

Board Meeting Documents
September 26, 2023

**Alpine School District Student Travel Requests
September 26, 2023**

CLUSTER	SCHOOL	GROUP	DESTINATION	DATES	NOTES
AMERICAN FORK	American Fork High School	Orchestra	Washington, D.C.	April 11-15, 2024	
	American Fork High School	Wrestling	Las Vegas, NV	Dec. 7-10, 2023	Submitted prior to 90-day deadline
	American Fork High School	Wrestling	Reno, NV	Dec. 14-17, 2023	Submitted prior to 90-day deadline
CEDAR VALLEY	Cedar Valley High School	Cross Country	Walnut, CA	Nov. 30 - Dec. 3, 2023	90-day exception letter included
	Cedar Valley High School	Dance Company	New York City, NY	March 20-24, 2024	
LEHI	Lehi High School	Cheer	Anaheim, CA	February 14-18, 2024	
	Lehi High School	Student Council	Washington, D.C.	April 17-22, 2024	
	Lehi High School	Wrestling	Reno, NV	December 14-17, 2023	Submitted prior to 90-day deadline.
LONE PEAK	Lone Peak High School	Girls Basketball	Phoenix, AZ	Dec. 17-22, 2023	Submitted prior to 90-day deadline; Exception letter for 4-days included; Approved moratorium adjustment included
MOUNTAIN VIEW	Mountain View High School	Cross Country	Mesa, AZ	November 16-19, 2023	90-day exception letter included
OREM	Orem High School	Boys Basketball	Las Vegas, NV	December 17-22, 2023	Approved moratorium adjustment included
PLEASANT GROVE	Pleasant Grove High School	Cheer	Anaheim, CA	February 15-19, 2024	
	Pleasant Grove High School	Drill Team	Anaheim, CA	March 8-12, 2024	
SKYRIDGE	Skyridge High School	Ballroom Team	Idaho Falls, ID	March 22-23, 2024	
	Skyridge High School	Cheer	Anaheim, CA	February 14-18, 2024	
WESTLAKE	Westlake High School	Choral Music	New Orleans, LA	April 17-21, 2024	
CTE	Westlake High School	Choral Music	New Orleans, LA	April 17-21, 2024	90-day exception letter included

Application For Student Travel : Entry # 300276**Submitter**

Shauna Smith

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

704 - American Fork High School

Group Requesting Trip

Orchestra

Name of School Administrator/Secretary over Student Travel

Cole Perry

Destination

Washington DC/Southern Virginia

Objective of the Trip

Prepare and Perform for a Southern University High School Invitational Festival Hosted by Southern Virginia University. Participate in a Clinic with Nationally ranked instructors. Perform in Collaborative Concert with SVU Symphony Orchestra. Visit National Monuments and Memorials in Washington DC and surrounding area.

Departure Date

Thursday, April 11, 2024

Return Date

Monday, April 15, 2024

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
41	31	72

Number of Adult Supervisors

Female	Male	Total
0	2	11

Application For Student Travel : Entry # 300276 Male

Total

Has this group been on a trip this school year?

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,500.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$1,500.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Thursday, November 9, 2034	Washington DC and South Virginia	sity Festival (High School Invitational) , Collaborative Concert with SVU, Clinic with Professional Conductor, Caverns at National Bridge, Monticello, (Thomas Jefferson Plantation) ,Attend Symphony Concert at Kennady Center , Lincoln Memorial Performance, Walking Tours of the Memorials, Visit Air and Space museum of the Smithsonian, University Clinic at Georgetown	Hotel
Thursday, April 11, 2024	Day 1 Travel from SLC to Washington DC	Day 1- Meet at SLC Airport, Depart for Washington DC, Group Dinner, Hotel Check in,	Hotel
Friday, April 12, 2024	Southern Virginia University Festival	Itinerary Day 2- Southern Virginia University Festival (High School Invitational), Clinic with Professor, Tour of Campus, Exchange with SVU Orchestra Collaborative Concert	Hotel
Saturday, April 13, 2024	Southern Virginia back to Washington DC	Day 3- Visit National monuments in the Area. Canverns at National Bridge, Monticello (Thomas Jefferson plantation), Return to Washington DC, Dinner as a group, Attend Concert at Lincoln Center	Hotel
Sunday, April 14, 2024	Washington DC	Day 4- Church Opportunity (optional), National Holocaust Museum, Tour of the US Capital Bldg, Lincoln Memorial Performance, Walking Tour of the Memorials	Hotel
Monday, April 15, 2024	Washington DC to SLC, UT	Day 5- University Clinic at Georgetownwn, Air and Space Museum (Smithsonian), Depart for SLC	Back to Home

Mode of Transportation

Application For Student Travel : Entry # 300276

Flight and Motorcoach

State Risk-Approved Vendor

Infinity Travels

Has your School Community Council approved the itinerary for this trip?

Yes

Notes/Comments

Itinerary Day 2- Southern Virginia University Festival (High School Invitational), Clinic with Professor, Tour of Campus, Exchange with SVU Orchestra

Collaborative Concert

Day 3- Canverns at National Bridge, Monticello (Thomas Jefferson plantation), Return to Washington DC, Dinner as a group, Attend Concert at Lincoln Center

Day 4- Church Opportunity (optional), National Holocaust Museum, Tour of the US Capital Bldg, Lincoln Memorial Performance, Walking Tour of the Memorials

Day 5- University Clinic at Georgetownwn, Air and Space Museum (Smithsonian), Depart for SLC

Day 1- Meet at SLC Airport, Depart for Washington DC, Group Dinner, Hotel Check in,

We will be doing a fundraiser by selling Worlds Finest Chocolate Bars. It is optional for the students to participate. Students that participate in the fundraiser will be given 50% of individual sales towards the cost of the trip.

Parent Meeting To Discuss Trip Plans**Only ONE vote per student is allowed.**

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

72

Total Opposing Parents

0

Total Students in Group

72

Approval %

100

Consent

☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific

Application For Student Travel : Entry # 300276

not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Cole Perry

September 15, 2023 at 9:53 am

Travel Rep Approval: Approved.



Shauna Smith

September 14, 2023 at 2:02 pm

Application Edits: Entry updated and marked complete.

Note: I put the itinerary in the correct section. Thanks for helping me.
Shauna



Jodi Pegram

September 14, 2023 at 9:23 am

District Approval: Reverted to step - User Input

Note: Even though you have the itinerary in the notes section, it needs to be added to the proposed itinerary section. There is a plus (+) sign at the end of the row where you can add additional rows for each day of the trip. Please revise and resubmit. Thank you!



Cole Perry

September 13, 2023 at 6:39 pm

Travel Rep Approval: Approved.



Shauna Smith

September 13, 2023 at 11:52 am

Workflow Submitted

Application For Student Travel : Entry # 296287

Submitter

Cole Kelley

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

704 - American Fork High School

Group Requesting Trip

Wrestling Team

Name of School Administrator/Secretary over Student Travel

John Glahn

Destination

Las Vegas

Objective of the Trip

Varsity Wrestlers to compete in a dual tournament and see out of state competition.

Departure Date

Thursday, December 7, 2023

Return Date

Sunday, December 10, 2023

Number of School Days to be Missed

2

Number of Students in Group

Female	Male	Total
4	16	20

Number of Adult Supervisors

Female	Male	Total
1	2	3

Application For Student Travel : Entry # 296287**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$400.00

Less Amount Per Student

\$300.00

Estimated Maximum Cost Per Student

\$100.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Thursday, December 7, 2023	Las Vegas	Drive and Weigh-in	Shadow Ridge Resorts
Friday, December 8, 2023	Las Vegas	Wrestle All-Day	Shadow Ridge Resorts
Saturday, December 9, 2023	Las Vegas	Wrestle All-Day	Shadow Ridge Resorts
Sunday, December 10, 2023	American Fork	Drive and Provide Church Opportunity	NA

Mode of Transportation

Van

State Risk-Approved Vendor

Yes

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans**Only ONE vote per student is allowed.**

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Application For Student Travel : Entry # 296287**Total Approving Parents**

20

Total Opposing Parents

0

Total Students in Group

20

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



John Glahn

September 20, 2023 at 9:09 am

Travel Rep Approval: Approved.



Cole Kelley

September 19, 2023 at 12:11 pm

Application Edits: Entry updated and marked complete.



Jodi Pegram

September 7, 2023 at 10:32 am

District Approval: Reverted to step - User Input

Note: Each day of the itinerary needs to be listed. In the proposed itinerary section, there is a plus sign at the end of the row where additional rows can be added. Please correct and resubmit. Thank you.



John Glahn

September 7, 2023 at 9:45 am

Travel Rep Approval: Approved.



Cole Kelley

September 5, 2023 at 11:34 am

Workflow Submitted

Application For Student Travel : Entry # 296290**Submitter**

Cole Kelley

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

704 - American Fork High School

Group Requesting Trip

Wrestling Team

Name of School Administrator/Secretary over Student Travel

John Glahn

Destination

Reno, Nevada

Objective of the Trip

Elite level wrestlers to compete against best from around the country.

Departure Date

Thursday, December 14, 2023

Return Date

Sunday, December 17, 2023

Number of School Days to be Missed

2

Number of Students in Group

Female	Male	Total
0	8	8

Number of Adult Supervisors

Female	Male	Total
0	2	2

Application For Student Travel : Entry # 296290**Has this group been on a trip this school year?**

Yes

Departure Date

Thursday, December 7, 2023

Return Date

Sunday, December 10, 2023

Term

2nd

Number of Days Missed

2

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$500.00

Less Amount Per Student

\$300.00

Estimated Maximum Cost Per Student

\$200.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Thursday, December 14, 2023	Reno, NV	Driving and Weigh-ins	Circus Circus
Friday, December 15, 2023	Reno, NV	Wrestle All Day	Circus Circus
Saturday, December 16, 2023	Reno, NV	Wrestle All Day	Circus Circus
Sunday, December 17, 2023	Reno, NV	Driving, Make Church Available	NA

Mode of Transportation

Van

Application For Student Travel : Entry # 296290**State Risk-Approved Vendor**

Yes

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

8

Total Opposing Parents

0

Total Students in Group

8

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



John Glahn

September 20, 2023 at 9:08 am

Travel Rep Approval: Approved.



Cole Kelley

September 19, 2023 at 12:08 pm

Application Edits: Entry updated and marked complete.



Jodi Pegram

September 7, 2023 at 10:32 am

District Approval: Reverted to step - User Input

Note: Each day of the itinerary needs to be listed. In the proposed itinerary section, there is a plus sign at the end of

the row where additional rows can be added. Please correct and resubmit. Thank you.



John Glahn

Travel Rep Approval: Approved.

September 7, 2023 at 9:45 am



Cole Kelley

Workflow Submitted

September 5, 2023 at 11:38 am

Application For Student Travel : Entry # 296529**Submitter**

Mckenzie Randall

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

721 - Cedar Valley High School

Group Requesting Trip

Cross Country

Name of School Administrator/Secretary over Student Travel

Kenyon Christen

Destination

Walnut, CA

Objective of the Trip

Compete at the XC Footlocker Championships

Departure Date

Thursday, November 30, 2023

Return Date

Sunday, December 3, 2023

Number of School Days to be Missed

2

Number of Students in Group

Female	Male	Total
10	17	27

Number of Adult Supervisors

Female	Male	Total
2	3	5

Application For Student Travel : Entry # 296529**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,300.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$1,300.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Thursday, November 30, 2023	Anaheim CA	driving	Cambria Hotel & Suites
Friday, December 1, 2023	Anaheim CA	course preview + beach day	Cambria Hotel & Suites
Saturday, December 2, 2023	Walnut CA	footlocker race + beach	Cambria Hotel & Suites
Sunday, December 3, 2023	Eagle Mountain, UT	Drive Home	Cambria Hotel & Suites

Mode of Transportation

Charter Bu

State Risk-Approved Vendor

Yes

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans**Only ONE vote per student is allowed.**

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Application For Student Travel : Entry # 296529

Total Approving Parents

25

Total Opposing Parents

2

Total Students in Group

27

Approval %

92.6

Consent

☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Kenyon Christen
Travel Rep Approval: Approved.

