	70.45
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

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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	.00	.00	23,900.00	.00
10-302-0-0050-2110-141 Salaries - Social Worker	23,900.00	.00	.00	.00	23,900.00	.00
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	.00	.00	5,300.00	.00
10-302-0-0050-2110-210 State Retirement	5,300.00	.00	.00	.00	5,300.00	.00
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	.00	.00	1,900.00	.00
10-302-0-0050-2110-220 FICA Payroll Taxes	1,900.00	.00	.00	.00	1,900.00	.00
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	.00	.00	12,300.00	.00
10-302-0-0050-2110-240 Insurance Benefits	12,200.00	.00	.00	.00	12,200.00	.00
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	.00	.00	1,000.00	.00
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	.00	.00	38,300.00	.00
10-704-0-0050-2120-161 Salaries - Aides - Guidance	9,700.00	.00	82.69	82.69	9,617.31	.85
10-704-0-0050-2120-210 State Retirement	10,700.00	.00	19.59	19.59	10,680.41	.18
10-704-0-0050-2120-220 FICA Payroll Taxes	3,700.00	.00	6.33	6.33	3,693.67	.17
10-704-0-0050-2120-240 Insurance Benefits	14,500.00	.00	.00	.00	14,500.00	.00
10-704-0-0050-2120-580 TRAVEL - COUSELOR-WHS	500.00	.00	113.07	113.07	386.93	22.61

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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	1,566.48	1,566.48	16,433.52	8.70
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	41.60	41.60	458.40	8.32
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	91.00	91.00	3,409.00	2.60
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	2,542.16	2,542.16	13,857.84	15.50
10-034-0-0050-2210-210 State Retirement	3,650.00	.00	602.25	602.25	3,047.75	16.50
10-034-0-0050-2210-220 FICA Payroll Taxes	1,250.00	.00	194.47	194.47	1,055.53	15.56
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	.00	.00	3,400.00	.00
10-112-0-0050-2220-162 Salaries - Media	6,500.00	.00	.00	.00	6,500.00	.00
10-302-0-0050-2220-162 Salaries - Media	4,600.00	.00	.00	.00	4,600.00	.00
10-704-0-0050-2220-162 Salaries - Media	6,900.00	.00	148.17	148.17	6,751.83	2.15
10-108-0-0050-2220-210 State Retirement	800.00	.00	.00	.00	800.00	.00
10-704-0-0050-2220-210 State Retirement	.00	.00	35.10	35.10	-35.10	.00
10-108-0-0050-2220-220 FICA Payroll Taxes	300.00	.00	.00	.00	300.00	.00
10-112-0-0050-2220-220 FICA Payroll Taxes	500.00	.00	.00	.00	500.00	.00
10-302-0-0050-2220-220 FICA Payroll Taxes	400.00	.00	.00	.00	400.00	.00
10-704-0-0050-2220-220 FICA Payroll Taxes	500.00	.00	11.34	11.34	488.66	2.27

Income Statement

GENERAL FUNDS

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	.00	.00	1,987.75	.00
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	.00	.00	.00	3,073.80	.00
10-108-0-0050-2400-121 Salaries - Principal	16,400.00	.00	2,542.16	2,542.16	13,857.84	15.50
10-112-0-0050-2400-121 Salaries - Principal	49,300.00	.00	.00	.00	49,300.00	.00
10-302-0-0050-2400-121 Salaries - Principal	44,300.00	.00	.00	.00	44,300.00	.00
10-704-0-0050-2400-121 Salaries - Principal	49,600.00	.00	.00	.00	49,600.00	.00
10-108-0-0050-2400-152 Salaries - Secretary	19,400.00	.00	727.40	727.40	18,672.60	3.75
10-112-0-0050-2400-152 Salaries - Secretary	23,200.00	.00	818.47	818.47	22,381.53	3.53
10-302-0-0050-2400-152 Salaries - Secretary	27,500.00	.00	1,225.36	1,225.36	26,274.64	4.46
10-704-0-0050-2400-152 Salaries - Secretary	34,300.00	.00	1,677.45	1,677.45	32,622.55	4.89
45 10-108-0-0050-2400-210 State Retirement	8,000.00	.00	765.10	765.10	7,234.90	9.56
10-112-0-0050-2400-210 State Retirement	16,100.00	.00	155.86	155.86	15,944.14	.97
10-302-0-0050-2400-210 State Retirement	16,000.00	.00	237.31	237.31	15,762.69	1.48
10-704-0-0050-2400-210 State Retirement	17,800.00	.00	387.91	387.91	17,412.09	2.18
10-108-0-0050-2400-220 FICA Payroll Taxes	2,800.00	.00	247.05	247.05	2,552.95	8.82
10-112-0-0050-2400-220 FICA Payroll Taxes	5,600.00	.00	59.56	59.56	5,540.44	1.06
10-302-0-0050-2400-220 FICA Payroll Taxes	5,500.00	.00	90.67	90.67	5,409.33	1.65
10-704-0-0050-2400-220 FICA Payroll Taxes	6,500.00	.00	125.26	125.26	6,374.74	1.93
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	.00	.00	33,700.00	.00
10-302-0-0050-2400-240 Insurance Benefits	40,600.00	.00	.00	.00	40,600.00	.00
10-704-0-0050-2400-240 Insurance Benefits	34,400.00	.00	.00	.00	34,400.00	.00
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	50.00	50.00	2,450.00	2.00
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

Wayne School District

For 07/01/19 - 08/31/19

Income Statement

FPROF01A

Periods 00 - 02

GENERAL FUNDS

10-G

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	.00	.00	.00	609.62	.00
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	45.40	.00	.00	1,194.85	3.66
10-704-0-0050-2400-612 SUPPLIES - OFFICE-WHS	2,623.68	.00	91.75	91.75	2,531.93	3.50
10-704-0-0050-2400-810 DUES AND FEES - OFFICE-WHS	41,000.00	.00	.00	.00	41,000.00	.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	.00	.00	1,500.00	.00
10-704-0-0231-2400-210 State Retirement	100.00	.00	.00	.00	100.00	.00
10-704-0-0231-2400-220 FICA Payroll Taxes	200.00	.00	.00	.00	200.00	.00
10-034-0-2785-2600-182 Salaries - Maintenance and Custodial	101,000.00	.00	13,546.97	13,546.97	87,453.03	13.41
10-108-0-2785-2600-182 Salaries - Maintenance and Custodial	10,700.00	.00	1,404.99	1,404.99	9,295.01	13.13
10-112-0-2785-2600-182 Salaries - Maintenance and Custodial	22,400.00	.00	4,131.16	4,131.16	18,268.84	18.44
10-302-0-2785-2600-182 Salaries - Maintenance and Custodial	23,300.00	.00	2,966.31	2,966.31	20,333.69	12.73
10-704-0-2785-2600-182 Salaries - Maintenance and Custodial	63,500.00	.00	10,124.59	10,124.59	53,375.41	15.94
10-034-0-2785-2600-210 State Retirement	18,600.00	.00	2,736.00	2,736.00	15,864.00	14.71
10-108-0-2785-2600-210 State Retirement	2,300.00	.00	332.85	332.85	1,967.15	14.47
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	1,286.65	1,286.65	8,913.35	12.61
10-034-0-2785-2600-220 FICA Payroll Taxes	7,800.00	.00	1,029.56	1,029.56	6,770.44	13.20
10-108-0-2785-2600-220 FICA Payroll Taxes	850.00	.00	107.48	107.48	742.52	12.64
10-112-0-2785-2600-220 FICA Payroll Taxes	1,700.00	.00	316.04	316.04	1,383.96	18.59
10-302-0-2785-2600-220 FICA Payroll Taxes	1,800.00	.00	226.92	226.92	1,573.08	12.61
10-704-0-2785-2600-220 FICA Payroll Taxes	4,900.00	.00	770.32	770.32	4,129.68	15.72

Income Statement

GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-034-0-2785-2600-240 Insurance Benefits	46,700.00	.00	7,788.00	7,788.00	38,912.00	16.68
10-704-0-2785-2600-240 Insurance Benefits	1,200.00	.00	142.00	142.00	1,058.00	11.83
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	523.04	523.04	1,976.96	20.92
10-108-0-2785-2600-410 UTILITIES-HES	1,500.00	.00	51.50	51.50	1,448.50	3.43
10-112-0-2785-2600-410 UTILITIES-LES	2,000.00	.00	38.95	38.95	1,961.05	1.95
10-302-0-2785-2600-410 UTILITIES-WMS	2,500.00	.00	102.65	102.65	2,397.35	4.11
10-704-0-2785-2600-410 UTILITIES-WHS	6,000.00	.00	30.00	30.00	5,970.00	.50
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	.00	83.85	83.85	1,916.15	4.19
10-112-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-LES	1,500.00	.00	127.59	127.59	1,372.41	8.51
10-302-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-WMS	2,000.00	.00	127.59	127.59	1,872.41	6.38
10-704-0-2785-2600-490 PROPERTY SERVICES - MAINTENANCE-WHS	3,500.00	.00	127.59	127.59	3,372.41	3.65
4 10-034-0-2785-2600-530 TELEPHONE - DO	8,000.00	.00	576.74	576.74	7,423.26	7.21
10-108-0-2785-2600-530 TELEPHONE - HES	1,500.00	.00	95.68	95.68	1,404.32	6.38
10-112-0-2785-2600-530 TELEPHONE - LES	3,000.00	.00	179.93	179.93	2,820.07	6.00
10-302-0-2785-2600-530 TELEPHONE - WMS	2,500.00	.00	240.14	240.14	2,259.86	9.61
10-704-0-2785-2600-530 TELEPHONE - WHS	4,000.00	.00	240.93	240.93	3,759.07	6.02
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	.00	.00	50,000.00	.00
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	944.21	944.21	4,055.79	18.88
10-034-0-2785-2600-730 EQUIPMENT - MAINTENANCE-DO	52,625.00	.00	.00	.00	52,625.00	.00
10-302-0-2785-2600-730 EQUIPMENT - MAINTENANCE-WMS	2,375.00	2,374.53	.00	.00	.47	99.98

Income Statement

GENERAL FUNDS

Account No/ Description	Adjusted Budget	Encumbrance	Actual Period	Actual YTD	Available Balance	Percent
91 Expenditures						
10-034-0-2785-2600-890 MISCELLANEOUS - MAINTENANCE-DO	100.00	.00	.00	.00	100.00	.00
10-034-0-2785-2620-610 BUILDING CLEANING AND SUPPLIES-DO	500.00	.00	.00	.00	500.00	.00
10-108-0-2785-2620-610 BUILDING CLEANING AND SUPPLIES-HES	1,000.00	.00	.00	.00	1,000.00	.00
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	6,803.21	788.70	788.70	-91.91	101.23
10-108-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-HES	3,000.00	1,717.71	.00	.00	1,282.29	57.26
10-112-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-LES	8,000.00	3,230.02	447.97	447.97	4,322.01	45.97
10-302-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-WMS	5,000.00	2,348.02	956.98	956.98	1,695.00	66.10
10-704-0-2785-2620-680 BUILDING MAINT AND SUPPLIES-WHS	12,000.00	3,137.23	1,922.77	1,922.77	6,940.00	42.17
10-034-0-2785-2630-680 GROUNDS MAINT AND SUPPLIES-DO	1,500.00	1,234.57	93.91	93.91	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	1,307.42	307.68	307.68	384.90	80.76
10-034-0-2785-2650-680 FLEET VEHICLE MAINT AND SUPPLIES	5,000.00	2,682.14	1,491.03	1,491.03	826.83	83.46
10-112-0-9001-2600-198 Salaries - Crossing Guard	2,000.00	.00	.00	.00	2,000.00	.00
10-112-0-9001-2600-220 FICA Payroll Taxes	200.00	.00	.00	.00	200.00	.00
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	1,880.00	1,880.00	7,120.00	20.89
10-034-0-9999-2500-890 OTHER MISC. EXPENSE	68,087.00	.00	.00	.00	68,087.00	.00
10-034-0-9999-2600-521 INSURANCE - PROPERTY	26,000.00	.00	.00	.00	26,000.00	.00
10-034-0-9999-5210-890 Transfer to School Lunch Fund 51	54,000.00	.00	.00	.00	54,000.00	.00
<b>91 Expenditures</b>	<b>4,221,022.88</b>	<b>52,764.79</b>	<b>249,162.04</b>	<b>249,162.04</b>	<b>3,919,096.05</b>	<b>7.15</b>



## School Board Notes – August 9, 2019

### 1. Principal Meeting

- a. Leadership – we discussed the nature of being a school leader and being positive with the staff and parents. We also discussed how to respond to parental complaints. The key for the principals is talking directly with the concerned individual and then providing feedback when the investigation was complete.
- b. Plans – we discussed that our #1 goal is student achievement. We reviewed the importance of the district goals and how the school goals for all of their plans should reflect district goals. We also reviewed visible learning and the principals committed to doing school level professional development to improve their instruction.
- c. Suicide Prevention – We had a long discussion about the program we are using for suicide prevention. The concern is that we are not all using the current program (Hope Squad) with fidelity. The principals, counselor and social worker will review the Hope Squad program and to see if we increase parent, student and staff training so that everyone's roles are understood. They will also review other programs to see what else is out there.
- d. We also reviewed the activities for the start of school and key events through the year. The list is below.

### 2. K-16 Alliance –

- a. Met with the K-16 alliance in Richfield. Met with President Cook, the new president of Snow College. He said that one of his goals is to become a major play in rural development. He also expressed concern that Utah leads the nation in students starting college and not finishing.
- b. The superintendent expressed concern over the K-16 Snow College Liaison position. We hired a new liaison last year and this year they are reassigning him. We expressed concern that the liaison needs in the position longer than a year so that they can build contact and trust between the schools and the college.

### 3. Student Safety around the Middle School – Lance expressed concern about student safety during drop off and pick up of student. Cars driving up and down 1<sup>st</sup> North often do not see students as they cross 1<sup>st</sup> North to meet their parents. Bicknell city has applied for a grant that will help by improving the infrastructure along the street and changing the traffic flow. Lance would also like to put a road on the south side of the middle school building to take the busses that are currently dropping and picking up kids away from 1<sup>st</sup> North.

### 4. Start of School Activities

- a. August 12 - Opening Institute at High School
  - i. Teachers (8:30)
  - ii. All Staff (10:00)
  - iii. Teachers – Computer Lab (10:50)
  - iv. Paraprofessionals – Auditorium (10:50)
  - v. Secretaries/Food Service – Library (10:50)
  - vi. Bus Drivers – EdNet Room (10:50)
  - vii. Maintenance/Custodians – Teacher's Lounge (10:50)
  - viii. Lunch (12:00)

- b. August 13 – New Teacher Training (8:30 @ DO)
- c. Staff Meetings
  - i. WHS – Aug 19 at 8:30
  - ii. WMS – Aug 12 at 1:00
  - iii. LES - Aug 12 at 1:00
- d. Back to School
  - i. WMS - Aug 15 at 6:00
  - ii. LES – Aug 19 at 5:00
  - iii. HES - Aug 20 at 11:30
- e. First Day of School – Aug 21

## School Board Notes – August 16, 2019

### 1. Opening Institute

- a. Teachers – The teachers started at 8:30 and were given an introductory talk about being positive and gratitude. I provided some specific compliments to some teachers and asked that the teachers pass on the compliments to other teachers and staff throughout the year. The teachers were provided a gratitude journal and I asked them to write down the compliments on their journals so that they could remember the positive comments they get. The teachers then were provided professional development from Tod Call from the State School Board on Personalized Learning.
- b. All Staff – Cory welcomed the staff at the start of the meeting. We discussed that our #1 goal is student achievement. We reviewed the importance of being positive, and visible learning and what that can do with improving achievement. We followed with training on teacher code of conduct and information protection.
- c. Breakouts – We had breakout sessions. Teachers reviewed Canvas, paraprofessionals reviewed responsibilities and interventions, and the other classified staff received training in their areas of responsibilities.
- d. Staff Meetings – LES and WMS welcomed their teachers and had their initial staff meetings. They had motivating meetings and reviewed the necessary information so get their schools started.

### 2. New Teacher Training – Met with our 4 new teachers. Provided them with a new teacher's handbook, the state teaching standards and a copy of a book titled, *The First Days of School; How to be an effective teacher*. I reviewed each teacher's plan for their first day of instruction. Stephanie then reviewed how to use the teacher evaluation system and Andrea taught them how to use the Canvas system.

- ### 3. Goals – I reviewed the goals I provided to the board last meeting and worked at developing them into SMART goals. They are as follows:
- a. Make one positive contact with each teacher quarterly.
  - b. Attend school activities in all schools and make positive contact with participants.
  - c. Create a comprehensive list of responsibilities for the School Board, Superintendent and Business Administrator by September 30<sup>th</sup>.

- d. Develop a training plan for the school administrators of both group and individual activities by September 15<sup>th</sup> for implementation in the 2019-2020 school year.
- e. Provide materials and support to schools as they initiate professional development on research-based instruction with the schools teaching two effective instructional practices a quarter.

## School Board Notes – August 23, 2019

1. The big story this week is the start of school. I was able to visit all of the school while interacting with students and teachers. I specifically visited the new teachers to ask how they were doing. All are enthusiastic. Mentors have been assigned to all of the new teachers. Students are full of life and excitement fills the air.
2. The middle school received a new student from California. The student was self-contained at his old school. Jamie and Colleen are working to get his IEP folder from his previous school, they have some documentation but need the full folder to make a determination of required services. They are also working to get guardianship papers. This new student may require shifting addition SPED aide hours to the middle school. Jamie is finishing her SPED records review to ensure she has the accurate SPED requirements for each school. This data will assist meeting all of the student requirements.
3. Mary is concerned that 5 SPED students are requesting denial of services and asking to be put on 504s. 504s provide accommodations for medical reasons. The school principal generally is responsible for developing the 504 plans for the students. Jamie and I will offer assistance to lighten her load.
4. Special thanks to the Hanksville team. They have a 6<sup>th</sup> grade student who might have had problems getting on the bus to the middle school. They put a plan on place and the student attended the first 2 days of school.
5. Shane received the stalls for the high school lobby bathrooms on Thursday. He worked at installing them so they would be ready for our next activity.
6. Friday – I am in San Diego on leave this Friday.

## School Board Notes – August 30, 2019

### 1. Updates

- a. Technology – Over the summer a Mobile Device Manager called JAMF was installed and it has been a great help as the techs have started school. The new iPad cases in the middle and high school are successful. The students I have talked with like them much better than the cases they have had in the past. The elementary school has had some access problems with its math program. Cherie and Andrea have been working with Envision Math to rectify the issues.
  - b. SPED – Jamie has been reviewing all of the school’s IEPs to determine the support requirements. Once complete she will present the information to the board, particularly if the support requirements exceed the SPED budget.
  - c. Preschool – I have had several discussions about preschool this week. As background, preschool is a SPED program. It is designed to provide support to children with disabilities. Due to least restrictive environment requirements we are directed to place regular students in the SPED preschool. This provides for the socialization needs of our SPED students. The preschool teacher also conducts the initial IEP for the SPED students. Wayne School District has decided that we would open the SPED preschool to all 4 year old students. We are lucky to have one teacher who has a SPED (K-12) license along with a Preschool SPED (Birth to Age 5) license. This teacher is primarily at Loa Elementary, but occasionally has to go to Hanksville to supervise and support the SPED students in their preschool. Our SPED preschool teacher provides a great service for our SPED preschool students and all of our regular preschool students.
  - d. Food Service – We have continued the breakfast sack lunches available for the students in the middle and high school. Current utilization is about where it was last year.
  - e. Transportation – We received our new bus this week. It will be bus 13. We will put bus 5 out of service. Due to the requirements, bus 5 will be disabled and scrapped.
2. 2019 Leadership Academy – Some information about the academy. Registration starts at 3:00 in the Matterhorn Ballroom Foyer. They will have a Board President and Vice President Circle in the Grindelwald Room from

- 4:00 – 5:30. Dinner will be at 6:00 in the Matterhorn Ballroom. You should be receiving a registration form to register guests for any or all events
3. I have attached some documents that review roles and responsibilities for School Boards, Superintendents and Business Administrators. We can review these documents prior to having a discussion on roles and responsibilities.

2019

# September

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26	27	28	29	30	31	01
02	03	04	05	06 CUES Board Meeting (Richfield)	07	08
09 State Superintendent Meetings (Sandy)	10 UHSAA Summit - Richfield	11	12 USBA Leadership Academy	13 USBA Leadership Academy	14 USBA Leadership Academy	15
16	17 DTL Summit	18	19	20	21	22
23	24	25	26	27	28	29
30	01	Notes:				



2019

# October

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30	01	02	03	04 Leave	05	06
07 Leave	08 Leave	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 Educator Effectiveness Leader Meeting (USBE)	30	31	01	02	03
04	05	Notes:				

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## **Nepotism**

### ***Definitions—***

As used in this policy:

“appointee” means an employee whose salary, wages, pay, or compensation is paid from public funds;

“relative” means father, mother, husband, wife, son, daughter, sister, brother, grandfather, grandmother, uncle, aunt, nephew, niece, grandson, granddaughter, first cousin, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law;

“household member” means a person who resides in the same residence.

[Utah Code § 52-3-1\(1\)\(c\), \(d\) \(2018\)](#)

### ***Prohibited Appointment—***

No Board member or employee of the District may employ, appoint, or vote for or recommend the appointment of a relative or household member in or to any position or employment when the appointee will be directly supervised by a relative or household member, unless:

1. The appointee will be compensated from funds designated for vocational training;
2. The appointee will be employed for a period of 12 weeks or less;
3. The appointee is a volunteer as defined by the District; or
4. The Superintendent determines that appointee is the only or best person available, qualified or eligible for the position.

[Utah Code § 52-3-1\(2\)\(a\) \(2018\)](#)

### ***Prohibited Supervision—***

No District employee may directly supervise an appointee who is a relative or household member of the employee unless:

1. The appointee was appointed or employed before the District employee assumed his or her supervisory position, if the appointee's appointment was not unlawful at the time of the appointee's appointment;
2. The appointee will be compensated from funds designated for vocational training;
3. The appointee will be employed for a period of 12 weeks or less;
4. The appointee is a volunteer as defined by the District;

5. The appointee is the only person available, qualified or eligible for the position; or
6. The Superintendent determines that the employee is the only individual available or best qualified to perform supervisory functions for the appointee.

When a District employee supervises a relative or household member, the employee shall make a complete written disclosure of the employee's relationship with the relative or household member in a sworn statement provided to the Board of Education. The District employee may not evaluate the relative's job performance or recommend salary increases for the relative.

[Utah Code § 52-3-1\(2\)\(b\), \(c\) \(2018\)](#)  
[Utah Code § 67-16-7\(2\)\(b\) \(2018\)](#)

### **Acceptance of Employment—**

No appointee may accept or retain employment in the District if the appointee is under the direct supervision of a relative or household member, unless:

1. The relative or household member was appointed or employed before the appointee assumed the appointee's position, if the appointment of the relative or household member was not unlawful at the time of the appointment;
2. The appointee will be compensated from funds designated for vocational training;
3. The appointee will be employed for a period of 12 weeks or less;
4. The appointee is a volunteer as defined by the District;
5. The appointee is the only person available, qualified or eligible for the position; or
6. The Superintendent determines that the appointee's relative or household member is the only individual available or qualified to supervise the appointee.

