The South Sanpete Board of Education, in collaboration with administration, faculty, staff, and the community, has developed a four-year educational vision and set two strategic long-range goals to improve the educational opportunities for all students of the South Sanpete School District.

The Board expects all educators of the District to fully support, participate, and make significant contributions toward accomplishing these goals.

1. Develop high functioning and focused Professional Learning Communities (PLC’s) within each school and between schools to improve instruction and increase student achievement.

2. Focus on more rigorous and relevant curriculum in preparing all students to be college and/or career ready.

Revised: March 9, 2011

Mission Statement

“The Mission of the South Sanpete School District is to improve student achievement by providing challenging educational opportunities for all students in an environment where they are safe and can experience success.”

Revised: January 7, 2014

Vision Statement

“Preparing Today’s Students for Tomorrow’s Challenges and Opportunities”

Adopted: February 11, 2015
I. Invocation and Patriotic Tribute

II. Citizen Dialog
   A. South Sanpete Teacher Association

III. Business Items
   A. Minutes from February 11, 2020
   B. Warrants
   C. Budget Report

IV. Items from Board Members

V. Reports
   A. Academic All State
   B. CUES Report (Jason Strate)

VI. Information
   A. Legislative Items
   B. Sterling Scholarship 2020

VII. Action Items
   A. Policy JN School Fees
   B. Fees Schedule/Spend Plan 2020/21
   C. Policy JFCI Drug and Alcohol Abuse by Student
   D. Policy JQ Service Animals for Students, Employees and Guests
   E. 150 Mile/Overnight Requests
   F. Trust Land Amendments EES
   G. Trust Land Amendments MES

VIII. Closed Meeting

Persons requesting to speak to the Board of Education in an open meeting must notify the Superintendent’s Office preferably the Friday prior to Board Meeting in order to be placed on the agenda. Resolutions of questions or responses to proposals should not be expected at this meeting. Staff or others may be asked to research and/or prepare materials, recommendations, and/or solutions for a later time. Up to thirty minutes total have been scheduled for Citizen Dialogue. Five minutes will be allotted for individual requests and ten minutes will be allotted for a spokesperson of a group. Requests to address the Board will be assigned on a first-come basis. If the Board receives more requests than allotted time permits, those requests may be scheduled for the next Board meeting. As a reminder, concerns or proposals may also be submitted in writing to the Superintendent for distribution to the Board of Education at any time.
Una

Approved

February 11, 2020

School Board Meeting
Ephraim Middle School
Ephraim, UT 84627

Meeting called to order at 3:30 p.m. by President Mark Olson.

Opening Prayer: Kim Pickett

Patriotic Tribute: Mark Olson led Board Members and those in attendance in the Pledge of Allegiance.

Board Members Present: Mark Olson, Grant Hansen, Gary Olson, Kim Pickett, and David Warren.

Others Present: Superintendent Kent Larsen, Paul Gottfredson, Ralph Squire, Andy Cox, Aaron Peterson, John Gillett, Tim Black, Mike Moon, Arlene Anderson, Yasmin Heywood, Valene Scott, Nadean Nielson-DeMill, April Christensen, George Henrie, David Ipson, Karen Soper, Jeff Bartholomew, Trevor Powell, Arleen Jensen, Gannon Jones, Chris Barlow, Julie Wilson, and Jake Hill.

Business Items

The Minutes of the January 8, 2020 Board Meeting were presented for approval. After a discussion, Kim Pickett moved to approve the Minutes as presented. David Warren seconded the motion. A vote was taken, and all voted aye. Motion passed.

Warrants #00019160 - #00019390 for $1,575,949.37 were presented for approval. Gary Olson moved to approve the Warrants as presented. Grant Hansen seconded the motion. A vote was taken, and all voted aye. Motion passed.

Paul Gottfredson, the Business Administrator, presented the Monthly Budget Report, which included a Year-To-Date Summary of Total Expenditures and Revenues, the Zions Bank Sweep Account, and the Utah Public Treasurers’ Investment Fund. After a discussion, Kim Pickett moved to approve the Monthly Budget Report as presented. David Warren seconded the motion. A vote was taken, and all voted aye. Motion passed.

Items from Board Members:
USBA Meetings, Starting School later, Mental Health, School Fees, Master Board Award.

Reports:

The newly hired Mental Health Specialist, Yasmin Heywood introduced herself to the Board and talked about her job assignment and how she is excited to help make a difference.
Information Items:

1. Legislative Items
2. Chris Barlow (Proposal for E-Sports)
3. Targeted and Supported Improvement (TSI)

Action Items:

Policy JN, “School Fees and Fee Waivers,” was read and discussed by the Board. The FY21 Fee Schedule and Spend Plans were also discussed by the Board. After a discussion, Kim Pickett moved to approve Policy JN and the FY21 Fee Schedule and Spend Plans on the first reading and to discuss it next board meeting. Gary Olson seconded the motion. A vote was taken, and all voted aye. Motion passed.

Policy JQ, “Service Animals for Students, Employees, and Guests,” was read and discussed by the Board. After a discussion, David Warren moved to approve Policy JQ on the first reading and to discuss it next board meeting. Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

Gunnison High School had one 150-Mile/Overnight Trip Request. GearUP will travel to California March 23-27, 2020. After a discussion, David Warren moved to approve the trip request. Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

Manti High School had several 150-Mile/Overnight Trip Requests. Softball to St. George March 5-7, 2020; Baseball to Kanab March 12-14, 2022; Track to Kanab March 20-21, 2020; Track to Cedar City April 24-25, 2020; MHS Math Students to Utah Rubik’s Cube Challenge in Riverdale May 8, 2022. After a discussion, Kim Pickett moved to approve the trip requests. Grant Hansen seconded the motion. A vote was taken, and all voted aye. Motion passed.

Maintenance Director Andy Cox discussed with the Board about the roofing bids to replace the entire Gunnison Valley Middle School roof and three sections on the Gunnison Valley High School roof. They are experiencing many leaks on the GVMS roof and it has reached its useful life and needs to be replaced. The sections to be replaced on the GVHS roof are in bad shape and need repair. The best bid came from All Weather Waterproofing and the amount came in at $305,000 to complete all the work. After a discussion, Kim Pickett moved to approve the roof repairs. David Warren seconded the motion. A vote was taken, and all voted aye. Motion passed.

Superintendent Kent Larsen presented to the Board the FY21 School Calendar. This calendar was voted on by the teachers and selected. After some discussion, Grant Hansen moved to approve the FY21 School Calendar. David Warren seconded the motion. A vote was taken and all voted aye. Motion passed.

David Warren moved to adjourn into Closed Session at 5:25 pm to discuss items outlined in Utah Code, Section 52-4-5. The items were: the character and professional competence of several employees. Kim Pickett seconded the motion. A vote was taken, and the following Board Members voted aye: Grant Hansen, Kim Pickett, David Warren, Gary Olson, and Mark Olson. Motion passed.

The following items were discussed in Closed Session: the character and professional competence of several employees. Gary Olson moved to adjourn from Closed Session at 7:10 pm. David Warren
seconded the motion. A vote was taken, and the following Board Members voted aye: Grant Hansen, David Warren, Kim Pickett, Gary Olson, and Mark Olson. Motion passed.

David Warren moved to approve the following individuals for employment:

**Para-educators**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Holly Pipes</td>
<td>SPED Lunch</td>
<td>EES</td>
</tr>
<tr>
<td>Heather Crane</td>
<td>SPED</td>
<td>GVES</td>
</tr>
<tr>
<td>Sharlene Otten</td>
<td>Trustlands</td>
<td>GVES</td>
</tr>
<tr>
<td>Traeson Hatch</td>
<td>SPED</td>
<td>MHS</td>
</tr>
<tr>
<td>Carrie Olvera</td>
<td>GearUP Para</td>
<td>MHS</td>
</tr>
</tbody>
</table>

**Other Hire Recommendations**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Trevor Powell</td>
<td>Assistant Superintendent</td>
<td>D.O.</td>
</tr>
<tr>
<td>Betsy Stebbing</td>
<td>Custodian</td>
<td>MES</td>
</tr>
<tr>
<td>Kirsten Christensen</td>
<td>Custodian</td>
<td>MES</td>
</tr>
<tr>
<td>Bryon Brinley</td>
<td>GearUP Tutor</td>
<td>MHS</td>
</tr>
<tr>
<td>Branden Pettit</td>
<td>GearUP Tutor</td>
<td>MHS</td>
</tr>
<tr>
<td>Kaitlyn Duncan</td>
<td>GearUP Tutor</td>
<td>MHS</td>
</tr>
<tr>
<td>Yasmin Heywood</td>
<td>Mental Health Specialist</td>
<td>D.O.</td>
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Kim Pickett seconded the motion. A vote was taken, and all voted aye. Motion passed.

