

Board Meeting Documents
August 13, 2026

MINUTES OF THE STUDY SESSION – JULY 9, 2026

The Board of Education of the Lake Mountain School District met in a study session on Thursday, July 9, 2026, at 4:01 PM. The study session took place in the board room at the Lake Mountain School District office in Saratoga Springs, UT.

Board members present: President Julie King, Vice President Matt Isaacson, Charity Judkins, Melissa Sauser, and Ilene Strong. Late: Julie Myers. Absent: Joylin Lincoln.

Also present: Superintendent Carter and members of the administrative staff. There were approximately 3 others in attendance. Absent: Deputy Superintendent Bollinger.

Space Center

James Porter, Director of the Space Center, presented an overview of the programs and services provided by the Space Center to students, schools, and the community. He highlighted educational opportunities including field trips, simulations, camps, classes, tutoring, and internships offered to multiple school districts, charter schools, and the general public. Mr. Porter also discussed the valuable contributions of community volunteers and the public service projects completed by the Space Center. He expressed how much the Space Center and its volunteers mean to him, personally, emphasizing the significant impact the program has on students and the community. Mr. Porter encouraged the Board to support efforts to keep the Space Center open and operational. He concluded by inviting Board members who had not previously visited the Space Center to tour the facility. Mr. Porter fielded questions from the Board of Education.

RFP Updates

Board Vice President Isaacson presented an update on the current Requests for Proposals (RFPs) in progress, the District's critical operational needs, and the tentative plan to achieve operational readiness by the July 2027 start date while maximizing the District's independence.

Vice President Isaacson fielded questions from the Board of Education.

Enrollment Projections

Board President King presented enrollment projections for the Lake Mountain School District area for Fall 2026, Fiscal Year 2027, and Fall 2030, covering all school levels. She noted that Special Schools were not included in the projections. Board President King also explained that, because the Lake Mountain School District area continues to experience rapid growth, the projections may vary due to the unpredictable pace of community development and fluctuations in the number of families moving into the area. She noted with the District's continued growth, the District must expand its facilities to meet future enrollment needs with those anticipated needs being 14 elementary schools, 2 middle schools, and 3 high schools. Board leadership developed a 15-year capital plan based on projected growth, which anticipates the potential need to construct up to 17 schools within that timeframe. To support this level of capital investment, the Board engaged bond counsel to provide expert financial guidance.

President King fielded questions from the Board of Education.

The meeting adjourned at 5:19 PM.

MINUTES OF THE BOARD MEETING – JULY 9, 2026

The Board of Education of the Lake Mountain School District met in a board meeting on Thursday, July 9, 2026, at 6:00 PM. The board meeting took place in the boardroom of the Lake Mountain School District Office in Saratoga Springs, UT.

Board members present: President Julie King, Vice President Matt Isaacson, Charity Judkins, Julie Myers, Melissa Sauser, and Ilene Strong. Absent: Joylin Lincoln.

Also present: Superintendent Carter and members of the administrative staff. There were approximately 7 others in attendance. Absent: Deputy Superintendent Bollinger.

President Julie King conducted the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Travis Hamblin, Assistant Superintendent of Student Services.

INSPIRATIONAL THOUGHT OR REFLECTION

An inspirational thought was given by Kim Romeril, Assistant Superintendent of Secondary Schools.

PUBLIC COMMENT

There were no public comments.

CONSENT AGENDA

Board president King recommended that the Board approve the consent agenda. Board member Sauser made the motion to approve the consent agenda, and it was seconded by Board member Judkins. The Board voted in favor and the motion passed unanimously.

DISCUSSION/ACTION ITEMS

1. Naming of ATEC West

Lucas Charon, Principal of ATEC West presented to the Board of Education on behalf of the Naming Committee regarding the selection process for the new ATEC West school name. He highlighted the extensive collaboration among community members, teachers, and district leadership, noting the abbreviated timeline and expressing appreciation to everyone whose efforts made the new school possible. Mr. Charon explained that the Naming Committee consisted of eight parents, himself, Kim Romeril, and the Horizon School Community Council Chair. A community survey was distributed in June, with responses collected over one week, resulting in 28 name recommendations from residents of Eagle Mountain and Saratoga Springs. The committee met in July and followed Board Policy 1618 throughout the process. Members established committee norms and naming criteria, worked in small groups to review the potential names, reconvened for committee discussion, selected final recommendations, and began preliminary discussions regarding the school's mascot and colors. The committee will reconvene to finalize the mascot and school colors. Mr. Charon reviewed the committee's naming considerations and the factors evaluated throughout the process. He also shared several names that were considered but not recommended, including ATEC West Warriors, Lakeside Bees, and Phoenix Rising Academy. The committee's recommended school names are Beacon Hill, Bridgepoint, and Pinnacle Peak. Mr. Charon concluded by thanking the Board for its tireless efforts in securing the new school site and for its leadership in establishing the new district.

Vice President Isaacson asked whether staff had a preference for the proposed name.

Lucas Charon responded that there was no staff preference, explaining that their role was to gather information and present it to the Board, with the final naming decision resting with the Board.

Vice President Isaacson also asked whether there had been any consideration of including a descriptor such as "School," "Transition," or "Center" as part of the name.

Lucas Charon emphasized that, regardless of the final name, consideration should be given to the descriptor that follows it. He noted the importance of conveying that the facility is a place where adults come to learn, develop job skills, and access community resources, while distinguishing it from other entities within the district. He reiterated that the final decision rests with the Board.

Board member Strong asked what the acronym "ATEC" originally stood for.

Lucas Charon explained that the meaning has evolved over time. It originally stood for Adult Transition Education Center before later becoming Alpine Technical Education Center, reflecting the program's evolution.

Vice President Isaacson motioned to rename ATEC West "Bridgepoint", and it was seconded by **President King**.

Vice President Isaacson commented that the recommended name was particularly meaningful, noting that its symbolism effectively reflected the vision and mission of the school. He acknowledged that all of the proposed names were strong options and recognized that the decision was a difficult one. He stated that his motion was intended to begin the Board's discussion of the recommendation.

President King commended the Naming Committee for its thoughtful work, stating that the recommended name clearly communicates the purpose and vision of the school. She acknowledged the difficulty of the task and congratulated the committee on its collaborative efforts and successful outcome.

Lucas Charon remarked that the committee was made up of thoughtful, knowledgeable individuals who contributed valuable perspectives throughout the process.

Board member Strong expressed support for the recommended name as a single, distinctive title but suggested that it be paired with a descriptor, such as "School" or "Center," to provide additional clarity.

President King clarified that the facility is not classified as a K–12 school, but rather as a post-secondary institution. She explained that state code requires the school to be registered as either a vocational or transition education center, and it will therefore be categorized as a post-secondary education facility. As a result, the Board could retain the name Bridgepoint without including "Transition Education Center" in the title, as the designation will be reflected in its official classification and is not required to be part of the school's name.

Board member Strong asked whether the school's classification would be identified on the application submitted to the state for registration. **President King** confirmed that it would.

Vice President Isaacson asked whether that classification would provide the flexibility to use a preferred public-facing name for the school. **President King** confirmed that it would, and **Vice President Isaacson** expressed his support for that approach.

Board member Sauser expressed appreciation for the committee's work, noting the challenging timeline under which they completed the process. She stated that she liked the name Bridgepoint, saying it reflects the school's purpose while also conveying openness and opportunity. She then asked what the next steps in the process would be, including whether selecting a mascot would be part of the next phase.

President King explained that the Board's role is to select its preferred school name, which is then submitted to Alpine School District for final approval, consistent with the process used to name the South Special Schools. She noted that the school's mascot and colors are typically selected by the principal. She also recommended choosing a mascot that is distinct from those already in use across the district, noting that mascots such as the Otters, Mustangs, Pelicans, and Hawks are already represented among the district's 24 schools.

Lucas Charon stated that the committee would take the Board's feedback into consideration and explore additional mascot options.

Board member Sauser noted that Desert Sky already uses the Explorers mascot, which **President King** confirmed.

Lucas Charon added that the committee would conduct a thorough review of existing mascots before making a final recommendation.

President King remarked that, while the district may eventually need to reuse mascots as it continues to grow, that is not necessary at this time.

The Board voted in favor and the motion passed unanimously.

ACTION ITEMS

1. MOU Colocation

President King motioned to approved the MOU Colocation, and it was seconded by Board member Sauser.

President King explained that the Memorandum of Understanding (MOU) establishes a data redundancy agreement between the District and Aspen Peaks. The agreement ensures that the District's data is securely backed up and can be recovered in the event of a system outage or other unforeseen issues.

The Board voted in favor and the motion passed unanimously.

2. Resolution# 2026-009: Vehicle for Disposition

Board member Judkins motioned to approve Resolution# 2026-009: Vehicle for Disposition, and it was seconded by Board member Sauser.

President King explained that, under the provisions of SB188, Alpine School District cannot dispose of property without the concurrence of all three successor districts. She noted that the item before the Board involved a vehicle at Skyridge High School that Alpine School District is seeking authorization to dispose of, requiring the Board's approval.

The Board voted in favor and the motion passed unanimously.

3. Policy Series 4.000: Personnel – Alpine School District Personnel Policies

Board member Myers motioned to accept the Alpine School District Personnel 4000 Policy Series as Lake Mountain transition policies adopted under Utah Code 53G-3-308(1)(b)(ii) through June 30, 2028, and it was seconded by Board member Sauser.

President King explained that SB188 includes a provision requiring all personnel policies, benefits, and salary schedules to remain unchanged for one year following a school district split. With the official split occurring on July 1, 2027, Alpine School District's personnel policies must remain in effect through June 30, 2028. She stated that the Board is formally adopting these existing personnel policies as the governing policies of the new district, in accordance with state law.

Vice President Isaacson asked whether this was the only series of policies that state code requires the Board to adopt in this manner.

President King confirmed that it was, noting that this requirement is the reason for the Board's aggressive policy adoption schedule in upcoming meetings.

The Board voted in favor and the motion passed unanimously.

SUPERINTENDENT AND BOARD MEMBER REPORTS

Superintendent Carter provided an update on district staffing and operations. She reported that most administrative positions have been filled, including the appointment of Brooke Roden, formerly of Lake Mountain Middle School, as Assistant Principal at Cedar Valley High School. Additional appointments include Jake McDonald as Manager of Print Services, Logistics & Distribution; Jesse Williamson as Facilities Supervisor; Shawn Johnson as Director of Special Education, Regular Education & Activities; Russell Hickman as Fleet Manager & Systems Specialist; and Mikaylee Hill as Administrative Secretary. Superintendent Carter reported that all Technology Department job offers have been extended, with hiring expected to be complete by September. She noted that Technology Director, Ryan Neff will transition to full-time employment with the District on September 8 and expressed appreciation to Alpine School District for its support during the transition. She further reported that interviews for six Facilities Foreman positions are scheduled for Monday, with hiring anticipated to be completed by the end of the month. In Transportation, 53 bus driver contracts have been offered, with 52 accepted, resulting in the District's highest acceptance rate to date. Additional contracts may be offered in the fall as staffing needs are determined. Superintendent Carter also shared that the transfer of fingerprinting records for District staff and volunteers from Alpine School District to Lake Mountain School District has been approved. The District is evaluating options to continue providing fingerprinting services for employees and volunteers moving forward. She concluded by sharing that the District now has additional full-time employees, including Travis Hamblin and Amanda Bollinger. Alpine School District employees who have been hired by Lake Mountain have transitioned to working with Lake Mountain School District on Tuesdays. She noted that they reviewed the District's mission, vision, values, and goals (MVVG), which will be shared publicly once finalized.