September 11, 2023 at 9:47 am



Mckenzie Randall
Workflow Submitted

September 5, 2023 at 3:24 pm



To: Alpine School District Board of Education
From: Bill Sivert, Assistant Principal Cedar Valley High School
Re: Cross Country Footlocker Meet

To Whom it may Concern,

The Cedar Valley Cross Country team is requesting approval for an out of state trip in November. They missed the 90 day cutoff due to a brand new coach hired this year. She was unfamiliar with the program and athletes at the start of the season, so planning a trip of this nature wasn't something she initially planned. As she has gotten to know the student athletes, she sees the value in giving them an opportunity to compete at this event in November.

The CVHS Administration and School Community Council support this trip and request a variance in the 90 day rule. We also understand that being outside of this window, we may not be approved.

Thank you for your consideration.

Bill Sivert
Assistant Principal
Cedar Valley High School

Application For Student Travel : Entry # 268242**Submitter**

Daylin Williams

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

721 - Cedar Valley High School

Group Requesting Trip

Cedar Valley Dance Company

Name of School Administrator/Secretary over Student Travel

William Sivert

Destination

New York City

Objective of the Trip

Give dance company dancers an opportunity to take classes from current professionals, learn about how to use the skills they have learned after high school, see professional performances, ask questions to performers to learn directly from them, tour iconic dance locations, and push themselves to apply what they have been practicing in a new and exciting location to foster growth!

Departure Date

Wednesday, March 20, 2024

Return Date

Monday, March 25, 2024

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
21	0	21

Number of Adult Supervisors

Female	Male	Total
3	1	4

Application For Student Travel : Entry # 268242 Male**Total****Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,750.00

Less Amount Per Student

\$250.00

Estimated Maximum Cost Per Student

\$1,500.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Wednesday, March 20, 2024	New York City	Red-Eye Flight to NYC	Hotel TBA
Thursday, March 21, 2024	New York City	Arrive, Brooklyn Bridge, Explore (Little Italy, Chinatown, etc.), The Summit, Settle in Hotel	Hotel TBA
Friday, March 22, 2024	New York City	Broadway Workshop, Central Park, Stardust Diner, Broadway Show	Hotel TBA
Saturday, March 23, 2024	New York City	Professional Dance Workshop, 9/11 Museum, Statue of Liberty, Hamilton Walking tour, Times Square	Hotel TBA
Sunday, March 24, 2024	New York City	Radio City Tour, Professional Q&A, Possible Performance, Little Island	Hotel TBA
Monday, March 25, 2024	Eagle Mountain	Alvin Ailey Workshop, flight to SLC	NA

Mode of Transportation

Flights, Subway

State Risk-Approved Vendor

Infinity Tours

Has your School Community Council approved the itinerary for this trip?

Yes

Application For Student Travel : Entry # 268242**Notes/Comments****Parent Meeting To Discuss Trip Plans**

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

17

Total Opposing Parents

0

Total Students in Group

17

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5

William Sivert

September 18, 2023 at 3:10 pm

Travel Rep Approval: Approved.

Daylin Williams

July 31, 2023 at 12:20 pm

Workflow Submitted

Application For Student Travel : Entry # 298795**Submitter**

Jennifer Anderson

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

735 - Lehi High School

Group Requesting Trip

Cheer

Name of School Administrator/Secretary over Student Travel

Philip Clark

Destination

Anaheim, California

Objective of the Trip

The objective of this trip is for the Lehi High School cheerleaders to have the opportunity to compete at USA Cheer Nationals in Anaheim. These cheerleaders work hard all year long getting ready for competitions and supporting their school. It is a chance to showcase everything they have been practicing. They will spend a day at Disneyland and spend quality time together. This is a chance to spend time together as a team, build life long friendships, bond, and compete.

Departure Date

Wednesday, February 14, 2024

Return Date

Sunday, February 18, 2024

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
25	0	25

Number of Adult Supervisors

Application For Student Travel : Entry # 298795

Female	Male	Total
5	0	5

Has this group been on a trip this school year?

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,290.00

Less Amount Per Student

\$500.00

Estimated Maximum Cost Per Student

\$790.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Wednesday, February 14, 2024	Anaheim, California	Travel from Utah to Anaheim	Cambria Hotel
Thursday, February 15, 2024	Disneyland	All day Disney	Cambria Hotel
Friday, February 16, 2024	Anaheim Convention Center	Practice/Competition	Cambria Hotel
Saturday, February 17, 2024	Anaheim Convention Center	Competition/team dinner/team bonding	Cambria Hotel
Sunday, February 18, 2024	Lehi, Utah	Travel	

Mode of Transportation

Fly to and from California on Southwest. Bus when we arrive in California to and from places we need to go.

State Risk-Approved Vendor

Infinity Tours

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans

Application For Student Travel : Entry # 298795

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

25

Total Opposing Parents

0

Total Students in Group

25

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5

**Philip Clark**

September 13, 2023 at 10:27 am

Travel Rep Approval: Approved.

**Jennifer Anderson**

September 13, 2023 at 10:15 am

Application Edits: Entry updated and marked complete.

**Jodi Pegram**

September 13, 2023 at 9:53 am

District Approval: Reverted to step - User Input

Note: Please list each day of the itinerary on a separate row. There is a plus sign (+) at the end of the row in the itinerary section where you can add additional rows. Then resubmit. Thank you!

**Philip Clark**

September 13, 2023 at 7:22 am

Travel Rep Approval: Approved.

Jennifer Anderson

September 11, 2023 at 8:38 am

Application For Student Travel : Entry # 292815**Submitter**

Carson Cook

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

735 - Lehi High School

Group Requesting Trip

Student Council

Name of School Administrator/Secretary over Student Travel

Philip Clark

Destination

Washington, DC

Objective of the Trip

The objective of this trip is to provide a unique experience that teaches our current student leaders about leadership concepts and principles derived from the United States federal government structures and the history of US leadership (preserved and exhibited) in our nation's Capital.

Departure Date

Wednesday, April 17, 2024

Return Date

Monday, April 22, 2024

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
12	7	19

Number of Adult Supervisors

Female	Male	Total
2	1	3

Application For Student Travel : Entry # 292815 Male**Total****Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,750.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$1,750.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Wednesday, April 17, 2024	Washington, D.C.	Travel to destination	Hotel TBD
Thursday, April 18, 2024	Washington, D.C.	National Mall	Hotel TBD
Friday, April 19, 2024	Washington, D.C.	National Mall, U.S. Capitol tour private Q&A with political leaderand	Hotel TBD
Saturday, April 20, 2024	Washington, D.C.	University tour, Potential Service Opportunity, Washington Nationals baseball game	Hotel TBD
Sunday, April 21, 2024	Washington, D.C.	Arlington National Cemetery, Boat trip to Mt. Vernon	Hotel TBD
Monday, April 22, 2024	Washington, D.C.	Travel home	Hotel TBD

Mode of Transportation

Flight and public ground transportation

State Risk-Approved Vendor

Infinity Tours + Events

Has your School Community Council approved the itinerary for this trip?

Yes

Application For Student Travel : Entry # 292815

Notes/Comments

3 parents abstained from voting

Parent Meeting To Discuss Trip Plans

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

26

Total Opposing Parents

0

Total Students in Group

29

Approval %

89.7

Consent

☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Philip Clark
Travel Rep Approval: Approved.

September 13, 2023 at 7:23 am



Carson Cook
Workflow Submitted

August 29, 2023 at 8:38 pm

Application For Student Travel : Entry # 284463**Submitter**

Daniel Rice

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

735 - Lehi High School

Group Requesting Trip

Wrestling

Name of School Administrator/Secretary over Student Travel

Philip Clark

Destination

Reno, Nevada

Objective of the Trip

To compete at national level tournament.

Departure Date

Thursday, December 14, 2023

Return Date

Sunday, December 17, 2023

Number of School Days to be Missed

2

Number of Students in Group

Female	Male	Total
0	14	14

Number of Adult Supervisors

Female	Male	Total
0	2	2

Application For Student Travel : Entry # 284463**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$350.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$350.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Thursday, December 14, 2023	Reno, Nevada	Travel/Practice	Circus Circus
Friday, December 15, 2023	Reno, Nevada	Compete	Circus Circus
Saturday, December 16, 2023	Reno,Nevada/Home	Compete/travel	none

Mode of Transportation

Rental Vehicle

State Risk-Approved Vendor

State Travel-enterprise rental

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans**Only ONE vote per student is allowed.**

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

Application For Student Travel : Entry # 284463

14

Total Opposing Parents

0

Total Students in Group

14

Approval %

100

Consent

☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Philip Clark
Travel Rep Approval: Approved.

September 13, 2023 at 7:23 am



Daniel Rice
Workflow Submitted

August 18, 2023 at 2:34 pm

Application For Student Travel : Entry # 300849**Submitter**

Nancy Warner

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

737 - Lone Peak High School

Group Requesting Trip

Girls Basketball

Name of School Administrator/Secretary over Student Travel

Megan Menlove

Destination

Phoenix, AZ

Objective of the Trip

Participate in a national invitational tournament, help our team prepare for region and state play.

Departure Date

Sunday, December 17, 2023

Return Date

Friday, December 22, 2023

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
7	0	7

Number of Adult Supervisors

Female	Male	Total
3	0	3

Application For Student Travel : Entry # 300849**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

Yes

If yes, attach UHSAA Moratorium Adjustment Form

- [LP-Girls-Basketball-Moratorium-Adjustment.pdf](#)

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,100.00

Less Amount Per Student

\$300.00

Estimated Maximum Cost Per Student

\$800.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Sunday, December 17, 2023	Phoenix, AZ	Travel, Team check-in, Coaches mtg	Arizona Grand Resort
Monday, December 18, 2023	Phoenix, AZ	Game, Team activity/bonding	Arizona Grand Resort
Tuesday, December 19, 2023	Phoenix, AZ	Game, Team activity/bonding	Arizona Grand Resort
Wednesday, December 20, 2023	Phoenix, AZ	Game, Team activity/bonding	Arizona Grand Resort
Thursday, December 21, 2023	Phoenix, AZ	Game, Team activity/bonding	Arizona Grand Resort
Friday, December 22, 2023	SLC, UT	Travel home	None

Mode of Transportation

Flight/Van Rentals in AZ

State Risk-Approved Vendor

Yes

Has your School Community Council approved the itinerary for this trip?

Yes

Application For Student Travel : Entry # 300849**Parent Meeting To Discuss Trip Plans**

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

7

Total Opposing Parents

0

Total Students in Group

7

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5

**Megan Menlove**

Travel Rep Approval: Approved.

September 19, 2023 at 12:30 pm

**Nancy Warner**

Workflow Submitted

September 14, 2023 at 12:32 pm



2023-24 Moratorium Adjustment Form

Any adjustment must be directly related to competition

Deadline for form to UHSAA: November 1

Activity	Declared Moratorium Start & End Date	Signature of Coach	Competition Date(s)	Event & Site Causing Adjustment
Girls' Basketball	December 22-26	<i>[Signature]</i>	December 18-21	Nike Tournament of Champions
Boys' Basketball				
Girls' Wrestling				
Boys' Wrestling				
Swimming				
Drill Team				
Competitive Cheer				
Forensics				
Drama				

Moratorium Adjustment Conditions:

1. Unless adjusted as noted on this form, the Christmas holiday moratorium remains December 21-25.
2. The specific holiday (Christmas or New Years Day) cannot be compromised in any adjustment.
3. Moratorium days must be consecutive.
4. Teams may adjust the moratorium no more than one day prior to the date of competition.
5. Teams cannot meet, practice, play nor travel on a moratorium day.
6. The principal shall monitor the moratorium period. Individual teams within the school could be on different schedules.
7. The basic philosophy of the holiday moratorium is to allow students, coaches, and other school personnel quality family time while maintaining a level playing field. Dates chosen for the moratorium should reflect a well-conceived and educationally sound plan indicative of community and school philosophy. Moratorium periods shall not, in any way, compromise that level playing field.