David Warren moved to approve the following list of first- and second-year provisional teachers as listed below. He also moved to give tenure to third year teachers upon condition of completing their licensing requirements.

**1st Year**

1. Shonacee Bradley (EES)
2. Ronda Mattson (GVES)
3. Jessie Jones (MES)
4. Macady Anderson (MES)
5. Julie Wilson (MES)
6. Chris Jensen (GVMS)
7. Samantha Dyreng (GVMS)
8. Tiffanie Baker (GVMS/GVHS)
9. Patrick King (GVHS)
10. Landon Burke (GVHS)
11. JoDee Sharp (GVHS)
12. Troy Olsen (GVHS)
13. Tyson Moosman (GVHS)
14. Travis Story (MHS)
15. Dane Pollock (MHS)
16. Paul Christenson (CUA)
17. Lisa Burrell (CUA)
18. Jolene Huseby (CUA)
19. Adam Peterson (DO)
2nd Year
1. Coralee Wayman (EES)
2. Jennie Christensen (EES)
3. Lindsay Sterner (EES)
4. Billie Cox (EES)
5. Janika Broomhead (EMS)
6. McKay Anderson (EMS)
7. Ashlie Nelson (GVES)
8. Heather Aragon (GVES)
9. Tae’lor Thompson (GVES)
10. Laura Barlow (GVMS)
11. Jeremy Nielson (GVMS)
12. Ann Marie Davis (GVHS)
13. Dakota Frandsen (MHS)
14. Brennon Schweikart (MHS)
15. Michelle Christenson (CUA)
16. Hillary Palmer (D.O.)

3rd Year
1. Brandee Tapp (EES)
2. Sarah Parry (EES)
3. Laurie Allen (EMS)
4. Laura Lister (GVES)
5. Gabrielle Hermansen (GVHS)
6. Lori Dunne (GVHS)
7. Debbie Pike (GVMS)
8. Sheri Henningson (MES)
9. Trisha Munk (MHS)

This motion was seconded by Gary Olson. A vote was taken, and all voted aye. Motion passed.

David Warren moved to adjourn Board Meeting. Grant Hansen seconded the motion. A vote was taken, and all voted aye. Motion passed.

The next regularly scheduled Board Meeting will be held Wednesday March 11, 2020, at 3:30 p.m. at Gunnison Valley Middle School, Gunnison, UT.

Meeting adjourned at 7:12 p.m.

________________________________________
President

________________________________________
Business Administrator
Academic All State

Drill:
Lauryn Henrie  
GVHS

Girls Basketball
Berkley Peterson  
GVHS
Kaylee Dyreng  
GVHS

Wrestling
Canyen Dyreng  
GVHS

Boys Basketball
Garrett Francis  
GVHS
Central Utah Educational Services (CUES)
820 North Main Suite 3
Richfield, UT 84701
(435) 896-4469

Serving:
- **South Sanpete School District**
- **Sevier School District**
- **Juab School District**
- **Piute School District**
- **North Sanpete School District**
- **Wayne School District**
- **Tintic School District**

The Central Utah Service Center
Board of Directors

<table>
<thead>
<tr>
<th>District</th>
<th>Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td>South Sanpete School District</td>
<td>Kent Larsen</td>
</tr>
<tr>
<td>Sevier School District</td>
<td>Cade Douglas, <em>Board Chair</em></td>
</tr>
<tr>
<td>Juab School District</td>
<td>Rick Robins</td>
</tr>
<tr>
<td>Piute School District</td>
<td>Shane Erickson</td>
</tr>
<tr>
<td>North Sanpete School District</td>
<td>Sam Ray</td>
</tr>
<tr>
<td>Wayne School District</td>
<td>John M. Fahey</td>
</tr>
<tr>
<td>Tintic School District</td>
<td>Kodey Hughes</td>
</tr>
</tbody>
</table>

Director: Jason Strate
Regional Service Center Application

FY 2019

Mission Statement

Central Utah Educational Services mission is to identify needs and provide educational services that support student achievement. The center seeks to bridge gaps in services to meet the evolving and ongoing needs of the rural districts in the CUES region.

We provide expertise and assistance to ensure equitable opportunity beyond that available within each district. We identify needs and work for solutions.

Our guiding principles are:

Every student deserves an equal opportunity to learn.

Every teacher deserves every opportunity to be the most efficient and effective teacher possible.

Adapt, encourage, and seek out needs of the districts in the region

Provide a genuine and consistent contribution in a professional, pleasant, and friendly manner.

Central Utah Educational Services
820 North Main Suite 3
Richfield, Utah
phone: 435 896 4469
web: https://www.cues.k12.ut.us
Annual Performance

Report
Central Utah Educational Services (CUES)

Regional Service Center Application

FY 2019

June 30, 2019
Annual Performance Report
FY 2019

1) **Delivery of Utah Education Network Services:** CUES continued to receive funding from the Utah Education Network during FY 2019 to partially fund two positions: Network Engineer (Byron Peterson) and Technology Trainer (Brandon Harrison), CUES also added a Network Security and Data Privacy position on January 3, 2018 with the addition of Gavin Anderson.

**Byron Peterson was involved in numerous region projects during the 2018-19 school year.** Based on a security penetration test from UETN, the region continues to focus heavily on improving security and data privacy. Some of those projects include:

**AntiVirus Deployment**
- We continue providing training for our districts to best utilize the AntiVirus Deployment.

**DNS Overrides**
- DNS Overrides are in place at all districts to help improve management of content students can access on Google, YouTube and Bing.
- Along with the DNS Overrides, we have transitioned three districts to a new content filtering solution. One of those districts are actively doing SSL Decryption to improve viability for content filtering. The other two districts will start implementing this features during the summer of 2019. We expect at least one additional district to migrate to this new solution as well with the possibility of more.

**Active Directory**
- We continue working with an active directory professional to assist with the more complicated AD management/support tasks.

**Web Server**
- The CUES Region hosts websites for 6 of the 7 districts. CUES monitors the performance stability of the servers to insure a high uptime
- CUES has completed the migration of all 6 websites into our VM Architecture.

**CUES File Server**
- File Services for the CUES Office operation
Database Server
- FileMaker Pro (Servicing CUES in-house Database Needs)
- Maintain and support the in house Repair and Parts tracking component for Joomla that interfaces with our internal Filemaker Pro Database
- MySQL (Servicing CUES Regional Media, IP Management, Network Monitor and Network Room Temperature Monitor).

Regional Backup Server
- Backup Services for all Regional Servers
- Continued Deploying Veeam backup system to back up our VM’s.
- Offsite Backup Services for the CUES Region
- We maintain an HP StoreOnce storage solution at an offsite location for districts and CUES to utilize

Intelligent Management Center (IMC)
- Deploy switch updates
- Backup switch configurations
- Diagnose/Troubleshoot network issues
- We are also working with districts to utilize the System for aggregate bandwidth monitoring across our topology.

Koha Server
- Online Open Source Library Server provides library management services
- We continue assisting Piute School District in migrating their school libraries into Koha.

CUES Regional Alio Server - FIS Services for 5 Districts (3 total servers)
- Database Server - Runs Oracle DB
  - We restore the databases twice a year for backup validation
- Application Server - Runs the Website/Java code for Alio Web
- Portal Server - Runs MySQL (database) and Apache (web server) for the Employee Portal, Application Portal, and Self Service Portal

Firewall
- Continued training on both the FortiGate Firewalls and FortiAnalyzer.
- Did preliminary testing for utilizing FortiAnalyzer as our filtering log solution as we work towards utilizing the firewall as our filtering solution.

JAMF Software
- All districts that participated are going to continue with JAMF this next year. We calculate that we are saving the districts participating ~$80,000 by contracting the service as a consortium.
Tools4Ever
- District continue finding new ways to utilize the Tools4Ever solution and have starting looking at another product from the company.

VMware Cluster
- CUES has set up and maintains a VMware Cluster to optimize the use of regional hardware. By doing this, we save the districts excessive hardware costs because we are able to run multiple systems on a single piece of hardware.
- All districts have successfully deployed a VMware solution for their in house server/application needs.

To go along with all the ongoing and new projects we run for the district, we offered top notch 24/7 technical support for the CUES districts.