An additional workday will be added during the second quarter, with Thursdays requested to accommodate Board meetings, and additional workdays are planned for the third and fourth quarters as well.

Vice President Isaacson reported that the District's Mission, Vision, Values, and Goals (MVVG) are not yet ready for public release. He shared that the Board recently held a full-day work session at a school site, where members observed the summer meals program and summer school classes before continuing their work on developing the District's mission and vision. He described the work session as highly productive and stated that the finalized MVVG will be shared publicly in the near future.

ADJOURNMENT

On motion by Board member Strong and it was seconded by Board member Judkins, the meeting adjourned at 6:31 PM. The Board members who voted in favor were Ilene Strong, Julie Myers, Vice President Matt Isaacson, President Julie King, Charity Judkins, and Melissa Sauser. The motion passed unanimously.

MINUTES OF THE WORK SESSION – JULY 28, 2026

The Board of Education of the Lake Mountain School District met in a work session on Tuesday, July 28, 2026, at 8:02 AM. The work session took place in the front office conference room at Cedar Valley High School in Eagle Mountain, UT.

Board members present: President Julie King, Vice President Matt Isaacson, Charity Judkins, Joylin Lincoln, Julie Myers, and Melissa Sauser. Absent: Ilene Strong.

Also present: Superintendent Carter, Deputy Superintendent Amanda Bollinger, Travis Hamblin, Kim Romeril, Michelle Stephenson, and Breanna Loniero. There were approximately 1 others in attendance.

Goal Setting and Board Training

The Board of Education met with Cabinet leadership to discuss and develop the district's short- and long-term goals for students, staff, and the community. The Board also participated in training focused on effective governance and the roles and responsibilities of successful board members.

The meeting adjourned at 11:58 PM.

Financial Report - Fund 13 - General Fund (Lake Mountain School District)

	<i>FUNCTION DESCRIPTION</i>	<i>ORIGINAL BUDGET</i>	<i>YTD BUDGET ADJUSTMENTS</i>	<i>ADJUSTED BUDGET</i>	<i>RECEIPTS / EXPENDED</i>	<i>REMAINING BUDGET</i>	<i>% OF BUDGET</i>
Revenue	Local Revenue	\$0	\$0	\$0	\$0	\$0	0.00%
	State Revenue	\$0	\$0	\$0	\$0	\$0	0.00%
Revenue	Total	\$0	\$0	\$0	\$0	\$0	0.00%
	<i>FUNCTION DESCRIPTION</i>	<i>ORIGINAL BUDGET</i>	<i>YTD BUDGET ADJUSTMENTS</i>	<i>ADJUSTED BUDGET</i>	<i>RECEIPTS / EXPENDED</i>	<i>REMAINING BUDGET</i>	<i>% OF BUDGET</i>
Expenditures	Board of Education	\$245,818	\$0	\$245,818	\$15,181	\$230,637	6.18%
	Auditor Services	\$50,000	\$0	\$50,000	\$0	\$50,000	0.00%
	Legal Services	\$75,000	\$0	\$75,000	\$0	\$75,000	0.00%
	Superintendent	\$349,990	\$0	\$349,990	\$24,397	\$325,593	6.97%
	District Leadership Team	\$522,572	\$0	\$522,572	\$30,954	\$491,618	5.92%
	Business Administrator	\$190,563	\$0	\$190,563	\$0	\$190,563	0.00%
	Technology Services	\$4,163	\$0	\$4,163	\$8,252	(\$4,089)	198.23%
	Operation & Maint of Plant Services	\$7,500	\$0	\$7,500	\$0	\$7,500	0.00%
	Facilities Acquisition	\$80,000	\$0	\$80,000	\$0	\$80,000	0.00%
	Other Sources & Uses	(\$1,525,606)	\$0	(\$1,525,606)	\$0	(\$1,525,606)	0.00%
Expenditures	Total	\$0	\$0	\$0	\$78,784	(\$78,784)	0.00%

Financial Report - Fund 37 - Capital Projects Fund (Lake Mountain School District)

	<i>FUNCTION DESCRIPTION</i>	<i>ORIGINAL BUDGET</i>	<i>YTD BUDGET ADJUSTMENTS</i>	<i>ADJUSTED BUDGET</i>	<i>RECEIPTS / EXPENDED</i>	<i>REMAINING BUDGET</i>	<i>% OF BUDGET</i>
Expenditures	Instruction	\$0	\$0	\$0	\$0	\$0	0.00%
	Technology Services	\$0	\$0	\$0	\$0	\$0	0.00%
	Land Acquisition	\$0	\$0	\$0	\$0	\$0	0.00%
	Land Improvement	\$0	\$0	\$0	\$0	\$0	0.00%
	Equipment Services	\$0	\$0	\$0	\$0	\$0	0.00%
	Other Sources & Uses	\$0	\$0	\$0	\$0	\$0	0.00%
Expenditures	Total	\$0	\$0	\$0	\$0	\$0	0.00%

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9000.2311.0110.000000.00				Board Of Education						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					60,000.00		
							Total Budget Entries:	\$60,000.00		
Payroll										
Date	Reference	Batch	Description							
07/31/2026	073126J1	27000784	3R - July All						7,000.00	
							Total Payroll:		\$7,000.00	
							Ending Balance:	\$60,000.00	\$0.00	\$7,000.00
										\$53,000.00

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description		Budget	Encumbrance	Expenditures	Available	
27.13.099.9000.2311.0220.000000.00				Social Security						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				4,350.00			
						Total Budget Entries:	\$4,350.00			
Payroll										
Date	Reference	Batch	Description							
07/31/2026	073126J1	27000784	3R - July All					529.07		
						Total Payroll:		\$529.07		
						Ending Balance:	\$4,350.00	\$0.00	\$529.07	\$3,820.93
27.13.099.9000.2311.0230.000000.00				Industrial Insurance						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				138.00			
						Total Budget Entries:	\$138.00			
Payroll										
Date	Reference	Batch	Description							
07/31/2026	073126J1	27000784	3R - July All					17.50		
						Total Payroll:		\$17.50		
						Ending Balance:	\$138.00	\$0.00	\$17.50	\$120.50
27.13.099.9000.2311.0240.000000.00				Health & Accident Ins.						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				59,256.00			
						Total Budget Entries:	\$59,256.00			
						Ending Balance:	\$59,256.00	\$0.00	\$0.00	\$59,256.00
27.13.099.9000.2311.0270.000000.00				Disab, Life, Dep Life Ins						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				74.00			
						Total Budget Entries:	\$74.00			
						Ending Balance:	\$74.00	\$0.00	\$0.00	\$74.00
1-92 Payroll Expenditures							\$123,818.00	\$0.00	\$7,546.57	\$116,271.43

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9000.2316.0332.000000.00				Auditor Services						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					50,000.00		
							Total Budget Entries:	\$50,000.00		
							Ending Balance:	\$50,000.00	\$0.00	\$50,000.00
27.13.099.9000.2317.0333.000000.00				Legal Fees						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					75,000.00		
							Total Budget Entries:	\$75,000.00		
							Ending Balance:	\$75,000.00	\$0.00	\$75,000.00
27.13.099.9000.4000.0441.000000.00				Rent - District Office						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					80,000.00		
							Total Budget Entries:	\$80,000.00		
							Ending Balance:	\$80,000.00	\$0.00	\$80,000.00
27.13.099.9000.2311.0580.000000.00				Mileage						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					8,500.00		
							Total Budget Entries:	\$8,500.00		
							Ending Balance:	\$8,500.00	\$0.00	\$8,500.00
27.13.099.9000.2311.0581.000000.00				Prof Dev - Overnight						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					30,000.00		
							Total Budget Entries:	\$30,000.00		
							Ending Balance:	\$30,000.00	\$0.00	\$30,000.00

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 01

Dates: 07/01/2026 - 07/31/2026

Cutoff Date:

Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9000.2311.0610.000000.00				Materials And Supplies						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				10,000.00			
				Total Budget Entries:			\$10,000.00			
Journal Entries										
Date	Reference	Batch	Description							
07/21/2026	155171	27000632	101342 - Public Summary Bookle						134.38	
				Total Journal Entries:					\$134.38	
				Ending Balance:			\$10,000.00	\$0.00	\$134.38	\$9,865.62
27.13.099.9000.2311.0616.000000.00				Printing						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				2,500.00			
				Total Budget Entries:			\$2,500.00			
				Ending Balance:			\$2,500.00	\$0.00	\$0.00	\$2,500.00
27.13.099.9000.2311.0635.000000.00				District Food Exp						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				1,000.00			
				Total Budget Entries:			\$1,000.00			
				Ending Balance:			\$1,000.00	\$0.00	\$0.00	\$1,000.00
27.13.099.9000.2311.0650.000000.00				Computer Equipment						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				10,000.00			
				Total Budget Entries:			\$10,000.00			
				Ending Balance:			\$10,000.00	\$0.00	\$0.00	\$10,000.00
27.13.099.9000.2311.0810.000000.00				Professional Dues						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				60,000.00			
				Total Budget Entries:			\$60,000.00			
Payments										
Date	Check/Claim	PO	Invoice	Batch	Vendor	Vendor Name	Description			
07/09/2026	5100335891		LMSD-002	27000257	11163	TAYLOR DERRICK (DERRIC	LMSD - Branding Kit		7,500.00	
				Total Payments:					\$7,500.00	
				Ending Balance:			\$60,000.00	\$0.00	\$7,500.00	\$52,500.00

Report Description: 1.0 Income Stmt by Program		Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:	
Account	Account Description	Budget	Encumbrance	Expenditures	Available	
2-91	Nonpayroll Expenditures	\$327,000.00	\$0.00	\$7,634.38	\$319,365.62	
2-EXP	Total Expenditures & Other Uses	\$450,818.00	\$0.00	\$15,180.95	\$435,637.05	
	Net (Income)/Loss	\$450,818.00	\$0.00	\$15,180.95	\$435,637.05	

Cutoff Date:

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Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9001.2600.0530.000000.00				Telephone Service						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					5,000.00		
							Total Budget Entries:	\$5,000.00		
							Ending Balance:	\$5,000.00	\$0.00	\$5,000.00
27.13.099.9001.2321.0580.000000.00				Mileage						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					3,000.00		
							Total Budget Entries:	\$3,000.00		
							Ending Balance:	\$3,000.00	\$0.00	\$3,000.00
27.13.099.9001.2321.0609.000000.00				Cluster Activities Supply						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					1,500.00		
							Total Budget Entries:	\$1,500.00		
							Ending Balance:	\$1,500.00	\$0.00	\$1,500.00
27.13.099.9001.2321.0610.000000.00				Materials And Supplies						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					8,500.00		
							Total Budget Entries:	\$8,500.00		
							Ending Balance:	\$8,500.00	\$0.00	\$8,500.00
27.13.099.9001.2321.0616.000000.00				Printing						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					7,500.00		
							Total Budget Entries:	\$7,500.00		
							Ending Balance:	\$7,500.00	\$0.00	\$7,500.00
27.13.099.9001.2321.0810.000000.00				Professional Dues						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					1,000.00		
							Total Budget Entries:	\$1,000.00		
							Ending Balance:	\$1,000.00	\$0.00	\$1,000.00

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program		Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:	
Account	Account Description	Budget	Encumbrance	Expenditures	Available	
2-91	Nonpayroll Expenditures	\$26,500.00	\$0.00	\$0.00	\$26,500.00	
2-EXP	Total Expenditures & Other Uses	\$354,990.00	\$0.00	\$24,396.90	\$330,593.10	
	Net (Income)/Loss	\$354,990.00	\$0.00	\$24,396.90	\$330,593.10	

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9002.2510.0113.000000.00				Business Administrator						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					125,000.00		
							Total Budget Entries:	\$125,000.00		
							Ending Balance:	\$125,000.00	\$0.00	\$125,000.00
27.13.099.9002.2510.0210.000000.00				State Retirement						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					28,363.00		
							Total Budget Entries:	\$28,363.00		
							Ending Balance:	\$28,363.00	\$0.00	\$28,363.00
27.13.099.9002.2510.0220.000000.00				Social Security						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					9,563.00		
							Total Budget Entries:	\$9,563.00		
							Ending Balance:	\$9,563.00	\$0.00	\$9,563.00
27.13.099.9002.2510.0230.000000.00				Industrial Insurance						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					313.00		
							Total Budget Entries:	\$313.00		
							Ending Balance:	\$313.00	\$0.00	\$313.00
27.13.099.9002.2510.0240.000000.00				Health & Accident Ins.						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					14,548.00		
							Total Budget Entries:	\$14,548.00		
							Ending Balance:	\$14,548.00	\$0.00	\$14,548.00
27.13.099.9002.2510.0270.000000.00				Disab, Life, Dep Life Ins						
							Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11					276.00		
							Total Budget Entries:	\$276.00		
							Ending Balance:	\$276.00	\$0.00	\$276.00

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 01

Dates: 07/01/2026 - 07/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
1-92 Payroll Expenditures					\$178,063.00	\$0.00	\$0.00	\$178,063.00
27.13.099.9002.2600.0530.000000.00				Telephone Service				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		2,500.00			
					Total Budget Entries:	\$2,500.00		
					Ending Balance:	\$2,500.00	\$0.00	\$2,500.00
27.13.099.9002.2510.0580.000000.00				Mileage				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		2,500.00			
					Total Budget Entries:	\$2,500.00		
					Ending Balance:	\$2,500.00	\$0.00	\$2,500.00
27.13.099.9002.2510.0610.000000.00				Materials And Supplies				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		7,500.00			
					Total Budget Entries:	\$7,500.00		
					Ending Balance:	\$7,500.00	\$0.00	\$7,500.00
27.13.099.9002.2510.0616.000000.00				Printing				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		1,500.00			
					Total Budget Entries:	\$1,500.00		
					Ending Balance:	\$1,500.00	\$0.00	\$1,500.00
27.13.099.9002.2510.0810.000000.00				Professional Dues				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		1,000.00			
					Total Budget Entries:	\$1,000.00		
					Ending Balance:	\$1,000.00	\$0.00	\$1,000.00
2-91 Nonpayroll Expenditures					\$15,000.00	\$0.00	\$0.00	\$15,000.00
2-EXP Total Expenditures & Other Uses					\$193,063.00	\$0.00	\$0.00	\$193,063.00
Net (Income)/Loss					\$193,063.00	\$0.00	\$0.00	\$193,063.00

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:		
Account				Account Description		Budget	Encumbrance	Expenditures	Available
27.13.099.9003.2329.0114.000000.00				Administrator					
				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries									
Date	Reference	Batch	Description						
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			240,000.00			
				Total Budget Entries:		\$240,000.00			
Payroll									
Date	Reference	Batch	Description						
07/31/2026	073126J1	27000784	3R - July All					20,000.00	
				Total Payroll:				\$20,000.00	
				Ending Balance:		\$240,000.00	\$0.00	\$20,000.00	\$220,000.00
27.13.099.9003.2329.0210.000000.00				State Retirement					
				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries									
Date	Reference	Batch	Description						
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			52,800.00			
				Total Budget Entries:		\$52,800.00			
Payroll									
Date	Reference	Batch	Description						
07/31/2026	073126J1	27000784	3R - July All					4,538.00	
				Total Payroll:				\$4,538.00	
				Ending Balance:		\$52,800.00	\$0.00	\$4,538.00	\$48,262.00
27.13.099.9003.2329.0220.000000.00				Social Security					
				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries									
Date	Reference	Batch	Description						
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			18,360.00			
				Total Budget Entries:		\$18,360.00			
Payroll									
Date	Reference	Batch	Description						
07/31/2026	073126J1	27000784	3R - July All					1,530.00	
				Total Payroll:				\$1,530.00	
				Ending Balance:		\$18,360.00	\$0.00	\$1,530.00	\$16,830.00

Cutoff Date:

Account	Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9003.2329.0230.000000.00	Industrial Insurance						
Beginning Balance:				\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries							
Date	Reference	Batch	Description				
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	1,000.00			
Total Budget Entries:				\$1,000.00			
Payroll							
Date	Reference	Batch	Description				
07/31/2026	073126J1	27000784	3R - July All			50.00	
Total Payroll:						\$50.00	
Ending Balance:				\$1,000.00	\$0.00	\$50.00	\$950.00
27.13.099.9003.2329.0240.000000.00	Health & Accident Ins.						
Beginning Balance:				\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries							
Date	Reference	Batch	Description				
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	20,000.00			
Total Budget Entries:				\$20,000.00			
Ending Balance:				\$20,000.00	\$0.00	\$0.00	\$20,000.00
27.13.099.9003.2329.0270.000000.00	Disab, Life, Dep Life Ins						
Beginning Balance:				\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries							
Date	Reference	Batch	Description				
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	1,500.00			
Total Budget Entries:				\$1,500.00			
Ending Balance:				\$1,500.00	\$0.00	\$0.00	\$1,500.00
1-92 Payroll Expenditures				\$333,660.00	\$0.00	\$26,118.00	\$307,542.00

Expenditure Detail

Income Statement by Program

Report Description: 1.0 Income Stmt by Program		Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:	
Account	Account Description	Budget	Encumbrance	Expenditures	Available	
2-91	Nonpayroll Expenditures	\$13,000.00	\$0.00	\$2,678.00	\$10,322.00	
2-EXP	Total Expenditures & Other Uses	\$346,660.00	\$0.00	\$28,796.00	\$317,864.00	
	Net (Income)/Loss	\$346,660.00	\$0.00	\$28,796.00	\$317,864.00	

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 01

Dates: 07/01/2026 - 07/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9004.2329.0114.000000.00				Administrator				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		12,500.00			
					Total Budget Entries:	\$12,500.00		
					Ending Balance:	\$12,500.00	\$0.00	\$12,500.00
27.13.099.9004.2329.0210.000000.00				State Retirement				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		2,750.00			
					Total Budget Entries:	\$2,750.00		
					Ending Balance:	\$2,750.00	\$0.00	\$2,750.00
27.13.099.9004.2329.0220.000000.00				Social Security				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		956.00			
					Total Budget Entries:	\$956.00		
					Ending Balance:	\$956.00	\$0.00	\$956.00
27.13.099.9004.2329.0230.000000.00				Industrial Insurance				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		250.00			
					Total Budget Entries:	\$250.00		
					Ending Balance:	\$250.00	\$0.00	\$250.00
1-92 Payroll Expenditures					\$16,456.00	\$0.00	\$0.00	\$16,456.00
27.13.099.9004.2329.0610.000000.00				Materials And Supplies				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		2,500.00			
					Total Budget Entries:	\$2,500.00		
					Ending Balance:	\$2,500.00	\$0.00	\$2,500.00
2-91 Nonpayroll Expenditures					\$2,500.00	\$0.00	\$0.00	\$2,500.00
2-EXP Total Expenditures & Other Uses					\$18,956.00	\$0.00	\$0.00	\$18,956.00
Net (Income)/Loss					\$18,956.00	\$0.00	\$0.00	\$18,956.00

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 01

Dates: 07/01/2026 - 07/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9005.2329.0114.000000.00				Administrator				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			12,500.00		
					Total Budget Entries:	\$12,500.00		
					Ending Balance:	\$12,500.00	\$0.00	\$12,500.00
27.13.099.9005.2329.0210.000000.00				State Retirement				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			2,750.00		
					Total Budget Entries:	\$2,750.00		
					Ending Balance:	\$2,750.00	\$0.00	\$2,750.00
27.13.099.9005.2329.0220.000000.00				Social Security				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			956.00		
					Total Budget Entries:	\$956.00		
					Ending Balance:	\$956.00	\$0.00	\$956.00
27.13.099.9005.2329.0230.000000.00				Industrial Insurance				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			250.00		
					Total Budget Entries:	\$250.00		
					Ending Balance:	\$250.00	\$0.00	\$250.00
1-92 Payroll Expenditures						\$16,456.00	\$0.00	\$16,456.00
27.13.099.9005.2329.0610.000000.00				Materials And Supplies				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			2,500.00		
					Total Budget Entries:	\$2,500.00		
					Ending Balance:	\$2,500.00	\$0.00	\$2,500.00
2-91 Nonpayroll Expenditures						\$2,500.00	\$0.00	\$2,500.00
2-EXP Total Expenditures & Other Uses						\$18,956.00	\$0.00	\$18,956.00
Net (Income)/Loss						\$18,956.00	\$0.00	\$18,956.00

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description		Budget	Encumbrance	Expenditures	Available	
27.13.099.9006.2329.0114.000000.00				Administrator						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				125,000.00			
						Total Budget Entries:	\$125,000.00			
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						2,000.00	
						Total Payroll:			\$2,000.00	
						Ending Balance:	\$125,000.00	\$0.00	\$2,000.00	\$123,000.00
27.13.099.9006.2329.0220.000000.00				Social Security						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						153.00	
						Total Payroll:			\$153.00	
						Ending Balance:	\$0.00	\$0.00	\$153.00	-\$153.00
27.13.099.9006.2329.0230.000000.00				Industrial Insurance						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						5.00	
						Total Payroll:			\$5.00	
						Ending Balance:	\$0.00	\$0.00	\$5.00	-\$5.00
1-92 Payroll Expenditures							\$125,000.00	\$0.00	\$2,158.00	\$122,842.00