Scan and email to bjackson@uhsaa.org

Line Peak High School

School Name

9/18/23

Date

[Signature]

Signature of District Superintendent

[Signature]

Signature of School Principal



LONE PEAK HIGH SCHOOL
10189 North 4800 West • Highland UT 84003
Phone (801) 610-8810 ♦ Fax (801) 763-7064

Todd E. Dawson, Principal
Amber Baines, Assistant Principal ♦ Cameron Dickson, Assistant Principal
Megan Menlove, Assistant Principal ♦ Ryan L. Nield, Assistant Principal
Justin F. Reeves, Assistant Principal

Dear Alpine School District Board of Education,

I would like to write this letter in support of Nancy Warner and Lone Peak Girls Basketball Team. The purpose of this letter is to ask for an exception to the travel policy asking that students only miss three school days. In this case, our girls basketball varsity team would miss four days of school.

The Lone Peak Girls Basketball Team has been invited to attend the Nike Tournament of Champions, December 17-21, to compete against teams from across the country. The tournament unfortunately falls during the last week of school before Christmas Break. The team is required to be there Sunday and games go as late as Thursday night making it impossible to shorten the trip. Please see the attached information about this tournament and what a honor it is be invited. It is considered the de facto National Championship for American girls' basketball.

Coach Warner in conjunction with her athletes and their parents have decided that this trip is too valuable of an opportunity to miss and for this purpose would ask for the board's careful consideration of the Lone Peak Girls Basketball Team and their desire to travel to this elite tournament. Please feel free to contact me at the school if you have any questions or need further information.

Thanks,

A handwritten signature in cursive script, appearing to read 'T. Dawson'.

Todd Dawson
Principal
Lone Peak High School

TOURNAMENT OF CHAMPIONS

NIKE TOURNAMENT OF CHAMPIONS

December 18, 1920 & 21,
2023

Phoenix, AZ

KEEP UP WITH US:



(<https://www.instagram.com/niketournamentofchampions/>)

The 26th Annual Nike Tournament of Champions is scheduled for December 18-21, 2023.

The event will showcase 128 elite squads from across the United States, including the majority of the preseason top 25 teams in the Nation and virtually every top high school program in the Western United States.

The event will once again be played at the incredible Bell Bank Park in Mesa, AZ. The Park is a 320-acre, world-class family and sports entertainment destination that includes 16 hardwood floors – each with independent LED scoreboards and shot clocks – along with a 2,800-seat Championship arena. The facility was completed in 2022 at a cost of greater than \$280-million dollars; by comparison it dwarfs even ESPN's Wide World Sports in Orlando in size and scope.

Throughout its 26-year history, the Tournament of Champions has been considered the de facto National Championship for American girls' basketball. It has produced the consensus National Champions 21 times in the last 25 years; showcased at least 244 State Championship teams; and featured 22 WNBA All-Stars and eight former and current U.S. Olympians. It is also the only regular high school season basketball tournament that attracts hundreds of college basketball coaches during the winter.



Application For Student Travel : Entry # 298456

Submitter

Michael Strauss

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

739 - Mountain View High School

Group Requesting Trip

Cross Country

Name of School Administrator/Secretary over Student Travel

Jason Flinders

Destination

Mesa Arizona

Objective of the Trip

Expose our Athletes to more diverse competition

Departure Date

Thursday, November 16, 2023

Return Date

Sunday, November 19, 2023

Number of School Days to be Missed

2

Number of Students in Group

Female	Male	Total
14	14	28

Number of Adult Supervisors

Female	Male	Total
2	2	4

Application For Student Travel : Entry # 298456**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$315.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$315.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Thursday, November 16, 2023	Mesa Arizona	Travel	Holiday Inn
Friday, November 17, 2023	Mesa Arizona	Pick up race registration and jog the course	Holiday Inn
Saturday, November 18, 2023	Mesa Arizona	Compete in the Nike Southwest Regional Cross Country Championships	Holiday Inn
Sunday, November 19, 2023	Orem UT	Travel	Home

Mode of Transportation

Mini Vans

State Risk-Approved Vendor

Christopherson Travel

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans**Only ONE vote per student is allowed.**

Application For Student Travel : Entry # 298456

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

28

Total Opposing Parents

0

Total Students in Group

28

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5

**Jason Flinders**

September 14, 2023 at 7:19 am

Travel Rep Approval: Approved.

**Michael Strauss**

September 8, 2023 at 5:16 pm

Workflow Submitted

MOUNTAIN VIEW HIGH SCHOOL

665 West Center
Orem UT 84057
Telephone: 801-610-8160
Fax: 801-227-8764



Kevin Henshaw, Principal
Ingrid Andromidas, Assistant Principal
Jason Flinders, Assistant Principal
Justin Keetch Assistant Principal
David Ludwig, Assistant Principal

Engage *Contribute* *Achieve*

Alpine Board of Education,

I am writing this letter in support of Coach Mike Strauss and our boys and girls cross country team. We are asking for an exception to the travel policy that asks for travel to be submitted, for review, 90 days prior to the date of travel.

We feel that this is a great experience for our cross country teams. This will give our athletes a chance to compete with some of the best cross country teams, and runners, in the western region of the United States. Our coach was working hard to get all the parents of the athletes approval for this trip, but unfortunately this put a delay on the submission of the travel request. We have worked with our coach, and will continue to work with him, to create a better timeline for his parents voting so that we can meet the travel deadline policy.

Thanks,

Jason Flinder

Application For Student Travel : Entry # 298240**Submitter**

Jace Tavita

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

754 - Orem High School

Group Requesting Trip

Boy's Basketball

Name of School Administrator/Secretary over Student Travel

Chad Wilson

Destination

Las Vegas, Nevada

Objective of the Trip

Basketball Tournament in Las Vegas, Nevada.

Departure Date

Sunday, December 17, 2023

Return Date

Friday, December 22, 2023

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
0	20	20

Number of Adult Supervisors

Female	Male	Total
0	4	4

Application For Student Travel : Entry # 298240**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

Yes

If yes, attach UHSAA Moratorium Adjustment Form

- [099scanner_20230908_100356.pdf](#)

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$800.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$800.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Sunday, December 17, 2023	Orem, UT	Travel to Las Vegas, NV	Hotel
Monday, December 18, 2023	Las Vegas, NV	Basketball Game	Hotel
Tuesday, December 19, 2023	Las Vegas, NV	Basketball Game	Hotel
Wednesday, December 20, 2023	Las Vegas, NV	Basketball Game	Hotel
Thursday, December 21, 2023	Las Vegas, NV	Basketball Game	Hotel
Friday, December 22, 2023	Las Vegas, NV	Travel to Orem, UT	Home

Mode of Transportation

Rental Cars

State Risk-Approved Vendor

Enterprise

Has your School Community Council approved the itinerary for this trip?

Yes

Application For Student Travel : Entry # 298240**Parent Meeting To Discuss Trip Plans**

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

20

Total Opposing Parents

0

Total Students in Group

20

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5

**Chad Wilson**

Travel Rep Approval: Approved.

September 8, 2023 at 2:49 pm

**Jace Tavita**

Workflow Submitted

September 8, 2023 at 12:49 pm



2023-24 Moratorium Adjustment Form

Any adjustment must be directly related to competition

Deadline for form to UHSAA: November 1

Activity	Declared Moratorium Start & End Date	Signature of Coach	Competition Date(s)	Event & Site Causing Adjustment
Girls' Basketball	12/22-27/2023	<i>[Signature]</i>	12/21/23	Away Game @ Spanish Fork
Boys' Basketball	12/23-28/2023	<i>[Signature]</i>	12/18-21/23	Tarkanian Classic Las Vegas, NV
Girls' Wrestling				
Boys' Wrestling				
Swimming				
Drill Team				
Competitive Cheer				
Forensics				
Drama				

Moratorium Adjustment Conditions:

1. Unless adjusted as noted on this form, the Christmas holiday moratorium remains December 21-25.
2. The specific holiday (Christmas or New Years Day) cannot be compromised in any adjustment.
3. Moratorium days must be consecutive.
4. Teams may adjust the moratorium no more than one day prior to the date of competition.
5. Teams cannot meet, practice, play nor travel on a moratorium day.
6. The principal shall monitor the moratorium period. Individual teams within the school could be on different schedules.
7. The basic philosophy of the holiday moratorium is to allow students, coaches, and other school personnel quality family time while maintaining a level playing field. Dates chosen for the moratorium should reflect a well-conceived and educationally sound plan indicative of community and school philosophy. Moratorium periods shall not, in any way, compromise that level playing field.

Scan and email to bjackson@uhsaa.org

Orem High School
School Name

8/31/2023
Date

[Signature]
Signature of District Superintendent

[Signature]
Signature of School Principal

APPROVED
9/8/23 JP

Application For Student Travel : Entry # 295971**Submitter**

Shelby Hooley

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

779 - Pleasant Grove High School

Group Requesting Trip

Cheer

Name of School Administrator/Secretary over Student Travel

Eliza Bryan

Destination

Anaheim, CA

Objective of the Trip

Compete at United Spirit Association Cheer Nationals

Departure Date

Thursday, February 15, 2024

Return Date

Monday, February 19, 2024

Number of School Days to be Missed

2

Number of Students in Group

Female	Male	Total
27	0	27

Number of Adult Supervisors

Female	Male	Total
3	0	3

Application For Student Travel : Entry # 295971**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,750.00

Less Amount Per Student

\$500.00

Estimated Maximum Cost Per Student

\$1,250.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Thursday, February 15, 2024	LAX Airport	Travel	Residence Inn Marriott
Friday, February 16, 2024	Anaheim Convention Center	Competing	Residence Inn Marriott
Saturday, February 17, 2024	Anaheim Convention Center	Competing	Residence Inn Marriott
Sunday, February 18, 2024	Residence Inn Marriott/ Anaheim Convention Center	Rest/ Religious Observation	Residence Inn Marriott
Monday, February 19, 2024	SLC Airport	Travel	Home

Mode of Transportation

Plane/Shuttle

State Risk-Approved Vendor

Southwest

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans

Application For Student Travel : Entry # 295971

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

27

Total Opposing Parents

0

Total Students in Group

27

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5

**Eliza Bryan**

Travel Rep Approval: Approved.

September 18, 2023 at 1:01 pm

**Shelby Hooley**

Workflow Submitted

September 4, 2023 at 6:39 pm

Application For Student Travel : Entry # 300597**Submitter**

Samantha Carson

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

779 - Pleasant Grove High School

Group Requesting Trip

Drill Team

Name of School Administrator/Secretary over Student Travel

Eliza Bryan

Destination

California

Objective of the Trip

Students will participate in dance workshops and classes in LA's dance community and at Disneyland.

Departure Date

Friday, March 8, 2024

Return Date

Tuesday, March 12, 2024

Number of School Days to be Missed

1

Number of Students in Group

Female	Male	Total
37	0	37

Number of Adult Supervisors

Female	Male	Total
4	0	4

Application For Student Travel : Entry # 300597**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,550.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$1,550.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Friday, March 8, 2024	Los Angeles California	Travel day, class in LA	Hotel near Downtown Disney
Saturday, March 9, 2024	Anaheim California	Disneyland	Hotel
Sunday, March 10, 2024	Anaheim	Dance workshop and Yoga Class	Hotel
Monday, March 11, 2024	Anaheim	Disney dance workshop and leadership classes	Hotel
Tuesday, March 12, 2024	Los Angeles	Dance class, travel home	N/A

Mode of Transportation

Tour Bus

State Risk-Approved Vendor

Academy Bus Transfer

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans

Application For Student Travel : Entry # 300597

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

34

Total Opposing Parents

1

Total Students in Group

35

Approval %

97.1

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Eliza Bryan

Travel Rep Approval: Approved.

September 18, 2023 at 1:01 pm



Samantha Carson

Workflow Submitted

September 14, 2023 at 6:30 am

Application For Student Travel : Entry # 302968**Submitter**

Joy Price

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

785 - Skyridge High School

Group Requesting Trip

Ballroom Team

Name of School Administrator/Secretary over Student Travel

Joseph Atwood

Destination

Idaho Falls

Objective of the Trip

To give the students the opportunity to compete as a team for the National Show Dance titles, compete individually at their level specifically, and have a competition experience unlike any offered in Utah.

Students will depend on each other to grow as a team on and off the competition floor.

Students will have the opportunity to compete on an individual basis in level specific events. Syllabus events are split into Bronze, Silver, and Gold levels allowing students much more success on the competition floor.

Students will support each other in all areas of competition including formation events, individual events, cabaret, and team match!