[Utah Code § 52-3-1\(3\) \(2018\)](#)

### **Federal Funds—**

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

### **Limited Exception for Towns—**

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

[Utah Code § 52-3-4 \(1998\)](#)

**General Exceptions—**

This policy on nepotism shall not apply to the employment of a relative if the following criteria are established:

1. fewer than 3,000 people live within 40 miles of the primary place of employment, measured over all-weather public roads;
2. the job opening has had reasonable public notice; and
3. the relative is the best qualified candidate for the position.

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

[Utah Code § 52-3-4 \(1998\)](#)

## SPED Staffing and Hours

All hours and minutes are directly linked to the IEP's. I am proposing that we distribute the hours to schools based on the needs that are written per the IEP.

### Hanksville Elementary

Pre-K: Class of 4 (State law requires 1:12 ratio)

- 40 min week (Gen Ed) Aide hours      \*20 min 2 x week\*
- ST 30 min week no 1:1

\*Anticipated needs for multiple disability\*

Elementary:

- 70 min week (Gen Ed)
- ST 90 min week no 1:1

\*Anticipate adjustments K-5 student minute\*

### HES SPED Hours:

Previous SPED Hours: 14 hrs.

Proposed new SPED hours: 7 hrs



## **Loa Elementary:**

Pre-K: Class of 17 (State law requires 1:12 ratio)

- 60 min week (SPED Teacher intensive)
- 90 min week (Reg Ed)
- ST 80 min week no 1:1 (supervised visual)  
\*Anticipate needs for 2 more students\*

K-5:

- 32 hrs (SPED Teacher intensive)
- 15 hrs (Gen Ed)
- ST 5 hrs week no 1:1 (supervised visual)  
\*Anticipate needs 2-3 more behavioral/academic students\*

### **LES SPED Hours:**

Previous SPED Hours: 40 hrs

Proposed SPED Hours: 40 hrs

## **Wayne Middle School**

- 31 hrs. (SPED Teacher intensive)
- 15 hrs. (Gen Ed)
- ST 90 min week no 1:1 (supervised)
- 315 min daily USDB funded  
12.5 hrs transport  
\*Anticipate needs 1 more student that is self contained 1:1\*

### **WMS SPED Hours:**

Previous SPED Hours: 24.5 hrs

Proposed SPED Hours: 39.5 hrs





## **Wayne High School**

- 29 hrs. (SPED Teacher intensive)
- 12 hrs. (Gen Ed)
- ST 70 min week no 1:1

\*Anticipate increase hours for transition/behavioral\*

### **WHS SPED Hours:**

Previous SPED Hours: 34 hrs.

Proposed SPED Hours: 27 hrs.













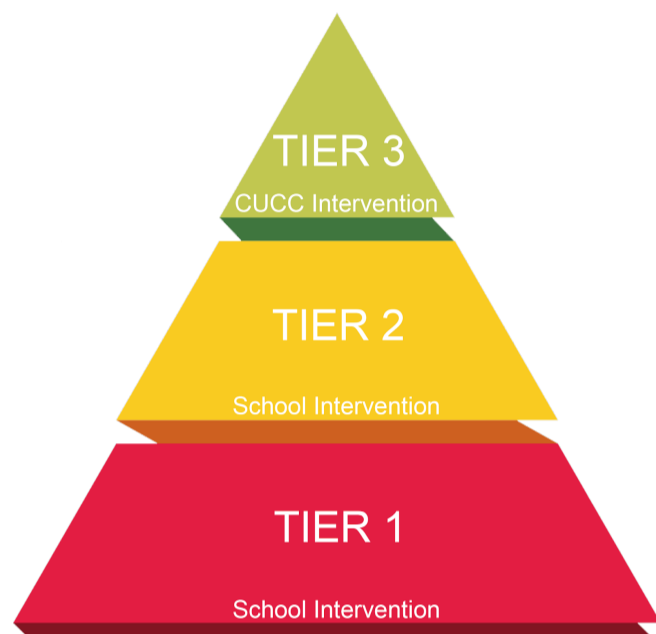




# Social & Emotional Wellness Plan for the CUES Region

## Pyramid of Interventions

Many school systems support students through a pyramid of interventions for educational, behavioral,



social and emotional needs. The CUES region will promote a “Pyramid of Interventions” for social and emotional needs through a team approach. Teachers and other school staff provide a welcoming, supportive environment for students to learn. This “Culture of Caring” forms the base of the pyramid, a solid foundation for all students social and emotional success. School Counselors support students by providing guidance activities, and guidance counseling services. Social Workers assist students struggling with social and emotional needs. Social workers meet with parents and coordinate community resources to support students in need. Contracted School Therapists provide intervention

and needed mental-health counseling, which may transition some students to Central Utah Counseling Center or other private counseling services when the need arises. Other social and emotional support services include School Nurses, Wellness Centers in schools, School Psychologists and Board Certified Behavior Analyst (BCBA) specialists, and Restorative Practices.

## Culture of Caring

Teachers, secretaries, principals, custodians, cooks, librarians, teachers aides, etc. work very hard to provide a caring, nurturing environment. These caring adults listen, protect, intervene, direct and supervise student as if they were their own children. This foundation supports all of the other services to ensure student social and emotional wellness.

## School Guidance Counselors

School Counselor’s primary role is to provide guidance. The Utah Comprehensive Guidance plan requires counselors to select and implement appropriate supports and interventions to ensure “College and Career” readiness for all students. Counselors provide career information, help students develop career skills (including working well with others), and help students map out an education plan to reach a student’s career goals. At the elementary level counselors provide classroom lessons and career awareness activities, teach students how to work well with others and they provide groups to facilitate these skills. At the secondary level school counselors help students determine career / educational





































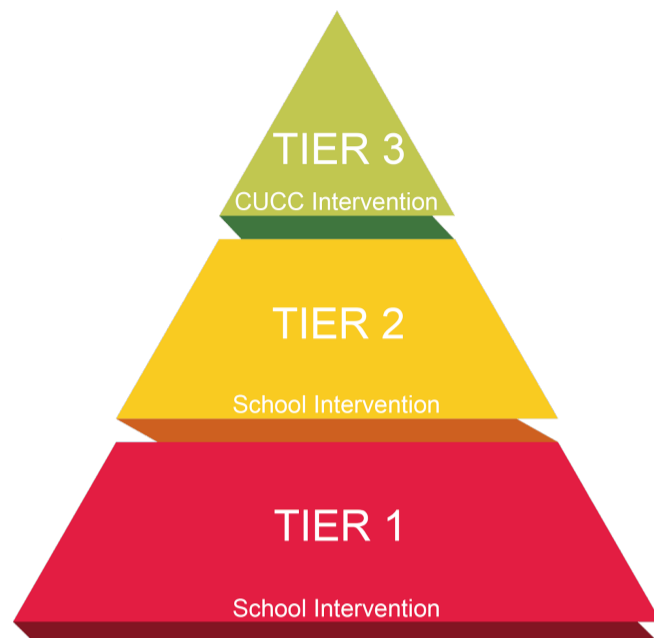






## **WSD Mental Health Plan and implementation for HB373**

CUES Social Worker will be responsible for the following and collaborate with Principals, WSD Social Worker and staff to implement the following plan.



### Tier 1-

- Collaborate with WSD Social Worker and principals to establish school wide PBIS including positive behavior expectations and systematic rewarding of good behavior
- Provide extension of WSD Social Worker to provide SEL curriculums used with all students: Merrell Strong Start Curriculum (Elementary & Middle School) Program (High School)
- Collaborate with WSD Social Worker to provide Peer Programs used to promote positive relationships and watch for at risk students- Hope

Squads (elementary & middle schools),

- School Social Workers collaborate with teachers to deliver Tier 1 SEL curriculum/lessons
- School Social workers assist with collecting data (i.e. universal screening data, office discipline referrals, incident reports, etc.) & works with school leadership and student support teams to analyze data to drive school improvement decisions (SEL units/curriculum needed in Tier 1, referrals of students for Tier 2 interventions)

### Tier 2-

- Targeted group support for individuals identified through data collection processes (i.e. Universal Screening, WSD Social Worker, teacher/parent referrals, drop-out detective, office discipline referrals, etc).
- SEL interventions used in Tier 2 include- Merrell Stron Start Curriculum (elementary), ADAPT (middle & high school), & WhyTry (middle & high school)
- Refocus/Calm rooms & specialists (elementary & middle schools)
- School Social Workers collaborate with school-level student support teams (Principal, WSD Social Worker, School Counselor) to structure groups to provide targeted interventions for students demonstrating multiple risk factors

### Tier 3-

- School Social Worker will coordinate with WSD Social Worker and provide crisis-intervention counseling for students presenting with Mental Health/behavioral concerns requiring immediate/prompt attention.
- School Social Worker will collaborate and coordinate services with WSD Social Worker for students needing intensive, individualized on-going support and will refer to outside



agencies that provide wraparound services (public health, mental health, medical, foster care, juvenile justice, etc.)

- School Social Workers will link students/families with community resources such as the Wayne Community Health Clinic, Families First, Children's Justice Center, Central Utah Counseling Center, JJS and Mental Health for intensive on-going services.













## Wayne School District Early Literacy Plan

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

Core Area	Duration	Frequency	Grades	Evidence-based Curriculum/Strategies
Phonological Awareness	20 minutes	Daily in K and 1	K-1	Imagine Learning Progress Monitoring SRA Reading Mastery Reach for Reading CCSS (National Geographic) Phonemic Awareness/Heggerty Spalding Early Steps/Next Steps Burst Reading
Phonics	20 minutes in K,1,2	Daily	K,1,2,and 3	Imagine Learning Progress Monitoring SRA Reading Mastery SRA Decoding Leveled Text Reading for all learners Reach for Reading CCSS (National Geographic) Phonemic Awareness/Heggerty Burst Reading Spalding Early Steps/Next Steps
Fluency	15 minutes in K,1,2, 3	Daily	K,1,2,3	Burst Reading Read Naturally Progress Monitoring Great Leaps
Vocabulary	30 minutes in grades K,1,2,3	Daily	K,1,2,3	Reach for Reading CCSS (National Geographic) Study Island
Comprehension	30 minutes in grades K,1,2,3	Daily	K,1,2,3	Reach for Reading CCSS (National Geographic) Daze Practice Study Island
Oral Language	Ongoing throughout the day	Daily	K,1,2,3	All of the resources listed above
Writing	30 min in K 40 minutes in 1,2,3	3 times a week	K,1,2,3	Utah Compose Reach for Reading CCSS (National Geographic)

2. Describe the assessments used for core instruction and intervention to make instructional decisions and ensure interventions are aligned to students' diagnostic needs.

All students are assessed using Acadience Reading benchmarks, SRA decoding and checkout stories, Reach for Reading (National Geographic) assessments, Early Steps/Next Steps assessments, individual teacher's assessments, and TPRI when needed. The data is compiled and analyzed to determine student's strengths and needs. Tier 1, 2 & 3 instruction is then determined and based upon the class and individual student's needs. Students are progress monitored 1-4 times per month based upon at risk factors to ensure progress is being made. Interventions are based on data trends collected on every child. Through implementation of daily interventions and data review, teachers are continually re-evaluating and adjusting small group instruction. Teachers meet as teams two times a month to review student progress and share teaching strategies for those students needing interventions.

The Kindergarten students are also assessed using Utah's Kindergarten Entry and Exit Profile (KEEP) and ESGI Software. These tests provide both the teacher and the parents insights about their student's current levels of academic and social/emotional performance upon entry and exit of kindergarten. It is one indicator in identifying at-risk students.

Study Island and Imagine Learning are also used to measure levels of performance.

3. Describe the tiered, evidence-based intervention system available to students struggling to read proficiently.

**Tier 1:** Explicit, sequential reading instruction by classroom teachers. Teachers reinforce instruction with the help of paraprofessionals and other volunteers. Teachers use a variety of classroom instructional process approaches. Instructional technology is also used with each student to help increase student achievement. **Tier 2:** In addition to interventions provided by the classroom, students may receive additional interventions based on need. Teachers, paraprofessionals, and other district personnel help to provide intervention activities and remediation for at-risk students throughout the day. Students are taught in small groups for targeted instruction. Reading lesson objectives consist of those skills that have been identified as deficits for both the Tier 2 and Tier 3 students. They include alphabetic principle, phonemic awareness, phonics, spelling and syllabication practice, literary appreciation, text fluency, text structure, listening, and reading comprehension. Schools also have fluency programs that teachers use to ensure interventions are being taught. Some of the programs include: Early Steps/Next Steps, Read Naturally, Great Leaps, TPRI timings, SRA Reading Mastery, Imagine Learning, Study Island, classroom based assessments, decoding, phonics (Heggerty), etc. **Tier 3:** Intensive one-to-one small group instruction by both the regular education and special education teachers. Interventions include: Early Steps/Next Steps, Fast Forward, Attainment, Reading AZ, SRA Reading Mastery and Decoding, Burst Reading, and Read Naturally. One-to-one tutoring by classroom teachers and paraprofessionals are offered to ensure that students are improving.

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

All professional development is explicitly targeted to meet Highly Qualified Teacher requirements, as well as build a knowledge base of the Utah Teaching Standards. Wayne School District uses the Utah Effective Teaching Standards as a guide for all professional development. District professional development is required for all teachers and is embedded into the school calendar. Professional development is also offered to teachers on a school level. All teachers, grades K-3, have been trained on the Utah Tiered Multi System of Supports and will continue ongoing training throughout the year. This model addresses both academic and behavioral needs for all students through the integration of data, practices and support systems. Teachers have been evaluating and analyzing their current instruction and practices and making adjustments accordingly. Teachers spend time in monthly PLCs utilizing their data to improve student outcomes and to deepen their knowledge of differentiated instruction. They are also attending Acadience Reading training on Pathways to Progress. This data is also analyzed during PLCs and teachers use the resources to help form groups and provide additional instruction. We have adopted a new reading basal - REACH for Reading by National Geographic. Ongoing training, specific to this program, will be provided to teachers throughout the school year. UPDN has provided our teachers professional development on questioning techniques and student engagement to deepen their knowledge of DOK and engagement, increase relevant curriculum with high standards, and to improve the effectiveness of assessment and accountability. One of Wayne School District's main goals is to improve academic achievement in Reading/Language Arts; therefore, interventions for all students is a primary focus. Teachers and paraeducators are taught a variety of strategies to improve Tier 2 and Tier 3 instruction. Through effective professional development, we feel teachers, paraprofessionals, and other school personnel will have an impact on all students' progress; thus, helping to improve academic achievement in Reading/Language Arts. The District is also focusing on Visible Learning by John Hattie. All teachers will be involved in District training, as well as individual book assignments, that will be discussed in faculty meetings. Each summer all teachers have the opportunity to attend various workshops sponsored by the USBE, as well as Rural Schools Conference. Teachers also attend two to three days of summer training on Scientifically Based Reading Research (SBRR), components of sound analytical, multisensory strategies in phonemic awareness, phonics, fluency, vocabulary, text comprehension, diagnostic practices, and writing. All of the instructors that teach professional development are trained and monitored to provide consistently high quality initial instruction, along with student focused differentiated small group instruction strategies to meet the needs of all students in their classroom or group. This seamless instructional model, as outlined by the USBE, flows throughout all three tiers of instruction and is more fully implemented each year as a result of the training. Study groups, professional learning communities, and principal trainings are in place to support and perpetuate all new learning.

## Local Goals

Requirements per 53F-2-503: Goals must be measurable, address current performance gaps in student literacy data, and include specific strategies for improving outcomes, including early intervention K-3 software if being used.

### Goal 1 *(required)*

By June 1, 2020, Wayne School District will increase the number of second grade students who are proficient on the Acadience Reading composite score from BOY to EOY by 2%, by providing effective resources and training for teachers, implementing direct, targeted, effective instruction, using programs such as Reach for Reading CCSS (National Geographic), Early Steps/Next Steps, Burst Reading and Imagine Learning. Such steps will facilitate daily consistent, effective instruction of all students, helping to increase the level of composite on level or above level second grade students. Initial assessments, frequent benchmarks and end of year assessments will be measured using the Acadience Reading assessment instrument.

### Goal 2 *(required)*

By June 1, 2020, Wayne School District will increase the number of first grade students who are proficient in NWF-WWR (nonsense word fluency) (whole word read) by 15%, from BOY to EOY by providing intensive phonics professional learning for teachers, identifying gaps and holes in student understanding, and providing direct, targeted, meaningful instruction to all students, thus increasing the initial assessments, frequent benchmarks and end of year assessments will be measured using the Acadience Reading assessment instrument

### Goal 3 *(optional)*

By June 1, 2020, Wayne School District will maintain the number of Kindergarten students proficient on the Acadience Reading Composite score from BOY to EOY by providing effective resources and training for teachers, implementing direct, targeted, effective instruction of phonics, including phonemic and phonological awareness using programs such as Phonemic Awareness/Heggerty, Imagine Learning, SRA Reading Mastery, and Reach for Reading CCSS (National Geographic). Such steps will facilitate daily and consistent, effective instruction of all students. Initial assessments, frequent benchmark and end of year assessments will be measured using the Acadience assessment instrument.



**Goal 4 (optional)**

**By June 1, 2020, Wayne School District will increase the number of third grade students who are proficient on Acadience Reading composite score from BOY to EOY by 10%, by providing effective resources and training for teachers, implementing direct, targeted, effective instruction, using programs such as Reach for Reading CCSS (National Geographic), Burst Reading and Imagine Learning. Such steps will facilitate daily consistent, effective instruction of all students, helping to increase the level of composite on level or above level third grade students. Initial assessments, frequent benchmarks and end of year assessments will be measured using the Acadience Reading assessment instrument.**

**General Assurances: Check all the boxes below.**

- The plan submitted has been reviewed and approved by your local school board in a public meeting.
- We understand our state growth goal is to achieve at least 60% of students in grades 1-3 making typical or better progress on DIBELS Next.
  - We understand that we will submit our end of year data and report progress for our local goals by June 30 annually.
  - We understand that if our plan is not approved by December 15<sup>th</sup>, we forego our Early Literacy Program funds.
  - Early Literacy Program funds shall only be used for early literacy interventions and supports in kindergarten through grade 3 that have proven to significantly increase the percentage of students who are proficient in literacy (*see 53F-2-503 for details*).
  - We understand that if program money is used in a manner that is inconsistent with 53F-2-503, our LEA is liable for reimbursement for the amount of funds improperly used.

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

## **Equal Educational Opportunities**

### **General—**

No officer or employee of the District, when acting or purporting to act in official capacity, shall refuse to permit any student to participate in any school program because of the student's race, color, creed, sex, national origin, marital status, political or religious belief, physical or mental condition, family, social, or cultural background, or sexual orientation.

[Utah Admin. Rules 277-515-3\(6\)\(c\) \(December 1, 2017\)](#)

### **Title IX—**

The board shall adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints alleging any action prohibited by Title IX of the Education Amendments of 1972, as amended.

[20 U.S.C. § 1701-21](#)  
[34 CFR § 106.8\(b\)](#)

The District shall designate at least one employee to coordinate its efforts to comply with Title IX of the Education Amendments of 1972, as amended. The District shall notify all students of the name, office address, and telephone number of the employee(s) so designated.

[34 CFR § 106.8\(a\)](#)

### **Title IX Coordinator—**

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

Name: John Fahey

Position: Superintendent

Address: 79 N 100 W, PO Box 127 Bicknell, UT 84715

Office Telephone: 435.425.3813

### **Handicapped—**

The District shall provide a free appropriate public education to all qualified handicapped students who are residents of the District between the ages of three and twenty-two who have not graduated from high school, including regular or special education and related services designed to meet the individual educational needs of each qualified handicapped student, regardless of the nature or severity of the handicap, as adequately as the needs of non-handicapped students.

[34 CFR § 104.33](#)  
[Utah Code § 53E-7-201\(8\) \(2019\)](#)  
[Utah Code § 53E-7-202 \(2019\)](#)  
[Utah Code § 53E-7-207 \(2019\)](#)

## **Admissions and Attendance: Foreign Exchange Students**

### **Permissive and Mandatory Enrollment of Foreign Exchange Students—**

The District may enroll foreign exchange students that do not qualify for state monies and pay for the costs of those students with other funds available to the District or charge tuition to those students.

[Utah Code § 53G-6-707\(2\) \(2019\)](#)

[Utah Admin. Rules R277-612-3\(4\) \(May 10, 2017\)](#)

Notwithstanding the cap in [Utah Code § 53F-2-303\(3\)\(a\)](#) on including foreign exchange students in the school's membership and attendance, the District shall enroll a foreign exchange student if the foreign exchange student:

1. Is sponsored by an agency approved by the State Board of Education;
2. Attends the same school during the same time period that another student from the school is:
  - a. sponsored by the same agency; and
  - b. enrolled in a school in a foreign country; and
3. Is enrolled in the school for one year or less.

[Utah Code § 53G-6-707\(6\) \(2019\)](#)

### **Requirements—**

Prior to enrolling students through an approved foreign exchange student agency, the District shall require the agency to provide a sworn affidavit of compliance, which shall be maintained by the District. The affidavit shall include the confirmation that the agency:

1. is in compliance with all applicable policies of the board;
2. has completed a household study, including a background check of all adult residents consistent with [Utah Code § 53E-6-401](#), has been made of each household where an exchange student is to reside;
3. has reviewed the information reviewed through the background checks required by the foregoing paragraph with an appropriate District official;
4. has completed a background study to assure that the exchange student will receive proper care and supervision in a safe environment;
5. has provided host parents with training appropriate to their positions, including information about enhanced criminal penalties under [Utah Code § 76-5-406\(2\)\(j\)](#) for persons who are in a position of special trust;

6. will send a representative to visit each student's place of residence at least monthly during the student's stay in Utah;
7. will cooperate with school and other public authorities to ensure that no exchange student becomes an unreasonable burden upon the public schools or other public agencies;
8. will give each exchange student, in the exchange student's native language, names and telephone numbers of agency representatives and others who could be called at any time if a serious problem occurs; and
9. will provide alternate placements so that no student is required to remain in a household if conditions appear to exist which unreasonably endanger the student's welfare.

[Utah Code § 53G-6-707\(5\) \(2019\)](#)

[Utah Admin. Rules R277-612-4\(2\), \(3\) \(May 10, 2017\)](#)

The District shall provide the approved exchange student agency sponsoring a foreign exchange student with a list of names and telephone numbers of individuals not associated with the agency who could be called by an exchange student in the event of a serious problem. The agency shall make a copy of the list available to each of its exchange students in the exchange student's native language.

[Utah Code § 53G-6-707\(6\) \(2019\)](#)

[Utah Admin. Rules R277-612-4\(4\), \(5\) \(May 10, 2017\)](#)

### **Inclusion of Foreign Exchange Students in Membership and Attendance—**

The District shall include foreign exchange students in District and school membership and attendance counts to the extent permitted by [Utah Code § 53F-2-303](#).