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 01

Dates: 07/01/2026 - 07/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9006.2329.0580.000000.00				Mileage				
				Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		2,500.00			
				Total Budget Entries:	\$2,500.00			
				Ending Balance:	\$2,500.00	\$0.00	\$0.00	\$2,500.00
27.13.099.9006.2329.0581.000000.00				Prof Dev - Overnight				
				Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		1,000.00			
				Total Budget Entries:	\$1,000.00			
				Ending Balance:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
27.13.099.9006.2329.0610.000000.00				Materials And Supplies				
				Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		7,500.00			
				Total Budget Entries:	\$7,500.00			
				Ending Balance:	\$7,500.00	\$0.00	\$0.00	\$7,500.00
27.13.099.9006.2329.0616.000000.00				Printing				
				Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		1,000.00			
				Total Budget Entries:	\$1,000.00			
				Ending Balance:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
27.13.099.9006.2329.0810.000000.00				Professional Dues				
				Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries								
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		1,000.00			
				Total Budget Entries:	\$1,000.00			
				Ending Balance:	\$1,000.00	\$0.00	\$0.00	\$1,000.00
					\$13,000.00	\$0.00	\$0.00	\$13,000.00
					\$138,000.00	\$0.00	\$2,158.00	\$135,842.00
					\$138,000.00	\$0.00	\$2,158.00	\$135,842.00

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description		Budget	Encumbrance	Expenditures	Available	
27.13.099.9035.2580.0114.000000.00				Administrator						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Payroll										
Date	Reference	Batch	Description							
07/31/2026	073126J1	27000784	3R - July All						1,500.00	
						Total Payroll:			\$1,500.00	
						Ending Balance:	\$0.00	\$0.00	\$1,500.00	-\$1,500.00
27.13.099.9035.2580.0158.000000.00				Hourly Technician						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				3,200.00			
						Total Budget Entries:	\$3,200.00			
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						2,500.00	
07/31/2026	073126J1	27000784	3R - July All						723.34	
						Total Payroll:			\$3,223.34	
						Ending Balance:	\$3,200.00	\$0.00	\$3,223.34	-\$23.34
27.13.099.9035.2580.0210.000000.00				State Retirement						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				715.00			
						Total Budget Entries:	\$715.00			
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						491.75	
07/31/2026	073126J1	27000784	3R - July All						164.13	
						Total Payroll:			\$655.88	
						Ending Balance:	\$715.00	\$0.00	\$655.88	\$59.12
27.13.099.9035.2580.0220.000000.00				Social Security						
						Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				240.00			
						Total Budget Entries:	\$240.00			
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						176.93	
07/31/2026	073126J1	27000784	3R - July All						168.40	
						Total Payroll:			\$345.33	
						Ending Balance:	\$240.00	\$0.00	\$345.33	-\$105.33

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 01	Dates: 07/01/2026 - 07/31/2026	Cutoff Date:			
Account				Account Description		Budget	Encumbrance	Expenditures	Available	
27.13.099.9035.2580.0230.000000.00				Industrial Insurance						
Beginning Balance:						\$0.00	\$0.00	\$0.00	\$0.00	
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			8.00				
Total Budget Entries:						\$8.00				
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1					6.25		
07/31/2026	073126J1	27000784	3R - July All					5.55		
Total Payroll:								\$11.80		
Ending Balance:						\$8.00	\$0.00	\$11.80	-\$3.80	
27.13.099.9035.2580.0240.000000.00				Health & Accident Ins.						
Beginning Balance:						\$0.00	\$0.00	\$0.00	\$0.00	
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1					2,493.00		
Total Payroll:								\$2,493.00		
Ending Balance:						\$0.00	\$0.00	\$2,493.00	-\$2,493.00	
27.13.099.9035.2580.0270.000000.00				Disab, Life, Dep Life Ins						
Beginning Balance:						\$0.00	\$0.00	\$0.00	\$0.00	
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1					23.02		
Total Payroll:								\$23.02		
Ending Balance:						\$0.00	\$0.00	\$23.02	-\$23.02	
1-92 Payroll Expenditures						\$4,163.00	\$0.00	\$8,252.37	-\$4,089.37	
2-EXP Total Expenditures & Other Uses						\$4,163.00	\$0.00	\$8,252.37	-\$4,089.37	
Net (Income)/Loss						\$4,163.00	\$0.00	\$8,252.37	-\$4,089.37	

Cutoff Date:

Account	Account Description				Budget	Encumbrance	Expenditures	Available
27.37.080.9035.2580.0670.000000.21	Software							
Beginning Balance:					\$0.00	\$0.00	\$0.00	\$0.00
Encumbrances								
Date	PO	Batch	Vendor	Vendor Name				
07/14/2026	27000084	27000467	87457	UTAH EDUCATION NETWORK		15,180.00		
Total Encumbrances:						\$15,180.00		
Ending Balance:					\$0.00	\$15,180.00	\$0.00	-\$15,180.00
2-91 Nonpayroll Expenditures					\$0.00	\$15,180.00	\$0.00	-\$15,180.00
2-EXP Total Expenditures & Other Uses					\$0.00	\$15,180.00	\$0.00	-\$15,180.00
Net (Income)/Loss					\$0.00	\$15,180.00	\$0.00	-\$15,180.00

Report Description: 1.0 Income Stmt by Program Account Year: 27 Account Periods: 00 - 01 Dates: 07/01/2026 - 07/31/2026 Cutoff Date:
FJEXD01A (build 26.4.7.1)

Selection Criteria

Account Year	27
Account Period Range	00 - 01
Include Budget Detail	Yes
Cutoff Date	
Report ID	68952
Report Title	Income Statement by Program
Report Description	1.0 Income Stmt by Program
Role ID	ACCOUNTING

Display Option

Show Zero Accounts	No
Summary/Detail	Detail
Sum Encumbrances	Yes
Sum Payments	Yes
Sum Journals	Yes

Report Specification Sort / Totals

PROGRAM	Sequence: 1	Heading: Y	Total: N	Page Break: Y
FUND	Sequence: 2	Heading: Y	Total: N	Page Break: Y
TYPE TOTAL	Sequence: 3	Heading: N	Total: Y	Page Break: N
MAJOR TYPE	Sequence: 4	Heading: N	Total: Y	Page Break: N
MINOR TYPE	Sequence: 5	Heading: N	Total: Y	Page Break: N
OBJECT2	Sequence: 6	Heading: N	Total: N	Page Break: N
OBJECT	Sequence: 7	Heading: N	Total: N	Page Break: N
FUNCTION	Sequence: 8	Heading: N	Total: N	Page Break: N

Report Specification Selection Ranges

FUND	37 - 37
FUND	13 - 13
FUNCTION	0777 - 6000

Personnel Hiring - July 2026

Position	Name	Start Date
Assistant Business Administrator	Krystal Burch	7/1/27
Director of Finance	Matthew Ferguson	7/1/27
Director of Purchasing	Alyssha Roseman	7/1/27
Accounts Payable Supervisor	Jackie Thomas	7/1/27
SCRAM, Embrace, and Medicaid Secretary	Kathy Gobel	7/1/27
SCRAM, Embrace, and Medicaid Secretary	Jennifer Gossard	7/1/27
Custodial Lead	Skylar Tanner	7/1/27
Carpenter Lead	Jared Chatwin	7/1/27
Carpenter	Joe Nielson	7/1/27
Carpenter	Joe Ford	7/1/27
Electrician Lead	Payson Murdoch	7/1/27
Electrician	Joe Mortensen	7/1/27
Electrician	Gary Parker	7/1/27
Grounds Lead	Dean Turner	7/1/27
Grounds	Tucker Robinson	7/1/27
HVAC Lead	Cole Peery	7/1/27
HVAC	William Torres	7/1/27
Plumbing Lead	Dave Davis	7/1/27
Plumbing	Dan Russon	7/1/27
Plumbing	Scott Munson	7/1/27
TSA, Literacy K-6	Charlotte McGee	7/1/27
TSA, Assessment and Achievement	Aubrey Lundquist	7/1/27
TSA, Student Education Opportunity	Brieanna Pulu	7/1/27
Administrative Secretary, Assessment & Achievement	Tori Phillips	7/1/27
Payroll Specialist	Jamielyn Smith	7/1/27
Administrative Assistant - eRate	Carol Dobyns	7/1/27
Software Engineer	John Bair	7/1/27
Network Architect	Bryson Grygla	7/1/27
Computer Repair & Inventory Technician	Dayne Paterson	7/1/27
HelpDesk / Application Support	Giovanni Scattolon	7/1/27
Physical Technology Specialist	James Carter	7/1/27
Network / Systems Engineer	Paul Skinner	7/1/27
Network / Systems Engineer	Mitchael Kiddle	7/1/27
Transportation Coordinator	Russell Hickman	7/1/27
Transportation Lead Router / GIS Specialists	Raymond Bird	7/1/27
Transportation Routing Technician	Michelle Gray	7/1/27
Transportation Routing Technician	Rick Montague	7/1/27
Transportation Office Manager	Mikaylee Hill	7/1/27
Transportation Payroll & Finance	Mckensey Day	7/1/27
Bus Driver	Sydney Adams	7/1/27
Bus Driver	Doris Aldana Rubio	7/1/27
Bus Driver	Greg Avoyan	7/1/27

Bus Driver	Felix Berrera	7/1/27
Bus Driver	Trevor Beckstead	7/1/27
Bus Driver	David Bentley	7/1/27
Bus Driver	Mario Bills	7/1/27
Bus Driver	Glen Black	7/1/27
Bus Driver	Micah Braiden	7/1/27
Bus Driver	Andrew Brown	7/1/27
Bus Driver	Claudio Bulos	7/1/27
Bus Driver	Tabetha Bywaters	7/1/27
Bus Driver	Trudy Calton	7/1/27
Bus Driver	Heather Clarke	7/1/27
Bus Driver	Karina Cousins	7/1/27
Bus Driver	Eddie Elkins	7/1/27
Bus Driver	Cheryl Emal	7/1/27
Bus Driver	Martin Ferre	7/1/27
Bus Driver	Grace Fluckey	7/1/27
Bus Driver	Steve Freeland	7/1/27
Bus Driver	Renette French	7/1/27
Bus Driver	Chris Goodwin	7/1/27
Bus Driver	Ajax Guy	7/1/27
Bus Driver	Kortney Harding	7/1/27
Bus Driver	Loni Harvey	7/1/27
Bus Driver	Gerald Henrie	7/1/27
Bus Driver	Davien Houchin	7/1/27
Bus Driver	Kari Howard	7/1/27
Bus Driver	Brandi Johnson	7/1/27
Bus Driver	Michael LeClaire	7/1/27
Bus Driver	Vaniesa Marquez	7/1/27
Bus Driver	Nicole Mayhew	7/1/27
Bus Driver	Doug McAllister	7/1/27
Bus Driver	Shawn McCord	7/1/27
Bus Driver	Kathleen Mesaros	7/1/27
Bus Driver	Jamie Neil	7/1/27
Bus Driver	Jon Pittman	7/1/27
Bus Driver	Liz Reed	7/1/27
Bus Driver	Luis Ruiz	7/1/27
Bus Driver	Steve Rupert	7/1/27
Bus Driver	Rose Sager	7/1/27
Bus Driver	Jenn Schafler	7/1/27
Bus Driver	Ann Marie Simmonds	7/1/27
Bus Driver	Brandi Snyder	7/1/27
Bus Driver	Steve Struthers	7/1/27
Bus Driver	Diego Tapia-Lugo	7/1/27

Bus Driver	Trudy Troxell	7/1/27
Bus Driver	Dave Webb	7/1/27
Bus Driver	Bob Whitney	7/1/27
Bus Driver	Lorri Worth	7/1/27



DRAFT 1a

Policy Number and Title: 7.101 District Calendar

Policy Type: Operational Expectations: Daily Logistics

Policy Statement: The Lake Mountain Board of Education adopts school-year calendars that comply with state instructional requirements and promote effective teaching, learning, and predictable planning for families and staff. Through this policy, the Board establishes the expectations and boundaries governing how school-year calendars are developed and brought forward for consideration. The Board expects the calendar development process to include transparent communication and opportunities for public feedback. The Superintendent is responsible for developing school-year calendars that meet these expectations, and all calendars shall be submitted to the Board for review and approval in an open public meeting in accordance with law and district policy.