Departure Date

Friday, March 22, 2024

Return Date

Saturday, March 23, 2024

Number of School Days to be Missed

1

Number of Students in Group

Female	Male	Total
6	6	12

Number of Adult Supervisors

Application For Student Travel : Entry # 302968

Female	Male	Total
1	1	2

Has this group been on a trip this school year?

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$550.00

Less Amount Per Student

\$150.00

Estimated Maximum Cost Per Student

\$400.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Friday, March 22, 2024	Travel to Thunder Ridge High School	Compete as a team for the National Show Dance Titles	Tru by Hilton
Saturday, March 23, 2024	Travel to Thunder Ridge High School	Compete in the Individual events and then return home that evening	Tru by Hilton

Mode of Transportation

Bus

State Risk-Approved Vendor

Salt Lake Express

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans**Only ONE vote per student is allowed.**

Application For Student Travel : Entry # 302968

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

12

Total Opposing Parents

0

Total Students in Group

12

Approval %

100

Consent

☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Joseph Atwood
Travel Rep Approval: Approved.

September 20, 2023 at 7:31 am



Joy Price
Workflow Submitted

September 19, 2023 at 6:38 pm

Application For Student Travel : Entry # 303147**Submitter**

Gina Romney

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

785 - Skyridge High School

Group Requesting Trip

Cheer

Name of School Administrator/Secretary over Student Travel

Joseph Atwood

Destination

Anaheim, California

Objective of the Trip

2024 USA Spirit Nationals Cheer Competition

Departure Date

Wednesday, February 14, 2024

Return Date

Sunday, February 18, 2024

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
27	1	28

Number of Adult Supervisors

Female	Male	Total
3	1	4

Application For Student Travel : Entry # 303147**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,000.00

Less Amount Per Student

\$350.00

Estimated Maximum Cost Per Student

\$650.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Wednesday, February 14, 2024	SLC to LAX	Travel & check-in to hotel	Homewood Suites Anaheim Convention Center
Thursday, February 15, 2024	Disneyland Parks	Disneyland	Homewood Suites Anaheim Convention Center
Friday, February 16, 2024	Anaheim Convention Center	Prelim Competition	Homewood Suites Anaheim Convention Center
Saturday, February 17, 2024	Anaheim Convention Center	Final Competition	Homewood Suites Anaheim Convention Center
Sunday, February 18, 2024	LAX to SLC	Travel home	N/A

Mode of Transportation

Motor Coach, Walking

State Risk-Approved Vendor

Holiday MC Travel

Has your School Community Council approved the itinerary for this trip?

Yes

Parent Meeting To Discuss Trip Plans

Application For Student Travel : Entry # 303147

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

28

Total Opposing Parents

0

Total Students in Group

28

Approval %

100

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Joseph Atwood

Travel Rep Approval: Approved.

September 20, 2023 at 11:59 am



Gina Romney

Workflow Submitted

September 20, 2023 at 9:26 am

Application For Student Travel : Entry # 298035**Submitter**

Maureen Hatch

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

Is this application for In-State travel or Out-of-State travel?

Out-of-State Travel

School

789 - Westlake High School

Group Requesting Trip

Choral Music (A Cappella & Madrigals)

Name of School Administrator/Secretary over Student Travel

Micah Jessup

Destination

New Orleans, LA

Objective of the Trip

Educational and performance opportunities in area including St. Louis Cathedral, Preservation Hall, and clinic at Loyola University.

Departure Date

Wednesday, April 17, 2024

Return Date

Sunday, April 21, 2024

Number of School Days to be Missed

3

Number of Students in Group

Female	Male	Total
27	20	47

Number of Adult Supervisors

Female	Male	Total
3	2	5

Application For Student Travel : Entry # 298035**Has this group been on a trip this school year?**

No

Does this trip conflict with moratorium dates?

No

Did you send & receive parent consent for each participant?

Yes

Estimated Cost Per Student

\$1,750.00

Less Amount Per Student

\$0.00

Estimated Maximum Cost Per Student

\$1,750.00

Proposed Itinerary

Date	Destination	Activities	Lodging
Wednesday, April 17, 2024	New Orleans, LA	travel to New Orleans, upon arrival exploration of Garden District	Hampton Inn Downton
Thursday, April 18, 2024	New Orleans, LA	Pat O'Brian dueling piano bar, Steam Boat lunch cruise with performance before, St. Louis Cathedral performance, French quarter in afternoon, evening ghost tour	Hamton Inn Downtown
Friday, April 19, 2024	New Orleans, LA	WWII museum, Perservation Hall, evening attending professional performance	Hamton Inn Downtown
Saturday, April 20, 2024	New Orleans, LA	clinic at Loyola University, Oak Alley Plantation tour,	Hamton Inn Downton
Sunday, April 21, 2024	Salt Lake City, UT	Travel back	N/A

Mode of Transportation

Commercial Air and Charter Buses

State Risk-Approved Vendor

Infinity Tours and Events (district approved travel vendor will be making final arrangements)

Has your School Community Council approved the itinerary for this trip?

Yes

Application For Student Travel : Entry # 298035**Parent Meeting To Discuss Trip Plans**

Only ONE vote per student is allowed.

If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.

Total Approving Parents

40

Total Opposing Parents

7

Total Students in Group

47

Approval %

85.1

Consent☒ I agree

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if you group includes 20 students -- 12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). Policy 5150, 1.5



Micah Jessup

Travel Rep Approval: Approved.

September 11, 2023 at 8:32 am



Micah Jessup

Travel Rep Approval: Approved.

September 11, 2023 at 8:32 am



Maureen Hatch

Workflow Submitted

September 8, 2023 at 8:14 am

SUBMIT PAGES 1 & 2 AT LEAST 90 DAYS PRIOR TO TRIP

ALPINE SCHOOL DISTRICT						
APPLICATION FOR STUDENT TRAVEL (IN-STATE & OUT-OF-STATE)						
Name of School:	Lehi High, American Fork High, Westlake, Skyridge					
Group Requesting Trip:	FFA					
Faculty Member in Charge:	Lisa Clement					
Destination:	FFA National Convention, Indianapolis, IN					
Objective of the Trip:	Students competing in national competitions					
Dates of Trip:	Departure Date: October 31, 2023 Return Date: November 4, 2023					
Number of School Days to be Missed:	4 (NOT to exceed 3)					
Number of Students in Group	F:	34	M:	13	Total:	47
Number of Adult Supervisors*	F:	4	M:	3	Total:	7 (minimum ratio 1:10)
Has this group been on a trip this school year?	Dates: N/A		Term:		Number of Days Missed:	
Does trip conflict with moratorium dates?	Y <input type="checkbox"/> N <input checked="" type="checkbox"/>		If yes, attach UHSAA Moratorium Adjustment Form			
Did you send & receive parent consent for each participant? Y <input checked="" type="checkbox"/> N <input type="checkbox"/>						
Estimated Cost Per Student:	\$ 800					
Less Amount Per Student from Fundraiser:	- \$					
Estimated Maximum Cost Per Student:	= \$ 800					(total student out-of-pocket)
Itinerary, transportation, and lodging plans are described in detail on attached forms. Y <input checked="" type="checkbox"/> N <input type="checkbox"/>						

PARENT MEETING TO DISCUSS TRIP PLANS

(Refer to [Policy #5150, Procedure 2.2.4](#))

(To be completed by principal after parent meeting is held)

Number of Parents Approving the Trip:	47	ONLY ONE VOTE PER STUDENT IS ALLOWED. If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.
Number of Parents Opposing the Trip:	0	
Total Number of Students in Group:	47	
Approval %	100	Number of Approved Votes ÷ Number of Students in Group = Approval %

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if your group includes 20 students—12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). [Policy 5150, 1.5](#)

Faculty Advisor initial LC

SUBMIT PAGES 1 & 2 AT LEAST 90 DAYS PRIOR TO TRIP

PROPOSED ITINERARY			
Date	Destination	Activities	Lodging
	Please see attached itineraries		
Mode of Transportation – via State Risk-Approved Vendor			
Mode of Transportation:	Airplane and Shuttles	Vendor:	Various

Has your School Community Council approved the itinerary for this trip? Y ☒ N ☐

SCHOOL CERTIFICATION AND APPROVAL

By signing below, we certify that this trip complies with district policies.	
Faculty Advisor Approval:	Principal Approval: <i>Michelle Price - CTE</i>



Alpine School District Career & Technical Education

711 S. Utah Valley Dr. American Fork, UT 84003

Phone: 801-610-8451 Fax: 801-610-8440

Michelle Price, Director

Mickelle Bos, Assistant Director

Jess Carter, Assistant Director

9/15/23

Alpine School District Board of Education,

I am writing this letter to ask for an exception to the 90 day out of state travel policy, and additionally the three days of missed school policy. Hopefully this information will explain why we are late submitting our paperwork, and also why we need an additional day for travel. National FFA judging occurs the last full week of July. This is the time when they review submissions and determine who will be considered for competition at nationals. National qualifiers were announced on August 23. It takes them several days to verify and double check score cards, which is why there is a delay in the announcement.

The convention itself begins on Wednesday morning, with some of our competitors having to check into their competitions by 7 or 7:30 AM. Due to this, it has been necessary for them to leave on Tuesday in order to secure safe travel and be able to arrive at the hotel in a timely manner. Unfortunately, due to the way that airlines run, this causes them to leave earlier in the morning on Tuesday and they generally will have a layover of one to two hours, which puts them arriving in Indianapolis later in the evening. There is also a two-hour time change difference in which students must be able to adjust to, also increasing the need to leave Tuesday. Having the students arrive the day before gives them the opportunity to feel rested and be prepared to compete and perform to the best of their ability.

Sincerely,

Jess Carter
Assistant CTE Director
Alpine School District

American Fork FFA Nationals Agenda 2023

Tuesday

Fly out at 6:00am from SLC

Arrive IND 5:07pm

Check in to hotel

Wednesday

Megan and American Degree on tour with Westlake (not sure where yet)

Danny and Poultry team 1:00pm team orientation

Convention sessions as we are able to attend

Thursday

7:30am Poultry team check in and compete

2:00pm Poultry event review

Convention sessions as we are able to attend

Friday

12:00 Poultry award program

2:30 5th general session for final poultry placing

Convention sessions as we are able to attend

Saturday

American Degree session

Fly out of IND 5:59pm

Arrive SLC 10:47pm

Lehi FFA Chapter

180 North 500 East
Lehi, Utah 84043
Ag. Dept. Phone (801) 610-8805
Colton Marble, Advisor
Suzanne Spencer, Advisor
Lisa Clement, Advisor



Dear Parents and Students,

We are excited again to attend the 2023 National FFA Convention this year. Attached, is the flight information for our trip to Indianapolis, IN. We are looking forward to this year's convention, please read the following information; it contains important airport security information.

Tuesday – October 31st

Airport Trip

3:15 am..... Meet at Lehi High School to get on the bus to take you up to the airport. You will be flying on Delta and your flight number is **DL0948**. At this point we are asking you to fly in official dress so that if baggage gets lost along the way you are still able to complete.

6:00 am..... Leave SLC International Airport

11:29 am..... Arrive in Detroit, MI. for layover

3:55 pm..... Leave for Indianapolis, IN **Delta (Flight DL5401)**

5:07 pm..... Arrive in Indianapolis, IN

5:30 pm..... Check in Hotel

6:00 pm..... Dinner

7:00 pm..... Go and get registration and badges.