**Brandon Harrison was involved in numerous professional development projects during the 2017-18 school year. Some of those projects include:**

- Coordinated with the Utah STEM Action Center in integrating a “Robotics Library” in to our existing checkout catalog. The robotics received included 10 Lego Mindstorms, 10 Ozobots, as well as 5 BeeBots.
- Coordinated with Digitalis Education in providing two regional Digitarium Portable Planetarium demonstrations held in Juab and South Sanpete School Districts.
- Solicited community support to help fund the purchase of a Digitarium system.
- Participated in the Juab School District evaluation process of their elementary school Technology Specialists.
- In cooperation with UEN, USOE, and SUU, CUES continues to offer an Educational Technology Endorsement Program for regional educators. As part of the program CUES teaches 1 and 2-day in person and 6-week web-based (via Canvas) UEN classes. Seven unique UEN courses and three 12-week SUU graduate-level courses were taught to over 50 different educators, totaling to 239 total participants.
- Made arrangements for facilities, food, and presenters for the CUES region Administrators, Secretaries, and Media Specialists Trainings.
  - Media Specialist Training for all Regional Media Specialist, Sept 12, 2018. Training topics included Overdrive, AR/VR Technologies, Security Basics, Utah’s Online Library, and Research to Write. Representatives from all districts were in attendance.
  - Secretary Training and planning day for all Regional Secretaries, June 4, 2019. Training topics included an active shooter or hostile environment, Lucid Charts/Press, Adobe Spark, and Cloud storage.
- Attended and presented at the Opening Institute meetings for North Sanpete, Tintic and South Sanpete School Districts.
- Organized a district wide professional development from South Sanpete School District on September 4th, 2018, using the online program, Sched. Thirty-three PD sessions were offered, and presenters were obtained from the Utah Education Network as well as from educators within the school district.

- Organized a district wide professional development conference for Sevier School District on January 3, 2019 using the online program, Sched. 348 participants attended the 80 breakout sessions. Presenters were obtained from various institutions, like UEN and USOE, as well as other educators from within the CUES region who presented on a variety of topics, as requested by Sevier School District.

- Using the online scheduling system Sched, CUES helped provide the schedule for the Utah Rural Schools Association Conference held in Cedar City, Utah. Over 168 sessions were scheduled with presenters from entities, service centers, and school districts across Utah. 378 attendees were in attendance.

- Using the scheduling system Sched, CUES provided the scheduled for the North Sanpete professional development days on August 13 - 15. 128 attendees attended the 66 sessions.

- CUES presented 32 sessions at 13 distinct conferences/professional development days:
  - URSA, 4 sessions: zSpace X 2, Mystery Skype, and Teambuilding and PE Activities for All.
  - North Sanpete PD, 4 sessions: Canvas X 2, Blended Learning X 2
  - Piute Opening Institute, 4 session: Blended Learning, UEN Tools, ETEP and Utah’s Online Library
  - South Sanpete Tech Day, 3 session: UEN Tools and Resources X 3
  - Wayne SD PD, 3 sessions: Google Drive Basics, Adobe Spark, Utah’s Online Library
  - Sevier SD PD, 2 sessions: UEN and CUES Resources and Canvas
  - SUMS, 2 sessions: Nearpod, Internet Safety
  - UCET, 1 session: Mystery Skype
  - UELMA, 2 sessions: Book Creator and Google Forms
  - CUES Media Day, 1 session: AR/VR Technologies
  - CUES Secretary Day, 1 session: Google Stuff
  - ISTE, 1 session: Personalized Professional Development
  - C-Forum, 4 sessions: Twitter, Apple, ETEP, Google Certicaiton

- Met with State and Regional Technology Trainers 11 different times to discuss best practices, share ideas, and learn new skills to impart with our teachers.

- Coordinated region technology meetings with the Districts’ Educational Technology and Innovative Specialist where we meet to discuss Ed. Tech best practices, various technology tools, as well as technology issues and projects each is working on/with.

- Attended multiple trainings, workshops, and conferences, both in person and online, to better prepare me to assist regional districts/schools in successfully implementing technology. Attended trainings/topics include: Illuminate Learning, Adobe Create Utah, Utah Rise, Nextera, Pearson, Nearpod, LPDL, MakerSpace, DT&L, BreakoutEDU, as well as went through the CETL certification process, attended various C-Forums, the DTL Summit, ISTE CAP training, Vital Smarts “Getting Things Done!” and the BrainBlast, URSA, ISTE, conferences.
• CUES hosted the October C-Forum meeting, which focused on personalized professional development.
• CUES, along with the regional Tech Trainers, got accepted to present at the ISTE Summer Conference. The presentation proposal was “Choice and Voice in Professional Learning.”
• Attended the four day International Society of Technology Education in Philadelphia, PA, to network, as well as learn new skills, tools, and resources for technology in education.
• Taught the Friday Institute’s 5 Leadership in Blended and Digital Learning (LBDL) sessions to thirty-six Administrators from 5 school districts. In total, CUES has provided LBDL certification/Ed. Tech Endorsement to 44 regional administrators.
• CUES conducted 8 Internet safety/digital citizenship presentations within the region. Presentations were based on CIPA compliant resources from both Utah’s Netsafe and the National Netsmartz programs.
• CUES presented 9 trainings on the learning management system, Canvas, to educators focusing on technology integration, course development, and implementation.
• CUES presented 7 trainings on Google Drive and accessory applications including Gmail, calendar, hangouts, slides, docs, sheets, and forms.
• CUES presented 7 trainings on Adobe Spark, which includes Video, Pages, and Post
• CUES presented 27 trainings on other requested topics including ETEP, formative assessment, OverDrive, Nearpod, zSpace, Blended Learning, and data/security.
• CUES provided 12 trainings on CUES and UEN resources.
• CUES provided 34 WebEx sessions on Instructional Design, Educational Technology Leadership, and Educational Technology Tools.
• Presented a two-week summer workshop series offering continuing professional development in areas of most need as identified by the CUES region districts and required courses for the Educational Technology Endorsement.
• Collected evaluation data from training participants and reviewed the data to make improvement plans for future trainings.
• For the 2018-2019 school year, CUES presented over 110 formal training sessions, as well as countless informal trainings in person, over the phone, via text messaging, WebEx, and through email.
• Overall, CUES provided trainings to 3,670 participants, totaling over 8,300 participant hours.

Gavin Anderson was involved in many region projects and trainings during the 2018-2019 school year.

Gavin is our Cybersecurity Specialist. He has focused primarily on attending trainings and learning the systems that BJ currently has in place. He’s also undertaken some new security related projects on his own such as:

Nessus Pro Vulnerability Scanner
• Secure connections have been established between CUES and each district to allow the scanner full access to the network.
- Schedules have been created to automatically scan every two weeks and send the report results to the appropriate parties.
- Hundreds of vulnerabilities have been found and patched/mitigated.

**Phish Attack Simulation & Training**
- Currently in charge of a region-wide initiative to help train users to think before they click.
- Randomly through the year, teachers and staff receive controlled phishing attacks. If they fail to identify the red flags and end up clicking, they are enrolled in a short mandatory training (2-5 min.)
- One-on-one training is available for multiple “offenders” in an effort to eliminate low hanging fruit

**Masscan**
- Maintains daily external scanning to provide information about “open doors” into CUES region networks and the threats that might be associated with them.

**Graylog**
- Maintains syslog server to monitor our AD system. Graylog sends notifications for things like failed login attempts providing an additional layer of security.

**Monthly Security Meetings with All Service Centers**
- This year, we decided to meet monthly and discuss current security issues, trends, and strategies. This has been very helpful in developing our own methods and finding the right tools for the job.

**Attended Security Internship at UETN**
- Gavin spent a week with Troy Jessup and his security team observing and receiving training on common threats, best network configuration practices, and their recommendations for him on how to be most effective and helpful to the region.
- Additional internships are scheduled for the upcoming year.

**Attended DefCon in Las Vegas**
- Gavin spent 3 days receiving security recommendations from world-renowned security experts. Many of these skills and strategies have been used and implemented into systems in the CUES region.

**Provided Mandatory Security Trainings**
- 5 of our 7 school districts required that each member employed there receive Gavin’s trainings. We have seen faster and more drastic improvement in those districts that required training from CUES.

**Created Incident Response Plan**
• One of the larger projects taken on was that of creating an incident response plan or disaster recovery plan for each district to use as a template and create their own.

2) **Delivery of Higher Education Services:** CUES continued its professional development partnership with Southern Utah University, NUES, SEDC, and SESC during FY 2019 by running and partnering with other RSC’s to provide educator endorsement programs.