[Utah Code § 53F-2-303 \(2019\)](#)

## **Admissions and Attendance**

### ***Military Children***

#### **Definitions—**

As used in this policy, unless the context clearly requires a different construction:

1. “Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve.
2. “Children of military families” means a school-aged child, enrolled in Kindergarten through Twelfth grade, in the household of an active duty member.
3. “Deployment” means the period one month prior to the service member’s departure from their home station on military orders through six months after return to their home station.
4. “Education” or “educational records” means those official records, files, and data directly related to a student and maintained by the school or local education agency, including but not limited to records encompassing all the material kept in the student’s cumulative folder such as general identifying data, records of attendance and of academic work completed, records of achievement and results of evaluative tests, health data, disciplinary status, test protocols, and individualized education programs.
5. “Extracurricular activities” means a voluntary activity sponsored by the school or the District or an organization sanctioned by the school or the District (such as the Utah High School Activities Association). Extracurricular activities include, but are not limited to, preparation for and involvement in public performances, contests, athletic competitions, demonstrations, displays, and club activities.
6. “Interstate Commission on Educational Opportunity for Military Children” or “Interstate Commission” means the commission that is created under Article IX of the Interstate Compact on Educational Opportunity for Military Children, which has been adopted by Utah in [Utah Code §§ 53E-3-901 to -921](#).
7. “Local education agency” means a public authority legally constituted by the state as an administrative agency to provide control of and direction for Kindergarten through Twelfth grade public educational institutions.
8. “Sending state” means the state from which a child of a military family is sent, brought, or caused to be sent or brought.
9. “State” means a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, and any other U.S. Territory.

10. "Student" means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in Kindergarten through Twelfth grade.
11. "Transition" means: 1) the formal and physical process of transferring from school to school; or 2) the period of time in which a student moves from one school in the sending state to another school in the receiving state.
12. "Uniformed services" means: the United States Army, Navy, Air Force, Marine Corps, Coast Guard as well as the commissioned corps of the National Oceanic and Atmospheric Administration, and of the United States Public Health Service.
13. "Veteran" means a person who served in the uniformed services and who was discharged or released therefrom under conditions other than dishonorable.

[Utah Code § 53E-3-903 \(2019\)](#)

### **Applicability—**

This policy shall apply to the children of active duty members of the uniformed services as defined above in this policy, including members of the National Guard and Reserve; members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement; and members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

This policy shall not apply to the children of:

1. Inactive members of the National Guard and military reserves;
2. Members of the uniformed services now retired, except as provided in the paragraph above;
3. Veterans of the uniformed services, except as provided in the paragraph above, and other U.S. Dept. of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

[Utah Code § 53E-3-904 \(2018\)](#)

### **Eligibility—**

1. Eligibility for enrollment.
  - a. A special power of attorney, relative to the guardianship of a child of a military family and executed under applicable law, shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

- b. The District may not charge tuition to a transitioning military child placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent.
  - c. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which the student was enrolled while residing with the custodial parent.
2. Eligibility for extracurricular participation
    - a. The District shall facilitate the opportunity for transitioning military children's inclusion in extracurricular activities, regardless of application deadlines, to the extent they are otherwise qualified.

[Utah Code § 53E-3-907 \(2018\)](#)

### **Educational Records and Enrollment—**

1. Unofficial or “hand-carried” education records:
  - a. In the event that official education records cannot be released to the parents for the purpose of transfer, the custodian of the records in the sending state shall prepare and furnish to the parent a complete set of unofficial educational records containing uniform information as determined by the Interstate Commission. Upon receipt of the unofficial education records, the District school shall enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records, as quickly as possible.
2. Official education records or transcripts
  - a. Simultaneous with the enrollment and conditional placement of the student, the District school shall request the student’s official education record from the school in the sending state. Upon receipt of this request, the school in the sending state should process and furnish the official education records to the District school within 10 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
3. Immunizations
  - a. The District shall give 30 days from the date of enrollment or within such time as is reasonably determined under the rules promulgated by the Interstate Commission, for students to obtain any immunization required by state law. For a series of immunizations, initial vaccinations must be obtained within 30 days or within such time as is reasonably determined under the rules promulgated by the Interstate Commission.
4. Kindergarten and First grade entrance age

- a. Students shall be allowed to continue their enrollment at grade level in the receiving District school commensurate with their grade level, including Kindergarten, from a local education agency in the sending state at the time of transition, regardless of age. A student that has satisfactorily completed the prerequisite grade level in the local education agency in the sending state shall be eligible for enrollment in the next highest grade level in the receiving District school, regardless of age. Students transferring after the start of the school year in the District shall enter the District school on their validated level from an accredited school in the sending state.

[Utah Code § 53E-3-905 \(2018\)](#)

### **Placement and Attendance—**

1. Course placement
  - a. When the student transfers before or during the school year, the receiving District school shall initially honor placement of the student in educational courses based on the student's enrollment in the sending state school and/or educational assessments conducted at the school in the sending state if the courses are offered. Course placement includes but is not limited to Honors, International Baccalaureate, Advanced Placement, vocational, technical, and career pathways courses. Continuing the student's academic program from the previous school and promoting placement in academically and career challenging courses should be paramount when considering placement. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the course.
2. Educational program placement
  - a. The receiving District school shall initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending state or participation or placement in like programs in the sending state. Such programs include, but are not limited to: 1) gifted and talented programs; and 2) English as a second language (ESL). This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student.
3. Special education services
  - a. In compliance with the federal requirements of the Individuals with Disabilities Education Act (IDEA), [20 U.S.C. § 1400 et seq.](#), the receiving District school shall initially provide comparable services to a student with disabilities based on the student's current Individualized Education Program (IEP); and



- b. In compliance with the requirements of Section 504 of the Rehabilitation Act, [29 U.S.C. § 794](#), and with Title II of the Americans with Disabilities Act, [42 U.S.C. §§ 12131-12165](#), the receiving District school shall make reasonable accommodations and modifications to address the needs of incoming students with disabilities, subject to an existing 504 or Title II Plan, to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student.
4. Placement flexibility
    - a. District administrators shall have flexibility in waiving course or program prerequisites, or other preconditions for placement, in courses or programs offered within the District, subject to State Board of Education rules and regulations.
  5. Absence as related to deployment activities
    - a. A student whose parent or legal guardian is an active duty member of the uniformed services, as defined above in this policy, and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the superintendent to visit with his or her parent or legal guardian relative to such leave or deployment of the parent or guardian.

[Utah Code § 53E-3-906 \(2018\)](#)

## **Graduation—**

In order to facilitate the on-time graduation of children of military families, the District incorporates the following procedures:

1. Waiver requirements
  - a. The District and its schools shall waive specific courses required for graduation if similar coursework has been satisfactorily completed in another local education agency or shall provide reasonable justification for denial. Should a waiver not be granted to a student who would qualify to graduate from the sending school, the District shall provide an alternative means of acquiring required coursework so that graduation may occur on time.
2. Exit exams
  - a. State statute provides that with respect to children of military families, the District shall accept:
    - i. Exit or end-of-course exams required for graduation from the sending state;
    - ii. National norm-referenced achievement tests; or

- iii. Alternative testing, in lieu of testing requirements for graduation in Utah.

In the event the above alternatives cannot be accommodated by the District for a student transferring in the student's Senior year, then the provisions below regarding transfers during the Senior year shall apply.

3. Transfers during Senior year

- a. Should a military student transferring at the beginning or during the student's Senior year be ineligible to graduate from the receiving District school after all alternatives have been considered, the sending local education agency and the District shall ensure the receipt of a diploma from the sending local education agency, if the student meets the graduation requirements of the sending local education agency. In the event that the sending state has not adopted the Interstate Compact on Educational Opportunity for Military Children, the District shall use best efforts to facilitate the on-time graduation of the student in accordance with the waiver and exit exam provisions above.

[Utah Code § 53E-3-908 \(2018\)](#)

## **Admissions and Attendance: Compulsory Education**

### **Definitions—**

1. “Excused Absence or Valid Excuse” means:
  - a. an absence resulting from:
    - i. Illness, which may be either mental or physical;
    - ii. death of family member;
    - iii. an approved school activity; or
    - iv. any other reason established by the district as valid.
      1. In determining whether to pre-approve an extended absence of a student as a valid excuse, the district shall approve the absence if the district determines that the absence will not adversely impact the student’s education.
  - b. An absence for attendance at a scheduled family event or a scheduled proactive visit to a health care provider if the parent submits a written statement at least one school day before the scheduled absence and if the student agrees to make up course work for the missed days according to District or school policy. (See Policy GCE section "Parent rights regarding student absences".)
  - c. an absence permitted by a student’s:
    - i. individualized education program, developed pursuant to the Individuals with Disabilities Education Improvement Act; or
    - ii. accommodation plan, developed pursuant to Section 504 of the Rehabilitation Act.

[Utah Code § 53G-6-201\(9\) \(2019\)](#)  
[Utah Code § 53G-6-205 \(2019\)](#)  
[Utah Code § 53G-6-803\(5\) \(2019\)](#)
2. “Home School” means a school comprised of one or more students officially excused from compulsory public school attendance under this policy and [Utah Code § 53G-6-204](#).

[Utah Admin. Rules R277-438-2\(5\) \(December 8, 2016\)](#)
3. “Private School” means a school satisfying the following criteria:
  - a. maintained by private individuals or entities;
  - b. maintained and operated not at public expense;
  - c. generally supported, in part at least, by tuition fee or charges;

- d. operated as a substitute for, and giving the equivalent of, instruction required in public schools;
- e. employs teachers able to provide the same quality of education as public school teachers;
- f. established to operate indefinitely and independently, not dependent upon the age of the students available or upon individual family situations; and
- g. licensed as a business by the Utah Department of Commerce.

[Utah Admin. Rules R277-438-2\(6\) \(December 8, 2016\)](#)

4. "Truant" means absent without a valid excuse or excused absence.

[Utah Code § 53G-6-201\(7\) \(2019\)](#)

### **Notice of Compulsory Education Attendance Laws—**

Prior to or no later than school registration, the parent or legal guardian of each student in grades 1-12 shall be provided written notice from the school or district informing the parents or legal guardians of Compulsory Education attendance laws, discipline or consequences progress; and opportunities to appeal disciplinary measures.

[Utah Admin. Rules R277-607-4 \(October 9, 2014\)](#)

### **Compulsory Education—**

The parent of a student who is at least six (6) years of age and not more than eighteen (18) years of age, shall enroll and send his or her school-age minor to a public or regularly established private school during the school year of the district in which the student resides, unless exempted as indicated below. Attendance shall be in District schools or in some other district to which the student may legally be transferred, or in a regularly established private school. It is a class B misdemeanor for a parent, after being served with a notice of compulsory education violation, to fail to enroll a school-age minor in school, unless exempted as indicated below. The District shall report violations of this policy to the appropriate city, county, or district attorney.

[Utah Code § 53G-6-202 \(2019\)](#)

### **Exemptions—**

Students who meet one or more of the following conditions to the satisfaction of the Board shall be exempt from compulsory attendance requirements and shall be given a certificate, issued by the Board, stating that the minor is excused from attendance during the time specified on the certificate:

1. A minor over age sixteen (16) may receive a partial release from school to enter employment, or to attend a trade school, if the minor has completed the eighth grade. Minors receiving this exemption must still attend school part-

time as required by the Board or home school part time as permitted in 2.e. below.

2. On an annual basis, a school-age minor under eighteen (18) years of age may receive a full release from attending a public, regularly established private or part-time school or class if one of the following is established to the Board's satisfaction:
  - a. The minor has already completed the work required for graduation from high school or has demonstrated mastery of the skills and competencies required for graduation from high school in accordance with [Utah Code § 53F-2-501\(1\)](#).
  - b. The minor is in a physical or mental condition, certified by a competent physician if required by the Board, which renders attendance inexpedient and impracticable.
  - c. Proper influences and adequate opportunities for education are provided in connection with the minor's employment.
  - d. The Superintendent determines that the minor, if over age sixteen (16), is unable to profit from attendance at school because of inability or a continuing negative attitude toward school regulations and discipline.
  - e. The minor's parent files a signed and notarized affidavit with the minor's school district of residence that the minor will attend a home school and that the parent assumes sole responsibility for the education of the school-age minor except to the extent that the minor is dual-enrolled in a public school. A minor receiving a partial release in order to enter employment under item (1) above may be excused from attending required part-time school to attend home school part time.
    - i. A parent of a minor who attends a home school is solely responsible for:
      1. the selection of instructional materials and textbooks;
      2. the time, place, and method of instruction, and
      3. the evaluation of the home school instruction.
    - ii. A local school board may not:
      1. require a parent of a minor who attends a home school to maintain records of instruction or attendance;
      2. require credentials for individuals providing home school instruction;
      3. inspect home school facilities; or
      4. require standardized or other testing of home school students.

- iii. Upon request of a parent, the District shall identify the knowledge, skills, and competencies a student is recommended to achieve by grade level and subject area to assist the parent in achieving college and career readiness through home schooling.

[Utah Code § 53G-6-204 \(2019\)](#)

### **Certificate of Exemption from Public School Attendance—**

When the Board excuses a minor from public school attendance pursuant to an exemption other than for home schooling, the Board shall issue a certificate stating that the minor is excused from attendance during the time specified on the certificate. When the Board excuses a minor from attendance under the home school exemption, the Board shall annually issue a certificate excusing the minor from attendance for the specified school year. The certificate shall be issued within 30 days after the initial receipt of the parent's signed and notarized affidavit filed by the minor's parent pursuant to Subsection (2)(e). The Board shall issue additional certificates on or before August 1 of each year thereafter unless (1) the minor enrolls in a District school, (2) the parent notifies the District that the minor no longer attends a home school, or (3) the parent notifies the District that the minor's district of residence has changed.

[Utah Code § 53G-6-204 \(2019\)](#)

### **School Efforts to Resolve Attendance Problems—**

Parent(s) of all students in grades 1-12 shall be provided written notice from the school or district informing parents of Compulsory Education attendance laws and encouraging parental cooperation.

1. A student registering in the school district during the school year may be provided written notice explaining the school and school district's compulsory education policy.
2. A student moving from one school to another within the same district may be provided written notice explaining the school and school district's compulsory education policy.

[Utah Admin. Rules R277-607-4 \(October 9, 2014\)](#)

The District shall make reasonable efforts to resolve the school attendance problems of its students, including the following, as deemed reasonably feasible by the Board or its designee in individual cases:

1. counseling of the student by school authorities;
2. issuing a Notice of Truancy;
3. adjusting the curriculum and schedule if determined necessary to meet special needs of the student;
4. considering alternatives proposed by the parent or legal guardian;
5. monitoring school attendance of the student;

6. voluntarily participating in truancy mediation, if available;
7. providing the student's parent or legal guardian, upon request, a list of resources available to assist the parent or legal guardian in resolving the student's attendance problems; and
8. enlisting the assistance of community and law enforcement agencies as appropriate to the extent permitted under [Utah Code § 53G-8-211](#).

This policy and related statute do not impose civil liability on the school district or its employees.

[Utah Code § 53G-6-206 \(2019\)](#)

### **Notice of Compulsory Education Violation—**

A school administrator, a designee of the school administrator, a law enforcement officer acting as a school resource officer, or a truancy specialist may issue a notice of compulsory education violation to a parent of a student, who is at least six (6) years old but under the age of fourteen (14), if the student is truant at least five (5) times during the school year.

The notice of compulsory education violation shall:

1. direct the student's parent to meet with designated school authorities to discuss the student's attendance problems and cooperate with the District to secure regular attendance by the student.
2. specify the school authorities with whom the parent is required to meet.
3. state that it is a class B misdemeanor for the student's parent to intentionally or recklessly fail to meet with the designated school authorities to discuss the student's attendance problems or fail to prevent the student from being truant an additional five (5) or more times during the remainder of the school year.
4. be served on the student's parent by personal service or certified mail.

The District shall report violations of this policy to the appropriate city, county, or district attorney.

[Utah Code § 53G-6-202 \(2019\)](#)

### **Notice of Truancy—**

A student is truant who is absent from school without a valid excuse. The District may authorize school administrators, a designee of the school administrator, a law enforcement officer acting as a school resource officer, or a truancy specialist to issue a notice of truancy to any student who is at least twelve (12) years of age and has been truant at least five (5) times during the school year.

The notice of truancy shall:

1. Identify each of the five (5) or more dates when the student was truant.

2. Direct the student and his or her parent to meet with the designated school authorities and cooperate with the school in securing regular attendance by the student;
3. Allow for contesting the notice of truancy. If the student and/or his or her parent desires to contest the notice of truancy, the parent must meet with the principal or the principal's designee to voice any concerns about the accuracy of the notice of truancy. If the parent cannot meet with the principal or the principal's designee, he or she can submit a written review to the principal outlining the concerns about the accuracy of the notice of truancy. After reviewing the concerns, the principal shall make a determination to either revise or affirm each of the dates when the student was allegedly truant. The principal's determination is final. The principal shall notify the parent or legal guardian of the determination. If the principal affirms the notice of truancy, the principal shall direct the parent to follow step 2 outlined above.
4. Be mailed to, or served on, the student's parent.

[Utah Code § 53G-6-203 \(2019\)](#)

#### **Other Actions to Resolve Attendance Problems—**

Nothing in this policy shall prohibit a school from taking action to resolve a student's attendance problems prior to five (5) absences without valid excuses, providing the action does not conflict with the requirements of these policies.

[Utah Code § 53G-6-203\(5\) \(2019\)](#)

#### **Truancy Specialist—**

The Board may appoint and determine compensation for a truancy specialist to assist in enforcing laws related to school attendance, and to perform other duties prescribed by law or the Board.

[Utah Code § 53G-6-207 \(2019\)](#)

#### **Duties and Powers—**

The truancy specialist may:

1. Investigate all cases of unexcused absences from school.
2. Enforce provisions of the compulsory attendance law.
3. Keep written records of all cases of any kind investigated by the truancy specialist in the discharge of his or her duties.

#### **Custody—**

The truancy specialist or a school administrator may take a minor into temporary custody if there is reason to believe the minor is a truant minor.

[Utah Code § 53G-6-208\(1\) \(2019\)](#)



If the truancy specialist or a school administrator takes a child into custody, the truancy specialist or administrator shall, without unnecessary delay, release the child to one of the following:

1. The Principal of the child's school.
2. Any person designated by the Board to receive the child and return him or her to school.
3. A designated truancy center of the District.

[Utah Code § 53G-6-208\(2\) \(2019\)](#)

If the child refuses to return to school or to go to the truancy center, the officer or administrator shall, without unnecessary delay, notify the child's parents, guardian or custodian and release the child to their custody. If the parents, guardian or custodian cannot be reached or are unable or unwilling to accept custody, and if none of the other options in the preceding paragraph are available, the child shall be referred to the Division of Child and Family Services.

[Utah Code § 53G-6-208\(3\), \(4\) \(2019\)](#)

## Dual Enrollment

### Dual Enrollment—

Any child who is enrolled in a regularly established private school or a home school may also enroll in a District school for dual enrollment purposes. Any dual enrollment student may participate in any academic activity in the schools of the District subject to compliance with the same rules and requirements that apply to a full-time student's participation in the activity. Dual enrollment students are required to attend school part-time as prescribed by the School Board. In addition, a student who attends a portion of the school day at a District school shall be subject to administrative scheduling and teacher discretion of the District's school. Dual enrollment students are subject to the school's tardy and truancy policies according to the school's pre-established time schedules.

A student enrolled in a dual enrollment program is considered a student of the District for purposes of state funding to the extent of the student's participation in the District school's programs.

A dual-enrollment student with a disability may participate as a dual enrollment student consistent with State Board rule and federal regulations. The school shall prepare an IEP for such a student prior to the student's participation in dual enrollment using comparable procedures to those required for identifying and evaluating public school students. A student with a disability seeking dual enrollment is entitled to services for the time, or the number of courses, that the student is enrolled in the public school, based on the decision of the IEP team.

[Utah Code § 53G-6-204 \(2019\)](#)

[Utah Code § 53G-6-702 \(2019\)](#)

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

## **Admissions and Attendance: *Truancy Support Centers***

### **Truancy Support Centers—**

The Board may establish truancy support centers within existing school buildings for receipt of truant children and/or students suspended or expelled from school. The centers shall be staffed with existing teachers or staff to provide assessment of the student's needs and abilities, support for the parents and student through counseling and community programs and tutoring for the student during the time spent in the center. Upon receipt of a truant child, the center staff shall, without unnecessary delay, notify and direct the child's parent to come to the center, pick up the child and return the child to the child's school. If the parent cannot be reached or is unable or unwilling to comply with the request within a reasonable time, the center shall take such steps as are reasonably necessary to ensure the safety and well-being of the child. If appropriate, the center shall return the child to school or refer him or her to the Division of Child and Family Services. Action taken shall be reported to the District, which shall then notify the child's parent of the action taken.

For the suspended or expelled student, the truancy support center shall provide an educational setting, staffed with certified teachers and aides, to provide the student with ongoing educational programming appropriate to the student's grade level. In a district with a truancy support center, all students suspended or expelled from school shall be referred to the center. A parent shall appear with the student at the center within 48 hours of the suspension or expulsion, not including weekends or holidays. The student shall register and attend classes at the truancy support center for the duration of the suspension or expulsion unless the parent demonstrates that alternative arrangements have been made for the education or supervision of the student during the time of suspension or expulsion. The truancy support center may provide counseling and other support programming for students suspended or expelled from school and their parents.

[Utah Code § 53G-6-208\(5\), \(6\) \(2019\)](#)  
[Utah Code § 53G-6-209 \(2018\)](#)

## **Admissions and Attendance: *Re-Entry Into Public Schools***

### **Students Returning from Private or Home Schools—**

Students who have not been enrolled in public school but have been enrolled in private school or home school shall be admitted to the District's public school upon application to the District by the parents, subject to all eligibility requirements imposed by District policy and state and federal law and regulation.

### **Placement—**

Students requesting re-admission from private schools or home schools shall be placed as follows:

Students returning from accredited private schools shall be placed according to the grade level and credits shown on the records from the prior school. Students returning from a non-accredited private school which is not a home school shall be evaluated using assessment tools regularly administered to students and placed according to the results of that assessment.

Students returning from a home school shall be placed in the grade level, classes, or courses that the student's parent, in consultation with the school administrator, determine are appropriate based on the parent's assessment of the student's academic performance. Within 30 days of placement, either the student's teacher or the student's parent may request a conference to consider changing the student's placement. If after conferring the teacher and the parent agree on a placement change, the change will be made. If disagreement remains about a placement change, then the student's subject matter mastery shall be evaluated. The parent may choose either (a) to have the school evaluate the student using assessments that are regularly administered to public school students and used to measure subject matter mastery and determine placement, or (b) to have a private entity or individual evaluate the student with subject matter assessments at the parent's expense. After a student's subject matter mastery has been evaluated, the school may change the student's placement in a grade level, class, or course.