10:00 pm..... Lights out

Wednesday – November 1st

Science Fairs

8:00 am -10:00 am..... Agri-science fair check-in (ICC – South Wing C)

1:00 - 5:30 pm..... Agri-science fair judging and photo session (ICC Hall A)

Maya and Sadie Holding room at 1:20. Interview time 1:40

Tate Taylor..... Holding room at 1:20. Interview time 1:40

Kaedyann Allen..... Holding rooms at 2:00. Interview time 2:40

Food Science

7:30 amTeam orientation, Indiana State Fairgrounds – Blue Ribbon Pavilion, Classroom

9:00 amFlight 1, Product Development Team Activity and Individual Practicums – ISF – Blue Ribbon Pavilion

12:00 pmTeam Photos – ISF – West Pavilion – Photo Booth C

12:45 pm.....Team Check-In

1:00 pmFlight 2, Product Development Team Activity and Individual Practicums – ISF – Blue Ribbon Pavilion

Nursery Landscape

8:00 am to 12 pm.....Practicums Group 1 South Pavilion – Hall C (ISF)

12:00 pm to 1 pm.....Lunch

1-5:00 pm.....Practicums Group 2 South Pavilion Hall C (ISF)

5:00 pm.....Coaches Event Review South Pavilion – Hall C (ISF)

6:00 pm.....Dinner

7:30 pm.....Concert
10:00 pm.....Lights out

Thursday – November 2nd

National FFA Convention

8:00 am.....Opening Session (*Keynote Speaker*)
8 am – 5 amCareer Fair and Convention Sessions

Science Fairs

8:00 am -5:00 pm..... Open House: ICC Hall A
8:50 am..... Group photo – All National Finalists
9:30 am -11:00 am..... Open House – National Finalists Present: ICC Hall A.
Students must be present from 9:30 to 11:00 am to engage with expo visitors.
12:00 pm..... Agri-science fair awards luncheon JW Marriot – White River
Ballroom (1st floor)

Food Science

11:00 amEvent Review – ICC Rooms 126-128
12:00 pmAwards – ICC Rooms 126-128

Nursery Landscape

12:00 pm.....Awards – Wabash Ballroom 1-2 (ICC)

Everyone

7:00 pm.....Dinner
10:00 pmLights out

Friday – November 3rd

National FFA Convention

8:00 am – 10:00 am.....Agri-science fair open house (*ICC Hall A*)
8 am – 5 amCareer Fair and Convention Sessions
8:30 am.....Load bus for Indianapolis Zoo Tour
10:00 am – 12:00 pmAgri-science fair tear-down
12:00 pm.....Fourth general session
2:00 pmProficiency Award Session
2:30 pm.....Load Bus for Indianapolis Speedway Tour
3:30 pm.....Indiana Speedway tour
6:00 pmDinner
10:00 pmLights out

Saturday – November 4th

Saying Goodbye

7:45 a.m.....American Degree Session (a-z)
9:00 am.....Head to airport
11:25 am.....Leave Indiana – Delta Airlines (*Flight DL4170*)
12:10 p.m.....Arrive in St. Paul MN. - layover
2:50 p.m.....Leave for SLC – Delta Airlines (*Flight DL1215*)
4:39 p.m.....Arrive in SLC, UT

Hotel Information
Marriott Indianapolis North

3645 River Crossing Parkway

Indianapolis, IN 46240

skyridge

Tuesday Oct 31st

6:00am Flight

Flight lands at 1:27pm in Indy

Badge pick up is in Hall A of the Indiana Convention Center till 8pm

Wednesday Nov. 1st

Leave Hotel at 6:45am

Orientation starts at 8:00am in the White River E Foyer (JW)

JW Marriott (JW): 10 S. West St. Indianapolis, IN 46204

9:00am - 11:30am - Preliminary Presentations

12:30pm - 2:30pm - Writing Mechanics

6:00 pm - Awards Program at (ICC)

(ICC) Indiana Convention Center (ICC) 100 S Capitol Ave, Indianapolis, IN 46225

Concert \$60

Thursday Nov. 2nd

Opening session

Convention expo and Mall

12:00pm - 2:00pm - Final Team Presentations

Escape room

Rodeo \$35

Friday Nov. 3rd

Kiss the Bricks tour at 8:30am group of 6. Pay when we get there. \$20

Indianapolis Zoo sometime today Zoo closes at 5:00pm

(45 minutes from our Hotel, 5 minutes from Convention Center) \$13.75 admissions. Do we want to do a tour with it? If so that will be an additional \$15

Saturday Nov. 4th

American Degree (sofi)

Flight leaves at 5:50pm - lands at 10:00pm

National FFA Convention Itinerary

2023

Westlake FFA

Tuesday October 31, 2023:

You need to be at the Salt Lake Airport by 5:15 AM. Meet at the Southwest Ticketing Station.

Flight 1:

Tuesday, 10/31/2023 Est. Travel Time: **5h 45m**

FLIGHT
1876

DEPARTS

SLC 07:25AM

Salt Lake City



ARRIVES

LAS 07:50AM

Las Vegas

Stop:  Change planes

FLIGHT
2344

DEPARTS

LAS 08:40AM

Las Vegas



ARRIVES

IND 03:10PM

Indianapolis

- Travel to Hotel and unpack and settle in
- Dinner on your own
- All student's curfew is 10:00 PM in your rooms for room check

Wednesday November 1, 2023:

- 5:30 AM Board bus to Louisville Kentucky
- 7:30 AM Churchill Downs – Louisville
- 11:30 AM Louisville Slugger - Louisville
- Lunch (we will find a place to feed everyone around 1:00 PM)
- 2:30 PM Travel back to Indianapolis
- 5:00 PM Dinner on your own
- 10:00 PM Curfew all student in their rooms

Thursday November 2, 2023:

- 6:00 AM Meet in the Lobby In official FFA Dress
- 6:15 AM Leave for Convention Center
- 7:00 AM Opening Session
- 10:00 AM Career Show and Lunch
- 1:00 PM Second General Session (Meet at the Convention Center)
- 1:00 PM National Chapter Award (Westlake Receives this award)
- 3:30 PM Career Show and Expo
- 7:00 PM Dinner on your own
- 10:00 PM Curfew all students in their rooms

Friday November 3, 2023:

- 7:00 AM Meet in the lobby in Official FFA Dress
- 7:15 AM Leave for Convention Center
- 8:00 AM Fourth General Session
- 10:00 AM Career Show and lunch on your own
- 11:00 AM Meet at Convention Center
- 12:00 PM Fifth General Session
- 2:00 PM Career Show
- 2:30 PM Meet at Convention Center
- 3:00 PM Sixth General Session
- 6:15 PM National FFA Talent Competition
- 7:00 PM Seventh General Session

- 9:00 PM Return to the Hotel
- 10:00 PM Curfew all students in their rooms

Saturday November 4, 2023:

- 6:00 AM Meet in the lobby all students (Only American Degrees)
- 7:30 AM Eighth General Session (Lucas Oil Stadium) (American FFA Degree Awards) (Westlake has 8)
- 8:30 AM All other students head to the American Degree Session
- 11:30 AM Lunch
- 1:00 PM Ninth General Session
- 4:00 PM Chapter Activity (Dinner)
- 8:00 PM Return to hotel and pack to return home
- 10:00 PM Curfew all students in their room

Sunday November 5, 2023:

- 3:30 AM Meet in the lobby to return to Utah
- 3:30 AM Load Busses

Flight 2:

Sunday, 11/05/2023 Est. Travel Time: 6h 30m

**FLIGHT
2399**

DEPARTS
IND 06:05AM
Indianapolis



ARRIVES
LAS 07:20AM
Las Vegas

Stop:  Change planes

Peanut and Severe Food Allergy

Statement of Policy

Some food allergies are considered very dangerous and require vigilance and care in order to ensure a safe environment for anyone who deals with this issue. Alpine District is committed to safeguarding students in this situation by following appropriate protocols. Forms associated with food allergies may be accessed on the district web site.

Board Approvals

- Board Approved: December 8, 2009

Procedures

No procedures have been established at this time.

Rules & Regulations

No rules & regulations have been established at this time.

**BOARD RESOLUTION
AUTHORIZING WEST LAKE BAND TRAILER
DECLARED EXCESS FOR DISPOSITION.**

WHEREAS, it is deemed desirable and in the best interests of the Alpine School District that the following action be taken by the ASD Board of Education, pursuant to this Resolution,

NOW THEREFORE BE IT RESOLVED that, pursuant to applicable law, the Board of Education of the Alpine School District, hereby consent to, approve, and adopt the following:

**A RESOLUTION AUTHORIZING
ALPINE SCHOOL DISTRICT BOARD OF EDUCATION
TO DECLARE WEST LAKE BAND TRAILER
VIN #1KKVE4826RL097095
AS EXCESS FOR DISPOSITION.**

Board President

Date

Drafted 9.19.23
Business Services Admin
For Board Meeting: Sept 26, 2023



School Fees & Fee Waivers

STATEMENT OF POLICY

The Board of Education adopts this policy 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.

Board Approvals

-

1. POLICY

- 1.1. This policy is in compliance with state law, applicable court rulings, and Utah Administrative Code set by the Utah State Board of Education.
- 1.2. Unless a fee has been approved by and included in the Board of Education fee schedule, a school or employee may not charge a fee 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.
- 1.3. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, each school shall limit student expenditures for Alpine School District and school-sponsored activities.
- 1.4. 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.
- 1.5. A school shall provide an opportunity for a parent to apply to have fees waived and shall grant requested fee waivers to students who are eligible under the provisions of this policy.

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- 1.6. The District's elementary, middle, and high [school fee schedule](#) must be approved by the Board of Education annually.

2. DEFINITIONS

Definitions applicable to this policy are intended to be consistent with Utah Administrative Code [R277-407-2 | Definitions](#).

- 2.1. "Co-curricular activity" means an activity, class, or program, outside of school hours, that also includes a required regular school day program or curriculum.
- 2.2. "Curricular activity" means an activity, a class, or a program that is:
 - 2.2.1. provided, sponsored, or supported by an LEA; and
 - 2.2.2. conducted only during school hours.
- 2.3. "Extracurricular activity" means an activity or program for students, outside of the regular school day, that:
 - 2.3.1. is sponsored, recognized, or sanctioned by an LEA; and
 - 2.3.2. supplements or complements, but is not part of, the LEA's required program or regular curriculum.
- 2.4. "Fee" means something of monetary value requested or required by an LEA as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school.
 - 2.4.1. "Fee" includes money or something of monetary value raised by a student or the student's family through fundraising.
- 2.5. "Fiscal year" means July 1 through June 30.
- 2.6. "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:
 - 2.6.1.1. provide financial support to a school or any of the school's classes, groups, teams, or programs; or
 - 2.6.1.2. benefit a particular charity or for other charitable purposes.
- 2.7. "Fundraiser," "fundraising," or "fundraising activity" may include:

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- 2.7.1. the sale of goods or services;
- 2.7.2. the solicitation of monetary contributions from individuals or businesses; or
- 2.7.3. other lawful means or methods that use students to generate funds.
- 2.8. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- 2.9. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the benefit of the group, team, or organization.
- 2.10. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- 2.11. "Instructional equipment" means an activity, class, or program-related tool or instrument that:
 - 2.11.1. is required for a student to use as part of a secondary activity, class, or program;
 - 2.11.2. typically becomes the property of the student upon exiting the activity, class, or program; and
 - 2.11.3. is subject to fee waiver.
- 2.12. "Instructional equipment" includes:
 - 2.12.1. shears or styling tools
 - 2.12.2. a band instrument;
 - 2.12.3. a camera;
 - 2.12.4. a stethoscope; and
 - 2.12.5. sports equipment, including a bat, mitt, or tennis ~~racquet~~ racket.
- 2.13. "Instructional equipment" does not include school equipment.
- 2.14. "Instructional supply" means a consumable or non-reusable supply that is necessary for a student to use as part of a secondary activity, class, or program.