**ESL**
• 38 teachers participated in the 2018-19 ESL endorsement program school districts/charter schools
• 480 credits were generated

**Reading Level II**
• CUES partners with NUDES to participate in the Reading endorsement program.

**Reading Level 1**
• CUES partners with NUDES to participate in the Reading endorsement program.

**Educational Technology**
• A Technology Endorsement program is offered on a regional basis in conjunction with UEN, SUU, and USBE. CUES had 13 known teachers complete the endorsement requirements this past fiscal year, and have an additional 109 teachers enrolled and on track to complete their endorsement.
• 344 credits were generated

**Elementary Math**
• CUES partners with SEDC to participate in the Elementary Math Endorsement.

**APT**
• CUES, NUDES, SESC, and SEDC coordinated with SUU and supported an APT program.
• 48 teachers from 12 districts and charters participated
• 218 credits were generated

**Master's Program**
• Teachers who earn endorsements through the CUES program with SUU are eligible to participate in the SUU Master’s program and can include 12 credits of 5000 level endorsement courses towards a Master’s degree in Education.
3) **Coordination of Public and Higher Education Services:** CUES continues to coordinate various services for the region districts. Some of those services include:

Cooperative Purchasing

- Participating districts purchased supplies totaling $260,445.78 through the CUES cooperative purchasing program. These purchases are done in 3 groups throughout the school year.
  - Group 1 consists of paper supplies totaling - $86,735.00
  - Group 2 consists of PE/Custodial supplies totaling - $69,843.34
  - Group 3 consists of Office/School supplies totaling - $103,867.44

Fingerprinting

- CUES has helped the districts so they are able to offer background/fingerprinting services to teachers and other agencies needing LiveScan services. By applying for grants CUES has provided 4 LiveScan fingerprinting machines to the 7 Districts in the region. Sevier District has a machine, CUES office, Piute and Wayne Districts share a machine. North and South Sanpete Districts share a machine. Tintic and Juab districts share a machine. CUES office submits an annual report to Travis Rawlings at USOE detailing the use of the LiveScan. CUES office performed 124 LiveScan fingerprints from July 1, 2018 to June 30, 2019.

Media

- Provided teacher trainings and in-service on the CUES media reservation system and eMedia program and media program, trying to make sure that teachers are informed about the kits and services that CUES offers them.
- Offered a Professional Development training day to all regional librarians and computer lab tech people in October.
- Provided on-going training to all schools for the Overdrive Digital Library including the new Sora app. The CUES library had over 37,000 checkouts for the year.
- Provided teacher and student training on the Overdrive (digital eBooks) Library that CUES provides for the region. A new app(SORA) was introduced from Overdrive this year so additional instruction was required to teach the new app. We saw over a 20% increase of student usage in our digital library thru the year.
- Helped organize and arrange a 3rd annual Central Utah Secondary Art show for students in middle and high school grades in the CUES region. This year’s show was held at the Snow College Art Gallery and had over 224 entries. Next year Snow College will again join in sponsoring the show and it will be held again at Snow College Art Gallery.
- CUES has entered into an agreement with the Central Utah Regional Sterling Scholar committee to help with the annual scholarship program. Cues attended regional and state planning meetings, helped arrange judges for the program, and helped with arrangements and carrying out the awards presentation night. We prepared and distributed the
certificates to the participants and winner after the awards night, and we will take on responsibility for the finances of the program and distribute scholarship money to the colleges for the scholarship winners.

**Computer Repair Program**

- Workstation Repairs iMacs and MacBooks – 138
- Chromebooks – 245
- Printers – 2
- iPads – 550
- UPS Repairs – 2
- Keyboard Repairs – 29
- PC – 5
- Projectors – 3
- Liquid Damage Repairs – 6
- Misc Audio/Video Cables, and other small part orders – 56

CUES stayed above the regional average with Apple for our Service Excellence that we provide.

- Completed repairs on several water damaged computers that were previously unrepairable.
- Trained High School Sophomore as Intern, complete Apple ACMT Certification.
- Completed 2019 Apple ACMT Certification.

**Coordinates**

- The region hired a new position of a School Psychologist. The districts of Sevier, North Sanpete, and South Sanpete will fund this position.
- CUES received $240,000.00 from the STEM Action Center to facilitate rural educators an opportunity to earn their Elementary STEM Endorsement.
- CUES received an aggressive behavior grant from USBE for $50,000.00.
- CUES participated in an online driver’s education course. SESC runs the program for CUES and SEDC. 147 students from the CUES region have registered for the course in 2017-18
- Regional On-line Curriculum contract (Odysseyware)
- CUES held monthly technology coordination meetings with all district IT directors and specialists. Professional training from HPE, Apple, Fortinet, and Security professionals occurred at each coordination meeting.
- CUES in cooperation with UETN participated in a Security audit review. From the reports UETN will provide, the CUES region will use the information for strategic planning purposes and security improvements.
- CUES participated in an RFP with NUES and Davis SD for a Online Curriculum vendor. This new contract saved the districts $46,000.00 annually.
- CUES currently coordinates the educator endorsement program and the Master’s degree through Southern Utah University. CUES has also been involved in helping the districts
improve the number of course offerings available to their students through concurrent enrollment.

CUES participates in and advocates on behalf of region districts at various State meetings and during the legislative session.

Sheryl Vernon is working on obtaining her School Psychology Degree while also working in North Sanpete, South Sanpete, and Sevier School districts. Her working is administering and interpreting cognitive and achievement assessment for students with possible disabilities.

- Attended Fall Semester at BYU and passed her classes.
- Attended Winter Semester at BYU and passed her classes.
- Is currently attending Spring Semester at BYU.
- Sheryl has administered 80 diagnostic test in NSSD
- Sheryl has administered 110 diagnostic test in Sevier district
- Sheryl has administered 8 diagnostic test in SSSD.
Sterling Scholar 2020

**Gunnison Valley High School**

Berkley Peterson  
Trade and Tech  
Winner

Parker Judy  
Social Science  
Runner-Up

Mia Condie  
Music

Kaylee Dyreng  
Ag Science

Katelyn Cherry  
Visual Arts

Lauryn Henrie  
Dance

Garrett Francis  
English

Kavon McArthur  
Science

Brandon Tucker  
General

Lori S. Dunne  
GVHS Counselor – Tyson Bracket and Ann Marie Davis (Sterling Scholar Advisors)

**Manti High School**

Jodi Christensen  
Visual Arts

Braxton Stevens  
Trade and Technical Education

Preston Thomas  
Computer & Information Technology

Emma Allred  
Social Science

David Butler  
Agriculture Science

Zack Brown  
Speech & Drama

Emilie Lewellen  
Music

Tiffany Wayman  
Dance  
Runner-Up

Marcus Balhman  
English & Literature  
Runner-Up

Avery Sterner  
World languages  
Runner-Up

Megan Masters  
Math  
Runner-Up

Janica Baker  
Family & Consumer Science  
Runner-Up

Gracie Keisel  
General Scholarship  
Runner-Up

Jonathan Henningson  
Business & Marketing Ed.  
Winner

Emma Bean  
Science  
Winner

MHS Counselors - Kris Pogrosezowski, Amanda L Thomas  
Secretary – Melissa Lund
School Fees and Fee Waivers

Adopted: 6-8-88  
Revised: 12-14-05, 4-15-09

Purpose—

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

Policy—

1. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value as a condition to a student’s participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the South Sanpete School District Board of Education fee schedule.

2. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, SOUTH SANPETE SCHOOL DISTRICT and each school shall limit student expenditures for SOUTH SANPETE SCHOOL DISTRICT and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.

3. A school shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable the parent and student to make an informed decision prior to committing to the student’s enrollment or participation.

4. A school shall provide an opportunity for a parent to apply to have one or more fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.

5. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with SOUTH SANPETE SCHOOL DISTRICT policies and state law.

Definitions—

Definitions applicable to this policy are intended to be consistent with UAC R277-407. In the case of a discrepancy, the administrative code shall prevail.

1. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum.
2. "Curricular activity" means an activity, a course, or a program that is: 1. provided, sponsored, or supported by an LEA; and 2. conducted only during school hours.

3. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
   a. is sponsored, recognized, or sanctioned by an LEA; and
   b. supplements or compliments, but is not part of, the LEA's required program or regular curriculum.

4. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money to:
   a. provide financial support to a school or any of the school's classes, groups, teams, or programs; or
   b. benefit a particular charity or for other charitable purposes.

5. "Fundraiser," "fundraising," or "fundraising activity" may include:
   a. the sale of goods or services;
   b. the solicitation of monetary contributions from individuals or businesses; or
   c. other lawful means or methods that use students to generate funds.

6. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.

7. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.

8. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.

9. "Noncurricular club" has the same meaning as that term is defined in Section 53G-7-701.

10. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
    a. is authorized by an LEA or school, according to local education board policy; or
    b. satisfies at least one of the following conditions: a) the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by an LEA or school, or an LEA or school employee;
    c. the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, the LEA or school's facilities, equipment, or other school resources; or
    d. the activity, class, program, fund-raising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.

11. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.

12. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.

13. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.