#### [Utah Code § 53G-6-706 \(2019\)](#)

**Graduation Requirements—**Students entering the 9th, 10th, 11th, or 12th grade levels after participation in home or private school will be required to fulfill all graduation requirements in order to receive a diploma. The District will not accept home education as credit toward graduation. The District will accept credit toward graduation from an accredited regularly established private school.

Students may fulfill graduation credits by successfully completing courses required for credit (including approved on-line or correspondence course work), by transfer of credits from accredited schools or providers, or by demonstrating proficiency via assessment tests or evaluation of student work or projects. Student

Created:  
Modified: 13 May 2019  
Approved: 11 September 2019

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work completed as part of home education may be evaluated for credit purposes, subject to documentation of compliance with [Utah Code § 53G-6-204](#).

[Utah Admin. Rules R277-705-3 \(February 28, 2018\)](#)

## **Health Requirements and Services**

### ***Immunizations***

#### **Definitions—**

The following definitions apply within this policy:

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

[Utah Code § 53G-9-301 \(2019\)](#)

#### **Immunization Required for School Admission—**

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

[Utah Code § 53G-9-302\(1\) \(2018\)](#)  
[Utah Admin. Rules R396-100-3 \(December 5, 2014\)](#)

### **Obtaining and Maintaining Immunization Records—**

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

[Utah Code § 53G-9-306\(1\) \(2018\)](#)

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

[Utah Code § 53G-9-306\(2\)\(a\) \(2018\)](#)

Each school shall maintain a current list of all enrolled students which notes:

1. Each student for whom the school has received a valid and complete immunization record;
2. Each student who is exempt from receiving a required vaccine;
3. Each student who is attending school under conditional enrollment; and
4. For each student, each disease against which the student is not immunized.

[Utah Code § 53G-9-309\(1\), \(2\) \(2018\)](#)

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

[Utah Code § 53G-9-309\(4\) \(2018\)](#)  
[Utah Code § 53E-9-202 \(2019\)](#)  
[Utah Code § 26-1-17.5 \(2018\)](#)

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

[Utah Code § 26-1-17.5 \(2018\)](#)

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

[Utah Code § 53G-9-306\(3\) \(2018\)](#)

**Exemptions—**

Vaccination with required vaccines is not a prerequisite for admission to the District schools if the student qualifies for a medical or personal exemption to the vaccination requirement.

1. A student qualifies for the medical exemption if the student's legally responsible individual provides the school with:
  - a. A completed vaccination exemption form and
  - b. A written notice signed by a licensed health care provider stating that, due to the physical condition of the student, administration of the vaccine would endanger the student's life or health.
2. A student qualifies for the personal exemption if the student's legally responsible individual provides the school with a completed vaccination form stating that the student is exempt from the vaccination because of a personal or religious belief.

A vaccination exemption form is valid for as long as the student remains at the school to which the form is first presented. If the student changes schools before the student is old enough to enroll in kindergarten, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in kindergarten or turns six years old. If the student changes schools after the student is old enough to enroll in kindergarten but before the student is eligible to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the earlier of the day on which the student enrolls in grade 7 or turns twelve years old. (However, regardless of a school change before grade 7 or age twelve, an exemption form obtained through the online education module is valid for at least 2 years.) If the student changes schools after the student is old enough to enroll in grade 7, the form accepted as valid at the student's previous school is valid until the student completes grade 12.

[Utah Code § 53G-9-303 \(2018\)](#)

**Conditional Enrollment—**

If upon review it is determined that the school has not received an immunization records for a newly enrolled student, or that there are deficiencies in the immunization record, the school shall place the student on conditional enrollment and within five days of doing so provide written notice (in person or by mail) to the student's legally responsible person. This notice shall state that the student has been placed on conditional enrollment for failing to meet the immunization record



requirements, shall describe the deficiencies in the immunization record or state that no immunization record has been provided, shall give notice that the student will not be allowed to attend school unless a compliant record is provided or the deficiencies are cured within the conditional enrollment period, and shall describe the process for obtaining a required vaccination.

[Utah Code § 53G-9-306\(2\)\(b\) \(2018\)](#)

[Utah Code § 53G-9-308\(2\)\(a\) \(2018\)](#)

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

[Utah Code § 53G-9-308\(2\)\(b\), \(c\) \(2018\)](#)

The conditional enrollment period is the time period during which the student's immunization record is under review by the school or 21 calendar days after the school provides notice of the lack of or a deficiency in an immunization record. Where the student is receiving multiple doses of a required vaccine, the principal or other administrator shall extend the conditional enrollment period by the amount of time medically recommended to complete all required vaccination dosages. The principal or other administrator may grant an extension of the conditional enrollment period if there is agreement between the administrator and a school nurse, health official, or health official designee that an extension will likely lead to compliance with the immunization record requirement.

[Utah Code § 53G-9-308\(1\), \(2\)\(d\) \(2018\)](#)

[Utah Admin. Rules R396-100-7 \(December 5, 2014\)](#)

### **Conditional Enrollment of Military Child—**

A military child who at the time of school enrollment has not been completely immunized against each specified disease may attend under a conditional enrollment, and shall be given 30 days from the day of enrollment to obtain:

1. each specified vaccine if the specified vaccine only requires one dose; and
2. at least the first dose of a specified vaccine, if the specified vaccine is a series of vaccines.

Except as provided above, a military child is subject to rules developed by the Utah Health Department in accordance with [Utah Code § 53G-9-305](#).

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

### **Action Upon Disease Outbreak—**

In the case of a disease outbreak, the school principal or other administrator shall, upon the request of an official from a local health department, take the following steps:

1. Identify each student who is not immune to the outbreak disease;

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

[Utah Code § 53G-9-309\(3\) \(2018\)](#)

## **Health Requirements and Services**

### ***Students with Potentially Life Threatening Allergies***

#### **Parent's or Legal Guardian's Responsibility—**

The student's parent or guardian has the primary duty to inform school authorities about the child's potentially life-threatening medical condition(s) upon registration of the child or upon medical diagnosis of the medical problem.

Therefore, the student's parent or guardian shall:

1. Annually notify, in writing, the school of the child's allergies and, if not already on file with the school, provide written physician verification of the child's allergies.
2. Work with the school to develop a plan that accommodates the child's needs, including an Allergy Emergency Response Plan. In the case of a child's potentially life threatening food allergy, develop a Student Food Allergy Action Plan with the appropriate school staff.
3. Provide written documentation, instructions, and medications as directed by a physician, using the Allergy Emergency Response Plan as a guide. Include a current photo of the child on the written form.
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Educate the child in self-management of their allergy, including, where applicable:
  - a. safe and unsafe foods;
  - b. strategies for avoiding exposure to unsafe foods, including how to read food labels (age appropriate);
  - c. symptoms of allergic reactions;
  - d. how and when to tell an adult that the child may be having an allergy-related problem.
6. Review the Student Food Allergy Action Plan and Allergy Emergency Response Plan with the appropriate school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
7. Provide emergency contact information, including the name, phone number, fax number, and address of the student's treating physician.

#### **School's Responsibility—**

1. Registration procedures shall enquire as to whether or not a student has medical problems of which the school should be aware.

2. Review the health records and/or information submitted by parents and physicians.
3. In developing a reasonable accommodation of the student with a potentially life-threatening food allergy, the following guidelines are recommended:
  - a. The school principal or principal's designee, classroom teacher(s), the parent(s) or legal guardian, the student (as age appropriate) and a District nurse or other qualified person should develop the Student Food Allergy Action Plan. Other persons may be involved as determined to be necessary. In addition, the child's physician should review the Student Food Allergy Action Plan.
  - b. Consideration in the Student Food Allergy Plan shall be given to:
    - i. elimination, whenever reasonably feasible, of allergens from meals, educational tools, arts and craft projects, and incentives;
    - ii. education of the student, parent or guardian, community, staff, and food handlers;
    - iii. appropriate standards of hygiene and maintenance for facilities and students;
    - iv. classroom and school routines in light of the age, maturity, and ability of the student, and expectations regarding personal responsibility;
    - v. emergency procedures and preparation for such;
    - vi. procedure to be followed should a "dangerous" food product be brought to the classroom.
  - c. Provide copies of the Allergy Emergency Response Plan to all staff who interact with the student on a regular basis, including substitute teachers.
  - d. Enforce a "no eating" policy on school buses with exceptions made only to accommodate students with special nutritional needs.
4. Review the Student Food Allergy Action Plan and Allergy Emergency Response Plan with parent or guardian, student (as age appropriate) and physician after a reaction has occurred at school or a school-related activity, and consider whether the plans need to be modified.

### **Emergency Injection for Anaphylaxis—**

In addition to students with known, potentially life-threatening allergies who have specific prescriptions for medication to respond to reactions, the following addresses the use of stock medications to treat reactions in others.

This policy does not create a duty or standard of care for a person to be trained in the use and storage of epinephrine auto-injectors, nor does it create a duty on the part of the District or a school to store epinephrine auto-injectors at a school (apart from the obligation to make an auto-injector available to trained individuals as

set forth below). A decision to complete the training program described below and to make epinephrine auto-injectors available for emergency medical situations is voluntary. A school, school board, or school official may encourage a teacher or other school employee to volunteer for such training. A school, the school board, or a school official may not prohibit or dissuade a school employee from (a) being trained in use and storage of epinephrine auto-injectors, (b) possessing or storing an epinephrine auto-injector on school premises (if the employee is a qualified adult and the possession and storage is in accord with training), or (c) administering an epinephrine auto-injector (if the employee is a qualified adult and the administration is in accord with training).

[Utah Code § 26-41-103 \(2019\)](#)

Each primary and secondary school shall make initial and annual refresher training regarding the storage and emergency use of an epinephrine auto-injector available to any interested teacher or other school employee, who is at least eighteen (18) years of age, who volunteers for such training. The training may be provided by the school nurse, or other person qualified to provide such training, designated by the school district physician, the medical director of the local health department, or the local emergency medical services director.

A person who provides this training shall include instruction on:

1. techniques for recognizing symptoms of anaphylaxis;
2. standards and procedures for the storage and emergency use of an epinephrine auto-injector;
3. emergency follow-up procedures, including calling the emergency 911 number and contacting, if possible, the student's physician and a parent or guardian; and
4. written materials covering the information provided during training.

The volunteers shall retain for reference the written materials covering the information provided during training.

[Utah Code § 26-41-104 \(2019\)](#)

A teacher or other school employee who has received the above training regarding the storage and emergency use of an epinephrine auto-injector becomes a "qualified adult" and:

1. May obtain (along with the school nurse) from the school district physician, the medical director of the local health department, the local emergency medical services director, a physician, pharmacist, or any other person or entity authorized to prescribe or dispense prescribed medicines or drugs, a prescription for epinephrine auto-injectors;
2. May immediately administer an epinephrine auto-injector to a person exhibiting potentially life-threatening symptoms of anaphylaxis at school or a school activity when a physician is not immediately available;

3. Shall initiate emergency medical services or other appropriate medical follow-up in accordance with the training materials after administering an epinephrine auto-injector.

Each primary or secondary school shall make an emergency epinephrine auto-injector available to any teacher or other school employee who is employed at the school and has become a “qualified adult.” However, the school is not required to keep more than one emergency epinephrine auto-injector on the school premises so long as it may be quickly accessed by a teacher or other school employee who is a “qualified adult” in the event of an emergency.

[Utah Code § 26-41-103\(5\) \(2019\)](#)

[Utah Code § 26-41-105 \(2019\)](#)

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

[Utah Code § 26-41-105\(5\) \(2019\)](#)

The following, if acting in good faith, are not liable in any civil or criminal action for any act taken or not taken under the authority of § 26-41-101 et seq. with respect to an anaphylactic reaction: (a) a “qualified adult,” (b) a person who conducts training regarding the emergency use and storage of epinephrine auto-injectors, and (c) the District or its schools.

[Utah Code § 26-41-106 \(2019\)](#)

### **Student’s Responsibility —**

The student will be proactive in the care and management of his or her food allergies and other reactions based upon the student’s developmental level, including the following:

1. Should not trade or share food, utensils, or containers with others;
2. Should not eat anything with unknown ingredients or known to contain any allergen;
3. Should notify an adult immediately if he or she eats something the student believes may contain the food to which he or she is allergic.
4. Know the location of his/her epinephrine auto-injector, if applicable, or other emergency medications.
5. Wash hands before eating.

### **Student Self-Administration of Epinephrine Auto-Injector—**

Under Policy FDAC, elementary and middle school students are prohibited from carrying or self-administering medication on school premises except in certain limited circumstances. However, elementary and middle school students may

possess or possess and self-administer epinephrine auto-injectors provided that the student's parent or guardian has previously provided the school with a signed written request and written health care provider approval.

The written request must state that the parent or guardian authorizes the student to possess or possess and use the epinephrine auto-injector while acknowledging that the student is responsible for, and capable of, possessing or possessing and self-administering the epinephrine auto-injector.

The health care provider approval must state that the provider finds that it is medically appropriate for the student to possess or possess and self-administer an epinephrine auto-injector and the student should be in possession of the epinephrine auto-injector at all times. (The text of the Utah Department of Health form used for parental request and health care provider approval is provided at the end of this policy.)

[Utah Code § 26-41-104\(4\) \(2019\)](#)

### **Medication Sharing Prohibited—**

No student is permitted to sell, share, or otherwise give to others any medication, prescription or non-prescription. Violations of this policy are subject to disciplinary action under the school's drug policies.

### **Resource Materials for Training—**

Training materials and information, along with other resource material relating to emergency administration of epinephrine, are available at the following:

[A Shot to Live, http://medicine.utah.edu/pediatrics/ashottolive/](http://medicine.utah.edu/pediatrics/ashottolive/)

Get Schooled in Anaphylaxis and CHIRP, <http://www.choosehealth.utah.gov/prek-12/school-nurses/trainings/staff-training.php>

Get Trained, <http://www.nasn.org/ToolsResources/FoodAllergyandAnaphylaxis/GetTrained>

SELF-ADMINISTRATION  
EPINEPHRINE AUTO INJECTOR (EAI)  
AUTHORIZATION FORM

Today's Date \_\_\_\_\_

Student Name \_\_\_\_\_

Birth Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Emergency Contact Information:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

**Health Care Provider Authorization**

The above named student is under my care. I feel it is medically appropriate for the student to self-administer Epinephrine Auto Injector (EAI) medication, when able and appropriate, and be in possession of EAI medication and supplies at all times.

The medication prescribed for this student is:

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_

Possible side effects \_\_\_\_\_

Signature of Health Care Provider \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Guardian Authorization**

I authorize my child to carry and self-administer prescribed EAI medication and supplies as described above consistent with Utah Code Ann. § 26-41-104.

I do not authorize my child to carry and self-administer this medication. Please keep my child's medication with appropriate school personnel.

My child and I understand there are serious consequences, which may include suspension, for sharing any medications with others.

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Concussion and Head Injury**

### **Introduction—**

Medical management of sports-related concussion continues to evolve. Recently, there has been a significant amount of new research regarding sports-related concussions in high school athletes. The District, in compliance with [Utah State Board of Education Rule R277-614](#) and based on the model policy issued by the State Board of Education and State Risk Management, has established this protocol to provide education about concussion for coaches, school personnel, parents, and students. This protocol outlines procedures for staff to follow in managing concussions, and outlines school policy as it pertains to return to play issues following a concussion.

The District seeks to provide a safe return to activity for all students following any injury, but particularly after a concussion. In order to effectively and consistently manage these injuries, procedures have been developed to aid in insuring that concussed students are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day and are fully recovered prior to returning to activity.

County or State Health Department employees and Physical Education specialists shall review this protocol annually. Any changes or modifications will be reviewed and given to athletic department staff, including coaches and other appropriate school personnel in writing.

All appropriate staff shall attend a yearly in-service meeting in which procedures for managing sporting event-related concussions are discussed.

### **Recognition of Concussion—**

A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion. A concussion can occur even if a player or student in an activity is not knocked out or loses consciousness. (NFHS “Suggested Guidelines for Management of Concussion in Sports.”)

Common signs and symptoms of sports-related concussion

Signs (observed by others):

- Student appears dazed or stunned
- Confusion
- Forgets plays
- Unsure about game, score, opponent

- Moves clumsily (altered coordination)
- Balance problems
- Personality change
- Responds slowly to questions
- Forgets events prior to hit
- Forgets events after the hit
- Loss of consciousness (any duration)

Symptoms (reported by student):

- Headache
- Fatigue
- Nausea or vomiting
- Double vision, blurry vision
- Sensitive to light or noise
- Feels sluggish
- Feels “foggy”
- Problems concentrating
- Problems remembering

These signs and symptoms following a witnessed or suspected blow to the head or body are indicative of probable concussion. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest, game, or practice and shall not return to play until cleared by an appropriate health care professional.

### **Management and Referral Guidelines for All Staff —**

The following situations indicate a medical emergency and require activation of the Emergency Medical System:

1. Any student with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
2. Any student who has symptoms of a concussion, and who is not stable (i.e., condition is worsening), is to be transported immediately to the nearest emergency department via emergency vehicle.

3. A student who exhibits any of the following symptoms should be transported immediately to the nearest emergency department, via emergency vehicle:
  - a. Deterioration of neurological function
  - b. Decreasing level of consciousness
  - c. Decrease or irregularity in respirations
  - d. Any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
  - e. Mental status changes: lethargy, difficulty maintaining arousal, confusion or agitation
  - f. Seizure activity

A student who is symptomatic but stable, may be transported by his or her parents. The parents should be advised to contact the student's primary care provider, or seek care at the nearest emergency department, on the day of the injury.

**Guidelines and Procedures for Coaches and Teachers Supervising Physical Education Classes, Athletic Contests and Games—**

**RECOGNIZE • REMOVE • REFER**

1. Recognize concussion
  - a. All educators and agents of the District should become familiar with the signs and symptoms of concussion that are described above.
  - b. Educators and agents of District should have appropriate training about recognizing and responding to traumatic head injuries, consistent with the employees' responsibilities for supervising students and athletes.
2. Remove from activity
  - a. Any student who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the sporting event and shall not return to play until cleared by an appropriate health care professional.
  - b. When in doubt, sit 'em out
3. Refer the athlete/student for medical evaluation
  - a. The District employee or agent is responsible for notifying the student's parent(s) of the injury. Contact the parent(s) to

inform a parent of the injury. Depending on the injury, either an emergency vehicle will transport or parent(s) will pick the student up at the event for transport.

- b. A medical evaluation is required before returning to play.
- c. In the event that a student's parent(s) cannot be reached, and the student is able to be sent home (rather than directly to MD):
  - i. The District's employee or agent should insure that the student will be with a responsible individual, who is capable of monitoring the student and understanding the home care instructions, before allowing the student to go home.
  - ii. The District's employee or agent should continue efforts to reach a parent.
- d. If there is any question about the status of the student, or if the student cannot be monitored appropriately, the student should be referred to an Emergency Department for evaluation. An District's employee or agent should accompany the student and remain with the student until a parent arrives.
- e. The District's employee or agent shall provide for supervision of other students for whom he or she is responsible when accompanying the injured student.
- f. Students with suspected head injuries should not be permitted to drive home.

District employee or agents should seek assistance from the host site certified athletic trainer (ATC) or team physician, if available, at an away contest if the injury occurs at a formal athletic contest.

### **Return to Play (RTP) Procedures After Concussion —**

Return to activity and play is a medical decision. The student must meet all of the following criteria in order to progress to activity:

1. Asymptomatic at rest and with exertion (including mental exertion in school) AND
2. Have written clearance from the student's primary care provider or concussion specialist (student must be cleared for progression to activity by a physician other than an Emergency Room physician, if diagnosed with a concussion).

Once the above criteria are met, the student will be progressed back to full activity following the step-wise process detailed below. (This progression must be closely supervised by a District employee or agent. If your school does not have an

athletic trainer, then the coach must have a very specific plan to follow as directed by the athlete's physician).

Progression is individualized, and will be determined on a case-by-case basis. Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. An athlete/student with a prior history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may be progressed more slowly.

Stepwise progression as described below:

1. Step 1. Complete cognitive rest. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.
2. Step 2. Return to school full-time.
3. Step 3. Light exercise. This step cannot begin until the student is no longer having concussion symptoms and is cleared by a physician for further activity. At this point the athlete may begin walking or riding an exercise bike. No weight lifting.
4. Step 4. Running in the gym or on the field. No helmet or other equipment.
5. Step 5. Non-contact training drills in full equipment. Weight training can begin.
6. Step 6. Full contact practice or training.
7. Step 7. Play in game. Must be cleared by physician before returning to play.

The student should spend 1 to 2 days at each step before advancing to the next. If post concussion symptoms occur at any step, student must stop the activity and the treating physician must be contacted. Depending upon the specific type and severity of the symptoms, the student may be told to rest for 24 hours and then resume activity at a level one step below where he or she was at when the symptoms occurred. This resumption of activity could be considerably simplified for a student injured during recess compared to a student injured at a game or formal practice.

#### **Annual Notice to Students and Parents —**

Notice of this concussion and head injury policy shall be provided at least annually to parents of students who participate in sporting events as defined in [Utah Code § 26-53-102\(5\)](#), and should require parents' signatures acknowledging such notice.

Comments:

*[While current Utah law designates that a student may be returned to play by “an appropriate health care provider,” it is the prerogative of District to designate the credentials of the providers from whom they will accept clearance. This is a very important decision and should be made after careful consideration by the athletic director, principal, superintendent, teacher (elementary), and parent(s). The school district’s liability carrier may also be consulted.]*

*For students injured during formal competitions, serious consideration must also be given as to what the school will do in the case where an athlete is clearly still having concussion symptoms, yet given return to play clearance by a health care provider. The District should designate a specific individual (preferably an expert in the field of concussion management--typically a physician or neuropsychologist) who shall evaluate the athlete and make the final decision regarding return to play.]*

[Utah Admin. Rules R277-614-4 \(July 9, 2018\)](#)

## **Wellness Policy**

### **Food Sales**

#### **Definitions—**

The following definitions apply in this policy:

1. “School day” means the period from midnight before a school day to thirty minutes after the end of a school’s calendared class time.
2. “School campus” means all areas of the school property which are accessible to students during the school day.
3. “Available for sale” means the item may be exchanged for currency (in any form), tokens, or tickets.
4. “Competitive food” means all food and beverages available for sale to students on the school campus during the school day except for meals reimbursed under the federal child nutrition laws.

[7 CFR § 210.11\(a\)](#)  
[Utah Admin. Rules R277-719-2 \(April 9, 2018\)](#)

#### **Required Nutrition Standards—**

All competitive food (as defined above) must meet the USDA nutrition standards unless it falls within one of the exemptions below. A summary of the competitive food nutrition standards is attached as Appendix A. District employees may use a Smart Snacks calculator to evaluate whether a competitive food meets nutrition standards. (See <https://foodplanner.healthiergeneration.org/calculator>.)