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- 2.14.1. "Instructional supply" includes:
 - 2.14.1.1. prescriptive footwear;
 - 2.14.1.2. brushes or other art supplies, including clay, paint, or art canvas;
 - 2.14.1.3. wood for wood shop;
 - 2.14.1.4. Legos for Lego robotics;
 - 2.14.1.5. film; and
 - 2.14.1.6. filament used for 3D printing.
- 2.15. "LEA" means local education agency. In the context of this policy, LEA means Alpine School District.
- 2.16. "Maintenance of school equipment" means a cost, payment, or expenditure related to storing, repairing or keeping school equipment in good working condition.
- 2.17. "Maintenance of school equipment" does not include the cost related to end-of-life replacement.
- 2.18. "Noncurricular club" has the same meaning as that term is defined in Utah Code [53G-7-701\(11\)](#) and is a student initiated group that may be authorized and allowed school facilities use during noninstructional time in secondary schools by a school and LEA governing board. A noncurricular club's meetings, ideas, and activities are not sponsored or endorsed in any way by an LEA governing board, the school, or by school or school district employees.
 - 2.18.1. "Noninstructional time" means time set aside by a school before instructional time begins or after instructional time ends, including discretionary time.
 - 2.18.2. "Religious club" means a noncurricular club designated in its application as either being religiously based or based on expression or conduct mandated by conscience.
- 2.19. "Non-waivable charge" means a cost, payment, or expenditure that:
 - 2.19.1. is a personal discretionary charge or purchase, including:

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- 2.19.1.1. a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
- 2.19.1.2. a charge for college credit related to the successful completion of:
 - 2.19.1.2.1. a concurrent enrollment class; or
 - 2.19.1.2.2. an advanced placement examination; or
- 2.19.1.3. except when requested or required by an LEA, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
- 2.19.2. is subject to sales tax as described in Utah State Tax Commission [Publication 35](#), Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- 2.19.3. by Utah Code, federal law, or Board rule is designated not to be a fee, including:
 - 2.19.3.1. a school uniform as provided in Utah Code [53G-7-801](#);
 - 2.19.3.2. a school lunch; or
 - 2.19.3.3. a charge for a replacement for damaged or lost school equipment or supplies.
- 2.20. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
 - 2.20.1. is authorized by an LEA or school, according to local education board policy; or
 - 2.20.2. satisfies at least one of the following conditions:
 - 2.20.2.1. 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 in the employee's school employment capacity;
 - 2.20.2.2. 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

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- 2.20.2.3. the activity, class, program, fundraising 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.
- 2.21. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a non curricular club as described in Utah Code [53G-7-7 | Student Clubs](#).
- 2.22. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- 2.23. "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.
- 2.24. "Regular school day" has the same meaning as the term "school day" described in Utah Administrative Code [R277-419-2](#).
- 2.25. "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:
 - 2.25.1. fully participate in school or in a school activity, class, or program;
 - 2.25.2. successfully complete a school class for the highest grade; or
 - 2.25.3. avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
 - 2.25.4. peer pressure, shaming, stigmatizing, bullying, or the like; or
 - 2.25.5. withholding or curtailing any privilege that is otherwise provided to any other student.
- 2.26. "School day" has the same meaning as defined in Utah Administrative Code [R277-419-2](#).
- 2.27. "School equipment" means a durable school-owned machine, equipment, or tool used by a student as part of a secondary activity, class, or program.
 - 2.27.1. "School equipment" includes a saw, machine, and 3D printer.
- 2.28. "School year" means the period of time beginning with the first day of school and ending on June 30.

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- 2.29. "School year activity, class, and program" is an activity, class, or program that begins on or after the first day of school and ends on or prior to June 30.
- 2.30. "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.
- 2.30.1. "Something of monetary value" includes:
- 2.30.1.1. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
 - 2.30.1.2. payments made to a third party that provide a part of a school activity, class, or program;
 - 2.30.1.3. classroom supplies or materials; and
 - 2.30.1.4. a fine, except for a student fine specifically approved by an LEA for:
 - 2.30.1.4.1. failing to return school property;
 - 2.30.1.4.2. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
 - 2.30.1.4.3. improper use of school property, including a parking violation.
- 2.30.2. "Something of monetary value" does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.
- 2.31. "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.
- 2.31.1. "Student supplies" include:
- 2.31.1.1. pencils,

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- 2.31.1.2. paper,
 - 2.31.1.3. notebooks,
 - 2.31.1.4. crayons,
 - 2.31.1.5. scissors,
 - 2.31.1.6. basic clothing for healthy lifestyle classes, and
 - 2.31.1.7. similar personal or consumable items over which a student retains ownership.
- 2.31.2. “Student supplies” does not include items listed in Subsection 18(b) of Utah Administrative Code [R277-407](#) 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.
- 2.32. ~~“Supplemental kindergarten” means an LEA program for students in kindergarten who voluntarily elect to receive additional hours of instruction beyond the LEA’s regular school day for kindergarten students for an additional fee.~~
- 2.33. ~~“Supplemental Nutrition Assistance Program” or “SNAP” means a program, formerly known as food stamps, which provides nutrition benefits to supplement the food budget of low income families through the Department of Workforce Services.~~
- 2.34. "Supplemental Security Income for children with disabilities" or "SSI" means a benefit administered through the Social Security Administration that provides payments for qualified children with disabilities in low income families.
- 2.35. “Summer programs” means fee-supported activities, classes, and programs that either fully occur or begin prior to the first day of school during the summer months of July and August.
- 2.36. "[Temporary Assistance for Needy Families](#)" or "TANF," means a program, formerly known as AFDC, which provides monthly cash assistance and food stamps to low- income families with children under age 18 through the [Utah Department of Workforce Services](#).
- 2.37. "Textbook" means instructional material necessary for participation in a class or program, regardless of the format of the material.

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- 2.37.1. "Textbook" includes:
 - 2.37.1.1. hardcopy book or printed pages of instructional material, including a consumable workbook;
 - 2.37.1.2. computer hardware, software, or digital content; and
 - 2.37.1.3. the maintenance costs of school equipment.
- 2.37.2. "Textbook" does not include:
 - 2.37.2.1. instructional equipment; or
 - 2.37.2.2. instructional supplies.
- 2.38. "Waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.

Board Approvals

- Board Approved: Full Rewrite March 2020

Procedures

1. ESTABLISHING A FEE SCHEDULE

- 1.1. Fee Setting Process
 - 1.1.1. The District will develop and submit a proposed fee schedule to the Board of Education (Board).
- 1.2. Board Approval of Fee Schedules and Policies
 - 1.2.1. The Board shall annually adopt a fee schedule and fee policies for the District on or before April 1 of each year in a regularly scheduled public meeting of the Board.
 - 1.2.2. Prior to adopting the annual fee schedule, the Board shall encourage public participation in the process by providing an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.

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1.2.3. The Board shall provide notice of the meetings:

1.2.3.1. to the public in accordance with the [Utah Open and Public Meetings Act](#); and

1.2.3.2. to parents and students using the same form of communication regularly used by the District to communicate with parents (e.g. email, text, flyer, or phone call).

1.2.4. The Board may adopt amended fee schedules after April 1 by following the same approval process used for the original fee schedule.

1.3. Fee Schedule Requirements

1.3.1. The Board's adopted fee schedule shall include:

1.3.1.1. a specific amount for each fee;

1.3.1.2. for an activity, class, or program with multiple fees, a delineation of each fee;

1.3.1.3. a maximum fee amount per student for each activity;

1.3.1.3.1. No activity can charge more than the listed maximum.

1.3.1.3.2. The amount of revenue from planned fundraising intended to supplement a student's fees shall be included as part of the maximum fee amount per student for the activity.

1.3.1.4. ~~a per student annual maximum aggregate fee amount that schools may charge a student for the student's participation in all classes, programs, and activities provided, sponsored, or supported by a school for the fiscal year; maximum total aggregate fee amount per student per school year;~~

1.3.1.4.1. The per student annual maximum aggregate fee will include four (4) activities. If a student decides to enroll in more than four (4) activities, the full amount of those activities will be borne by the student.

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- 1.3.1.4.2. The amount of revenue from planned fundraising intended to supplement a student's fees shall be included as part of the per student annual maximum aggregate fee amount.
 - 1.3.1.5. 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.
 - 1.3.1.6. spend plans shall identify the needs of the activity, class, or program for the fee being charged and 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.
- 1.3.2. Per Utah Code 53G-7-503(3)(a), a fee shall be equal to or less than the expense incurred by the District or school to provide for a student activity, class, or program beginning with the 2021-2022 school year.
- 1.3.3. Per Utah Code 53G-7-503(3)(a)(b), an additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
- 1.3.4. 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.
- 1.3.5. 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.
- 1.3.6. A fee listed on the fee schedule is the maximum amount which may be charged. The actual amount charged may be less.

2. PROVIDING NOTICE TO PARENTS

- 2.1. The District shall annually publish the Board's approved elementary, middle, and high [school fee schedules](#) and Policy 5146 | School Fees & Fee Waivers on its website.

- 2.1.1. Schools shall include a link to the District's school fees website in the footer of their individual school websites.

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- 2.2. Annually in registration materials and upon registration of a late-enrolling student, schools shall direct parents and students to the District's school fees website where they may access the: ~~board approved fee schedule; school fees and fee waiver policy, spend plans, and other school fee related documents.~~
 - 2.2.1. Board approved fee schedule;
 - 2.2.2. school fees and fee waiver policies;
 - 2.2.3. spend plans;
 - 2.2.4. fee waiver application;
 - 2.2.5. fee waiver decision and appeals form;
 - 2.2.6. school fee notice for families; and
 - 2.2.7. other school fee related documents.
- 2.3. If the District's student or parent population in a single language other than English exceeds 20%, the District shall also publish the fee schedule and schools fees and fee waiver policy in the language of those families.
- 2.4. School Administration will make arrangements for a school representative to meet personally with each student's parent or family and make available an interpreter for them to understand the District's fee waiver policy if:
 - 2.4.1. the student or parent's first language is a language other than English; and
 - 2.4.2. the District has not published the fee schedule and fee waiver policy in the parent's first language.

3. ADDITIONAL RESOURCES

- 3.1. [ASD Financial Accounting Handbook](#)
- 3.2. Procedures for Advisors and Coaches of Extracurricular ([PACE](#))

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Rules & Regulations

1. FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY

- 1.1. No fee may be charged in kindergarten through grade six for:
 - 1.1.1. materials;
 - 1.1.2. textbooks;
 - 1.1.3. supplies, except for student supplies described in Section 1.2 below;
or
 - 1.1.4. any regular school day class or activity, including assemblies and field trips.
- 1.2. An elementary school or teacher may provide to a student's parent or guardian a suggested list of student supplies for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, student supplies for student use, provided that, in accordance with Utah Code [53G-7-503](#), the following notice is provided with the list:
 - 1.2.1. *"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."*
- 1.3. 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 approved as provided in this policy and Utah Administrative Code [R277-407](#).
- 1.4. All fees are subject to the fee waiver ~~provisions~~ requirements of this policy and Utah Administrative Code [R277-407-8](#).
- 1.5. If a class is established or approved, which requires payment of fees or purchase of items in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit ~~or~~ and highest grades, the fees or costs for the class shall be subject to the fee waiver ~~provisions~~ requirements of Utah Administrative Code [R277-407-8](#).

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- 1.6. In project related classes, projects required for class completion shall be included in the class fee.
- 1.7. A school may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to a required classroom project.
- 1.8. 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.
- 1.9. A school may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a class.
- 1.10. A school may require a secondary student to provide student supplies, subject to the ~~provisions~~ requirements of Utah Administrative Code [R277-407-8](#).
- 1.11. If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, ~~brand~~, fabric, or imprints, the cost of the special shoes or items of clothing are:
 - 1.11.1. considered a fee; and
 - 1.11.2. subject to fee waiver.

2. FEES FOR ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

- 2.1. A school may charge a fee, subject to the ~~provisions~~ requirements of Utah Administrative Code [R277-407-8](#), in connection with any school-sponsored activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if participation in the activity is voluntary and does not affect a student's grade or ability to participate fully in any class taught during the regular school day.
- 2.2. A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the LEA governing board as described in Utah Administrative Code [R277-407-6](#)~~(3)~~(2).

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- 2.3. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with Board policies and state law.
- 2.4. 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~~ requirements of this rule regardless of the time or season of the activity, class, or program.

3. FEES FOR TEXTBOOKS

- 3.1. ~~Beginning in the 2022-2023 school year,~~ Schools may not charge a fee for a textbook, except for a textbook used for a concurrent enrollment or advanced placement class.
 - 3.1.1. A school may charge a fee for a textbook used for a concurrent enrollment or advanced placement class.
 - 3.1.1.1. A fee for a textbook used for a concurrent enrollment or advanced placement class is fee waivable as described in Utah Administrative Code [R277-407-8](#).
 - 3.1.2. “Textbook” means instructional material necessary for participation in an activity, class or program, regardless of the format of the material including:
 - 3.1.2.1. books, printed materials, and consumable workbooks;
 - 3.1.2.2. computer hardware, software, or digital content; and
 - 3.1.2.3. cost of maintenance and replacement as a result of normal use.
 - 3.1.3. “Textbook” does not include instructional equipment.
- 3.2. Remedial classes and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the District 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 class or credit recovery, is considered a textbook and shall be provided free of charge.
- 3.3. Schools may charge a fee for instructional equipment subject to fee waivers.