Definitions:

- **Board:** The Lake Mountain Board of Education, the elected governing body of the District responsible for setting direction, establishing policy, and providing oversight.
- **Community Committee / Advisory Group:** A temporary body established by the Board or Superintendent to provide input on a specific topic.
- **Calendar Committee:** A representative advisory group convened by the Superintendent that includes administrators, teachers, staff, and parent/guardian representatives. The committee reviews instructional requirements, evaluates draft calendars, gathers stakeholder input, and provides advisory recommendations consistent with Utah Administrative Rule R277-419.
- **District:** The Lake Mountain School District (LMSD).
- **Instructional Day / Instructional Hours:** The minimum instructional time required under Utah Administrative Rule R277-419-5.
- **LEA (Local Education Agency):** A term referring to the Lake Mountain School District.
- **Minimal Day:** A day where schools operate on a reduced schedule and all students are dismissed early; distinct from "early-out" or "early-start" days.
- **Superintendent:** The Chief Executive Officer of the District, appointed by the Board. This term includes authorized designees, though the Superintendent retains ultimate accountability for delegated actions.

Commented [1]: Updated policy number to align with LMSD Policy Framework

Commented [2]: Changed the name from School Calendars

Commented [3]: Updated Definitions for Board, LEA, Minimal Day, and Superintendent to match Glossary

Changed "Calendar Committee" definition to "Community Committee / Advisory Group"

Scope: This policy applies to all school-year calendars adopted by the Board and to the Superintendent's processes for preparing, reviewing, and recommending calendars.

Reference:

- [Utah Code 53F-2](#)
- [Utah Code 53G-7-202](#)
- [Utah Administrative Rule R277-419-4](#)
- [Utah Administrative Rule R277-419-5](#)
- Lake Mountain Policy 1.300 (to be approved in the 2026-2027 school year, currently 1301)

Provisions:

1. Governance, Legal Compliance & Roles

1.1 The Board shall formally adopt school-year calendars in an open public meeting, strictly adhering to the posting and notice requirements outlined in Policy 1.300 (to be approved in the 2026-2027 school year, currently 1301).

1.2 The Superintendent is responsible for developing, recommending, publishing, and communicating calendars that meet legal requirements, operational needs, and district instructional priorities.

1.3 All adopted calendars must comply with state instructional requirements (including instructional days, hours, and reporting expectations) consistent with **Utah Code and R277-419**.

1.4 Calendars must support instructional continuity, equitable access to learning opportunities, operational feasibility, and predictable planning for families and staff.

Commented [4]: This will need to be updated once 1.300 is approved by the board.

Procedures:

2. Calendar Community Committee & Advisory Input

2.1 To ensure collaborative planning, the Superintendent shall convene a community committee.

2.2 The committee is charged with reviewing state instructional requirements, evaluating draft calendars, and providing advisory input to the Superintendent.

2.3 Special Transition Provision (Alpine School District Work 2027–2030): For the 2027–2028, 2028–2029, and 2029–2030 school years, the Superintendent may use the work of the *Alpine School District Calendar Committee* as the foundational basis for calendar development, provided that:

2.3.1 The Alpine committee met all Utah Code and R277-419 requirements.

2.3.2 The resulting calendars fully meet all instructional and operational requirements specific to Lake Mountain School District.

3. Calendar Design & Mandatory Requirements

3.1 The Superintendent may recommend single-year or multi-year calendars depending on district needs. Each draft and final calendar adopted by the Board must explicitly include:

3.1.1 School start and end dates.

3.1.2 Scheduled breaks and holidays.

3.1.3 Early release and/or professional learning days.

3.1.4 Required state testing windows.

3.1.5 Designated make-up days for emergency closures.

4. Community Engagement & Review Process

4.1 Calendar drafts must be prepared with sufficient time for public review and feedback.

4.2 Draft calendars must be posted publicly prior to any formal Board consideration.

4.3 The Superintendent shall actively collect and consider public input from families, staff, students, and community members before finalizing a recommendation.

5. Board Submission & Communication

5.1 The Superintendent shall present the finalized proposed calendars to the Board for formal review and approval.

5.2 Once officially adopted by the Board, the Superintendent shall publish and widely communicate the final calendars to the district community.

Effectiveness: This policy is effective when school-year calendars are developed through a transparent, stakeholder-informed process; comply fully with Utah instructional requirements; and provide clear, timely information that supports instructional planning, operational needs, and student learning across the district.

Evaluation Standards: This policy will be considered effective when:

- 100% of adopted calendars meet Utah instructional day/hour requirements.
- Calendars are adopted at least 12 months in advance for single-year approval or 24 months for multi-year approval when feasible.
- Utah State Board of Education (USBE) reporting shows no corrective actions regarding calendar compliance.

Review Cycle: This policy will be reviewed when new calendars are approved.

Accountability/Reporting: The Board is responsible for reviewing and approving school-year calendars in accordance with this policy. The Superintendent is responsible for ensuring that administrative procedures support policy compliance, implementing the adopted calendars, and reporting relevant updates or compliance information to the Board upon request.

Policy History

Adoption Date: 12/15/25

Effective Date: 12/15/25

Review Date:

Revision Date: xx/xx/xx

Revision History: 12/15/25



DRAFT 1a

Policy Number and Title: 7.102 Emergency Closures/Two-Hour Delays

Policy Type: Operational Expectations - Daily Logistics

Policy Statement: The Lake Mountain Board of Education recognizes its responsibility to protect the safety and well-being of students, staff, and patrons during emergency situations, hazardous weather, or unsafe conditions. Through this policy, the Board establishes the expectations and boundaries governing how school day modifications, including two-hour delays, early releases, online learning transitions, and school closures, are determined and implemented.

The Board authorizes and supports the Superintendent in making operational adjustments when hazardous conditions threaten the health or safety of the district community.

Definitions:

- **Board:** The Lake Mountain Board of Education, the elected governing body of the District responsible for establishing policy, setting direction, and providing oversight.
- **District:** The Lake Mountain School District.
- **Superintendent:** The Superintendent of the Lake Mountain School District, or an individual formally designated by the Superintendent to perform specific duties or responsibilities under this policy.
- **Two-Hour Delay:** A modified school day schedule where morning bus pick-ups and school start times are delayed by exactly two hours to allow for temporary adverse morning conditions to clear.
- **Distance Learning Day:** A school day where physical school attendance and bus operations are cancelled and instruction is shifted entirely to remote delivery formats.
- **Early Release:** An unscheduled dismissal of students prior to the standard end of the school day due to deteriorating weather or localized facility emergencies.
- **School/District-Wide Closure:** The complete shutdown of a school facility or the entire district, resulting in the cancellation of all classes, school-scheduled events, and extracurricular activities.

Scope: This policy applies to **any and** all District schools, programs, operations, facilities, students, parents/guardians, and employees during emergency and severe weather events.

Reference:

- Utah Administrative Code [R277-400](#)
- Utah Administrative Code [R277-419](#)
- Utah Code [53G-4-402](#)

Procedures:

1. Authority for Emergency Determinations

1.1. The Superintendent or designee holds ultimate administrative authority to enact a two-hour delay, transition to an online/distance learning day, authorize an early release, or close schools entirely when conditions dictate.

1.2. The primary factor in any operational shift shall be the safety and health of students, employees, and patrons.

1.3. To determine the necessity of a delay, closure, or online **distance** shift, the Superintendent may consult with representatives from Operations, Transportation, Facilities, Risk Management, and Public Relations.

1.4. Factors evaluated include weather forecasts, precipitation accumulation, wind speeds, current road/walking route conditions, and official advisories from public safety agencies such as the National Weather Service, UDOT, and health departments.

1.5. Decision Timelines:

- **1.5.1.** For forecasted weather tracks, conditions will be assessed the evening prior, and an operational decision will ideally be communicated to parents, employees, and media outlets by 10:00 PM.
- **1.5.2.** For overnight storms or unexpected emergencies, field personnel will assess conditions starting at 5:00 AM, with the Superintendent making a final determination no later than **6:00 AM**.

2. Parental Discretion

2.1. The Board recognizes that weather and road conditions can vary dramatically across different neighborhoods and streets.

Commented [1]: Amanda is double checking with Transportation on time

Commented [1R2]: Doreen suggested changed the final determination to 6:00 to give time to get it out to the news. Typically, Transportations has contacted the Superintendent by 5:30.

~~2.2. Parents and guardians maintain final discretion to make attendance choices for their students based on localized safety concerns, and the District will respect those decisions.~~ Parents and guardians maintain final discretion to make attendance decisions based upon localized safety conditions. Attendance and missed instructional time resulting from those decisions shall be addressed in accordance with applicable District attendance policies and procedures.

3. Instructional and Contractual Continuity

3.1. Emergency adjustment days are formal contractual workdays for staff and instructional days for students, unless an official total closure or waiver is designated.

3.2 In accordance with Utah Administrative Code R277-419, remote instruction during unplanned school closures or emergency schedule shifts counts toward the minimum 180 required educational service days and may be administered through an approved learner-validated program model.

4. Implementation Parameters by Modification Type

4.1. Two-Hour Delay Guidelines

4.1.1. Morning bus pick-ups and school start times shift exactly two (2) hours later across all grade levels.

4.1.2. Schools will conclude instruction at their regular dismissal times, and afternoon bus routes will run on standard schedules.

4.1.3. Preschool and half-day kindergarten programs are cancelled.

4.1.4. Standard school lunch will be served, but school breakfast service is cancelled.

4.1.5. Employees are expected to arrive at school as soon as they can safely do so and must notify their principal if travel hazards cause severe delays.