14. "Regular school day" has the same meaning as the term "school day" described in Section R277-419-2.
15. "Requested or required by an LEA as a condition to a student's participation" means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
   a. fully participate in school or in a school activity, class, or program;
   b. successfully complete a school class for the highest grade; or
   c. avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
      d. peer pressure, shaming, stigmatizing, bullying, or the like; or
   e. withholding or curtailing any privilege that is otherwise provided to any other student.

16. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.

17. "Something of monetary value" includes:
   a. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
   b. payments made to a third party that provide a part of a school activity, class, or program;
   c. classroom supplies or materials; and
   d. a fine, except for a student fine specifically approved by an LEA for:
      i. failing to return school property;
      ii. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
      iii. improper use of school property, including a parking violation.

18. "Student supplies" means items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities.

19. "Student supplies" include:
   a. pencils;
   b. paper;
   c. notebooks;
   d. crayons;
   e. scissors;
   f. basic clothing for healthy lifestyle classes; and
   g. similar personal or consumable items over which a student retains ownership.

20. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.

Establishing a Fee Schedule—

1. “Fee” means a charge, expense, deposit, rental, or payment:
   a. regardless of how it is termed, described, requested, or required directly or indirectly;
   b. in the form of money, goods, or services; and
c. that is a condition to a student’s full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA.

2. “Fee” includes:
   a. money or something of monetary value raised by a student or the student’s family through fundraising;
   b. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
   c. payments made to a third party that provides a part of a school activity, class, or program;
   d. charges or expenditures for classroom: a. textbooks; b. supplies; or c. materials;
   e. charges or expenditures for school activity clothing; and
   f. a fine, other than a fine identified in the subsection below.

3. “Fee” does not include:
   a. a student fine specifically approved by the Board for: a. failing to return school property; or
   b. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Section 53G-8-212; or
   c. improper use of school property, including a parking violation; or
   d. a payment for school breakfast or lunch; or
   e. a deposit that is:
      i. a pledge securing the return of school property that is refunded upon the return of the school property; or
      ii. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program or
      iii. Charges associated with a student’s participation in a non-curricular club.

**Fee Setting Process**

South Sanpete School District, in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.

1. Each LEA is required to establish a “fee setting process.” The policy may but is not required to include the process for development of a proposed fee schedule for board consideration. Some LEAs use a committee process to formulate recommendations for the board. Other LEAs use administrative staff to collect information and formulate recommendations to the board. Regardless of whether the process is included in the policy itself—a standardized process must be established and consistently used. In developing a proposed fee schedule for board consideration, the following factors may be considered. A board may incorporate the factors into the policy or the procedural process as it sees fit. If placed in policy, language may read: When determining a fee proposal for Board approval, staff may consider the following factors:
   a. the school’s cost to provide the activity, class, or program;
   b. the school’s student enrollment;
   c. the median income of families: •within the school’s boundary; or •enrolled in the school;
d. the number and monetary amount of fee waivers, designated by individual fees, annually granted within the prior three years;

e. the historical participation and school interest in certain activities;

f. the prior year fee schedule;

g. the amount of revenue collected from each fee in the prior year;

h. fund-raising capacity;

i. prior year community donors; and

j. other resources available, including through donations and fundraising. The policy may allow for a fee schedule which is identical for each type of school in the LEA (elementary, middle, and high school), or may propose fees customized to the needs of each individual school. Regardless of which format is used, all school fee schedules must be approved by the governing board.

2. Board Approval of Fee Schedules and Policies.

a. The Board shall annually review the provisions of this policy.

b. Fee schedules and policies for the SOUTH SANPETE SCHOOL DISTRICT shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.

c. Adoption of SOUTH SANPETE SCHOOL DISTRICT fee schedule may not be delegated to a community council, staff member, or any other advisory committee or group.

d. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.

e. The Board shall provide notice of the meetings: to the public in accordance with the Utah Open and Public Meetings Act; and to parents and students using the same form of communication regularly used by the SOUTH SANPETE SCHOOL DISTRICT to communicate with parents, including notice by e-mail, text, flyer, or phone call.

3. Minutes of the Board meeting during which the fee and fee policies are adopted together with copies of the approved policy and fee schedule shall be kept on file and made available upon request as required by UCA 52-4-203. 7. The Board may adopt amended fee schedules after the April 1st date following the same approval process used for the original fee schedule.

Fee Schedule Requirements—

1. The Board’s adopted fee schedule shall include:

a. a specific amount for each fee;

b. if a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;

2. Beginning with the 2020-2021 school year:

a. a per student annual maximum aggregate fee amount that [LEA’s] schools may charge a student for the student’s participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year;
b. a maximum fee amount per student for each activity;
c. a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by identifying the fee’s funding uses. The fee’s corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.

3. Considerations in Setting Maximum Fees
   a. While LEAs are given wide latitude in setting fee maximums, maximums should be set to protect students and families from unreasonable expenditures in order to participate in classes, activities, or programs. Fee waivers cannot be funded by school fees. Waivers must be funded through unrestricted State revenues or other unrestricted local revenues.
   b. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.
   c. Beginning with the 2020-2021 school year, students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make-up for or cover the costs of students and families who qualify for fee waivers.
   d. In calculating the expense incurred by the SOUTH SANPETE SCHOOL DISTRICT or school in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered.
   e. Schools may notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
   f. Beginning with the 2021-2022 school year, a fee shall be equal to or less than the expense incurred by the SOUTH SANPETE SCHOOL DISTRICT or school to provide for a student activity, course, or program.
   g. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
   h. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular. The actual amount charged may be less.

Fees for Classes and Activities During The Regular School Day

1. Elementary Schools
   a. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips or for any snacks, materials, textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Subsection 2 below.
b. An elementary school or teacher may provide to a student’s parent or guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, those supplies for student use. Such a list must include the following language: “Notice: The items on this list will be used during the regular school day. They may be brought from home on a voluntary basis, otherwise, they will be furnished by the school.”

c. The school must provide any necessary school supplies not voluntarily furnished by a parent or guardian.

d. Supplemental Extended Day Kindergarten If an LEA offers extended-day kindergarten, a fee may be charged so long as the fee is on the board approved fee schedule and is fee waiver eligible. For example:
   i. In SOUTH SANPETE SCHOOL DISTRICT schools offering extended-day kindergarten, a student’s parent who voluntarily elects to enroll their student to receive additional hours of instruction beyond regular kindergarten school hours may be charged a fee.
   ii. the fee must be approved by and appear on the Board’s fee schedule.
   iii. The fee is fee waiver eligible.

2. SIXTH GRADE IN SECONDARY SCHOOLS
   a. South Sanpete sixth grade classes are housed within the Middle Schools. Middle Schools include 6-8 grade levels.

3. Secondary Schools
   a. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day if the fee is on the Board approved fee schedule.
   b. All fees are subject to the fee waiver provisions of this policy.
   c. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
   d. A school may require a secondary student to provide student supplies as defined in this policy.
   e. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing are considered a fee, and subject to fee waiver.
   f. Beginning in the 2022-2023 school year schools may not charge a fee for:
      i. a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
      ii. "Textbook" means instructional material necessary for participation in a course or program, regardless of the format of the material including:
(a) books, printed materials, and consumable workbooks; 
(b) computer hardware, software, or digital content; and
(c) cost of maintenance and replacement as a result of normal use.
(d) "Textbook" does not include instructional equipment.

g. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the LEAs fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and therefore shall be provided free of charge.

h. Schools may charge a fee for instructional equipment subject to fee waivers.
   i. "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
   ii. "Instructional equipment" includes course related tools or instruments.

i. SOUTH SANPETE SCHOOL DISTRICT may charge the cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.

Project-Related Courses—

1. In project related courses, projects required for course completion shall be free to all elementary school students and included in the approved course fee and be waivable for secondary students.

2. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.

3. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.

4. A school or teacher may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

School Activities Outside of The Regular School Day—

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

g. for elementary schools, the student’s participation in the activity does not affect a
student’s grade or ability to participate fully in any course taught during the
regular school day. Schools that provide, sponsor, or support an activity, class, or
program outside of the regular school day or school calendar are subject to the
provisions of this policy regardless of the time or season of the activity, class, or
program.

Notice to Parents—

1. Each school shall annually publish the Board’s approved fee schedule, including fee
maximums, and fee waiver policies on the school’s website in an easily accessible
location. B. The parent of each student shall be provided a copy of the fee schedule, fee
waiver policies, and the school fee documents required by Utah Administrative Code
R277-407-6 annually in the school’s registration materials and upon registration to the
parent of a student who enrolls after the initial registration period.

2. Upon request, the school shall provide printed copies of school fee schedules, waiver
policies, and documents to a parent or guardian who is unable or chooses not to access
them through the SOUTH SANPETE SCHOOL DISTRICT or school website.