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- 3.3.1. "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary class that becomes the property of the student upon exiting the class.
- 3.3.2. "Instructional equipment" includes class related tools or instruments.

4. COLLECTION OF SCHOOL FEES

4.1. Fee Payment Deadlines

- 4.1.1. School fees are due and payable on or before the first day of school for activities, classes, and programs that are scheduled to occur between the first day of school and June 30.
- 4.1.2. If a fee-based activity, class, or program is scheduled to occur or begin prior to the first day of school (i.e. during the summer months of July and August), those fees are due and payable prior to the start of said activity, class, or program.

4.2. 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.

4.3. A school may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:

- 4.3.1. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or District during the regular school day;
- 4.3.2. refuse to issue a class grade; or
- 4.3.3. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.

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

4.5. 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.

4.6. 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

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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 Utah Code [53G-8- 212\(2\)\(a\)](#).

- 4.7. Notwithstanding Subsection 4.4 and 4.6 above, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

5. FEE WAIVERS

5.1. General Fee Waiver Provisions

- 5.1.1. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or Utah Administrative Code [R277-407](#).
- 5.1.2. A school is not required to waive a non-waivable charge.
- 5.1.3. The process for obtaining a 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.
- 5.1.4. A student receiving a fee waiver shall not be treated differently from other students or identified students, staff members, or other persons who do not need to know of the waiver.
- 5.1.5. 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.

5.2. Fee Waiver Eligible Charges

- 5.2.1. 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:
- 5.2.2. An activity, class, or program that is:
- 5.2.2.1. primarily intended to serve school-age children; and
 - 5.2.2.2. taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.

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- 5.2.3. An activity, class, or program that is explicitly or implicitly required:
 - 5.2.3.1. 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
 - 5.2.3.2. 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.
- 5.2.4. 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.
- 5.2.5. An activity or program where full participation in the activity or program includes:
 - 5.2.5.1. travel for state or national educational experiences or competitions;
 - 5.2.5.2. debate camps or competitions; or
 - 5.2.5.3. music camps or competitions.
- 5.2.6. A concurrent enrollment, CTE, or AP class.
- 5.2.7. The cost to access software, digital content, or other instructional materials required as part of any activity, class or program.

5.3. Non-waivable Charges

- 5.3.1. Non-waivable charge means a cost, payment, or expenditure that:
 - 5.3.1.1. is a personal discretionary charge or purchase including:
 - 5.3.1.1.1. insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 - 5.3.1.1.2. college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and

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- 5.3.1.1.3. 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.
- 5.3.1.2. is subject to sales tax as described in Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary and Secondary Schools; or
- 5.3.1.3. by Utah Code, federal law, or Utah Administrative Code not to be a fee, including:
 - 5.3.1.3.1. a charge for a school breakfast or lunch;
 - 5.3.1.3.2. tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
 - 5.3.1.3.3. a charge for an activity, class, program, that meets the criteria of a non curricular club as described in [Utah Code 53G-7-7, Student Clubs](#);
 - 5.3.1.3.4. a fine for improper use of school property, including a parking violation; or
 - 5.3.1.3.5. a fine for replacement of lost or damaged school property in accordance with Utah Code [53G-8-212](#).
 - 5.3.1.3.5.1. No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.
- 5.4. Fee Waiver Administrator
 - 5.4.1. The principal of each school shall act as the "Fee Waiver Administrator." The principal may also designate one or more Assistant Principals to act as Fee Waiver Administrators and assist with processing fee waiver applications. The designated administrator(s) shall:
 - 5.4.1.1. be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and

5.4.1.2. work in an appropriate setting to facilitate confidential conversations and documents.

5.4.2. The Fee Waiver Administrator shall be responsible to:

5.4.2.1. review fee waiver applications and verification documents;

5.4.2.2. grant or deny fee waiver requests;

5.4.2.3. compile all logs and maintain fee waiver documents in compliance with the [Family Educational Rights and Privacy Act](#) (FERPA); and

5.4.2.4. report fee waiver information.

5.5. Fee Waiver Application Process

5.5.1. 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.

5.5.2. A link to the application for fee waiver shall be included on each school's website.

5.5.3. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.

5.5.4. 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 school's Fee Waiver Administrator.

5.5.5. A student may not collect fees or assist in the fee waiver approval process.

5.5.6. Duration of Fee Waiver

5.5.6.1. A student must apply for fee waiver each fiscal year.

5.5.6.2. Once granted, a fee waiver is valid for the remaining duration of the fiscal year in which it was granted.

5.5.7. Fee Waiver Application Deadlines

5.5.7.1. Fee Waiver Applications for Summer Activities, classes, and Programs

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- 5.5.7.1.1. If an activity, class, or program is scheduled to occur or begin prior to the first day of school (i.e. during the summer months of July and August), completed fee waiver applications must be submitted to the school's Fee Waiver Administrator prior to the start of said activity, class, or program.
 - 5.5.7.1.1.1. Applications submitted after a summer activity, class, or program begins will be considered late.
- 5.5.7.1.2. If a student applies for and is granted a fee waiver during the summer months of July and August, their approved fee waiver application is valid until the end of the fiscal year on June 30 (refer to Section 5.5.5 of this policy which outlines the duration of approved fee waiver applications).
- 5.5.7.2. Fee Waiver Applications for School Year Activities, classes, and Programs
 - 5.5.7.2.1. Completed fee waiver applications must be submitted to the school's Fee Waiver Administrator no later than September 30 of each year for activities, classes, and programs that are scheduled to occur during the school year.
 - 5.5.7.2.1.1. If a timely filed fee waiver application is granted, fees for school year activities, classes, and programs will be waived.
 - 5.5.7.2.1.2. Applications submitted after the deadline will be considered late.
- 5.5.7.3. A 30-day window to submit a completed fee waiver application will be granted to late-enrolling students starting from their entry date.
 - 5.5.7.3.1. If a late-enrolling student timely files a fee waiver application, their fees will be waived starting from their entry date.

5.5.7.4. Late fee waiver applications will be considered effective as of the actual submission date and will not result in a refund of previously paid fees.

5.5.7.4.1. If a student has an unpaid fee balance at the time their late fee waiver application is granted, the unpaid fee balance will be waived.

5.5.8. Mid-Year Change in Financial Circumstances

5.5.8.1. If a student or their family experiences a change in financial circumstances so that fee waiver eligibility no longer exists, the student shall notify the school's Fee Waiver Administrator within 30 days of the qualifying event.

5.5.8.1.1. If a student's fee waiver eligibility no longer exists, the school may choose to assess fees for an activity, class, or program that has yet to begin (including trips and camps that have yet to occur).

5.5.8.2. If a student or their family experiences a change in financial circumstances so that fee waiver eligibility now exists, the student's fees will be waived once they submit a complete fee waiver application to the school's Fee Waiver Administrator and receive approval.

5.5.8.2.1. If a student's fee waiver application is granted, it will be considered effective as of the actual submission date and will not result in a refund of previously paid fees.

5.5.8.2.2. If a student has a **current year** unpaid fee balance at the time their fee waiver application is granted, their unpaid fee balance will be waived.

5.6. Fee Waiver Eligibility Verification

5.6.1. 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:

5.6.1.1. The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:

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- 5.6.1.1.1. these levels are set to correspond to the income levels for the federal free lunch program and may be found at schools.utah.gov/schoolfees on the fee waiver application form;
- 5.6.1.1.2. All income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
- 5.6.1.2. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
- 5.6.1.3. The student's family receives Temporary Assistance for Needy Families (TANF) or SNAP and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought.
- 5.6.1.4. 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.
- 5.6.1.5. A school may grant a fee waiver to a student, on a case by case basis who does not qualify for a fee waiver, but who, because of extenuating circumstances, is not reasonably capable of paying the fee.
- 5.6.1.6. A school may charge a proportional share of a fee or reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

5.7. Notification of Eligibility

- 5.7.1. After reviewing the documentation provided by the student and the student's parent or guardian, the Fee Waiver Administrator will approve or deny the fee waiver request.
- 5.7.2. 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:

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- 5.7.2.1. that the student's eligibility was verified;
 - 5.7.2.2. the name and position of the person who reviewed the verification documents;
 - 5.7.2.3. the date it was verified; and
 - 5.7.2.4. the type of documentation used to verify eligibility.
- 5.7.3. The Fee Waiver Administrator shall maintain documentation of the following:
 - 5.7.3.1. the fiscal year the request was submitted;
 - 5.7.3.2. the type and amount of fees requested to be waived;
 - 5.7.3.3. whether the request was approved or denied; and
 - 5.7.3.4. if approved, the type and amount of fees which were waived.
- 5.7.4. 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.
- 5.7.5. 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.
- 5.8. Appeal of Fee Waiver Denial
 - 5.8.1. An appeal of a fee waiver denial may be requested by submitting the appeal form included with the notice of denial or found on the District's school fees website to the school's Fee Waiver Administrator within ten (10) days of receiving notice of denial.
 - 5.8.2. The school shall contact the parent within two (2) weeks of receiving the written appeal to discuss their concerns. If necessary, the school's administration may schedule a meeting with the parent to discuss their concerns. The school shall communicate to the parent whether their appeal was approved or denied.
 - 5.8.3. If the appeal is denied by the school, the parent may appeal in writing, within ten (10) days of receiving notice of denial, to the Superintendent.

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- 5.8.4. The requirement for a student to pay a fee will be suspended while an appeal of a denial of fee waiver is in process.

6. FUNDRAISING

- 6.1. Any fundraising activity must be approved and conducted in accordance with [Policy 5148 | Fundraising](#).
- 6.2. Schools seeking to use alternative methods of raising revenue must comply with [Policy 5148 | Fundraising](#) and Utah Administrative Code [R277-407](#) and [R277-113](#).

7. DONATIONS IN LIEU OF A FEE

- 7.1. 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 and receipt of the donation will not affect participation by an individual student.
- 7.2. 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.
- 7.3. A school may solicit and accept a donation or contribution in accordance with District policy, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.
- 7.4. If a school solicits donations, the school may not place any undue burden on a student or family in relation to the donation.
- 7.5. A school may raise money to offset the cost to a school attributed to fee waivers granted to students.

8. REPORTING REQUIREMENTS

- 8.1. ~~Each school~~ The District shall maintain ~~records~~ the following information for each school, ~~and submit documentation to the District Business Services Department annually of:~~ which may be requested by the State Superintendent as part of the Superintendent's monitoring of the District's school fees practices:
- 8.1.1. ~~the~~ the number of students granted fee waivers;
- 8.1.2. ~~the~~ the number of students denied fee waivers;

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- 8.1.3. the total dollar amount of fees waived;
 - 8.1.4. the dollar amount of fees collected from students for curricular, co-curricular, and extracurricular activities; and
 - 8.1.5. the total dollar amount of all fees charged to students within all schools.
- ~~8.2. As required by the Utah Administrative Code R277-407, the Board Chair, Superintendent, and each school principal will submit a school fee compliance form to the State Superintendent to affirm compliance with the permanent injunction, consistent with Doe v. Utah State Board of Education, Civil No. 920903376 (3rd District 1994).~~
- ~~8.3. The Superintendent shall attach the following to the District's annual year-end report for inclusion in the State Superintendent's annual report:~~
- ~~8.3.1. a summary of:~~
 - ~~8.3.1.1. the number of students given fee waivers; and~~
 - ~~8.3.1.2. the total dollar value of student fees waived by the District.~~
 - ~~8.3.2. a copy of the Board's school fees and fee waivers policy [Policy 5146];~~
 - ~~8.3.3. a copy of the District's fee schedule for students;~~
 - ~~8.3.4. a copy of the Notice of Fee Waiver Criteria provided to a student's parent or guardian; and~~
 - ~~8.3.5. a fee waiver compliance form (as provided by the State Superintendent).~~

9. TRAINING

- 9.1. The District will provide training annually on school fee and fee waiver related policies and procedures.