[7 CFR § 210.11\(c\)](#)  
[Utah Admin. Rules R277-719-4\(4\) \(April 9, 2018\)](#)

#### **Exemptions from Standards—**

The following are exempt from compliance with the competitive food nutrition standards:

1. Any entrée item which is offered as part of the school lunch or school breakfast program, when offered as competitive food on the day, or on the following school day, that it is also offered as part of the school lunch or school breakfast program. Such competitive food offerings must be offered in the same or smaller portion sizes as the lunch or breakfast program offerings. However, side dishes offered as part of the lunch or breakfast program and served à la carte must meet the competitive food nutrition standards.
2. Sugar free chewing gum
3. Specially exempted fundraisers. Competitive food may be sold as part of an infrequent fundraiser sponsored by the school, subject to the following

restrictions. The allowed number of such exempted fundraisers is three times per year per school. (Upon written request of a career and technical education program, the State Superintendent may grant permission to exempt additional fundraisers.) The exempted fundraiser may not last more than five consecutive days. Any competitive food sold as part of a fundraiser which is not exempted must meet the competitive food nutrition standards.

[7 CFR § 210.11\(b\)\(4\), \(c\)\(3\)](#)  
[Utah Admin. Rules R277-719-5\(2\), \(3\) \(April 9, 2018\)](#)

### **Food and Beverages Not Subject to Regulation—**

The Smart Snacks in Schools regulations apply to food and beverages sold to students on the school campus during the school day. The following are not within the scope of this regulation and are not required to meet the competitive food nutrition standards:

1. Food and beverages which are not sold. This includes food or beverages which are brought to school by students (home lunches, for example). It also includes food or beverages which are given to students without the exchange of any currency, tokens or tickets (for example, snacks or treats given out in connection with a birthday celebration).
2. Food and beverages sold after the school day. This includes food and beverages sold during the time period beginning 30 minutes after the end of a school's calendared class time until midnight (a common example would be concessions sold during an evening athletic event).
3. Food and beverages not sold on the school campus. The school campus is defined as all areas which are accessible to students. Food or beverages sold in areas which are not accessible to students (which might for example include a teacher's lounge) are not required to meet the nutrition standards.
4. Food and beverages not sold to students. Food or beverages sold to persons other than students (for example, parents or school staff) are not required to meet the nutrition standards.



## Food Sales: Appendix A

### Summary of Competitive Food Standards

Food/Nutrient	Standard	Exemptions to the Standard
<p>General Standard for Competitive Food.</p>	<p>To be allowable, a competitive FOOD item must:</p> <p>(1) meet all of the proposed competitive food nutrient standards; and</p> <p>(2) be a grain product that contains 50% or more whole grains by weight or have whole grains as the first ingredient*; or</p> <p>(3) have as the first ingredient* one of the non-grain main food groups: fruits, vegetables, dairy, or protein foods (meat, beans, poultry, seafood, eggs, nuts, seeds, etc.); or</p> <p>(4) be a combination food that contains at least 1/4 cup fruit and/or vegetable.</p> <p>*If water is the first ingredient, the second ingredient must be one of items 2, 3 or 4 above.</p>	<ul style="list-style-type: none"> <li>● Fresh fruits and vegetables with no added ingredients except water are exempt from all nutrient standards.</li> <li>● Canned and frozen fruits with no added ingredients except water, or are packed in 100% juice, extra light syrup, or light syrup are exempt from all nutrient standards.</li> <li>● Canned vegetables with no added ingredients except water or that contain a small amount of sugar for processing purposes to maintain the quality and structure of the vegetable are exempt from all nutrient standards.</li> </ul>
<p>NSLP/SBP Entrée Items Sold A la Carte.</p>	<p>Any entrée item offered as part of the lunch program or the breakfast program is exempt from all competitive food standards if it is sold as a competitive food on the day of service or the day after service in the lunch or breakfast program.</p>	
<p>Sugar-Free Chewing Gum</p>	<p>Sugar-free chewing gum is exempt from all competitive food standards.</p>	
<p>Grain Items</p>	<p>Acceptable grain items must include 50% or more whole grains by weight, or have whole grains as the first ingredient.</p>	
<p>Total Fats</p>	<p>Acceptable food items must have ≤ 35% calories from total fat as served.</p>	<ul style="list-style-type: none"> <li>● Reduced fat cheese (including part-skim mozzarella) is exempt from the total fat</li> </ul>

		<p>standard.</p> <ul style="list-style-type: none"> <li>• Nuts and seeds and nut/seed butters are exempt from the total fat standard.</li> <li>• Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the total fat standard.</li> <li>• Seafood with no added fat is exempt from the total fat standard.</li> </ul> <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Saturated Fats	Acceptable food items must have < 10% calories from saturated fat as served.	<ul style="list-style-type: none"> <li>• Reduced fat cheese (including part-skim mozzarella) is exempt from the saturated fat standard.</li> <li>• Nuts and seeds and nut/seed butters are exempt from the saturated fat standard.</li> <li>• Products consisting of only dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the saturated fat standard.</li> </ul> <p>Combination products are not exempt and must meet all the nutrient standards.</p>
Trans Fats	Zero grams of trans fat as served ( $\leq$ 0.5 g per portion).	
Sugar	Acceptable food items must have $\leq$ 35% of weight from total sugar as served.	<ul style="list-style-type: none"> <li>• Dried whole fruits or vegetables; dried whole fruit or vegetable pieces; and dehydrated fruits or vegetables with no added nutritive sweeteners are exempt from the sugar standard.</li> <li>• Dried whole fruits, or pieces,</li> </ul>

		<p>with nutritive sweeteners that are required for processing and/or palatability purposes (i.e., cranberries, tart cherries, or blueberries) are exempt from the sugar standard.</p> <ul style="list-style-type: none"> <li>• Products consisting of only exempt dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats are exempt from the sugar standard.</li> </ul>
Sodium	<p>Snack items and side dishes sold a la carte: ≤ 230 mg sodium per item as served. Snack items and side dishes sold a la carte must be: ≤ 200 mg sodium per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: ≤ 480 mg sodium per item as served, including any added accompaniments.</p>	
Calories	<p>Snack items and side dishes sold a la carte: ≤ 200 calories per item as served, including any added accompaniments.</p> <p>Entrée items sold a la carte: ≤ 350 calories per item as served including any added accompaniments.</p>	<ul style="list-style-type: none"> <li>• Entrée items served as an NSLP or SBP entrée are exempt on the day of or day after service in the program meal.</li> </ul>
Accompaniments	<p>Use of accompaniments is limited when competitive food is sold to students in school. The accompaniment must be included in the nutrient profile as part of the food item served and meet all proposed standards.</p>	
<b>BEVERAGES</b>		
Beverages in Elementary School	<ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit);</li> <li>• Low fat milk, unflavored (≤ 8 fl oz) (during the 2018-2019 school year, flavored milk is allowed);</li> </ul>	

	<ul style="list-style-type: none"> <li>• Non fat milk, flavored or unflavored (≤ 8 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;</li> <li>• 100% fruit/vegetable juice (≤ 8 fl oz); and</li> <li>• 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 8 fl oz).</li> </ul>	
Beverages in Middle School	<ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit);</li> <li>• Low-fat milk, unflavored (≤ 12 fl oz) (during the 2018-2019 school year, flavored milk is allowed);</li> <li>• Non-fat milk, flavored or unflavored(≤ 12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;</li> <li>• 100% fruit/vegetable juice (≤ 12 fl oz); and</li> <li>• 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (≤ 12 fl oz).</li> </ul>	
Beverages in High School	<ul style="list-style-type: none"> <li>• Plain water or plain carbonated water (no size limit);</li> <li>• Low-fat milk, unflavored (≤ 12 fl oz) (during the 2018-2019 school year, flavored milk is allowed);</li> <li>• Non-fat milk, flavored or unflavored (≤ 12 fl oz), including nutritionally equivalent milk alternatives as permitted by the school meal requirements;</li> <li>• 100% fruit/vegetable juice (≤ 12 fl oz);</li> </ul>	

	<ul style="list-style-type: none"><li>• 100% fruit/vegetable juice diluted with water (with or without carbonation), and no added sweeteners (<math>\leq</math> 12 fl oz);</li><li>• Other flavored and/or carbonated beverages (<math>\leq</math> 20 fl oz) that are labeled to contain <math>\leq</math> 5 calories per 8 fl oz, or <math>\leq</math> 10 calories per 20 fl oz; and</li><li>• Other flavored and/or carbonated beverages (<math>\leq</math> 12 fl oz) that are labeled to contain <math>\leq</math> 40 calories per 8 fl oz, or <math>\leq</math> 60 calories per 12 fl oz.</li></ul>	
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## Student Records

### “Education Records” Defined—

For the purposes of this policy, the term “education records” means those records, files, documents, and other materials that contain information directly related to a student and are maintained by an education agency or institution or by a person acting for such agency or institution.

The term “education records” does not include:

1. Records that contain only information about a student after he or she is no longer a student in the District.
2. Records made by District personnel that are kept in the sole possession of the maker and are not accessible or revealed to anyone other than a temporary substitute for the maker of the record.
3. Records maintained by a law enforcement unit of the educational agency or institution that were created by that law enforcement unit for the purpose of law enforcement.
4. Records relating to an individual who is employed by an educational agency or institution, that:
  - a. Are made and maintained in the normal course of business;
  - b. Relate exclusively to the individual in that individual's capacity as an employee; and
  - c. Are not available for use for any other purpose.
    - i. Records relating to an individual in attendance at the school who is employed as a result of his or her status as a student are education records and not excepted under paragraph (4).
5. Records on a student who is eighteen (18) years of age or older that are:
  - a. Made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity;
  - b. Made, maintained, or used only in connection with treatment of the student; and
  - c. Disclosed only to individuals providing the treatment.
    - i. For the purpose of this definition, “treatment” does not include remedial educational activities or activities that are part of the program of instruction at the agency or institution.

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

[Utah Code § 53E-9-202 \(2019\)](#)

**Notification of Significant Data Breach—**

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

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

**Student Identification Number—**

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

[Utah Code § 63G-15-201 \(2012\)](#)

**Screening Records—**

The Principal of each school shall maintain records of screening for special senses and communication disorders and spinal screening for each student in the school. Records shall be open for inspection by the state or local health department. Individual screening records may be transferred among schools in accordance with provisions below concerning ACCESS BY OTHER PERSONS.

[20 U.S.C. § 1232\(g\)](#)

**Immunization Records—**

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

**Assessment Transfers—**

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

**Academic Achievement Record—**

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

### **Access to Education Records—**

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

[34 CFR § 99.3](#)

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

[34 CFR § 99.4](#)

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

[34 CFR § 99.5\(a\)\(1\)](#)

[34 CFR § 99.3](#)

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

### **Request Procedure—**

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

[34 CFR § 99.10](#)

### **Access by Other Persons—**

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

1. School officials, including teachers, who have legitimate educational interests. An administrator or teacher is entitled to access to a student's medical records maintained by the District only if he or she has completed in-service training on HIV infection. In addition, a school employee may only access a student's records if that employee is included on the list of authorized employees and if federal and state privacy laws otherwise authorize the access.  
[Utah Code § 53E-9-204\(4\)\(a\) \(2019\)](#)
2. Officials of other schools or school systems in which the student seeks or intends to enroll, provided that the District either:



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

[34 CFR § 99.31](#)  
[34 CFR § 99.35](#)

4. Personnel involved with a student's application for, or receipt of, financial aid.
5. State and local officials to whom such information is specifically required to be reported or disclosed by state statute.
6. Organizations conducting studies for educational agencies or for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction. Such studies must be conducted so that personal identification of students and their parents will not be revealed to persons other than authorized personnel of the organizations conducting the studies. Such information must be destroyed when no longer needed for the original purposes of the studies.
7. Accrediting organizations that require the information for purposes of accreditation.
8. Parents of a student who qualifies as a dependent for tax purposes.
9. Appropriate persons who, in an emergency, must have such information in order to protect the health or safety of the student or other person.
10. Any person requesting directory information, as defined in local policy, after the District has given public notice of that definition.

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

In order for personally identifiable information in education records to be released to any individual, agency, or organization other than to the student and those listed above, written consent must be obtained from the student's parent. Such consent shall specify records to be released, the reason for such release, and to whom the records are to be released. Such information may also be released in

compliance with a judicial order or subpoena provided that the District makes a reasonable effort to notify the parent and student of the order or subpoena in advance of compliance.

[34 CFR § 99.31](#)

#### **Transfer Not Permitted—**

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

#### **Notice of Behavior that may Threaten Safety—**

Notwithstanding any other provision of this policy, in the event a student is expelled for a period of more than ten (10) days for use or distribution of alcohol or a controlled substance, or for possession of an incendiary device or firearm, a record stating the cause of expulsion shall be created and provided only to the following persons:

1. The Principal and Vice-Principal over students in any alternative educational setting where the student will be educated;
2. Any teachers of the student in the alternative education placement; and
3. Counselors in any school where the student attends who may provide counseling services to the student.

If appropriate, the record shall state also any appropriate precautions to be observed in the education of the student.

The Board finds that dissemination of such information to those persons identified is necessary to provide an appropriate and safe education to the student of the District. The District shall not provide copies of such private records to any persons except those identified and the parent or legal guardian of the student without a court order.

If the student is education pursuant to an Individual Education Program, then the record shall be considered by the Individual Education Program Team to determine an appropriate placement in the least restrictive environment consistent with safety and well-being of all students in the District.

A copy of this policy shall be made available to parents and students upon request.

#### **Record of Access to Student Record—**

Each school shall maintain a record, kept with the education record of each student, that indicates all individuals, agencies, or organizations that have requested or obtained access to a student's education records. The records shall include at least the name of the person or agency that made the request and the legitimate interest the person or agency had in the information. The record will be maintained as long as the District maintains the student's education record. The record of

access shall be available only to parents, school officials responsible for custody of the records, and those state, local, and federal officials authorized to audit the operation of the system.

[20 U.S.C. § 1232g](#)

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

[34 CFR § 99.32](#)

**Right to Amend Records—**

The parent of a student whose records are covered by this policy may ask the District to amend the student's record if the parent believes it contains information that is inaccurate, misleading, or in violation of the student's right of privacy or other rights. If, after a reasonable time, the District decides not to amend the education records requested, it shall inform the parent of its decision and his right to a hearing to challenge the content of the student's education records.

If the District decides to amend the records as a result of the hearing, it shall inform the parent in writing. If, as a result of the hearing, the District decides not to amend the records, it shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. Any explanation shall be maintained with the contested part of the record as long as the record is maintained and shall be disclosed whenever the contested portion of the record is disclosed.

[34 CFR § 99.20](#)

[34 CFR § 99.21](#)

**Annual Notification of Rights—**

The District shall give parents of in-attendance students or the in-attendance students themselves annual notification of their rights under the Family Educational Rights and Privacy Act of 1974 and of the places where copies of this policy may be located. The District shall effectively notify parents or eligible students who are disabled. The District shall effectively notify parents who have a primary or home language other than English. The notice must include:

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

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

### **Directory of Information—**

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

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

[34 CFR § 99.37](#)

### **Directory Information—**

Directory information may include a student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, enrollment status, dates of attendance, degrees, honors, and awards received, and the most recent previous school attended by a student.

Directory information shall be released to any individual or organization that files a written request with the Superintendent or designee.

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

### **Fee for Copies—**

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

[20 U.S.C. § 1232g](#)  
[34 CFR § 99.11](#)

### **Records of Students With Disabilities—**

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

[34 CFR § 300.501\(a\)](#)

### **Access Rights—**

In addition to policies applicable to all student records, the following guidelines shall apply when parents of a student with a disability request to review or inspect District records relating to the education of their child:

Parents may request that a representative inspect and review the records.

[34 CFR § 300.613\(b\)\(3\)](#)

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

[34 CFR § 300.613\(a\)](#)

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

[34 CFR § 300.614](#)

### **Parental Consent—**

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

[34 CFR § 300.622](#)

No student shall be required without parental consent to submit to psychiatric examination, testing or treatment of which the primary purpose is to reveal information concerning:

1. political affiliations or philosophies (except as provided in Policy ECF);
2. mental or psychological problems;
3. sexual behavior, orientation, and/or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of close family members;
6. any legally privileged information;
7. income (except as required to receive financial assistance or fee waivers);  
and
8. religious affiliations or beliefs.

The parent shall be notified in writing of the means and purposes of the testing and the person(s) doing the testing at least two weeks, but not more than five months, before information protected by this policy is sought. This written notice

must include an Internet address where the parent can view the exact test or survey to be administered.

[20 U.S.C. § 1232h](#)  
[Utah Code § 53E-9-203 \(2019\)](#)

### **Confidentiality—**

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

[34 CFR § 300.623](#)

### **Destruction of Information—**

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

[34 CFR § 300.624](#)

### **Comprehensive System—**

The Superintendent shall develop and maintain a comprehensive system of student records and reports dealing with all facets of the school program operation. These data and records shall be stored in a safe and secure manner and shall be conveniently retrievable for use by authorized school personnel.

A cumulative record shall be maintained for each student from entrance into District schools until withdrawal or graduation from the District.

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

### **Custodian of Records—**

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

### **Types and Locations of Records—**

Each record custodian, at the location listed in the student handbook, shall be responsible for the education records of the District. These records may include:

1. Admissions data, personal and family data, including certification of date of birth.
2. Standardized test data, including intelligence, aptitude, interest, personality, and social adjustment ratings.
3. All achievement records, as determined by tests, recorded grades, and teacher evaluation.
4. Health services records, including:
  - a. The results of any tuberculin tests administered by the District.
  - b. The findings of screening or health appraisal programs the District conducts or provides.
  - c. Information and follow-up to ensure that parents have been notified of identified problems and of how they can obtain needed services for the students.
  - d. Immunization records.
5. Attendance records.
6. Student questionnaires.
7. Records of teacher, counselors or administrative conferences with the student or pertaining to the student.
8. Verified reports of serious or recurrent behavior patterns.
9. Copies of correspondence with parents and others concerned with the student.
10. Records transferred from other districts the student has been enrolled in.
11. Records pertaining to participation in extracurricular activities.
12. Information relating to student participation in special programs.
13. Records of fees assessed and paid.
14. Other records that may contribute to an understanding of the student.

### **Request Procedures—**

The cumulative record shall be made available to the parent. Records may be reviewed during regular school hours upon written request to the record custodian. The record custodian or designee shall be present to explain the record and to answer questions. The confidential nature of the student's records shall be maintained at all times, and the records shall be restricted to use only in the Superintendent's, Principal's, or counselor's office, or other restricted area

designated by the record custodian. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

### **Student Rights—**

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

[34 CFR § 99.5\(a\)\(1\)](#)

[34 CFR § 99.3](#)

[34 CFR § 300.625](#)

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

### **Access by School Officials—**

For the purposes of this policy, “school officials” shall mean any employees, trustees, or agents of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of handicapped students. The term also includes attorneys, consultants, and independent contractors who are retained by the District, by cooperatives of which the District is a member, or by facilities with which the District contracts for placement of handicapped students.

School officials have a “legitimate educational interest” in a student’s records when they are working with the student, considering disciplinary or academic actions, or developing a handicapped student’s individual education plan; compiling statistical data; or investigating or evaluating programs.

[34 CFR § 300.622\(b\)\(1\)](#)

### **Access by School Employees—**

Each school within the District shall create and maintain a list that includes the name and position of each school employee who is authorized to have access to student education records. This list shall be provided to the Board of Education and whenever the list is updated the updated list shall be provided to the Board of Education.

Each person included on the list of employees authorized to have access to student education records shall complete training on student privacy laws and upon completion of such training shall sign a statement certifying that the employee completed the training and that the employee understands student privacy requirements. Each employee training certification statement shall be provided to the Board of Education.

Unless written consent has been given by the student’s parent (or the student if over 18 years of age) the school may only share student education records with or allow access to such records by those school employees included on the list of employees authorized to access student education records.

[Utah Code § 53E-9-204 \(2019\)](#)



### **Access by Parents—**

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

### **Transcripts and Transfers of Records—**

A school shall request a certified copy of a transfer student's record, directly from the transfer student's previous school, within fourteen (14) days after enrolling the transfer student unless the student is a military child (see below).

The District shall promptly forward education records upon request to officials of other schools or school systems in which the student intends to enroll within thirty (30) school days of the request, unless the student is a military child (see below).

[Utah Code § 53G-6-604 \(2018\)](#)

### **Military Child's Records—**

If the parent or legal guardian of a military child requests an official education record and the school is unable to release the official education record, the school shall provide the parent or guardian of the military child with an unofficial education record.

If a school requires an official education record in order to enroll a student, the school shall enroll and appropriately place a military child based on information in an unofficial record pending validation by an official record.

A school that enrolls a military child shall request a certified copy of a military child's official education record, directly from the military child's previous school, simultaneously with enrolling the military child.

If a school receives a request to forward a certified copy of a military child's official education record, the school shall comply within ten (10) days of the request.

"Military child" means a child enrolled in kindergarten through grade 12 who is in the household of an active duty service member. (An "active duty service member" is an individual on full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders.

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

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

### **Records of a Missing Child—**

Upon notification by the Criminal Investigations and Technical Services Division of the Department of Public Safety ("division") of a missing child, the school

in which that child is currently or was previously enrolled shall flag the record of that child in a manner that whenever a copy of or information regarding the record is requested, the school is alerted to the fact that the record is that of a missing child.

The school shall immediately report any request concerning flagged records or knowledge as to the whereabouts of any missing child to the division. The school may not forward the record to the new school.

Upon notification by the division that a missing child has been recovered, the school shall remove the flag from that child's record.

[Utah Code § 53G-6-602 \(2018\)](#)

### **The Records Responsibility for Handicapped Students—**

The official responsible for ensuring the confidentiality of any personally identifiable information in handicapped student records shall be the Superintendent.

A current listing of names and positions of persons who have access to handicapped student records is maintained at the office of the Superintendent.

### **Procedure to Amend—**

Within fifteen (15) school days of the record custodian's receipt of a request to amend records, the District shall notify the parents in writing of its decision on the request and, if the request is denied, of their right to a hearing. If a hearing is requested, it shall be held within ten school days after the request is received. Parents shall be notified in advance of the date, time, and place of the hearing.

An administrator who is not responsible for the contested records and who does not have a direct interest in the outcome of the hearing shall conduct the hearing. The parents shall be given a full and fair opportunity to present evidence, and at their own expense, may be assisted or represented at the hearing. The parents shall be notified of the decision in writing within ten school days of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision. If the decision is to deny the request, the parents shall be informed that they have 30 school days within which to exercise their right to place in the record a statement commenting on the contested information and/or stating any reason for disagreeing with the District's decision.

### **Notice of Parent and Student Rights—**

*Family Education Rights and Privacy Act, 20 U.S.C. § 1232g*

The Wayne School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are eighteen (18) years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent's office is: PO Box 127, 79 N 100 W Bicknell, UT 84715

The addresses of the Principals' offices are:

Hanksville Elementary	Loa Elementary	Wayne Middle School	Wayne High School
PO Box 69	PO Box 30	PO Box 128	PO Box 217
Hanksville, UT 84734	Loa, UT 84747	Bicknell, UT 84715	Bicknell, UT 84715

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Board Members of the District, or of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a student's individual education plan; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches eighteen (18) years of age, he or she has the right to consent to release of records transfers to the student.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials such as, but not limited to, teachers' personal notes on a student that are shared only with a substitute teacher and records on former students do not have to be made available to the parents or students.