4.2. Distance Learning Day Guidelines

4.2.1. Physical campus attendance and school bus runs are cancelled.

4.2.2. Standard school lunch and school breakfast service are cancelled.

4.2.3. All teachers are required to fulfill contractual obligations by delivering online or distance learning instruction. Teachers unable to instruct must follow typical principal notification protocols.

4.2.4. Administrative and essential personnel (including secretarial and custodial staff) must report to their respective school buildings as soon as they can safely arrive.

4.3. Early Release Guidelines

4.3.1. Elementary and middle school students will not be released until parents or guardians are formally notified and assume physical responsibility for them.

4.3.2. ~~High school students (grades 9 and above) may be released without immediate parental notification if authorized by the building principal after determining the student can responsibly navigate travel and direct notification is impracticable.~~ High school students may be released by the building principal in consultation with district administration, based on the circumstances of the emergency and the determination that the release can occur safely. Schools shall make reasonable efforts to notify parents or legal guardians.

4.3.3. Employees must remain on campus to facilitate student release and ensure campus safety unless explicitly dismissed by the principal.

5. Closure Guidelines

5.1. School or district-wide closures cancel all instruction, facility use, and scheduled events.

5.2 All Utah High School Activities Association (UHSAA) sanctioned practices, competitions, and athletic events are cancelled during a closure unless an exceptional waiver is authorized by the Superintendent.

6. Duration

6.1 Every decision to modify the school schedule is valid for that single calendar day only. If hazardous conditions persist, a new evaluation and announcement will occur daily.

7. Communication Protocols

7.1. Official notifications will be pushed directly through the District's Student Information System (SIS), official website, and designated social media channels.

7.2. Parents/guardians bear responsibility for updating their accurate emergency contact information within the district database at least annually.

Effectiveness: This policy is effective when emergency schedule modifications are executed safely, communication with district families and personnel is timely, and student and staff safety is maximized without completely undermining instructional continuity.

Evaluation Standards: This policy shall be considered effective when:

- Emergency schedule adjustments are communicated within the designated windows (by 10:00 PM the night before or **6:00** AM the morning of).
- Zero major transportation or facility safety incidents occur as a result of delayed or improper execution of an emergency schedule change.
- Annual parent and staff surveys indicate clear understanding and actionable awareness of emergency communication channels and procedures.

Review Cycle:

This policy shall be reviewed at least once every five (5) years or sooner if required by law or Board action.

Accountability/Reporting:

The Board is accountable to the community for adherence to this policy and will demonstrate that accountability through Board self-evaluation, public Board meetings, and documentation of governance decisions and policy revisions.

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 1a

Policy Number and Title: 7.103 Service Animals and Pets on District Property

Policy Type: Operational Expectations - Daily Logistics

Policy Statement

The Lake Mountain Board of Education recognizes that service animals provide essential assistance to individuals with disabilities. Through this policy, the Board establishes clear expectations and administrative boundaries governing the presence, handling, and approval of service animals, service animals in training, and pets within District facilities, vehicles, and functions.

The Board ensures full compliance with federal and state accessibility laws regarding service animals. Due to the District's need to accommodate a variety of disabilities and conditions (which may include the competing needs of children and/or staff with animal allergies or fears), all long-term placements of service animals are subject to an administrative request process to facilitate reasonable accommodations and balance competing health and safety needs. To protect the instructional environment of our schools, all other personally owned animals, pets, or classroom pets are strictly regulated or prohibited.

Definitions

- **Board:** The Lake Mountain Board of Education, the elected governing body responsible for setting district direction, establishing policy, and providing oversight.
- **District:** The Lake Mountain School District (LMSD).
- **Pets / Personally Owned Animals:** Any domesticated animal owned by a student, staff member, or visitor that does not meet the legal definition of a service animal or an authorized service animal in training.
- **Superintendent:** The Chief Executive Officer of the District, appointed by the Board. This term includes authorized designees, though the Superintendent retains ultimate accountability for delegated actions.
- **Service Animal:** Any dog that is individually trained to do work or perform tasks directly related to the benefit of an individual with a disability, including physical,

sensory, psychiatric, intellectual, or other mental disabilities. The provision of emotional support, comfort, companionship, or therapeutic benefits does not constitute work or tasks under this definition.

- **Service Animal in Training:** An animal that is undergoing individual training to do work or perform tasks for the benefit of an individual with a disability.

Scope: This policy applies to all students, employees, volunteers, vendors, and visitors utilizing District property, participating in District-sponsored activities, or utilizing District transportation services.

Reference:

- [Americans with Disabilities Act \(ADA\), 28 C.F.R. § 35.104, § 35.136 \(Title II Regulations\)](#)
- [Section 504 of the Rehabilitation Act of 1973](#)
- Individuals with Disabilities Education Improvement Act (IDEIA)
- [Utah Code § 26B-6-801](#)
- [Utah Code § 62A-5b-104](#)
- *Naegle v. Canyons School District*, 2018 U.S. Dist. Lexis 88148
- Lake Mountain School District Policy **6.203 Safe School**
- Lake Mountain School District Policy **4.205 Discrimination & Harassment**

Commented [1]: Add link

Commented [2]: Add link

Policy Provisions & Procedures:

1. Rights, Access, and Staff Verification Procedures

1.1 Individuals with disabilities (students, staff, and visitors) are permitted to be accompanied by their service animals in all areas of District facilities where the public or participants are normally allowed. A service animal may be formally integrated into a student's Section 504 Plan or Individualized Education Program (IEP).

1.2 The District shall not require documentation that the animal has been certified, trained, or licensed as a prerequisite for admittance. However, if the need for the service animal is not readily apparent, school staff may ask exactly two questions:

1.2.1 Is the service animal required because of a disability?

1.2.2 What work or task has the service animal been trained to perform?

1.3 When staff make these two permissible inquiries, a written record of the owner's responses must be created and filed with the school administration.

1.4 Staff are strictly prohibited from asking about the nature of the individual's disability, demanding a demonstration of the trained work/task, or requiring a training certificate, specialized ID, or proof of disability.

1.5 To prevent confusion, individuals accompanied by a service animal are strongly encouraged to visibly display a service vest, laminated ID card, or another clear identifier to put the school community on notice.

2. Request Process for Long-Term Presence

2.1 All requests for a student or employee to be accompanied by a service animal on a long-term basis must be submitted via the official Service Animal Request Form and approved before the animal's regular presence at a school site, school function, or workplace.

2.2 The request form must include:

2.2.1 The individual's name, school site, and a detailed description of the trained work or task(s).

2.2.2. An affirmation that the animal is required due to a disability.

2.2.3 Annual proof of required service animal vaccinations.

2.2.4 An affirmation of compliance with public health and local animal control requirements.

2.3 Approvals or denials will be officially issued by the Director of Student Services (for students) or the Director of Human Resources (for employees) to both the applicant and the site administrator. For expediency, communication will also be made via email and/or phone.

2.4 While a long-term request is pending administrative review, the service animal may be provisionally permitted at the school, school functions, school buses, or worksites under standard public ADA rules, absent any conflicting evidence or exclusionary behavior.

3. Care, Control, and Supervision Standards

3.1 A service animal must remain under the continuous control of its handler. It must have a harness, leash, or other tether, unless the handler's disability prevents its use, or the tether interferes with the animal's safe performance of

tasks. In those cases, the animal must be controlled via voice commands, signals, or other effective means.

3.2 All permitted service animals must be housebroken, treated for and kept free of fleas and ticks, and kept clean and well-groomed to minimize shedding and dander.

3.3 The District, including school and classroom staff, is completely exempt from the care, handling, walking, or supervision of a service animal. The owner or handler retains sole responsibility for feeding, bathroom breaks, clean-up, and physical restraint at all times.

Commented [3]: I would separate provisions and procedures and this would be a provision

4. Removal or Exclusion of a Service Animal

4.1 The District may deny a request or order a service animal removed from District facilities, vehicles, grounds, or functions if:

4.1.1 The animal is out of control and the handler fails to take immediate, effective action to manage it. **Out-of-control indicators** include, but are not limited to: urinating/defecating in inappropriate locations; barking, growling, whining, stealing food, or begging; poor hygiene/odor; aggression; or destruction of property.

4.1.2 The handler refuses to submit the required annual vaccination proof for regular, daily attendance.

4.1.3 The animal fails to consistently perform its trained work or tasks.

4.1.4 The animal's presence requires a fundamental alteration of a program or significantly disrupts the educational process.

4.1.5 The animal poses a significant health or safety risk to others that cannot be eliminated by reasonable modifications or auxiliary aids.

4.2 If an animal is excluded, the District will continue to provide the individual with the opportunity to participate in services, programs, or activities without the animal on the premises. School administration retains the discretion to determine if a removal is temporary or permanent, as well as the specific conditions for reinstatement.

5. Miniature Horses

5.1 The District shall permit miniature horses as service animals if individually trained to perform work or tasks for an individual with a disability. Requests are

evaluated on a case-by-case basis considering facility size/type/weight limitations, handler control, housebreaking, and safe operation safety requirements.

5.2 Miniature horses may be excluded if their size or lower flexibility causes a fundamental alteration of services.

Commented [4]: This could also be a provision

6. Service Animals in Training

6.1 A student or employee with a disability may only be accompanied by a service animal in training if the animal is being trained specifically for *their* personal use, and their official service animal application has been fully approved. They may not bring an animal in training in any other capacity.

6.2 Visitors who are not students or employees are not required to submit a request form for a service animal in training. They may accompany a member of the public wherever the public is permitted (consistent with Utah Code § 62A-5b-104), provided they assume full liability and comply with all care and control rules.

7. Pets, Classroom Animals, and Health Conflicts

7.1 Permanent classroom pets are strictly prohibited **except for curriculum and co-curriculum programs approved by the Superintendent**. Other personally owned animals or pets are **prohibited** barred-from District facilities, except for temporary, pre-approved educational purposes integrated into the curriculum.

7.2 To bring a pet for a temporary educational visit, the owner must obtain prior permission from school administration, assume full control of the animal, and take total liability for any resulting damage or injury. Administrators must verify curriculum alignment and review student rosters to ensure no severe health conflicts exist before granting approval.

7.3 Individuals with disabilities or conditions adversely impacted by the presence of animals (e.g., severe allergies, zoophobia) must contact their school administrator or department supervisor. The administrator will facilitate an objective resolution process that balances the conflicting needs and accommodations of all parties involved.

8. Liability, Indemnification, and Complaints

8.1 The owner or handler of a service animal is fully liable for any property damage or personal injuries caused by the animal. The owner/handler must indemnify, defend, and hold harmless the District against any and all claims, suits, judgments, or demands arising from the animal's activities or damages.

8.2 A student with a disability who believes the exclusion of their service animal has denied them a Free and Appropriate Public Education (FAPE) may file a complaint under *Policy 6.203 Safe Schools*. An employee who believes an exclusion constitutes discrimination may file a complaint under *Policy 4.205 Discrimination & Harassment*.