Citations

[school fee schedule](#)

[R277-407-2 | Definitions](#)

Utah Code [53G-7-701\(11\)](#)

Utah State Tax Commission [Publication 35](#)

Utah Code [53G-7-801](#)

Utah Code [53G-7-7 | Student Clubs](#)

Utah Administrative Code [R277-419-2](#)

Utah Administrative Code [R277-407](#)

[Temporary Assistance for Needy Families](#)

[Utah Department of Workforce Services](#)

[Utah Open and Public Meetings Act](#)

[ASD Financial Accounting Handbook](#)

[PACE](#)

Utah Code [53G-7-503](#)

Utah Administrative Code [R277-407-8](#)

Utah Administrative Code [R277-407-6](#)

Utah Code [53G-8- 212\(2\)\(a\)](#)

Utah Code [53G-8-212](#)

[Family Educational Rights and Privacy Act](#)

schools.utah.gov/schoolfees

[Policy 5148 | Fundraising](#)

Utah Administrative Code [R277-113](#)

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Approvals

- February 2019

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Wellness, Nutrition, and Physical Activity

Statement of Policy

The Alpine School District Board of Education promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as part of the total learning environment. The Board recognizes the primary role parents play in encouraging their children to make healthy choices. We partner with parents to accommodate individual circumstances.

Definitions

1. "District wellness committee" means a committee that includes parents, students, child nutrition specialist, physical education/health teacher(s), school nurse, a member of the Board of Education, a secondary and elementary administrator, and the superintendent's designee.
2. "School campus" means areas that are owned or leased by the school and used at any time during school-related activities, including on the outside of the school building, school buses or other vehicles used to transport students, athletic fields and stadiums, or parking lots.
3. "Wellness specialist" means the superintendent's designee who oversees the wellness committee and conducts annual reviews.
4. "Smart Snacks in School" means nutrition standards for competitive foods sold during the school day.

Board Approvals

- Board Approved: June 20, 2006; Rewrite Board Approved: November 9, 2021
- Revised, December 9, 2008, March 5, 2013, June 16, 2013, November 11, 2014

Procedures

1. DISTRICT WELLNESS COMMITTEE

- 1.1. The superintendent or designee (wellness specialist) shall appoint a district wellness committee whose membership includes parents, students, child nutrition specialist, physical education and health teachers, school nurse, a member of the school board, elementary and secondary administrators.
- 1.2. Purposes for and work of the District wellness committee:
 - 1.2.1. The wellness specialist shall gather annual evaluation survey information regarding school progress toward attaining the goals of this policy. The results are presented to the committee each year.
 - 1.2.2. Develop, implement, review, and evaluate all aspects of the wellness policy.
 - 1.2.3. Regularly monitor the overall effectiveness of the wellness policy.
 - 1.2.4. Recommends area(s) in need of change and modifications that will positively affect student health.
 - 1.2.5. Review efforts, research and best practices on fitness and nutrition issues.
 - 1.2.6. The committee will meet at least twice a year.
 - 1.2.7. The committee will be responsive to community input which begins with the awareness of the wellness policy.
- 1.3. The District will inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of school meal programs and how to apply for free or reduced meals annually through the District Summer Mailer and other communications.

2. LOCAL SCHOOL OVERSIGHT

- 2.1. Each principal will annually review with teachers the school's procedures for wellness, nutritional health care and physical activity for students. A report of this review will be submitted to the wellness specialist.

Rules & Regulations

1. NUTRITION EDUCATION

- 1.1. Sequential nutrition education shall be provided and promoted.
- 1.2. Each school shall ensure that the health education core will be taught at the elementary and secondary level following [Utah Core Standards](#).

2. NUTRITION PROGRAMS

- 2.1. Child nutrition programs, such as breakfast and lunch, shall be accessible to all students and must comply with federal, state, and local requirements.

3. NUTRITION EDUCATION GUIDELINES FOR FOODS AVAILABLE IN SCHOOLS

3.1. FOOD ALLERGIES

3.1.1 Some of our students have food allergies. Some food allergies are very dangerous and require vigilance in order to ensure a safe school environment. Alpine School District is committed to safeguarding students with food allergies by following appropriate protocols. [Medical forms](#) associated with food allergies may be accessed on the district web site.

- 3.2. NUTRITIONAL STANDARDS FOR ALL FOODS - Child nutrition programs shall be accessible to all students in Alpine School District. The child nutrition program shall comply with federal, state and local requirements.

3.2.1.1. School meals will reflect [UDSA federal](#) and [state regulations](#) for nutrition integrity.

3.2.1.2. The school nutrition services will offer breakfast in all schools during the school year.

3.2.1.3. [Alpine School District's Menu Guidelines](#) can be accessed at www.alpineschools.org/nutrition

3.2.1.4. A la carte will not be offered to students in elementary schools with the exception of milk or juice. Secondary A la carte will be in compliance with [Smart Snacks in Schools standards](#).

3.2.1.5. [Vending Machines and School Stores](#)

3.2.1.5.1. Food vending machines will not be available for elementary schools.

3.2.1.5.2. Vended and school store foods and/or drinks in secondary schools shall be in compliance with [Smart Snacks in Schools standards](#) and [Smart Snacks](#).

3.2.1.5.3. Vending Machine Agreements and Reporting

3.2.1.5.3.1. All agreements for vending machines will be in writing in a contract form that conforms with the board of education purchasing agreement.

3.2.1.5.3.2. Vending machine income shall be used to directly benefit students.

3.2.1.5.3.3. Schools shall track school vending receipts and expenditures in the designated school vending program.

3.3. SCHOOL MEALS

3.3.1. The school meal programs aim to improve the diet and health of school children, and model healthy eating to support development of lifelong eating patterns.

3.3.2. The school meal program helps support healthy choices while accommodating special dietary needs for students.

3.3.3. All schools within the District participate in the [USDA child nutrition programs](#), including the [National School Lunch Program](#), the

[National School Breakfast Program](#), and the [Summer Food Service Program](#).

- 3.3.4. Meals served throughout the school day will meet the federal regulations or guidelines for [reimbursable school meals](#).

~~3.3.5. Schools will ensure free drinking water will be made available to students throughout the school day. Students will have access to free water during meals served.~~

3.4. COMPETITIVE FOOD AND BEVERAGES

- 3.4.1. All food and beverages served outside the reimbursable school meals program that are sold to students at all school campuses during the school day will meet the [USDA Smart Snacks-nutrition in School standards](#).

3.5. PARTIES, CELEBRATIONS AND REWARDS

- 3.5.1. Schools are encouraged when having parties and celebrations involving food during the school day to include nutrient dense food and beverages that comply with the [USDA Smart Snacks standards](#) and encourage the use of non-food items.
- 3.5.2. ~~Pursuant to the U.S. Department of Health and Human Services Food and Drug Administration Food Code,~~ Schools may not offer for human consumption foods prepared in a private home. Therefore, students, parents, teachers, and others who bring food for distribution to other students, must bring food items that have been commercially packaged.

~~3.6. WATER~~

- ~~3.6.1. To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout every school campus. The District will encourage making drinking water available during meals.~~

4. OPPORTUNITIES FOR PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

- 4.1. The purpose of a quality physical educational program is to develop healthy, responsible students who have the knowledge, skills, and dispositions to work together in groups, think critically, and participate in a variety of activities that lead to a lifelong healthy lifestyle.
- 4.2. Local School Oversight
 - 4.2.1. Each school shall ensure that the physical education core will be taught at the elementary and secondary level following Utah Core Standards for Physical Education.
 - 4.2.2. Support opportunities for physical activity through after school programs including competitive and recreational intramurals and interscholastic athletics;
 - 4.2.3. Schools are encouraged to partner with community recreation departments to provide safe and supportive recreational opportunities for students of all ages.
 - 4.2.4. Encourage employees to model healthy lifestyle practices for their students.
 - 4.2.5. Recess is an important part of a K-6 student's opportunity to be physically active. Recess should not be used by classroom teachers as a reward, withheld as a punishment or classroom assignment completion, unless there are extenuating circumstances that the building principal is aware of or has identified.

~~Nutritional Standards for All Foods—Child nutrition programs shall be accessible to all students in Alpine School District. The child nutrition program shall comply with federal, state and local requirements.~~

~~4.2.6.—School meals will reflect USDA federal and state regulations for nutrition integrity.~~

~~4.2.7.—The school nutrition services will offer breakfast in all schools during the school year.~~

~~4.2.8. Menu guidelines can be accessed at
www.alpineschools.org/nutrition~~

~~4.2.9. A la carte will not be offered to students in elementary schools with the exception of milk or juice. Secondary A la carte will be in compliance with Smart Snacks in Schools standards.~~

~~4.2.10. Vending Machines and School Stores~~

~~4.2.10.1. Food vending machines will not be available for elementary schools.~~

~~4.2.10.2. Vended and school store foods and/or drinks in secondary schools shall be in compliance with Smart Snacks in Schools standards. www.healthiergeneration.org/smartsnacks.~~

5. OTHER SCHOOL BASED ACTIVITIES ~~—Other school-based activities should promote healthy lifestyles as part of the overall educational process.~~

~~After school programs shall encourage physical activity and the formation of healthy habits.~~

- 5.1. Wellness guidelines shall be considered when planning school-based activities such as field trips, dances, assemblies, etc.
- 5.2. Schools may host wellness clinics, health screenings and assist eligible children in enrolling in Medicaid, CHIP or other state health insurance programs. Schools should consult with Student Services prior to arranging for clinics/screenings and related services.
- 5.3. Fundraising efforts, celebrations, parties and rewards should be in compliance with applicable laws.
- 5.4. Schools may alter recess schedules to promote a healthy lifestyle and support good nutritional habits.
- 5.5. School Compliance
 - 5.5.1. The school ~~administrators are principal is~~ charged with operational responsibility for ensuring that the school follows the district wellness policy.

~~5.6. Vending Machine Agreements and Reporting~~

~~5.6.1. All agreements for vending machines will be in writing in a contract form that conforms with the board of education purchasing agreement.~~

~~5.6.2. Vending machine income shall be used to directly benefit students.~~

~~5.6.3. Schools shall track school vending receipts and expenditures in the designated school vending program.~~

Citations

[Utah Core Standards](#)

[Medical forms](#)

[USDA child nutrition programs](#)

[National School Lunch Program](#)

[National School Breakfast Program](#)

[Summer Food Service Program](#)

[Serving Reimbursable School Meals](#)

[USDA Smart Snacks standards](#)

[Utah Core Standards for Physical Education](#)

[Utah Child Nutrition Programs](#)

[Alpine School District's Menu Guidelines](#)

[Smart Snacks](#) by Alliance for a Healthier Generation

Approvals

- Board Approved: June 20, 2006;
- Revised: December 2008, November 2014, November 2021, July 2023

Student Release, Check Out, or Excusal for a School Day~~Dismissal~~

STATEMENT OF POLICY

The Alpine School Board, in accordance with Utah State Code 53G-6-2, recognizes the importance of student attendance in school on a daily basis. As such, the Board has implemented this policy and instructions for the proper excusal of a student for their safety when required by their parent or guardian for personal or other reasons for a portion of the school day.

Board Approvals

- Board Approved: April 14, 1987; Updated: January 2006, March 2013

1. STUDENT DISMISSAL

- 1.1. No staff member shall excuse any student from school prior to the end of the student's school day, or to any person's custody, without the direct prior approval and knowledge of the building principal or designee.
- 1.2. The building principal shall not excuse a student before the end of the student's school day without a **written, electronic, or in person** request for the early dismissal by the student's parents, guardians, or individual(s) officially listed by a parent/guardian on the student registration or student health sheet. **A pre-arrangement shall be established based on the written, electronic or in person meeting with the front office, not just a teacher. A parent may release a child by phone after confirmation of the phone number and other personally identifiable information is verified or with a pre-arranged written notice.**

- 1.3. If a properly identified law enforcement officer takes a student from school, the building principal or designee shall make every reasonable attempt to notify the parents unless instructed otherwise by the law enforcement officer.
- 1.4. Students of estranged parents may be released only upon the request of the parent whom the court holds directly responsible for the child and who is the parent or guardian registered on the school record. Where no legal custody has been determined, the school may release students to either parent upon proper identification.

Board Approvals

- Revised September 2023

Procedures

No procedures have been established at this time.

Rules & Regulations

No rules & regulations have been established at this time.

Citations

[Utah State Code 53G-6-2](#)