Students over eighteen (18) and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the

student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.10 per page, payable in advance. Parents may be denied copies of student's records (1) after the student reaches age eighteen (18) and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information. This information will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about his child. In connection with receiving federal funding, the District is also required by law to provide requesting military recruiters with secondary student names, addresses and telephone numbers unless the parent objects to the release of that information. (The same objection may be used for both general directory information release and release to military recruiters.) This objection must be made in writing to the Principal within ten school days after the issuance of this notice. Directory information includes: a student's name, address, telephone listing, email address, photograph, date and place of birth, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, enrollment status, dates of attendance, degrees, honors, and awards received, and most recent previous school attended.

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

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

## Education and Family Privacy

### Prohibited Disclosure or Psychological Testing—

Except as permitted below for crisis intervention, the School District prohibits the administration of any psychological or psychiatric examination, test, treatment, survey, analysis or evaluation or the obtaining or disclosing of defined information in curriculum or other school activities unless the student's parent has been given prior written notice and the School District has obtained consent as defined in this policy if such disclosure would tend to reveal information concerning the student's or a family member's:

1. political affiliation or philosophies (except as provided in Policy ECF);
2. mental or psychological problems;
3. sexual behavior, orientation or attitudes;
4. illegal, anti-social, self-incriminating or demeaning behavior;
5. critical appraisals of individuals with whom the student or family member has close family relationships'
6. religious affiliation or beliefs;
7. legally recognized privileged and analogous relationships, such as those with attorneys, medical professionals or religious clerics; and
8. income, except as otherwise required by law.

[Utah Code § 53E-9-203\(1\) \(2019\)](#)

At least two weeks before the identified information is obtained or disclosed, the parent of the affected student shall be given written notice of intent to obtain or disclose requested information, unless the matter has been reported to the Division of Family Services and the Division has asked that the information not be disclosed to the parent.

[Utah Code § 53E-9-203 \(2019\)](#)

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

1. the nature of records or information about relationships that have been requested for examination;
2. the means by which the records or information shall be examined;
3. a copy of any questions to be asked of the student in obtaining the desired survey information to be made available to the school;
4. the means by which the information shall be obtained;
5. the identity of the person(s) or entity requesting release of the information;

6. the purposes for which the records are needed;
7. a method by which the parent of a student can grant permission to access or examine the personally identifiable information.

The written notice shall also include an Internet address where a parent can view the exact survey or examination to be administered to the student. If express written consent from the parent has not been obtained authorizing the collection or release of information and documents defined above, such documents and information shall not be obtained or disclosed.

[Utah Code § 53E-9-203\(2\), \(4\) \(2019\)](#)

#### **Term of Consent—**

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

[Utah Code § 53E-9-203\(5\)\(c\) \(2019\)](#)

#### **Permitted Crisis Intervention—**

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

[Utah Code § 53E-9-203\(7\) \(2019\)](#)

## **Student Activities**

### **Extracurricular Activities—**

There is no constitutional right to participate in extracurricular activities and student government, and this policy does not create such a right.

Students who participate in student government and extracurricular activities become role models for others in the school and community. These individuals often play major roles in establishing standards of acceptable behavior in the school and community and establishing and maintaining the reputation of the school and the level of community confidence and support afforded the school. It is of the utmost importance that those involved in student government, whether as officers or advisors, and those involved in competitive athletics and related activities, whether students or staff, comply with all applicable laws and standards of behavior and conduct themselves at all times in a manner befitting their positions and responsibilities.

[Utah Code § 53G-8-209 \(2019\)](#)

### **Participation Eligibility—**

A student in grades 7-12 may participate in extracurricular activities on or off campus at the beginning of the school year.

In order to be eligible to participate in an extracurricular activity event for a grade report period following the initial grade report period of a school year, a student shall not have a recorded grade average lower than 2.0 on a scale of 4.0 in all courses for the preceding grade report period or have any failed or incomplete courses for the preceding grade report period.

### **Prohibited Conduct—**

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

1. Use of foul, abusive, or profane language while engaged in school-related activities;
2. Illicit use, possession, or distribution of controlled substances or drug paraphernalia, and the use, possession, or distribution of an electronic cigarette as defined in [Utah Code § 76-10-101](#), tobacco or alcoholic beverages contrary to law; or
3. Hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings,

forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law.

[Utah Code § 53G-8-209 \(2019\)](#)

### **Suspension from Extracurricular Activities—**

A student whose recorded report period grade average in any course is lower than 2.0 or has one F at the end of a grade report period shall be suspended from participation in any extracurricular activity event during succeeding grade report periods until the end of a grade report period during which the student achieves a course grade average for that grade report period of at least 2.0 in each course. This suspension shall become effective seven days after the last day of the grade report period during which the grade lower than 2.0 was earned.

### **Students with Disabilities—**

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

### **Out-of-School Practice—**

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

### **Limit on Suspension—**

A student may not be suspended under this provision during the period in which school is recessed for the summer or during the initial grade reporting period of a regular school term on the basis of grades received in the final grade report period of the preceding regular school term.

### **Reinstatement to Extracurricular Activities—**

At the end of any grade report period in which a student attains a course grade average for that period of 2.0, and no F's, or more in each course taken, any suspension from participation in extracurricular activities and/or suspension from out-of-school practice for extracurricular activities shall be removed.

### **Practice and Performance—**

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

### **Classes—**

Schools shall not schedule full-year physical education or athletic fitness and movement classes for specific school teams. In schools where in-season fitness and movement classes are scheduled, the classes shall not be used to violate the



starting and stopping dates for practice and competitive play as prescribed by the UHSAA. High school competitive sports programs shall be supplementary to the high school curriculum.

[Utah Admin. Rules R277-605-2 \(December 8, 2016\)](#)

Athletic classes conducted for specific school teams shall not be scheduled throughout the regular school day. First and last period athletic assignments may not preclude a coach from teaching a full load of classes during the school day.

#### **Off-Season Clinics—**

Required or voluntary participation in summer or other off-season sports clinics, workshops, and leagues may not be used as criteria for team membership or for the opportunity to try out for team membership. School personnel, activity leaders, coaches, advisory and other personnel shall not require students to attend out-of-school camps, clinics or workshops for which the personnel, activity leaders, coaches or advisory personnel receive remuneration from a source other than the school or district in which they are employed.

A summer workshop or clinic conducted by a school for any sport or activity shall be scheduled and held consistent with UHSAA bylaws and policies.

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

#### **Supervision—**

Coaches and other designated school leaders shall diligently supervise players at all times while on school-sponsored activities, including during the activity itself, in locker rooms, seating areas, eating establishments, lodging facilities and during travel. Coaches and school leaders accompanying school players and teams shall at no time leave them unsupervised. Coaches, assistants, and advisers shall not permit hazing, demeaning, or assaultive behavior (whether consensual or not), including behavior involving physical violence, restraint, improper touching, inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law.

[Utah Admin. Rules R277-605-3\(1\), \(3\) \(December 8, 2016\)](#)

#### **Example—**

A coach or other designated school leader shall not participate in the use of alcoholic beverages, tobacco (including electronic cigarettes), controlled substances, or promiscuous sexual relationships while on school-sponsored activities.

[Utah Admin. Rules R277-605-3\(2\) \(December 8, 2016\)](#)

[Utah Code § 53G-8-209\(2\) \(2019\)](#)

#### **“20-day Rule”—**

The District shall not schedule, nor permit students to participate in, any school-related or school-sanctioned activities on or off campus that would require,

permit, or allow a student to be absent from class in any course more than twenty (20) times during the 180-day school year.

**Exceptions—**

The Board may allow specific exceptions to the twenty (20) absences per class limitation stated above. Such exceptions shall be made only on behalf of individual students who are competing in post-district competitions sponsored by organizations approved by the Board. The exception shall be based on circumstances that are unforeseen and that result from the student's earning the right to compete at post-district levels. Exceptions shall not exceed a total of five additional absences per year. Exceptions shall not be granted to allow students who have not earned the right to compete at the post-district level to participate in more district-level activities than permitted under the twenty (20) absences per class limitation.

**Definitions—**

Definitions of curricular, co-curricular, and extracurricular activities shall be as follows:

1. Curricular activities occur within the regular school day and constitute the delivery of instruction to students in the District.
2. Co-curricular activities are an extension of classroom instruction in which participation is by the entire class or a significant portion thereof. They relate directly to, and enhance student learning of, essential elements through participation, demonstration, illustration, and observation. Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other educational professional such as a librarian, school nurse, counselor, or administrator. Students suspended from extracurricular activities because of a grade(s) below 2.0 or any failed courses shall not be prevented from participating in after-school co-curricular activities. Absences for participation in co-curricular activities that require a student to miss a class other than the sponsoring class or course shall be counted under the 20-day rule.
3. Extracurricular activities are school-sponsored activities that are not directly related to instruction of the essential elements, but that may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities.

## **STUDENT ACTIVITIES:**

### ***Non-enrolled District Students' Participation in Extracurricular Activities***

#### **Definitions—**

The following definitions apply for purposes of this policy:

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

[Utah Code § 53G-6-703 \(2019\)](#)
2. "Competitive extracurricular activities" means
  - a. an interscholastic competition of athletic teams sponsored and supported by a public school; or
  - b. an interscholastic contest or competition for music, drama, or forensic groups or teams sponsored and supported by a public school.

[Utah Code § 53G-6-703 \(2019\)](#)
3. "Online education" means the use of information and communication technologies to deliver educational opportunities to a student in a location other than a school.

[Utah Code § 53G-6-705\(1\)\(a\) \(2019\)](#)
4. "Online student" means a student who participates in an online education program sponsored or supported by the State Board of Education, a school district, or a charter school and who generates funding for the school district or school under Utah Code § 53F-2-102(7) and State Board of Education Rules.

[Utah Code § 53G-6-705\(1\)\(b\) \(2019\)](#)
5. "Qualifying online student" means an online student seeking to participate in competitive extracurricular activities at a district school:
  - a. within the attendance boundaries of which the student's custodial parent resides; or

- b. from which the on-line student withdrew for the purpose of participating in an on-line education program.

[Utah Code § 53G-6-705\(2\) \(2019\)](#)

- 6. “Qualifying charter school student” means a charter school student seeking to participate in competitive extracurricular activities, which are not offered at the student’s charter school, at a district school:
  - a. within the attendance boundaries of which the student’s custodial parent resides; or
  - b. from which the charter school student withdrew to attend charter school; or
  - c. if the student’s charter school is located on or has Board approval to locate on the campus of that district school; or
  - d. as may be provided for in rules established by the Utah State Board of Education.

[Utah Code § 53G-6-704\(1\), \(2\) \(2019\)](#)

- 7. “Qualifying private school student” means a private school student seeking to participate in competitive extracurricular activities, which are not offered at the student’s private school, at a district school:
  - a. within the attendance boundaries of which the student’s custodial parent resides; or
  - b. from which the private school student withdrew to attend private school.

[Utah Code § 53G-6-703 \(2019\)](#)

- 8. “Qualifying home school student” means a home school student seeking to participate in competitive extracurricular activities at a district school:
  - a. within the attendance boundaries of which the student’s custodial parent resides; or
  - b. from which the home school student withdrew to attend home school.

[Utah Code § 53G-6-703 \(2019\)](#)

- 9. “Qualifying students” means qualifying home school, private school, charter school, or online students as defined above.

**Eligibility Requirements for Participation in Extracurricular Activities for Qualifying Students—**

Qualifying students who are not enrolled in District schools are eligible to participate in extracurricular activities. Schools may allow non-qualifying students who are not enrolled in District schools to participate in extracurricular activities, with the exception of competitive extracurricular activities.

Qualifying students who are not enrolled in District schools shall be eligible to participate in an extracurricular activity at a District school consistent with eligibility standards:

1. applied to a fully enrolled District school student;
2. of the District school where the qualifying student participates in an extracurricular activity; and
3. for the extracurricular activity in which the qualifying student participates.

District schools may not impose additional requirements on qualifying students to participate in an extracurricular activity that are not imposed on fully enrolled students at the District school.

[Utah Code § 53G-6-703 \(2019\)](#)

### **Eligibility Requirements for Participation in Competitive Extracurricular Activities for Qualifying Home School Students—**

Eligibility requirements based on school attendance are not applicable to a qualifying home school student.

A qualifying home school student meets academic eligibility requirements to participate in an extracurricular activity if:

1. the student is mastering the material in each course or subject being taught; and
2. the student is maintaining satisfactory progress towards achievement or promotion.

To establish a qualifying home school student's academic eligibility, a parent, teacher, or organization providing instruction to the student shall submit an academic eligibility affidavit to the principal indicating the student meets academic eligibility requirements. Upon submission of this affidavit, a qualifying home school student shall:

1. be considered to meet academic eligibility requirements; and
2. retain academic eligibility for all extracurricular activities during the activity season for which the affidavit is submitted, until:
  - a. an academic eligibility panel determines the home school student does not meet academic eligibility requirements; or
  - b. the person who submitted the academic eligibility affidavit provides written notice to the school principal that the student no longer meets academic eligibility requirements.

A home school student who loses academic eligibility pursuant to Subsection (2)(b) above may not participate in an extracurricular activity until the person who submitted the affidavit under Subsection (2)(b) provides written notice to the school principal that the home school student has reestablished academic eligibility. If a

home school student reestablishes academic eligibility as described above, the home school student may participate in extracurricular activities for the remainder of the activity season.

A person who has probable cause to believe a home school student does not meet academic eligibility requirements may submit an affidavit to the principal:

1. asserting the home student does not meet academic eligibility requirements; and
2. providing information indicating that the home school student does not meet the academic eligibility requirements.

A principal shall review the affidavit, and if the principal determines it contains information which constitutes probable cause to believe a home school student may not meet academic eligibility requirements, the principal shall request an academic eligibility panel to verify the student's compliance with academic eligibility requirements.

The District Superintendent shall appoint an academic eligibility panel to verify a home school student's compliance with academic eligibility requirements when requested by a principal. A panel shall:

1. review the affidavit and may confer with the person who submitted the affidavit;
2. request the home school student to submit test scores or a portfolio of work documenting the student's academic achievement to the panel;
3. review the test scores or portfolio of work; and
4. determine whether the home school student meets academic eligibility requirements.

If the panel determines that the home school student meets academic eligibility requirements, the student will retain academic eligibility for all extracurricular activities during the activity season for which an affidavit was submitted. A panel's determination that a home school student does not comply with academic eligibility requirements is effective for an activity season and all extracurricular activities that have academic eligibility requirements.

[Utah Code § 53G-6-703 \(2019\)](#)

### **Extracurricular Activities Fees—**

Qualifying students who participate in an extracurricular activity at a District school shall pay the same fees as required of fully enrolled District school students to participate in an extracurricular activity.

If the District imposes a mandatory student activity fee for a student enrolled in a District school, the fee may be imposed on a qualifying student who participates in an extracurricular activity at a District school if the same benefits of paying the mandatory student activity fee that are available to a fully enrolled District school

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

[Utah Code § 53G-6-703 \(2019\)](#)

All fees, including school participation fees, student participation fees and activity fees shall be paid prior to student participation. School fees for qualifying students shall be waived by the District if required under Utah law and state board of education policy. However, the student's on-line or charter school shall be responsible for payment of waived fees to the District.

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

[Utah Admin. Rules R277-494-3\(7\) \(March 9, 2016\)](#)

## **Student Rights and Responsibilities**

### ***Bullying, Cyber-bullying, Hazing, and Abusive Conduct***

**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. There is a corresponding policy applicable to employee conduct, Policy DLA, and the policies should be considered together as part of the District's bullying and hazing policy. The statutory deadline for updating the policy, including revision to include "abusive conduct," 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 student intentionally, knowingly, or recklessly committing an act or causing another individual to commit an act toward a school employee or student that:
  - a. meets one of the following:
    - 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 \(July 9, 2018\)](#)

[Utah Code § 76-5-107.5 \(2011\)](#)

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

“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\(8\) \(2019\)](#)

“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\(10\) \(2019\)](#)

### **Bullying and Abusive Conduct Prohibited—**

No student may engage in bullying of a student or school employee on school property, at a school related or sponsored event, on a school bus, at a school bus stop, or while the student is traveling to or from a school location or school related or sponsored event. No student may engage in abusive conduct.

Students who engage in bullying or abusive conduct are in violation of this policy and verified violations shall result in disciplinary action up to and including expulsion, consistent with the District’s Safe Schools policy (FHA).

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

The school or District may also report students who engage in bullying or abusive conduct to law enforcement if that is permitted by [Utah Code § 53G-8-211](#).

[Utah Code § 53G-9-605 \(2019\)](#)

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

[Utah Admin. Rules R277-613-7 \(July 9, 2018\)](#)

### **Hazing and Cyber-bullying Prohibited—**

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

Students 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 expulsion, as well as suspension or removal from a school-sponsored team or activity, including school sponsored transportation, consistent with the District's Safe Schools policy (FHA).

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 students who engage in hazing or cyberbullying to law enforcement if that is permitted by [Utah Code § 53G-8-211](#).

[Utah Code § 53G-9-605 \(2019\)](#)

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

#### **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.

Students who engage in such retaliation are in violation of this policy and are subject to disciplinary action up to and including expulsion, consistent with the District's Safe Schools policy (FHA). Anonymous reports of bullying, abusive conduct, cyber-bullying, or retaliation alone cannot constitute the basis for formal disciplinary action.

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 \(2019\)](#)

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

#### **Making a False Report Prohibited—**

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

Students who engage in making such false allegations are in violation of this policy and are subject to disciplinary action up to and including expulsion, consistent with the District's Safe Schools policy (FHA).

[Utah Code § 53G-9-605\(3\)\(d\) \(2019\)](#)  
[Utah Admin. Rules R277-613-4\(1\)\(a\) \(July 9, 2018\)](#)

### **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\(2\), \(3\), \(4\) \(July 9, 2018\)](#)

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\(3\)\(g\) \(2019\)](#)

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\(13\)](#).

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

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\(10\) \(July 9, 2018\)](#)  
[Utah Admin. Rules R277-613-5\(6\) \(July 9, 2018\)](#)

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\(4\) \(July 9, 2018\)](#)

## **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\(5\)\(b\) \(July 9, 2018\)](#)

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\(6\) \(July 9, 2018\)](#)

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 \(July 9, 2018\)](#)

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\(1\)\(b\) \(July 9, 2018\)](#)

### **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, cyber-bullying, 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\(3\) \(July 9, 2018\)](#)  
[Utah Code § 53E-9-203 \(2019\)](#)

### **Publication and Acknowledgment—**

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

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

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

### **Parental Notification of Incidents—**

The school shall notify the parent 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 of a student who threatens to commit suicide. (See Policy FDACE.) In addition, the school shall produce and

maintain a record that verifies that the parent was notified of the threats or incidents listed above. The record is a private record for purposes of the Government Records Access and Management Act.

The process for notifying a parent shall consist of:

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

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

[Utah Code § 53G-9-604 \(2019\)](#)

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

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

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

### **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.

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

**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



## **Safe Schools Alcohol and Drugs**

### **Alcohol—**

A person may not possess or drink an alcoholic beverage inside or on the grounds of any building operated by a part of the District or in those portions of any building, park, or stadium that is being used for an activity sponsored by or through the District or any part thereof. Violation of this provision is a misdemeanor.

[Utah Code § 53G-8-602 \(2018\)](#)

### **Student Offenses—**

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I through V of Section 202 of the Controlled Substances Act ([21 U.S.C. § 812](#)) and as further defined by regulation at [21 CFR § 1300.1 et seq.](#), before, during or after school hours at school or in any other school district location as defined below.

### **School District Location Defined—**

“School district location” means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

### **Guidelines—**

Compliance with this policy should be mandatory. A student who violates the terms of this policy may be suspended or expelled from school, at the discretion of the Board. Each student found in violation of this policy shall be provided with information about drug and alcohol counseling, rehabilitation, and re-entry programs available to students through the school district or otherwise. Violations of the policy on drugs and alcohol may be reported to an appropriate law enforcement agency if permitted under [Utah Code § 53G-8-211](#).

#### **1. Violations—Use or Possession**

##### **a. First Violation:**

- i. Students violating the Drugs and Alcohol Policy for the first time will automatically be placed in an alternative education program at home for a minimum of ten (10) days. Students who are participants of

teams, choirs, clubs, etc., or elected officers will give up their involvement in that extracurricular activity for the duration of the ten (10) days. They will not be allowed to attend such activities, even as a spectator. Students and their parents will have an opportunity to fulfill the ten (10) day obligation in two ways:

- ii. The student will be placed in an alternative educational program based at home for the designated ten (10) school days. Parents will be required to coordinate homework assignments with a designated school representative.
- iii. In lieu of the ten (10) day home-based alternative educational program, the student and his/her parents will enroll in an Early Intervention Drugs and Alcohol Class. The student will be able to return to regular classes the day following the first session of the class. Parents will be required to coordinate homework assignments with a designated school representative during the intervening time.

b. Second Violation:

- i. If there is a second violation of the Drugs and Alcohol Policy, the student will be placed on a home-based alternative educational program for a period of nine (9) weeks. A certificated teacher will be sent to the home for two hours once a week for the nine-week period to aid the student with his/her learning.
- ii. Any student who has a second violation of the Drugs and Alcohol Policy must submit to a written assessment for potential chemical dependence. This assessment will be conducted by a District team composed of the local school guidance specialist and a school district psychologist. Any assessment done by anyone other than this team would be at the option and expense of the parent(s). Before the student is readmitted to school, the assessment results will be presented to the parent(s) and will be forwarded to Juvenile Court if permitted under [Utah Code § 53G-8-211](#).

c. Third Violation:

- i. If any student is involved in a third violation of the Drugs and Alcohol Policy, the student will automatically be placed in a home-based alternative education program for the remainder of the school year.

2. Violations—Selling or Distributing

a. First Offense:

- i. Because of the seriousness of the offense, a student selling and/or delivering alcohol or other illegal substances shall be automatically placed in a home-based alternative educational program for a period of nine (9) weeks.