Effectiveness: This policy is effective when individuals with disabilities experience seamless, lawful access to service animals without administrative overreach, when conflicting accommodations are resolved safely and objectively, and when the health and safety of the school environment is protected by preventing unauthorized pets and eliminating permanent classroom pets.

Commented [5]: How is this determined???

Evaluation Standards: This policy shall be considered effective when:

- 100% of long-term service animal placements go through the official Student Services or Human Resources application pipeline.
- 100% of school administrators complete training on permissible legal inquiries and the distinction regarding animals in training.
- Zero unapproved pets or unauthorized permanent classroom animals are kept within District schools.

Review Cycle: This policy shall be reviewed at least once every five (5) years or sooner if required by state or federal statutory changes.

Accountability/Reporting: The Superintendent or designee is responsible for implementing this policy and shall report to the Board upon request or as necessary.

Forms:

- [Service Animal Request Form](#)
- **Discrimination/Harassment Complaint Form** (to be approved in the 2026-2027 school year)

Policy History

Adoption Date:

Effective Date:

Review Date:

Revision Date:

Revision History:



DRAFT 1

School Fees & Waivers

Policy Number and Title:

6.401 School Fees and Waivers

Policy Type:

6.000 Student Services

Policy Statement:

The Board of Education establishes this policy for the orderly establishment and management of school fees. The system of school fees shall prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities; establish a fair and efficient process for granting fee waivers; and provide for adequate notice to families regarding fees and fee waiver requirements. The Board authorizes the Superintendent and the District Administration to develop administrative guidelines consistent with this policy.

Definitions:

Elementary Schools: Schools which contain grades K through 6.

Extracurricular Activity: An activity or program that is not a course; and the District provides, sponsors, or supports. An activity listed under Utah Code 26B-4-401, and includes games, practices, tryouts, physical education classes, sport or skill camps, competitions, recess, and activities sponsored by the District or in connection with the Utah High Schools Activities Association (UHSAA). Does not include a non-curricular club, or the club's activities, as defined in Utah Code Section 53G-7-701 et. Seq.

Fee: Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. For purposes of this policy, charges related to the National School Lunch Program are not fees.

Fee Schedule: An official, itemized list published by the District that details the maximum allowable fees, costs, tuition, and required expenses that a student or family may have during a specific school year.

Fee Waiver Administrator: The school principal or designee responsible for approving or denying fee waiver applications/requests, developing school trip action plans, or any provision for in lieu of fee payments.

Fundraising: An activity or event that is school or District sponsored or supported and uses students to generate funds or raise money to provide financial support to a school, class, group, team, program, or benefits a particular charity or other charitable purposes. Fundraising does not include alternative methods of raising funds without students.

Optional Project: A project chosen and retained by a student in a vocational class or other class where projects are part of the curriculum, in lieu of a meaningful and productive project otherwise available to the student which would require only school-supplied materials.

Regular School Day: The portion of a day that school is in session during which a school-aged child is required to be in school to receive instruction.

Provisions in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.

Secondary Schools: Schools which contain grades 7 through 12.

School Trip Action Plan: A written agreement between a student and school administrator that outlines specific, reasonable steps the student will take to contribute to the school or community in exchange for a fee waiver for a second school trip.

Student Supplies: 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. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, undergarments for athletics, and similar personal or consumable items over which a student retains ownership.

Textbook: Instructional material necessary for participation in an activity, course, or program, regardless of the format of the material. Textbooks include hardcopy books or printed pages of instructional materials, including consumable workbooks; or computer hardware, software, or digital content. Textbook does not include school equipment, instructional equipment, or instructional supplies.

Trip: A school sponsored travel activity of two or more nights that requires a student to pay a fee for participation in the activity; and does not include travel or activity of two or more nights to an in-state activity sponsored by UHSAA.

Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need such information.

Scope:

School administrators, coaches, advisors, or educators that use school fees for curricular and/or non-curricular purposes during either instructional or noninstructional time.

Reference:

Federal Code/Regulation:

[Family Educational Rights and Privacy Act](#)

State Code:

[26B-4-401](#)

[53G-7-503](#)

[53G-7-505](#)

[53G-7-701 et. Seq.](#)

Administrative Rule:

[R277-407](#)

Policy Provisions:

1. Only fees included in the fee schedule approved annually by the Board may be charged to a student. Unless approved and included in Board's annual 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.
2. Fee schedules and policies for the entire district shall be adopted at least once each year by the local board of education in a regularly scheduled public meeting of the board. Prior to approving a fee schedule, at least two (2) opportunities for the public to comment shall be provided. Public participation in the development of the fee schedule shall be encouraged.
3. Schools shall reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Information and procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.
4. Other than a reasonable charge made to cover the cost of duplicating or mailing, current or former students may not be denied receipt of transcripts or a diploma for failure to pay school fees. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.
5. The fee schedule approved by the Board shall include the following:
 - 5.1. A specific amount for each fee on the fee schedule;
 - 5.2. If a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class, or program;
 - 5.3. The District's fee waiver policy which includes easily understandable information for parents that a student:

- 5.3.1. May be eligible to have one or more fees waived; and
 - 5.3.2. May appeal the a fee waiver denial; and
- 5.4. A spending plan for each fee.
- 6. Adequate waivers or other provisions shall be provided as a part of any fee policy or schedule to ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:
 - 6.1. A person is designated in each school to administer the policy and grant waivers;
 - 6.2. The process for obtaining waivers or pursuing alternatives is administered fairly, objectively, and without students and parents;
 - 6.3. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay;
 - 6.4. Textbook fees are waived for all eligible students in accordance with [§53G-7-503](#) of the Utah Code;
 - 6.5. Limit waivers for a trip to no more than two (2) trips per year, not including a travel activity of two (2) or more nights related to in-state activities sponsored by UHSAA ([§53G-7-505](#));
 - 6.6. Parents are given the opportunity to review proposed alternatives to fee waivers;
 - 6.7. An appeal process is available, including the opportunity to appeal to the board or its designee; and
 - 6.8. The Board provides for balancing of financial inequities among district schools, if the granting of waivers and alternatives produces significant inequities through unequal impact on individual schools.
- 7. 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 the District and school-sponsored activities.
- 8. Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participants in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, are fees requiring approval of the local Board of Education.
- 9. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed due to a student damaging or losing school property. Schools may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
- 10. Charges for class rings, letter jackets, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.
- 11. A school may not require, request, or accept a donation in lieu of a fee 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. 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.

Procedures:

- 12. Fees for Classes and Activities During the Regular School Day
 - 12.1. Elementary schools may not charge a fee for any class, activity, or field trip.
 - 12.2. Secondary schools may charge fees for labs and/or other course-related activities.
 - 12.3. Students shall be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and high grades. They may do this without paying a fee or participating in a fundraising activity with the following exceptions:
 - 12.3.1. Optional project materials may be required by students in all grade levels.
 - 12.3.2. Elementary students are provided supplies. Supplies that are lost, wasted, or damaged by a student due to carelessness or irresponsible behavior may be required to replace them.

- 12.3.3. Elementary schools or teachers may provide a suggested list of supplies for use during the regular school day that parents/legal guardians may provide on a voluntary basis. When suggesting supplies the following language must be used in the note: "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."
- 12.3.4. Secondary students may be required to provide their own supplies.
- 13. Fees for Activities Outside of the Regular School Day
 - 13.1. Fees may be charged in connection with any school-sponsored activity regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the school day.
 - 13.2. Fees related to extracurricular activities sponsored by the Utah High School Activities Association (UHSAA) may not exceed the limits established by the Association. Activity fees for secondary students are required and established annually. Student fees at the home school are discounted with available activities passes. Family discount passes are available at the home school in accordance with rules established by UHSAA Region Policies.
- 14. The fee schedule approved annually by the Board shall be published on each school's website.
- 15. Fee Waiver Procedures
 - 15.1. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in Utah Code [53G-7-504](#), Utah Administrative Code [R277-407](#), or this policy.
 - 15.1.1. A student who qualifies for a fee waiver may request a waiver for the fee of a second school sponsored trip provided the student;
 - 15.1.1.1. Meets with the Fee Waiver Administrator; and
 - 15.1.1.2. Develops an action plan with the administrator that includes school-related contributions, including:
 - 15.1.1.2.1. Performing custodial work;
 - 15.1.1.2.2. Participating in school-related service programs; or
 - 15.1.1.2.3. Completing other contributions that the administrator approves.
 - 15.1.1.3. The action plan shall meet the student's ability, consider individual circumstances and needs, specify the type and duration of the contribution, and avoid interference with academic or personal responsibilities.
 - 15.1.2. 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.
 - 15.1.3. A student receiving a fee waiver shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.
 - 15.1.4. 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.
- 15.2. The school principal or designee shall act as the "Fee Waiver Administrator" and be responsible to:
 - 15.2.1. Review fee waiver applications and verification documents;
 - 15.2.2. Grant or deny fee waiver applications based upon one of the following criteria;
 - 15.2.2.1. The student's family income qualifies under the levels established by the State Superintendent and verification is provided in the form of income statements, pay stubs, or tax returns;
 - 15.2.2.2. The student receives Supplemental Security Income (SSI) and benefit verification documents from the Social Security Administration are provided.
 - 15.2.2.3. The family receives Temporary Assistance for Needy Families (TANF) or SNAP and verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought is provided.

- 15.2.2.4. The student is in foster care or in state custody and verification includes the youth in care intake form and school enrollment letter provided by the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
- 15.2.2.5. On a case by case basis, schools may grant a fee waiver to a student because of extenuating circumstances.
- 15.2.2.6. Schools may charge a proportional share of a fee or reduced fee if circumstances change and a student or family is no longer eligible for a fee waiver.
- 15.2.3. Written notice of fee waiver acceptance or denial using the standardized state board [Fee Waiver Decision and Appeal Form](#) shall be provided to the student's parent/legal guardian.
 - 15.2.3.1. Fee waiver verification documents or copies of the verification documents are not retained by the school.
- 15.2.4. Maintain a log or record that:
 - 15.2.4.1. Student eligibility was verified,
 - 15.2.4.2. The name and position of the person who verified the information,
 - 15.2.4.3. The date of verification,
 - 15.2.4.4. The documentation used to verify eligibility,
 - 15.2.4.5. The fiscal year of the request,
 - 15.2.4.6. The type and amount of fees requested to be waived,
 - 15.2.4.7. Whether the request was approved or denied, and
 - 15.2.4.8. If applicable, the amount of fees waived.
- 15.2.5. Compile and maintain fee waiver documents in accordance with the [Family Educational Rights and Privacy Act](#) (FERPA).
- 15.3. An appeal of any fee waiver denial must be submitted to the Fee Waiver Administrator within ten (10) days of receiving the notice of denial.
 - 15.3.1. Parent(s)/Legal Guardians shall be contacted within ten (10) school days.
 - 15.3.2. Appeals that are denied by the school may be appealed, in writing, to the Superintendent or the superintendent's designee.