3. If more than 20% of the student or parent population of SOUTH SANPETE SCHOOL
DISTRICT uses a single language other than English as their first language, SOUTH
SANPETE SCHOOL DISTRICT will publish the fee schedule and fee waiver policies in
the language of those families.

4. The administrator of a school shall make arrangements for a school or a SOUTH
SANPETE SCHOOL DISTRICT representative to meet personally with each student’s
parent or family and make available an interpreter for the parent to understand the fee
schedule and waiver policies when the student or parent’s first language is a language
other than English and SOUTH SANPETE SCHOOL DISTRICT has not published the
information in the parent’s first language.

Fee Waivers—

1. General Fee Waiver Provisions
   a. “Waiver” or “fee waiver” means a full release from the requirement or payment
      of a fee and from any provision in lieu of a fee payment.
   b. All fees are subject to fee waiver unless specifically identified as a non-waivable
      charge in this policy or UAC R277-407.
   c. A school is not required to waive a non-waivable charge.
   d. To ensure that no student is denied the opportunity to participate in a class or
      school sponsored or supported activity because of an inability to pay a fee, each
      school will provide for adequate waivers or other provisions in lieu of fee
      waivers.
   e. The process for obtaining a fee waiver, pursuing an alternative to fee waiver, or
      appealing the denial of a fee waiver shall be administered confidentially, fairly,
objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

f. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.

g. Any requirement that a student pay a fee is suspended during any period in which the student’s eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

2. Fee Waiver Eligible Charges

a. Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:

b. An activity, class, or program that is:
   i. primarily intended to serve school-age children; and
   ii. taught or administered, more than inconsequentially, by a school employee as part of the employee’s assignment.

c. An activity, class, or program that is explicitly or implicitly required:
   i. as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or
   ii. as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.

d. An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee’s official capacity.

e. Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by SOUTH SANPETE SCHOOL DISTRICT or a school including:
   i. athletic competitions;
   ii. music or theater program performances; and
   iii. parent teacher organization activities.

f. An activity or program where full participation in the activity or program includes:
   i. travel for state or national educational experiences or competitions;
   ii. debate camps or competitions; or
   iv. music camps or competitions.

g. A concurrent enrollment, CTE, or AP course.

h. Activity clothing required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts or other like clothing.

i. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.
3. Confidentially Waiving Admission Fees
   a. The South Sanpete School District will have the following options for compliance regarding confidentially:
      i. Pre-selling tickets to events from the main office. Students on fee waiver would have the opportunity to obtain free tickets from the office allowing them entrance to the event without having to disclose fee waiver eligibility to the gate attendant.
      ii. Using activity cards for students to enter school activities and events. By including the cost of activities in a student activity fee and issuing activity cards to be used for entrance at all school activities and events, students receiving a waiver of the activity fee would still receive an activity card and be granted entrance in the same manner as other students.
      iii. Other situations as approved by the Superintendent or designee.

4. Non-waivable Charges
   a. Nonwaivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.
   b. Non-waivable charges include a personal discretionary charge or purchase for:
      ii. insurance, unless the insurance is required for a student to participate in an activity, class, or program;
      iii. college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and c) a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student’s participation.
   c. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
      ii. tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
      iii. a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs;
      iv. a charge for a school breakfast or lunch;
      v. a fine for improper use of school property, including a parking violation; or
      vi. a fine for replacement of damaged or lost school property in accordance with Utah Code Ann. §53G-8-212.
   d. If the student and the student’s parent are unable to pay for damages or if it is determined by the school in consultation with the student’s parent that the student’s interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
   e. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

5. Fee Waiver Administrator
b. The principal in each school shall designate at least one person at the appropriate administrative level to act as the “Fee Waiver Administrator.” The designated individual shall:
   i. be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
   ii. work in an appropriate setting to facilitate confidential conversations and documents.

c. The Fee Waiver Administrator shall be responsible to: a) review fee waiver applications and verification documents;
   i. grant or deny fee waiver requests;
   ii. compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
   iii. report fee waiver information.

d. The Fee Waiver Administrator’s contact information will be available on the school’s website with other school fee information and in student registration materials.

e. A student may not assist in the fee waiver approval process.

6. Application Process Detail
   a. A family having more than one student enrolled in the SOUTH SANPETE SCHOOL DISTRICT’S school may submit one application which will determine eligibility for fee waivers for all students in the family. The application for fee waiver must be submitted to the school at which the oldest student is enrolled and clearly identify the names, grade levels, and schools of attendance of the other students in the family. A student must reapply for fee waiver each school year. Students may enroll in a school anytime during the school year. Additionally, family financial circumstances may change at any time. The District will provide a method for addressing change of circumstances during the school year. Example: If a student or their family experiences a change of financial circumstances so that the waiver eligibility no longer exists or that the eligibility does exist, the Fee Waiver Administrator at the student’s school may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period.

7. Fee Waiver Application Process
   a. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver. 2. The application for fee waiver shall be included on each school’s website. 3. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants. 4. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator.

8. Fee Waiver Eligibility Verification
   a. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:
a. The student’s family income qualifies under the levels set by the State Superintendent. The parent must provide verification in the form of income statements, pay stubs, or tax returns:

b. These levels are set to correspond to the income levels for the federal free lunch program.

c. All income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.

9. Optional Verification Method

a. Free Lunch Qualification: The student has qualified for the federal free lunch program and the parent provides consent for the program to share information with the school. A disclosure request form should be included with the free lunch application. This disclosure informs the parents of the following:

i. they are not required to consent to the disclosure;

ii. the information will be used to facilitate the enrollment of eligible children for fee waivers; and

iii. the decision to disclose or not disclose will not affect their children’s eligibility for free and reduced price meals or free milk. An LEA must inform the adult household member who signed the application if the LEA plans to disclose or use eligibility information outside the originating program. This may be done by issuing a general notification of potential disclosure or through a specific notification to disclose information to a program [7 CFR 245.6(h)(2)(i)].

b. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.

c. The student’s family receives Temporary Assistance for Needy Families (TANF) and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status.

d. The student is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

10. A school shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay.

b. A Fee Waiver Administrator may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.

c. An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.

d. Verification may be collected as appropriate for the situation.

Notification of Eligibility—
1. After reviewing the documentation provided by the student and the student’s parent, the Fee Waiver Administrator will approve or deny the fee waiver request.

2. The Fee Waiver Administrator shall not retain required fee waiver verification documents or copies of the verification documents but will keep the following information as a log or record:
   a. That the student’s eligibility was verified;
   b. The name and position of the person who reviewed the verification documents;
   c. The date it was verified; and
   d. The type of documentation used to verify eligibility.

3. The Fee Waiver Administrator shall maintain documentation of the following:
   a. The school year the request was submitted;
   b. The type and amount of fees requested to be waived;
   c. Whether the request was approved or denied;
   d. If approved, the type and amount of fees which were waived.

4. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student’s parent using the standardized state board fee waiver decision and appeal form.

5. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

Appeal of Fee Waiver Denial—
1. LEAs must establish a timely appeals process which includes the opportunity to appeal to the LEA or its designee. It may be a single appeal level or multiple levels depending on the size of the LEA. An example may be:
   a. A student or the student’s parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to [the principal] (should be an administrator serving at a level higher than the Fee Waiver Administrator who was not a party to the original decision] within [10] school days of receiving notice of denial.
   b. The school shall contact the parent within [two (2) weeks] after receiving the appeal and schedule a meeting with the principal to discuss the parent’s concerns.
   c. If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within [ten (10) school days] of receiving notice of denial, to the South Sanpete School District Superintendent.

Alternatives o Waivers (Service In Lieu Of Waivers)—
1. An LEA may, but is not required, to offer alternatives to waivers. When electing to offer alternatives, the policy must include provisions governing waiver alternatives. Guidance can be found in USBE school fees materials as well as in Utah Code and Utah Administrative Rule.

Collection of School Fees—
1. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee
waiver. B. A student may not collect or receive student fees from other students or parents.

2. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
   a. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or SOUTH SANPETE SCHOOL DISTRICT during the regular school day;
   b. refuse to issue a course grade; or
   c. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.

3. A school may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records. DRAFT

4. A school may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.

5. If a school's property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with 53G-8-212(2)(a).

6. Notwithstanding Subsection D, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

Graduation Ceremony and Unpaid Fees—
1. Since courts have held that the property interest which a student acquires when completing their public education is in the diploma and not in participation in the graduation ceremony, an LEA may adopt a provision in the policy which allows a school to exclude a student with unpaid fees owing from the graduation ceremony if:
   - graduation ceremonies are not part of a regular school day activity; and
   - the student and parent have received notice of anticipated exclusion (3 documented notifications with reasonable time for response suggested).