- ii. Before the student is re-admitted to school, he/she must submit to a written assessment for potential chemical dependence. This assessment will be conducted by a District team composed of the local school guidance specialist and a school district psychologist. Any assessment done by anyone other than this team would be at the option and expense of the parent(s). The assessment results will be presented to the parent(s) and will be forwarded to Juvenile Court if permitted under [Utah Code § 53G-8-211](#).
  - b. Second Offense:
    - i. Any second offense for selling and/or delivering alcohol or other illegal substance will automatically place a student in a home-based alternative educational program for the remainder of the school year.
3. Alternative Education
  - a. Students who violate the Drug and Alcohol Policy will be placed in alternative education programs as outlined under items 1 and 2. If the designated number of days or weeks of alternative education cannot be completed by the end of the school year, the alternative education program is to be completed at the beginning of the next school year.
4. Repeat Offenders
  - a. Records will be maintained on all violations of the Drug and Alcohol policy. A student with more than one violation on record will be considered a repeat offender whether the first offense was committed in the current school year or in any prior school year.
5. Removal from Campus
  - a. During the time a student is on the home-based alternative educational program, he/she is not to be on campus or be a spectator or participant or attend any extra-curricular activity sponsored by the school. If a senior student is placed on the home-based alternative educational program for violation of the Drugs and Alcohol Policy and that placement coincides with the end of school, he/she will not be allowed to participate in graduation exercises. The diploma will be awarded upon completion of the home-based alternative educational program and all other graduation requirements.
6. Students in Elected Positions
  - a. Students in elected leadership positions or representing the school through current extracurricular activities who violate this policy are subject to its guidelines regardless of the time or location of the violation. Students found in violation of this policy will also be subject to the due process under the school district's policy.
7. Disclosure

- a. Utah state law requires teachers and school personnel to disclose information of suspected chemical and alcohol abuse to the parent. Personnel will complete the Suspected Abuse Report form and submit it to the appropriate school administrator for referral to the parent.

[Utah Code § 53G-8-502 \(2018\)](#)

[Utah Code § 53G-8-503 \(2019\)](#)

- b. The purpose of disclosure will be to make parents aware of potential problems and dangers associated with substance abuse.
- c. The disclosure will review student behavior or situations causing concern: attendance, discipline, behavior, grades, physical symptoms, and other problems that affect school performance.
- d. Disclosure will allow parents to seek help for further evaluation of the child from outside agencies.
- e. Parents will be provided with information regarding agencies providing service to adolescents: assessment counseling and treatment.
- f. In complying with Utah state law for disclosure, the school district meets this obligation to parents. The school system will not be held responsible for any financial action resulting from disclosure (assessment, treatment, or counseling). Payment for services or materials provided by chemical abuse professionals who are not school employees will be the responsibility of the parents.

## 8. Treatment

- a. In order to support the family and student when treatment is sought, the District will provide elective credit for education received during the treatment process. The treatment program must meet Utah State Division of Alcoholism and drug license qualifications.
- b. Inpatient/Day Treatment—A student may earn a maximum of one health credit for inpatient treatment under the following guidelines:
  - i. Successful completion of the treatment credit will be awarded on the same basis as academic credit (90 hrs. equals 1/2 credit).
  - ii. A maximum of five and one-half (5 ½) hours per day may be counted.
- c. Aftercare—After completion of the treatment program, a student may earn one elective health credit for participation in an approved aftercare program. The following condition must be met:
  - i. A maximum of one credit hour may be earned. This credit will be recorded as one elective health credit.
  - ii. Credit will be awarded on the same hourly basis as academic credit. (90 hours equals ½ credit).

- iii. Students must submit a schedule of aftercare programs and verification of regular attendance.

**Notice—**

The following notice shall be provided to all students of the District:

*YOU ARE HEREBY NOTIFIED that use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful and that it is a violation of the policy of this school district for any student to distribute, dispense, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance as defined in Schedules I through V of Section 202 of Controlled Substances Act ([21 U.S.C. § 812](#)) and as further defined by regulation at 21 C.F.R. 1308.11 through 1308.15, before, during or after school hours, at school or in any other school district location as defined below.*

*"School district location" means in any school building and on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or other school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, or during any period of time when the student is under the supervision of school district personnel or otherwise engaged in a school district activity.*

*Any student who violates the terms of the school district's Drug and Alcohol Policy is subject to the discipline outlined in the school district's policies including all disciplinary sanctions consistent with local, state and federal law, up to and including expulsion and referral for prosecution and/or completion of an appropriate rehabilitation program.*

*YOU ARE FURTHER NOTIFIED that compliance with this policy is mandatory.*

*Section 5145 of the Drug Free Schools and Community Act (Public Law 101-226).*

## **Safe Schools**

### ***Disruptive Student Behavior***

#### **Disruptive Student Behavior—**

It is a violation of District policy for a student to engage in disruptive student behavior. Disruptive student behavior includes:

1. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior, including the use of foul, profane, vulgar, or abusive language;
2. Willful destruction or defacing of school property;
3. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school;
4. Possession, control, or use of an electronic cigarette as defined by [Utah Code § 76-10-101](#), tobacco or an alcoholic beverage contrary to law;
5. The commission of an act involving the use of force or the threatened use of force which if committed by an adult would be a felony or class A misdemeanor.
6. Behavior listed below which threatens harm or does harm to the school or school property, or to a person associated with the school, or property associated with that person, regardless of where it occurs; as well as violation listed below that affect another student or staff member, or any serious violation occurring in a school building, in or on school property, or in conjunction with any school activity, including:
  - a. the possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;
  - b. the actual or threatened use of a look-alike weapon with intent to intimidate another person or to disrupt normal school activities; or
  - c. the sale, control, or distribution of a drug or controlled substance as defined in [Utah Code § 58-37-2](#), an imitation controlled substance defined in [Utah Code § 58-37b-2](#), or drug paraphernalia as defined in [Utah Code § 58-37a-3](#).
7. Hazing, demeaning, or assaultive behavior, whether consensual or not, including behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah law.

[Utah Code § 53G-8-210 \(2019\)](#)

[Utah Code § 53G-8-209 \(2019\)](#)

**Notice of Disruptive Student Behavior—**

A school principal or the principal's designee shall issue a Notice of Disruptive Student Behavior to a student, nine years of age or older, who:

1. Engages in disruptive student behavior, which does not result in suspension or expulsion, three times during the school year; or
2. Engages in disruptive student behavior, which results in suspension or expulsion, once during the school year.

The Notice of Disruptive Student Behavior shall:

1. Include a list of available resources, including a school counselor or other school representative designated to work with the student, to assist the parent in resolving the student's disruptive behavior problem before the student becomes subject to the jurisdiction of the juvenile court as discussed below;
2. Require the student and a parent of the student to meet with school authorities to discuss the student's disruptive behavior and cooperate in correcting the disruptive student behavior;
3. Outline the procedure the parent can follow to contest the notice of disruptive student behavior; and
4. Shall be mailed by certified mail to, or served on, the parent of the student.

[Utah Code § 53G-8-210 \(2019\)](#)

[Utah Admin. Rules R277-609-10 \(May 8, 2018\)](#)

A copy of the Notice of Disruptive Student Behavior and any related documentation shall be retained by the school as documentation regarding the notice.

**Habitual Disruptive Student Behavior Notice—**

A habitual disruptive student behavior notice may only be issued by the school principal, a designee of the school principal, or a truancy specialist, to a student, nine years of age or older, who:

1. Engages in disruptive student behavior, that does not result in suspension or expulsion, at least six times during the school year;
2. Engages in disruptive student behavior, that (A) does not result in suspension or expulsion, at least three times during the school year; and (B) that results in suspension or expulsion, at least once during the school year; or
3. Engages in disruptive student behavior that results in suspension or expulsion at least twice during the school year.

Within five days after the day on which a habitual disruptive student behavior notice is issued, a representative of the school district shall provide documentation, to a parent of the student who receives the notice, of the efforts to attempt to resolve

the minor's disruptive student behavior problems made by the designated school counselor or representative identified in the notice of disruptive student behavior.

[Utah Code § 53G-8-210 \(2019\)](#)



## **Visitation on Campus**

### ***Students Leaving with Adult During School Hours***

#### **Removal During School Day—**

No person shall be allowed to remove a student from school during the school day unless that person reports first to the Principal at the school's administrative offices, and one of the following circumstances is true:

1. The person positively identifies him or herself as the student's custodial parent, including identification of the person, as well as production of documentation sufficient to establish custodial rights to the child, if circumstances warrant it.
2. The person is in possession of and produces a validly issued subpoena or court order instructing the school to deliver the student to the person named in it, and the person can positively identify him or herself as the person named to receive the student in the subpoena.
3. The person is a properly identified law enforcement officer in possession of a validly issued warrant naming the student, and the Principal or his designee examines the warrant and is satisfied that the student is properly and sufficiently identified.

## **Public Information Program**

### **Public Records**

#### **Policy Purpose—**

This policy is adopted pursuant to the Government Records Access and Management Act [Utah Code § 63G-2-701](#) (“GRAMA”) and applies to District records relating to information practices, including classification, designation, access, denials, segregation, appeals, management, retention, and amendment of documents. [Note: Upon adoption, a school district GRAMA policy must be filed with the state archives within 30 days of the policy’s effective date.]

[Utah Code § 63G-2-701 \(2019\)](#)

#### **Privileged Document—**

The District reserves the right to claim a privilege with respect to all documents which are subject to attorney work product, attorney-client, physician-patient, psychiatrist-patient or other statutory privilege.

#### **Appropriate Requester of Records—**

Every person has the right to inspect a public record free of charge and the right to copy a public record in compliance with the terms of this policy. (There are some restrictions applicable to persons confined in correctional facilities after conviction.) The procedure for requesting a record is set forth below. A “public record” generally means any record that is not private, controlled, or protected. However, a “public record” does not include a record to which access is restricted pursuant to a court rule, a federal regulation, another statute, or records to which access is restricted or governed as a condition of participation in a state or federal program or for receiving state or federal funds.

For purposes of this policy, “records” do not include: temporary drafts or other materials prepared for the originator's personal use or for the personal use of another, personal notes, notes kept in personal journals, diaries or other day timers, notes of informal observations, notes of evaluations or materials owned by the originator in his or her private capacity, documents relating to the Board of Education’s actions in a quasi-judicial capacity, books or other items catalogued in District libraries, copyrighted material (unless copyrighted by a government entity), or computer programs or software. In addition, GRAMA does not apply to District documents and information relating to security plans; security codes, combinations, and passwords; passes and keys; security procedures; and building and public works designs to the extent that those relate to ongoing security measures.

[Utah Code § 63G-2-204\(1\) \(2019\)](#)

[Utah Code § 63G-2-201 \(2019\)](#)

[Utah Code § 63G-2-106 \(2008\)](#)

### **Public Records—**

Public records shall include

1. official minutes,
2. actions and decisions of the Board of Education and District Administration;
3. official District and school:
  - a. policies
  - b. contracts
  - c. accounts
  - d. employment records of former and current employees and officers to the extent they disclose only:
    - i. names
    - ii. gender
    - iii. job titles
    - iv. job descriptions
    - v. business address
    - vi. business telephone number
    - vii. gross salaries
    - viii. working hours and dates of employment
4. any other record properly identified as public in accordance with [Utah Code § 63G-2-301](#) unless the record involves information which is classified as private, controlled or protected.

Public records shall also include formal charges or disciplinary actions against a current or former employee if the disciplinary action has been completed, all time periods for administrative appeal have expired, and the charges on which the disciplinary action was based were sustained.

[Utah Code § 63G-2-301 \(2018\)](#)

### **Availability of Public Records—**

Public records shall be open for public inspection during regular office hours, subject to compliance with the procedures set forth in this policy.

### **Private Documents—**

The District hereby designates all documents identified in Utah Code [§ 63G-2-302\(1\)\(a\) through \(c\), \(g\) through \(i\), \(k\), \(u\), and 302\(2\)](#) as “private data,” including specifically but not limited to:

1. All private personnel records contained in a personnel file, applications, nominations, or recommendations for employment, advancement or appointment (with the exception of those portions of personnel records identified as public above);
2. Any formal employee evaluation signed by the employee;
3. Records showing an individual's home address, home telephone number, social security number, insurance coverage, marital status, payroll deductions, race, religion or disabilities or military status;
4. Records touching upon an individual's eligibility for unemployment benefits, social services, or welfare benefits;
5. Records touching upon an individual's personal finances, except for the compensation information identified as public above, information provided to the Board for the purpose of complying with a financial assurance requirement, or records that must be disclosed pursuant to another statute;
6. Records touching upon any individual's medical or psychological condition, past or present; or
7. Any record the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

[Utah Code § 63G-2-302 \(2019\)](#)

In addition, in determining whether a record is properly classified as private, the District shall consider and weigh any personal privacy interests, including those in images, that would be affected by disclosure of the record and any public interests served by disclosure.

[Utah Code § 63G-2-201\(15\) \(2019\)](#)

### **Student Records—**

All student records are designated as “education records” and the disclosure of such education records is not governed under GRAMA but under [20 U.S.C. § 1232g](#) and [34 CFR § 99 et seq.](#) and [34 CFR § 300 et seq.](#) The District may not release information related to educational records without parental consent, except as provided in the Family Educational Rights and Privacy Act (FERPA). See Policy FE: Student Records.

[Utah Code § 63G-2-107\(2\) \(2016\)](#)

### **Availability of Private Records—**

Upon an appropriate written request from the subject of the records, or the parent or legal guardian of an unemancipated minor who is the subject of the record, the District shall disclose private records and other private data only to:

1. the subject of the record, or

2. the parent or legal guardian of an unemancipated minor who is the subject of the private record, or
3. the legal guardian of a legally incapacitated individual who is the subject of the private record, or
4. any individual who has a power of attorney from the subject of the record, or who submits a notarized release from the subject of the record, or
  - a. his legal representative which is dated not more than ninety (90) days before the date the request is made, or
  - b. pursuant to an order of a court of competent jurisdiction to disclose such record.

[Utah Code § 63G-2-202\(1\) \(2019\)](#)

### **Controlled Records—**

A record is controlled if:

1. the record contains medical, psychiatric, or psychological data about an individual;
2. the governmental entity reasonably believes that:
  - a. releasing the information in the record to the subject of the record would be detrimental to the subject's mental health or to the safety of any individual; or
  - b. releasing the information would constitute a violation of normal professional practice and medical ethics; and,
  - c. the governmental entity has properly classified the record.

Records showing medical or psychological tests of a student may be disclosed to persons within the school district who are members of that student's individual education program (IEP) team.

[Utah Code § 63G-2-304 \(2008\)](#)

### **Availability of Controlled Records—**

Upon proper request, the District shall disclose a controlled record to:

1. a physician, physician assistant, psychologist, certified social worker, insurance provider or producer, or a government public health agency upon submission of:
  - a. a release from the subject of the record that is dated no more than 90 days prior to the date the request is made; and
  - b. a signed acknowledgment of the terms of disclosure of controlled information as provided by GRAMA; or to

2. any person to whom the record must be disclosed pursuant to a court order or legislative subpoena.

[Utah Code § 63G-2-202\(2\)\(a\) \(2019\)](#)

### **Protected Records—**

The District hereby designates as “protected data” all records identified in [Utah Code § 63G-2-305](#), including but not limited to:

1. Any document disclosing a trade secret as defined in [Utah Code § 13-24-2](#) if the person submitting that information to the District has provided the District with the information specified in [Utah Code § 63G-2-309](#);
2. commercial information or nonindividual financial information from a person if:
  - a. disclosure of that information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the District to obtain necessary information in the future;
  - b. the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and
  - c. the person submitting the information has provided the District with the information specified in [Utah Code § 63G-2-309](#);
3. Test questions or answers;
4. Any document the disclosure of which would impair procurement proceedings or give an unfair advantage to a person or entity proposing to enter into a contract with the District, except that (subject to 1 and 2 above), once the contract has been awarded, neither an unsolicited proposal nor a bid, proposal, or application submitted to the District in response to a request for bids, a request for proposals, a grant, or similar document is no longer considered a Protected document;
5. Information submitted to or by the District in response to a request for information except (subject to the restrictions noted above regarding trade secrets and commercial information) (a) after a contract directly relating to the request for information has been awarded and signed by all parties or (b) at least 2 years and 1 day have passed since the issuance of the request for information and the District has made a final determination not to enter into a contract that relates to the subject of the request;
6. Records that would identify real property or the appraisal or estimated value of real or personal property, including intellectual property, under consideration for acquisition by the District before any rights to the property are acquired unless:
  - a. Public interest in obtaining access to the information outweighs the District’s need to acquire the property on the best terms possible;

- b. The information has already been disclosed to persons not employed by or under a duty of confidentiality to the District;
  - c. In the case of records identifying the property, potential sellers of the property have already learned of the District's plans to acquire the property;
  - d. In the case of records identifying the appraisal or estimated value of the property, the potential sellers have already learned of the District's estimated value of the property; or
  - e. The property the District is considering acquiring is a single-family residence and the District has initiated negotiations to acquire the property under [Utah Code § 78B-6-505](#);
7. Records prepared in contemplation of the sale, exchange, lease, rental or other compensated transaction of real or personal property (including intellectual property), which if disclosed prior to completion of the transaction would reveal the appraised or estimated value of the property unless:
    - a. The public interest in access outweighs the interests in restricting access, including the District's interest in maximizing the financial benefit of the transaction; or
    - b. When prepared by or on behalf of the District, appraisals or estimates of the value of the subject property have already been disclosed to persons not employed by or under a duty of confidentiality to the District;
  8. Records created or maintained for administrative enforcement purposes or audit purposes or for discipline purposes if release of the records could reasonably be expected to interfere with investigations undertaken for discipline purposes, could reasonably be expected to interfere with audits or disciplinary proceedings, would create a danger of depriving a person of a right to an impartial hearing, or reasonably could be expected to disclose investigative or audit techniques, procedures, policies, or orders not generally known if disclosure would interfere with audit efforts;
  9. Any record that may jeopardize the life or safety of an individual if disclosed;
  10. Any records which may jeopardize the security of District property or programs;
  11. Records that are subject to the attorney client privilege;
  12. Records touching upon issues of actual or potential litigation;
  13. Records prepared for or by an attorney, consultant, surety, indemnitor, insurer, employee, or agent of District for, or in anticipation of, litigation or a judicial, quasi-judicial, or administrative proceeding;
  14. Drafts, unless otherwise classified as public;

15. Records touching upon collective bargaining strategy or strategy about imminent or pending litigation;
16. Records touching upon occurrences covered by the Division of Risk Management;
17. Records (including recordings) generated in a meeting closed in accordance with the Utah Open and Public Meetings Act;
18. Records, other than personnel evaluations, that contain a personal recommendation concerning an individual if disclosure would constitute a clearly unwarranted invasion of personal privacy, or disclosure is not in the public interest;
19. Materials to which access must be limited for purposes of securing or maintaining the District's proprietary protection of intellectual property rights including patents, copyrights, trademarks and trade secrets;

[Utah Code § 63G-2-305 \(2019\)](#)

#### **Availability of Protected Records—**

Upon proper request, the District shall disclose a protected record to:

1. the person that submitted the record;
2. any other individual who:
  - a. has a power of attorney from all persons, governmental entities, or political subdivisions whose interests were sought to be protected by the protected classification; or
  - b. submits a notarized release from all persons, governmental entities, or political subdivisions whose interests were sought to be protected by the protected classification or from their legal representatives dated no more than ninety (90) days prior to the date the request is made;
3. any person to whom the record must be provided pursuant to a court order or legislative subpoena as provided by statute.

[Utah Code § 63G-2-202\(4\) \(2019\)](#)

Exempt records include student records, which are protected by the Family Educational Rights and Privacy Act.

#### **Copyrighted or Patented Materials—**

Any document which is copyrighted, either by formal filing under federal copyright laws or by informal claim of copyright, or which is covered by a patent, trademark or other protected designation, shall not be copied or provided to any person without an order of a court of competent jurisdiction ordering such disclosure or written permission from the author of the record.

[Utah Code § 63G-2-103\(22\)\(b\)\(iv\) \(2019\)](#)

[Utah Code § 63G-2-305\(36\) \(2019\)](#)



## **Sharing Records—**

The District shall provide a private, controlled, or protected record to another governmental entity, a political subdivision, a government-managed corporation, the federal government, or another state if the requesting entity:

1. is entitled by law to inspect the record; or
2. is required to inspect the record as a condition of participating in a state or federal program or for receiving state or federal funds.

The District may provide a record that is private, controlled, or protected to another governmental entity, a government managed corporation, a political subdivision, the federal government, or another state if the requesting entity:

1. serves as a repository or archives for purposes of historical preservation, administrative maintenance, or destruction;
2. enforces, litigates, or investigates civil, criminal, or administrative law, and the record is necessary to a proceeding or investigation;
3. is authorized by state statute to conduct an audit and the record is needed for that purpose;
4. is one that collects information for presentence, probationary, or parole purposes; or
5. is the Utah Legislature, a legislative committee, a member of the Legislature, or a legislative staff member acting at the request of one of these entities and the record is requested in connection with the Legislatures duties including preparation or review of a legislative proposal or legislation, appropriations, or an investigation or review by the Legislature or a legislative committee.

The District may provide a private, controlled or protected record to another governmental entity, a political subdivision, a government managed corporation, the federal government, or another state if the requesting entity provides written assurance:

1. that the record or record series is necessary to the performance of the governmental entity's duties and functions;
2. that the record or record series will be used for a purpose similar to the purpose for which the information in the record or record series was collected or obtained; and
3. that the use of the record or record series produces a public benefit that outweighs the individual privacy right that protects the record or record series.

[Utah Code § 63G-2-206 \(2019\)](#)

The District may disclose records that may evidence or relate to a violation of the law to a government prosecutor, peace officer, or auditor.

[Utah Code § 63G-2-206\(9\) \(2019\)](#)

A governmental entity, including the District, that receives a record pursuant to this policy, Sharing Records, or [Utah Code § 63-2-206](#), is subject to the same restrictions on disclosure of the record as the originating entity.

[Utah Code § 63G-2-206\(6\) \(2019\)](#)

### **Procedures—**

A person may request access to the District's records if that person meets the requirements set forth in this policy and submits a written request containing the requester's name, mailing address, daytime telephone number, a specific description of the records requested and showing the requester's status as one entitled to access to such records. Each requester shall submit a written request specifically identifying those documents requested. The request shall specifically state whether:

1. the requester seeks only to inspect the records;
2. the requester seeks to inspect and obtain copies of records; or
3. the requester seeks to have the District identify and provide copies of the requested records, without prior inspection by the requester.

In the event that copies of records are requested, the requester shall pay fees as set forth below.

### **Procedures for Electronic Records—**

In submitting the records request, the requester shall also state if the requester desires copies of the records in electronic format. Upon receipt of such a request, the District shall provide records in electronic format if otherwise appropriate under this policy and if all of the following requirements are met: (1) the District maintains the records in a format that is reproducible, (2) the record can be provided to the requester without reformatting or conversion, and (3) the electronic copy either does not disclose other records which are exempt from disclosure or the electronic records to be disclosed can be segregated from those not to be disclosed without undue expense to the District.

[Utah Code § 63G-2-201\(14\) \(2019\)](#)

### **Records Officer—**

The Superintendent shall appoint a "records officer" to work with Division of Archives and Records Service in the care, maintenance, scheduling, designation, classification, disposal, and preservation of records.

Each records officer shall, on an annual basis, successfully complete online training and obtain certification from Division of Archives and Records Service.

[Utah Code § 63G-2-103\(24\) \(2018\)](#)

[Utah Code § 63G-2-108 \(2012\)](#)

### **Access to District Records—**

A request to view District records should be addressed to the appropriate records officer during regular business hours. Individuals requesting to view records classified as “Private,” “Controlled,” or “Protected” must prove their right of access to the records through personal identification, written release from the subject of the record, power of attorney, court order or other appropriate means.

The records officer shall determine whether access to the requested records is to be granted or denied.

If the request is granted, the record shall be provided as soon as possible and not more than ten (10) business days from the date the request is received unless extraordinary circumstances as identified in [Utah Code § 63G-2-204\(6\)](#) require a longer period of time. If the requester seeks an expedited response, the time for response to the request shall be five (5) business days if the requester demonstrates that the request benefits the public rather than the requester. This public benefit is presumed if the request is made to obtain information for a story or report for publication or broadcast to the general public. The District shall promptly evaluate all requests for expedited responses and if the District determines that the requester has not demonstrated that the request is for public benefit and that the response to the request will therefore not be expedited, the District shall so inform the requester within five (5) business days of the request.

If the request is denied wholly or partly, the records officer must provide a written denial which:

1. Describes the records or parts of the records to which access is denied (provided that the description does not disclose private, controlled, or protected information);
2. Cites to the provisions of the Open and Public Meetings Act or other law or regulation exempting the record or parts of record from disclosure (provided that this does not disclose private, controlled, or protected information);
3. States that the requester has the right to appeal the denial to the superintendent;
4. States that the appeal must be made within 30 days after the denial is sent; and
5. States the superintendent’s name and business address.

The written denial is to be sent to the requester’s address or personally delivered to the requester.

[Utah Code § 63G-2-205 \(2008\)](#)

If the records are not maintained by the District, the requester should be informed that the records cannot be provided for that reason.

If the District determines that extraordinary circumstances as identified in [Utah Code § 63G-2-204\(6\)](#) require a longer time for response, the District shall notify the requester of that determination within ten business days (five for public benefit requests) and shall describe in the notice the circumstances which constitute the extraordinary circumstances and shall inform the requester when the records or shall be available or response shall be made consistent with [Utah Code § 63G-2-204\(7\)](#).

[Utah Code § 63G-2-204 \(2019\)](#)

### **Fees for Search and/or Duplication of Records—**

A fee shall be charged for the District's actual cost of duplicating a requested record and also for the personnel time in compiling and obtaining the record, which charge shall be the hourly rate of the lowest paid employee that the custodian of records determines has the necessary skill and training to perform the request.

However, no fee may be charged for:

1. the time and work required to determine whether the record is subject to disclosure (beyond that needed to retrieve the record or compiling, formatting, manipulating, packaging, summarizing, or tailoring the record as needed to meet the request, which can be charged as set out above);
2. the requester's inspecting the record; or
3. the first quarter-hour of staff time in compiling and obtaining the record.

An additional charge of \$1 shall be charged per each page of a document which has been requested to be certified.

Before beginning to process a request, the District shall require the requester to pay any past unpaid fees of the requester and shall require the payment of the estimated future fees if those are expected to exceed \$50.00.

[Utah Code § 63G-2-203 \(2016\)](#)

### **Right to Require Requester to Make Copies—**

If an appropriate requester requests to have copies of more than fifty (50) pages of records, the District may in its sole discretion provide the requester with facilities to make copies and require the requester to make copies him or herself at his or her own expense.

[Utah Code § 63G-2-201\(11\) \(2019\)](#)

### **Appeals Process—**

An appeal of an access denial may be made by the requester or by any interested party. (An "interested party" is a person other than the requester who is aggrieved by an access denial. An "access denial" is the complete or partial refusal to disclose a record or the failure to respond or to timely respond to a records request.) The requester may also appeal a denial of a request to waive fees or the records officer's determination that extraordinary circumstances exist justifying additional time for responding and the date determined for response.

[Utah Code § 63G-2-203\(6\) \(2016\)](#)

[Utah Code § 63G-2-400.5 \(2019\)](#)

[Utah Code § 63G-2-401 \(2019\)](#)

An appeal is made by filing a notice of appeal with the superintendent within 30 days after (1) the District sends or delivers the notice of denial or denies a request to waive fees, (2) the records request is considered denied because the District has not timely responded to the request, or (3) the District gives notice of the claim of extraordinary circumstances justifying a longer time for responding.

[Utah Code § 63G-2-401\(1\) \(2019\)](#)

The notice of appeal must include (1) the name, mailing address, and daytime telephone number of the requester or interested party and (2) the relief sought. The appealing party may also file a short statement of facts, reasons, and legal authority in support of the appeal.

[Utah Code § 63G-2-401\(2\), \(3\) \(2019\)](#)

If the appeal involves a record which is subject to a claim of business confidentiality, then the superintendent shall send notice of the appeal to the person claiming business confidentiality within three business days after receiving the notice of appeal (or, if the notice has to be given to more than 35 persons, as soon as reasonably possible). The superintendent shall also send notice to the appealing party of the business confidentiality claim and the schedule for deciding the appeal within three business days after receiving the notice of appeal. The business confidentiality claimant has seven business days after the superintendent sends notice to the claimant in which to submit further support of the claim of confidentiality.

[Utah Code § 63G-2-401\(4\) \(2019\)](#)

The superintendent shall rule on the appeal within ten business days of receiving the notice of appeal unless the requester or interested party demonstrates that an expedited decision benefits the public rather than the requester or interested party, in which case the superintendent shall rule on the appeal within five business days of receiving the notice of appeal. However, if the record is subject to a claim of business confidentiality, the superintendent shall rule on the appeal within twelve business days after the superintendent sends the notice of appeal to any individual asserting a claim of business confidentiality. If the superintendent does not rule on the appeal within these time periods, then the superintendent is deemed to have affirmed the access denial or the claim of extraordinary circumstances requiring additional time to respond or the extended date to respond.

[Utah Code § 63G-2-401\(5\) \(2019\)](#)

The District shall send written notice of the superintendent's decision to all participants. If the superintendent in whole or in part affirms the access denial, this notice shall state (1) that the appealing party has the right to appeal the decision to the State Records Committee or to a state district court, and (2) the name and business address of the executive secretary of the State Records Committee. The

time for filing an appeal to the State Records Committee is thirty days after the superintendent's decision is issued. However, if the issue was a claim of extraordinary circumstances or an extended response date based on extraordinary circumstances and if the superintendent does not make a decision, then the appeal to the State Records Committee may be filed within forty-five days of the original records request. If the appeal is by filing a petition for judicial review in district court, the petition must be filed within thirty days of the superintendent's decision.

[Utah Code § 63G-2-401\(7\) \(2019\)](#)  
[Utah Code § 63G-2-403\(1\) \(2019\)](#)  
[Utah Code § 63G-2-404\(1\)\(a\) \(2019\)](#)

An individual who is aggrieved by the District's classification or designation of records for GRAMA purposes (but who is not requesting access to the records) may appeal the District's action to the superintendent following these procedures. However, if the non-requesting party is the only party appealing, the decision on the appeal is to be made within thirty days of the notice of appeal.

[Utah Code § 63G-2-401\(8\) \(2019\)](#)

#### **Retention of District Records—**

The District shall adhere to the general schedule for records retention approved by the State Records Committee. Records which are not covered by the general schedule shall be submitted to the State Records Committee for scheduling.

#### **Amendment of Records—**

An individual may contest the accuracy or completeness of any public, or private, or protected record concerning him/her by requesting the School District to amend the record. However, this provision does not affect the right of access to private or protected records. This provision does not apply to records relating to title of real property, medical records, judicial case files, or any other records that the School District determines must be maintained in their original form to protect the public interest or preserve the integrity of the record keeping system.

[Utah Code § 63G-2-603 \(2008\)](#)

#### **Request to Amend—**

The request to amend shall contain the requester's name, mailing address, daytime telephone number and a brief description explaining why the specific record should be amended.

[Utah Code § 63G-2-603\(2\)\(b\) \(2008\)](#)

#### **Response—**

The School District shall issue an order either approving or disapproving the request to amend no later than thirty (30) days after the request is made. The order shall state reasons for the decision. If the request is denied, the requester may submit a written statement contesting the information in the record. The School

District shall place the statement with the record, if possible, and disclose the statement whenever the contested record is disclosed.

[Utah Code § 63G-2-603\(5\), \(6\) \(2008\)](#)

**Notice to Provider of Information—**

The District shall post a notice and explain upon request to a person who is asked to furnish information that could be classified as a private or controlled record:

1. The reasons the person is asked to furnish information that could be classified as a private or controlled record;
2. The intended uses of the information;
3. The consequences for refusing to provide the information; and
4. The reasons and circumstances under which the information may be shared with or provided to other persons or governmental agencies.

[Utah Code § 63G-2-601\(2\), \(3\) \(2008\)](#)

## **Public Complaints**

### **Presentation in hearings procedure—**

In most circumstances, citizens shall be entitled to administrative conferences and informal presentations of the complaint to the Board. Citizen complaints shall be handled as follows:

1. Complaints shall initially be discussed with the appropriate administrator within 15 calendar days of the event or action that is the subject of the complaint.
2. If the complaint is not resolved, the citizen may request a conference with the Superintendent or Superintendent's designee. Prior to the conference with the Superintendent or designee, the citizen shall submit a written complaint that includes a description of the complaint, the solution sought, and the date of the conference(s) with the administrator.
3. If the outcome of the conference with the Superintendent or designee is not to the citizen's satisfaction, the citizen may present the complaint to the Board at the next regular meeting.

The Board shall designate a portion of its regular monthly meeting to hear citizen complaints. The Board may set reasonable time limits on complaint presentation. The Board shall listen to the complaint but is not required to respond or take action on the matter unless the complaint is from an aggrieved party, as defined below.

### **Aggrieved parties—**

An “aggrieved party” is a citizen who has allegedly suffered a violation of a constitutional, statutory, or common law right, or a violation of a rule adopted by the State Board of Education or public complaint policy adopted by the Board.

### **Notice—**

An aggrieved citizen 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. Failure of the citizen to file such a request within 30 days of the claimed violation shall be deemed a waiver by the citizen of his or her rights to contest the alleged violation.

### **The hearing—**

Aggrieved parties shall, upon proper request, 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 hearings required by law. The Board shall conduct a hearing for aggrieved parties within 30 days of receipt of a written request for a Board hearing, unless the hearing is postponed by mutual consent. The Board shall notify the aggrieved citizen in writing of the time and place of the hearing.



**Executive session—**

If the complaint involves complaints or charges about an employee of the school district, the complaint shall be heard by the Board in a closed meeting unless the employee allegedly involved in the complaint requests a public meeting to review the complaint.

[Utah Code § 52-4-205\(1\)\(a\) \(2019\)](#)

**Notice of decision—**

The Board shall notify the aggrieved citizen of its decision in writing within 15 days after the hearing.

**Exceptions—**

Complaints for which other resolution procedures are provided shall be directed through those channels.

## **Parental Participation**

### **Parental involvement in the school—**

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

[Utah Code § 53E-2-303 \(2019\)](#)

## **Child Care**

### **Childcare centers in public schools—**

Upon receiving a request from a community group such as a community council, local PTA or student/parent organization, the Board may authorize the use of a part of any school building in the district to provide child care services for school aged children. The Board shall provide written public notice of its intent to authorize a childcare center. The Board shall file a copy of this Notice with the Office of Child Care within the Department of Workforce Services and the Department of Health.

[Utah Code § 53G-7-213\(1\) \(2019\)](#)

### **Approval—**

The Board may only exercise its discretion to authorize establishment of a childcare center in a public school building upon determining that the childcare center will not interfere with the building's use for regular school purposes.

The determination to open a childcare center in a school building of the District shall be made at the sole discretion of the Board.

[Utah Code § 53G-7-213\(2\) \(2019\)](#)

### **Withdrawal of approval—**

After granting approval to operate a childcare center, if the Board determines that such operation interferes with the operation or interest of the school, then it may withdraw its approval. Withdrawal of the Board's approval for operation of a child care center will be made in good faith but may be made at any time.

[Utah Code § 53G-7-213\(2\) \(2019\)](#)

### **Costs and fees—**

The Board will charge a commercially reasonable fee for the use of a school building or a part of a school building as a childcare center so that the District does not incur an expense. The fee shall include but not be limited to costs for utilities, building maintenance and administrative services supplied by the school or District and related to the operation of the childcare center. The Superintendent shall determine the amount of the fee to be charged. The amount of the fee may be changed at any time by the District to reflect increases or decreases in costs incurred by the District from the operation of the childcare center.

[Utah Code § 53G-7-213\(3\) \(2019\)](#)

### **Operation—**

The childcare facility may be operated by governmental agencies other than the District, non-profit community service groups or private providers. If competitive proposals to provide child care services are submitted, the Board will give preference to any private provider or non-profit community service groups insofar as

their proposals are judged to be at least equal to the proposal of any governmental agency in order to minimize state and district involvement.

[Utah Code § 53G-7-213\(4\) \(2019\)](#)

### **Compliance with laws, regulations and district policies—**

District involvement in the operation of the childcare facility shall be minimal. District administration shall require that the provider operate within all applicable legal requirements. Childcare centers established pursuant to this policy shall operate in compliance with State and local laws and regulations including zoning and licensing requirements and shall comply with the policies of the District.

[Utah Code § 53G-7-213\(4\)\(c\), \(8\) \(2019\)](#)

### **Priority—**

A childcare center within a public school building must make its services available to all children regardless of the residence of those children. However, if space and resources in the facility are limited, first priority shall be given to those children who reside within the school boundaries of the school where the child care facility is located and to the children of teachers and other employees of the school where the child care center is located. Second priority shall be given to those children who reside within District boundaries.

[Utah Code § 53G-7-213\(6\) \(2019\)](#)

### **Insurance—**

Prior to commencing an operation of a center, the provider must furnish proof of liability insurance which is adequate in the opinion of the Board for use of school property as a childcare center. If the District is participating in the State Risk Management Fund, it must require the provider of childcare services to comply with the applicable provisions of Title 63A, Chapter 4, Risk Management.

[Utah Code § 53G-7-213\(7\) \(2019\)](#)

### **Limited Application—**

Except for the paragraph regarding compliance with laws, regulations and District policies, this policy does not apply to child care centers established by the District within a school building if the center offers child care services primarily to children of District employees or children of students of the District.

[Utah Code § 53G-7-213\(9\) \(2019\)](#)

## **Relations with Colleges and Universities: *Teacher Education and Internships***

### **Definitions—**

“Student teacher” means a college student preparing to teach who is assigned a period of guided teaching during which the student assumes increasing responsibility for directing the learning of a group or groups of students over a period of time.

“Intern” means a teacher education student, who, in an advanced stage of preparation, usually as a culminating experience, may be employed in a school setting for a period of up to one year and receive salary proportionate to the service rendered. An intern is supervised primarily by the school system while maintaining a continuing relationship with college personnel and following a planned program designed to produce a demonstrably competent professional.

[Utah Admin. Rules R277-509-2 \(January 9, 2019\)](#)

### **District requirements—**

The District may not give an unsupervised classroom assignment to a student teacher or intern who has not received a student teacher license or intern license from the State Superintendent. The District shall verify with the State Board of Education that a student teacher or intern has the appropriate licensure. A supervising administrator must be permanently assigned to the building to which an intern is assigned.

[Utah Admin. Rules R277-509-3 \(January 9, 2019\)](#)

## **Fundraising and Donations**

### ***Private and Non-School-Sponsored Activities and Fundraising***

#### **Scope of Policy—**

This policy applies to all District administrators, licensed educators, staff members, students, organizations, volunteers and individuals who initiate, authorize, or participate in fundraising events or activities for school-sponsored events; or receive, authorize, accept, value, or record donations, gifts, or sponsorships for the District or individual schools. It is expected that in all dealings, District and school employees will act ethically, consistent with the District's ethics training, the Utah Educators' Standards ([R277-515](#)), the Public Officers' and Employees' Ethics Act ([Utah Code § 67-16-1 et seq.](#)), and State procurement law ([Utah Code § 63G-6a-101 et seq.](#)).

#### **Definitions—**

“School-sponsored” for purposes of this policy means activities, fundraising events, clubs, camps, clinics, or other events or activities that are authorized by the District or individual school(s) that also satisfy one or more of the following criteria. The activity:

1. Is managed or supervised by the District or a District school, or District or District school employee.
2. Uses the District's or a District school's facilities, equipment, or other school resources.
3. Is supported or subsidized, more than inconsequently, by public funds, including the District's activity funds or minimum school program dollars.
4. Does not include non-curricular clubs specifically authorized and meeting all criteria of [Utah Code §§ 53G-7-704 through 707](#).

[Utah Admin. Rules R277-113-2\(15\) \(June 22, 2018\)](#)

[Utah Admin. Rules R277-113-7\(3\) \(June 22, 2018\)](#)

#### **Non-School-Sponsored Activities & Fundraisers—**

Activities, clubs, groups and their associated fundraisers or other activities that are not school-sponsored or groups, clubs, sports, and programs that are not managed by District employees are deemed to be non-school-sponsored. Non-school-sponsored activities may:

1. NOT use the school's or District's name without express District permission.

2. NOT use the District's facilities, equipment, and other assets or staff unless a facilities use agreement is initiated and approved. These agreements should follow District policy for other facilities use agreements.
3. NOT utilize District employees (in their official capacity) and other resources to supervise, promote, and otherwise staff the activity or fundraiser.
4. NOT be insured under a District risk management or insurance policy. Non-school-sponsored activities must provide their own insurance through a third-party insurer.
5. NOT provide additional compensation or stipends for District employees, if the activity is not substantially different from a District employee's regular job functions and duties and outside of employee's contract hours. (See District employee disclosure agreement below.)
6. Not co-mingle public funds and private fundraising proceeds or expenditures.
7. Not use school records to contact parents or students.

Parental notification by a District employee is required if District employees are involved in the planning, administration, advertising, or serving as staff for a non-school-sponsored activity and if District students are involved. This notification shall occur using the "Non-School-Sponsored Parent Notification" form. A copy of this form shall be submitted to the principal by the District employee prior to the event.

Funds, donations, or gifts generated through non-school-sponsored activities or events may be donated to the District or to an individual school to support specific programs, teams, groups, clubs, etc. All donations or gifts shall follow the guidance established in the District's donations and gifts policy.

Non-school-sponsored activities may work in conjunction with the District or an individual school to raise funds. The District may allow these groups to use District facilities at little or no charge in exchange for contributions or percentages of proceeds. The District may choose to provide some level of support or pay for portions of these activities. These arrangements shall be set forth in a written agreement or contract, and all transactions will be conducted as "arm's-length transactions." These agreements shall take into consideration the District's fiduciary responsibility for the management and use of public funds and assets. The terms of these contracts will be approved by the principal, the facilities use agreement approver, and the business administrator. The District will consult with its insurer or legal counsel to ensure risks are adequately considered and managed.

Non-curricular clubs specifically authorized under [Utah Code §§ 53G-7-704 through -707](#) are not considered school-sponsored.

## **Participation in Private or Non-School-Sponsored Events—**

District employees:

1. May participate in a private but public education-related activity, such as LDS seminary graduation and firesides, extracurricular travel, etc.
2. Must ensure that personal participation in activities is separate and distinguishable from the employee's public employment, official job title, or job duties.
3. May not contact students in the District using education records or information obtained through public employment unless the records or information are available to the general public.
4. May not use school time to discuss, promote, or prepare for a private or non-school-sponsored activity.
5. May offer public education-related services, programs or activities to students, provided they are not advertised or promoted during school time or using any type or amount of school resources.
6. May use school or student publications available to the general public to advertise and promote the private or non-school-sponsored activity.
7. May not require private or non-school-sponsored activities for credit or participation in school programs.
8. Must satisfy all requirements of [Utah Code § 53E-3-512](#), regarding ethical conduct standards, and [R277-107](#), regarding educational services outside of the educator's regular employment.

District employees may purchase advertising space to promote private or non-school-sponsored events in the same manner as the general public. The District employee's employment and experience can be used to demonstrate qualifications. The advertisement must specifically state that the activity is not school-sponsored. (See [R277-107-4.](#))

District employees may engage in outside employment with a private entity or other separate organizations that does not interfere with District duties or job functions. Employees must complete the District disclosure agreement annually when engaging in outside employment that is similar to the employee's official job duties or functions.

Parental notification is required if District students are recruited to participate in these activities.

District employees may not set up bank accounts for activities or fundraisers associated with District responsibilities or job functions.



District employees may not direct fees or fundraiser proceeds from school-sponsored activities to outside entities.

District employees may not direct operating expenditures to outside funding sources or groups to avoid District procurement rules (such as equipment, uniforms, salaries or stipends, improvements, maintenance for facilities, etc.).

District employees must comply with District procurement policies and procedures, including complying with competitive quotes; bid splitting; and not accepting gifts, gratuities, or kickbacks from vendors or other interested parties.

## **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\(15\)\(20189\)](#)

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

## DHA

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
<b>Knowledge</b>					
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.					
<b>Performance of Skills</b>					
1. Performs duties in an acceptable manner.					
2. Demonstrates good judgment/makes appropriate decisions.					
3. Adapts to change.					
4. Organizes work and assignments effectively.					
<b>Conduct</b>					
1. Interacts appropriately with staff, students, and patrons.					
2. Works effectively with co-workers.					
3. Effective communication skills.					
<b>Commitment to Job</b>					
1. Observes work hours/attendance.					
2. Uses time effectively.					
3. Accepts accountability for job.					
4. Demonstrates initiative.					
<b>Professional personal appearance and grooming</b>					
1. Personal hygiene, grooming and attire are appropriate.					
<b>Compliance to Wayne County School District practices and policies.</b>					
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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**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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# DMB

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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Modified: ~~14 July 2017~~ [23 May 2019](#)

# 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 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.~~ 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.~~ 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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Modified: ~~2 May 2018~~ ~~25 January~~ ~~23 May 2019~~

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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\(45\) \(August 26, 2015 July 9, 2018\)](#)

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### 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 \(August 26, 2015 July 9, 2018\)](#)

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## 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 \(July 9, 2018 August 26, 2015\)](#)

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## 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 (6<sup>th</sup> 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\(5\)\(c\) \(2018\)](#)

## 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\(4\) \(August/June 7, 20178\)](#)

### **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 \(20198\)](#)

[Utah Admin. Rules R277-533-8 \(August/June 7, 20178\)](#)

### **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~~ rating 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.

**New Hires** 08/07/2019 – 09/03/2019

Melisa Daley – assistant track coach

Hannah Knaphus – Math Aide WMS

Tina Taft – substitute teacher

Jorge Tristani – substitute teacher

Abby Wells – custodian LES

Michelle Brian – assistant VB coach

Separations and Retirements at end of FY19/ as of August 31, 2019

Kelsey Albrecht  
Kathryn Banks  
Larry Bray  
Steven Brinkerhoff  
Christina Davis  
Michele Ekker  
Christina Faddis  
Dana Henshaw  
Kathryn Hogatt  
Rachelle Jeffery  
Robyn Johnson  
Heather Okerlund  
Iris Peterson  
Diena Riddle  
Michael Riddle  
Linda Summers  
Kyle Torgerson  
Jocee Walk  
Kori Weihing  
Kaylee Wells  
Lora Bowen  
Gena Cox  
Kayle Ellett  
Ronald Rock  
Brooke Wray  
Pamela Peterson