Fundraising—
2. (R277-407-10(1) and R277-113 require every LEA governing board to establish a fundraising policy)

3. Any fundraising activity must be approved and conducted in accordance with SOUTH SANPETE SCHOOL DISTRICT Fund Raising Policy.
   b. A school may not authorize, establish, or allow for required individual fundraising. 2. A school may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student’s fees.
   c. A school may allow for group fundraisers.
   d. A school shall not deny a student membership in or participation on a team or group or in an activity based on the student’s non-participation in a fundraiser.
   e. Schools seeking to use alternative methods of raising revenue must comply with SOUTH SANPETE SCHOOL DISTRICT Fundraising Policy and UAC R277-113.
Donations in Lieu of Fees—

1. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the school or SOUTH SANPETE SCHOOL DISTRICT and receipt of the donation will not affect participation by an individual student. DRAFT

2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.

3. SOUTH SANPETE SCHOOL DISTRICT level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.

4. SOUTH SANPETE SCHOOL DISTRICT may raise money to offset the cost to SOUTH SANPETE SCHOOL DISTRICT attributed to fee waivers granted to students through the SOUTH SANPETE SCHOOL DISTRICT FOUNDATION.

5. SOUTH SANPETE SCHOOL DISTRICT shall direct donations provided to the SOUTH SANPETE SCHOOL DISTRICT through the South Sanpete School District Foundation in accordance with policies governing the South Sanpete School District Foundation.

6. SOUTH SANPETE SCHOOL DISTRICT or a school may not accept a donation that would create a significant inequity among the schools within the District.

School Reporting Requirements—

1. Each school principal and SOUTH SANPETE SCHOOL DISTRICT Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.

2. The South Sanpete School District Superintendent shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:
   a. Student Fee Schedule with Spend Plan

3. School Fee Policy

4. School Fee Waiver Policy

5. Notice of Fee Waiver Criteria provided by the LEA to student’s parents

6. Each school shall maintain records and submit documentation to South Sanpete School District Administration annually of:
   a. number of students enrolled as of October 1
   b. number of students granted fee waivers
   c. dollar amount of fees waived
   d. number of students who worked in lieu of fee waivers
   e. dollar amount of fees collected from students
   f. dollar amount of fees collected from students for curricular activities
   g. dollar amount of fees collected from students for co-curricular activities
   h. dollar amount of fees collected from students for extra-curricular activities

Training—
South Sanpete School District Superintendent shall provide for annual training of SOUTH SANPETE SCHOOL DISTRICT and school employees on fee related policies enacted by the Board specific to each employee’s job function.

Penalties for Violation of School Fee Policy—

1. Disciplinary action against an LEA for violations of school fee laws and rules are contained in R277-407. Actions of LEA employees may subject the LEA to enforcement mechanisms in the rule. In order to have more local control over the process, an LEA may adopt disciplinary provisions which may be implemented at the LEA level. The following is an example:
   a. Any administrator, teacher, advisor or coach who knowingly violates the authorized fee schedule and financial policies as approved annually by the Board will be subject to disciplinary action as outlined by SOUTH SANPETE SCHOOL DISTRICT Policy.
   b. Monies collected beyond the approved fee schedule will be refunded by the school back to the individual student(s).
   c. If a school violates the authorized fee schedule and financial policy, the Board may impose the following:
      i. Issue a letter of reprimand to the individual(s) and/or school.
      ii. Restrict participation in District group or state level activities.
      iii. Drop the school from membership and prohibit participation in any or all Utah High School Activities Association (UHSAA) sponsored activities.
      iv. The principal, teacher, coach/advisor, and/or the school may be assessed a fine not to exceed $200.

REFERENCES
Utah Code Ann. §53G-8-212 – Defacing or damaging school property – Student’s liability – Work program alternative.
Utah Code Ann. Title 53G, Chapter 7, Part 5 – Student Fees
Utah Code Ann. Title 53G, Chapter 7, Part 6 – Textbook Fees
Utah Code Ann. Title 53G, Chapter 7, Part 7 – Student Clubs
Utah Code Ann. Title 53G, Chapter 7, Part 8 – School Uniforms
Utah Administrative Code R277-113 – LEA Fiscal and Auditing Policies Part 7 – School Sponsored Activities
Utah Administrative Code R277-407 – School Fees
Utah Administrative Code R277-713 – Concurrent Enrollment of High School Students in College Courses.
Permanent Injunction Civil No. 920903376
FORMS
Fee Waiver Forms (Link to USOE School Fee Forms Page)
Drug and Alcohol Abuse by Student

Adopted: 9-24-90
Amended: 9-8-00
Revised: 11-8-06
Revised: 3-13-08
Revised: 3-11-20

Philosophy

The South Sanpete Board of Education recognizes that the use, possession, distribution, or sale of tobacco, E-cigarette, alcohol, drugs, prescription drugs, controlled substances, and other similarly harmful substances, or drug paraphernalia constitute a hazard to the safety and welfare of students and faculty, and is illegal under the laws of the State of Utah.


The Board believes that tobacco, E-cigarette, alcohol and drug prevention programs are effective in providing students with an opportunity to build social skills, enhance self-concept, as well as providing information on the harmful effects of tobacco, E-cigarette, alcohol and drugs. Prevention curriculum can also assist students with the necessary skills needed for decision making toward a healthier lifestyle, including the prevention of misuse and abuse of tobacco, E-cigarette, alcohol and other drugs.

Definitions

Use, possession, sale, distribution, alcohol, drugs, controlled substances, and imitation controlled substances, shall have the meaning ascribed to them in the Utah Controlled Substances Act, The Utah Drug Paraphernalia Act, the Imitation Controlled Substances Act, and the Alcoholic Beverage Act, or any successor acts thereto of the Utah Code.

Utah Code § 53G-8-209(2) (2019)
Utah Admin. Rules R277-624-3 (January 8, 2020)

1. Parents mean natural parents, foster parents, or legal guardians.

2. Other Similar Harmful Substances mean substances such as inhalants “huffing” and/or inappropriate use of prescription or over-the-counter drugs.

3. “E-cigarette” means any electronic oral device that provides an aerosol or a vapor of nicotine or other substance and which simulates smoking through its use or through inhalation of the device, including but not limited to an oral device that is composed of a hearing element, battery, or electronic circuit and marketed, manufactured, distributed as an e-cigarette, e-cigar, e-pipe, or any other name or description if the function of the product meets this definition.
4. **School District Location** means any school building or any school premises; in 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 field trip or athletic event, where students are under the jurisdiction of the District.

5. **Year-to-year** means that violations would be counted only in the current school year and students would begin each year with a clean slate: however, if the discipline for a violation that occurred in the spring cannot be completed before school is out, it may be carried over to the next school year.

**Policy**

1. South Sanpete School District prohibits any unauthorized selling, giving, using, delivering, transferring, possessing, controlling, or distributing any tobacco, E-cigarette, alcohol, controlled substances, prescription drugs, over-the-counter medications, imitation controlled substances, and/or other similarly harmful substances, or drug paraphernalia. These actions are prohibited at any School District Location at anytime.

2. The District discourages students from taking over-the-counter or prescribed medications of any kind at school. Ideally, all medications should be taken at home before school, after school, or parents/guardians may personally bring the medication to school to give to their children. If medications are taken at school, the following rules apply:
   A. Students less than 12 years of age may not self-medicate at school; the parents/guardians of the students this age must coordinate their medication and/or treatments through the school nurse and trained school personnel who will administer the medication.
   B. Students 12 years of age or older may self-medicate, but they are restricted to have only a day’s dose in their possession.
   C. Students of any age are not allowed to self-medicate a controlled substance, e.g., Loratab, Oxycontin, Ritalin, etc. at school unless prior permission is established by the school nurse, a medical physician, and the medication is locked in the office and administered by trained school personnel.

3. Disciplinary action, independent of any police or court action, will be taken by the school or District in cases involving violations of this Policy.

4. In accordance with State Law, there will be a designated educator in each school who will receive training regarding recognition and referral of students using controlled substances, hereafter referred to as Designated Educator. Any educator who has reasonable cause to believe that a student at the public school where he/she is employed has committed a prohibited act shall immediately report the act to the school’s administrator and the Designated Educator. (Utah Code 53-22b-1 through 4)
5. The District or a school administrator may conduct searches of lockers, vehicles, desks or any other school owned facility or equipment where reasonable cause exists. Such searches may be conducted at the discretion of the Superintendent, the school principal, Designated Educator, or designee. Drug testing may also be allowed with or without parent permission if judged necessary by the Designated Educator. If a student refuses to be drug tested after the parent/guardian has agreed to have the student do so, the school administrator or designee may consider the student’s refusal to cooperate, together with other evidence and information about the incident, in deciding to proceed or not to proceed with the outlined discipline of this Policy.

6. The Designated Educator or administrator shall discuss the evidence and provide the student due process with a reasonable opportunity to respond and present relevant information. The nature of due process may depend in part on the magnitude of the violation and the penalty to be imposed.

7. Special Education students who use illegal drugs will be treated in accordance with the current Rules and Regulations for Special Education Students.

8. Any offense involving sale or distribution of a controlled substance will be treated as outlined in the Safe Schools Policy JH rather than this Policy.

9. The school system will not be held responsible for any financial action resulting from disclosure (assessment, treatment, testing, or counseling). Payment for services or materials provided by chemical abuse professionals who are not school employees will be the responsibility of the parents.

10. This Policy is generally applied on a year-to-year basis; however, the Board reserves the right to carry over past violations to subsequent school years in specific cases for habitual offenders.

11. Students may not possess, use, or distribute tobacco or tobacco products on school property or during any school activity (whether or not it takes place on school property). Students violating this prohibition are subject to discipline and shall be handled according to District Policy JHB, the local school’s policy, and Juvenile Court.

   Utah Code § 53G-8-209(2) (2019)

12. Tobacco violations shall not be subject to the disciplinary actions outlined in this Policy. They shall be handled according to District Policy JHB, the local school’s policy, and Juvenile Court.

Policy Statements
The following Policy Statements shall apply to drug and alcohol violations:
First Offense

1. Immediately attempt to notify the parents and arrange a conference with the student and parent to provide due process.

2. Report the incident to the court or law enforcement.

3. If applicable, the school may recommend that the student receive counseling. Counseling will ultimately be the decision of the courts or the parents.

4. Exclude student from participation in or attendance at any extra-curricular activities for fourteen (14) calendar days.

5. Students will be suspended from school for ten (10) school days and placed in a home-study program by the school. During this time, it shall be the parent’s responsibility to monitor the education of the student: get homework and return assignments to school. (In certain situations, the student could be assigned to in-school suspension)

6. Upon the student’s return, the Juvenile Court may exercise the right to random drug testing. If the student tests positive, he/she will then be disciplined under Subsequent Offenses.

7. A suspended student may not be re-admitted to school until the student and the student’s parent have met with the principal or Designated Educator to review the suspension and have agreed with the school’s plan to avoid recurrence of the violation resulting in suspension.

Subsequent Offenses

1. Immediately attempt to notify parents and provide due process.

2. Report the incident to the court or law enforcement.

3. Place student in a home-study setting for a period of forty-five (45) school days. The education of the student may be made through an alternative education program or continue through the school. It shall be the parent’s responsibility to facilitate and monitor this alternative education program.
4. If applicable, the school may recommend that the student receive counseling. Counseling will ultimately be the decision of the courts or the parents.

5. Exclude students from participation in or attendance at school activities and from the school grounds during the forty-five (45) days.

6. Upon the student’s return, the Juvenile Court may exercise the right to random drug testing. If the student tests positive, the student may be further disciplined under Subsequent Offenses or be excluded from school.

7. A suspended student may not be re-admitted to school until the student and the student’s parent have met with the principal or Designated Educator to review the suspension and have agreed with the school’s plan to avoid recurrence of the violation resulting in suspension.

Confiscation and Disposal of Electronic Cigarette Products

Any electronic cigarette product found in the possession or control of a student on school property or at a school activity (including such products found in student lockers, desks, or similar locations) shall be confiscated by staff and shall be destroyed or otherwise disposed of. However, if the electronic cigarette product is suspected to contain illegal controlled substances or to be used to consume illegal controlled substances, a school administrator may release the product to law enforcement as part of an investigation or action rather than destroying or destroying the confiscated product. (For purposes of this exception, nicotine or other tobacco derivatives are not considered illegal controlled substances.)

Utah Admin. Rules R277-624-3(2) (January 8, 2020)
Service Animals for Students, Employees and Guests

Adopted 2-11-20

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

Definitions

The following definitions apply in this policy:

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

   *28 CFR § 35.104*

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

3. **Direct threat** A significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices, or procedures or by the provision of auxiliary aids or services.

   *28 CFR § 35.104*

4. **Emotional support animal** A dog that is individually necessary for the emotional support, well-being, comfort, or companionship of an individual with a disability. The tasks performed by the dog must be directly related to the individual's disability.

General Standards Regarding Animals Serving Individuals with Disabilities

The South Sanpete School District is committed to providing equal access for individuals with disabilities to its programs, services, and activities, including access for service animals assisting those individuals, as required by applicable laws and regulations. While the District may establish safety requirements as needed for safe operation of its services, programs, or activities, it recognizes that such requirements must be based on actual risks and may not be based on speculation, stereotypes, or generalizations about people with disabilities.

Service Animal

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

1. The individual may be required to remove the animal from the premises if:

   a. The animal is out of control and the animal’s handler does not take effective action to control it; or

   b. The animal is not properly housebroken.
2. The school is not responsible for the care or supervision of the animal.

3. The animal must be under the handler’s control. This means a harness, leash, tether, voice control, signals, or other effective means of control.

4. Except in circumstances where the animal’s training and function is immediately apparent, the school may ask (1) if the animal is required because of a disability and (2) what work or task the animal is trained to perform. The school may not ask about the nature or extent of the individual’s disability.

5. The school shall not impose any fee or charge regarding service animals’ presence on school premises. However, in instances where individuals may be charged for damage to school property, charges may be made for damage to school property caused by service animals.

6. If the building principal recommends excluding, limiting or removing a student’s service animal for other reasons not mentioned in this policy, including but not limited to student allergies, the principal shall convene a meeting of the IEP team. At this meeting the team will discuss the reason(s) that may require the exclusion, placing of limitations or removal of the service animal and what alternative methods or actions may resolve the problem(s) presented by the service animal.

28 CFR § 35.136

Guests with a Service Animal

Guests of the School District attending school functions and events shall be allowed to be accompanied by their service animals. A guest may be asked to remove his/her service animal if the animal is not under the control and the guest does not take effective action to control it or if the animal poses a direct threat to the health or safety of others. In these situations, the guest should be given the opportunity to attend the school function/event without the service animal present.

Emotional Support Animal

The use of an emotional support animal (or “comfort animal”) is considered a request for a reasonable accommodation under the ADA or Section 504. Such a request must be supported by recent, reliable, objective medical documentation. In addition, documentation may be required to address legitimate safety requirements necessary for the safe operation of the school’s programs, services, or activities. Only domesticated animals (Service Dogs) will be considered as emotional support animals. The use of emotional support animals on school premises is also subject to the requirements and standards relating to service animals outlined above except for the limitation on inquiries.

Evaluation Prior to Denial

To the extent possible, before denying access to an animal asserted to be a service animal, or emotional support animal, District staff shall consult with the District Risk Coordinator and the Risk Coordinator shall consult with State Risk Management and as needed with District legal
counsel. If consultation is not possible, District staff shall make the access determination based on this policy and shall thereafter consult.

Questions about the application of this policy to specific circumstances or requests requiring special consideration should be directed to the District Risk Coordinator, District personnel responsible for compliance with law relating to individuals with disabilities, and as needed to District legal counsel.
# UHSAA/SSSD 150-Mile/Overnight Trip Request Form

**School**  
Manti High School

<table>
<thead>
<tr>
<th>Group's Name or Sport</th>
<th>Date(s) of Contest</th>
<th>One-Way Miles</th>
<th>Destination</th>
<th>Purpose</th>
<th>Mode of Travel (Bus, Suburban, Other)</th>
<th>Overnight (Yes or No)</th>
<th>Total # of Classes Missed</th>
<th>Number of Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gear Up</td>
<td>Mon. March 23rd-Fri. March 27th</td>
<td>Approx. 700</td>
<td>UCLA, UNLV, DSU, SUU, Snow College, BYU &amp; UVU</td>
<td>Spring Break Bus Tour</td>
<td>Commercial Bus</td>
<td>Yes (4 nights)</td>
<td>0</td>
<td>18</td>
</tr>
<tr>
<td>Gear Up</td>
<td>Fri. April 3rd-Sat. April 4th</td>
<td>160</td>
<td>SUU</td>
<td>SUU Red Riot (Recruitment Activity)</td>
<td>Suburbans</td>
<td>Yes</td>
<td>2</td>
<td>15</td>
</tr>
</tbody>
</table>

All trips must meet the requirements in Field Trips/Overnight/150 Mile Guidelines

Trip Approval and Assurance of Policy Requirements:  
Principal's Signature: 
Date: March 3rd, 2020

Date Submitted to the Board: ________________  
Approved: ________________  
Not Approved: ________________  
Date: ________________