Effectiveness:

- The fee schedule is approved annually by the Board.
- 100% of schools provide written notice of fee schedules and fee waiver policies before fees are due.
- 100% of schools post the approved fee schedule on their website prior to student registration.
- 100% of all student registration materials include the approved fee schedule and fee waiver documents.

Commented [1]: can we have something regarding fee waivers approved and accepted? i just want to make sure we are supporting all students

Evaluation Standards:

The policy is considered effective when the annually approved fee schedule is specific, clear, and communicated in a timely manner to the student's parent(s)/legal guardian(s).

Review Cycle:

This policy is to be reviewed annually as a part of the annual fee waiver approval process.

Accountability/Reporting:

The Fee Waiver Administrator maintains records regarding student fees. The school principal reports to their respective Assistant Superintendent.

Forms:

[Fee Waiver Decision and Appeal Form](#)

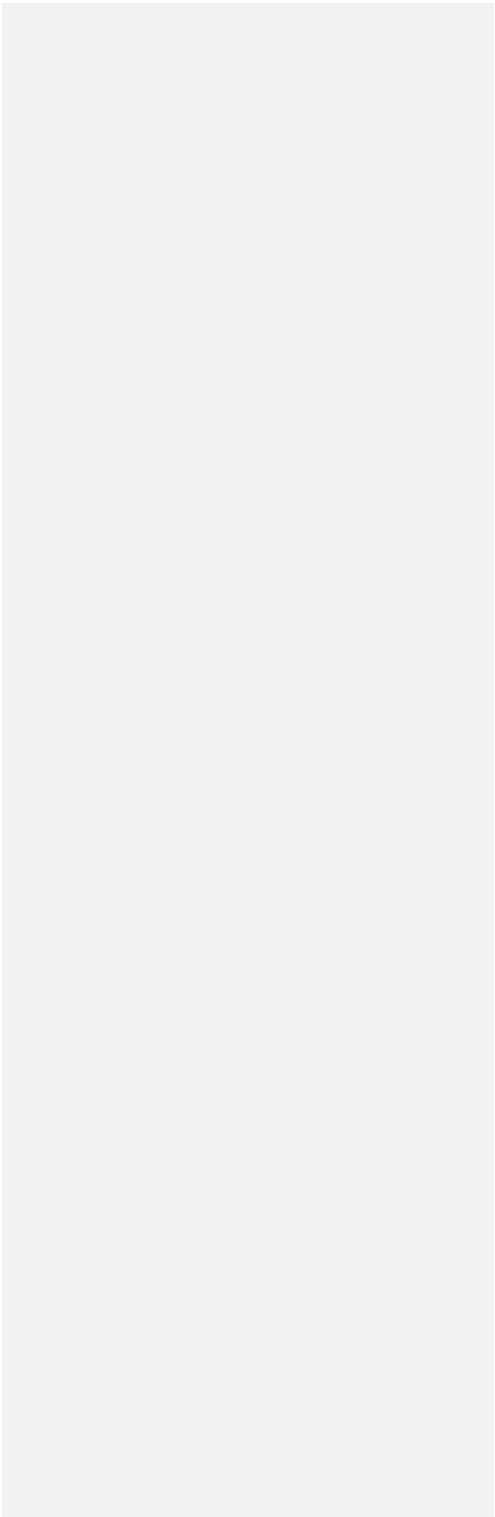
Policy History

Adoption Date:

Effective Date

Review Date:
Revision Date:

DRAFT





DRAFT 1

School Clubs

Policy Number and Title:

6.402 School Clubs

Policy Type:

6.000 Student Services

Policy Statement:

The Lake Mountain School District Board of Education has determined that the educational goals of the school district are furthered by recognizing curricular and non-curricular clubs which do not materially or substantially interfere with the orderly operation of the school, which are not harmful to the school's educational mission, which maintain boundaries of socially appropriate behavior, and which are consistent with order and discipline on school premises and the protection of the well-being of students and faculty. Clubs must adhere to all Lake Mountain School District policies. The Board delegates to the district administration the responsibility of administering this policy.

RESERVATION OF RIGHT TO CLOSE THE FORUM

The Board of Education reserves the right to create at any time a "closed forum" by refusing to allow all non-curriculum related clubs to use school facilities or to define or restrict the rights of all student clubs relative to access to facilities as long as such rules apply to all non-curriculum related clubs.

JUNIOR HIGH/MIDDLE SCHOOL CLUBS

Curriculum clubs are authorized at the junior high and middle school level. Curriculum clubs are sponsored by district schools and will receive leadership, direction, and support from the school.

HIGH SCHOOL CLUBS

Both curriculum and non-curricular clubs are authorized in the high schools. Clubs are sponsored by district schools and may receive leadership, direction, and support from the school and district beyond providing a meeting place during non-instructional time.

Definitions:

- **Closed Forum:** When a school declines or refuses to allow all noncurricular clubs to meet on school facilities or to define or restrict the rights of all student clubs relative to access to facilities as long as such rules apply to all noncurricular clubs.
- **Club:** Any faculty-sponsored student organization that meets during non-instructional time at a school or District property.
- **Curriculum Club:** A club that is school-sponsored and that may receive leadership, direction, and support from the school or school district beyond providing a meeting place during noninstructional time. A school curricular club means a club for which:
 - The subject matter of the club is actually taught or will soon be taught in a regular course; or
 - The subject matter of the club concerns the body of courses as a whole; or
 - Participation in the group is required for a particular course.



- **Discretionary Time:** School-related time for students that is not instructional time.
- **Instructional Time:** The time during which a school is responsible for a student and the student is required or expected to be actively engaged in a learning activity.
- **Limited Open Forum:** When a school grants an offering to or an opportunity for one or more noncurricular clubs to meet on or use school facilities during noninstructional time.
- **Noncurricular Club:** A student initiated group that may be authorized and allowed to use school facilities during noninstructional time by the school administrator in accordance with the provisions of district policy. Noncurricular club activities, meetings, or opinions are not sponsored by or endorsed in any way by the school, or by school or district employees. A noncurricular club is any club whose subject or purpose is not included in the definition of curriculum club.
- **Non-Instructional Time:** Time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including discretionary time.
- **School Facilities:** A school building, premises, or playing field.
- **School Facilities Use:** Access to a school building, premises, or playing field.
- **Sponsor:** The school faculty member assigned by the administrator to work with a curriculum club for custodial purposes, provide supervision and sponsorship and to ensure compliance with applicable school and district policies.
- **Sponsorship:** Includes the act of promoting, leading, or directing a curriculum club or its meetings. Teachers, administrators, or other school employees assigned to a meeting for custodial purposes does not constitute sponsorship.
- **Supervisor:** The faculty member(s) assigned by the administrator to a non-curriculum club or its meetings to ensure compliance with applicable school policies and the provisions in district policy. The assignment of a supervisor does not constitute sponsorship of the club.

Commented [I1]: what are the applicable policies that apply to clubs and content in them?

Commented [IR2]: It would be long to list them out - so off-hand ...extracurricular, bullying, wellness, discipline, dress code, etc. We can list them out but that may limit schools in support of and enforcement of expectations. I would suggest that this be re-worded rather than including a list of all the policies.....which was, as I now type that, likely your point.

Scope:

Secondary school curricular and non-curricular clubs, District employees, administrators, coaches, advisors, volunteers, students and parents.

Reference:

Federal

[Equal Access Act, 20 U.S.C. 4071](#)

Utah Code:

[53G.7.7 et seq.](#),

[53G.10.402](#)

Administrative Rule:

[R277-474 School Instruction and Sex Education](#)

Policy Procedures:

1. CLUB APPLICATION

- 1.1. Consistent with such procedures, regulations or guidelines as established by the Administration, faculty members or students seeking authorization of a club under this policy must submit an [application](#) to the school between May 1 and October 1 for review and consideration. Each school shall administer the application process. Noncurricular clubs are required to receive authorization annually. Curricular clubs are required to have their active Constitution on file but do not require annual renewal. The application process shall include requirements for the submission of the following:



- 1.1.1. A proposed club name;
- 1.1.2. A statement of the club's purpose, goals, and activities;
- 1.1.3. The proposed name of a faculty member to act as sponsor or supervisor;
- 1.1.4. Whether the club seeks curriculum related or non-curriculum related status;
- 1.1.5. The proposed clubs constitution;
- 1.1.6. A statement of the clubs categorization;
- 1.1.7. Recommended meeting times, dates and places;
- 1.1.8. A proposed minimum membership, seven (7) members;
- 1.1.9. A restriction that a student may participate in and attend club meetings only when written parent/legal guardian permission is provided;
- 1.1.10. A statement that the club will apply with district policy, the Utah Students Clubs Act ([53G.7.7 et seq.](#)), and all other applicable laws, rules, and policies;
- 1.1.11. A budget showing the amount and source of any funding provided to the club and its proposed use;
- 1.1.12. The Club fee amount if applicable. An appropriate fee may be considered and must be approved by the proposed club advisor and the school administrator. Appropriate use of fees may include, but are not limited to, the following: club t-shirts, supplies, recognitions, field trip experiences, etc; and
- 1.1.13. Any materials that the club plans to use to solicit membership or to inform others of the club's existence.
- 1.1.14. In the event a proposed club requires prospective members to try-out, an outline of the club's tryout criteria must be provided at the time of application.

2. CLUB CONSTITUTION

- 2.1. Students or faculty members seeking authorization to establish a club of any type must prepare a [Club Constitution](#) that shall include the following:
 - 2.1.1. Name
 - 2.1.2. Purpose
 - 2.1.3. Objective
 - 2.1.4. Membership
 - 2.1.5. Finances
 - 2.1.6. Meetings
 - 2.1.7. Elections
 - 2.1.8. Officers
 - 2.1.9. Executive Board
 - 2.1.10. Amendments and a statement that the club will comply with Utah Code [53G.7.7 et seq.](#), [53G.10.402](#), [R277-474](#), the [High School Resource Guide Teachers on Teaching Human Sexuality](#), and all other applicable laws, rules or policies.
 - 2.1.11. Parental Consent

3. CURRICULUM-RELATED STATUS

- 3.1. The local school principal determines curriculum relatedness by strictly and narrowly applying this policy's definition of curriculum-related club to the club application. If the school principal finds that the proposed club is not a curriculum-related club, they may:



- 3.1.1. Return the application to the faculty member or student proposing the club for amendment; or
- 3.1.2. Review the application as an application for authorization of a noncurricular club.

4. NONCURRICULUM

- 4.1. Provided the Board or Education maintains a limited open forum, with regards to non-curriculum related clubs, in addition to the provisions in this policy, the school shall uniformly provide that:
 - 4.1.1. Club meetings are voluntary and student-initiated,
 - 4.1.2. Sponsorship (as defined in this policy) for meetings is not by the District or by District employees,
 - 4.1.3. District employees are present at religious meetings only in a non-participatory capacity,
 - 4.1.4. Club meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school; and,
 - 4.1.5. Only club members and supervisors may direct, conduct, control, or regularly attend club activities.
- 4.2. The establishment of a limited open forum shall not limit the authority of the school, the District, or its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- 4.3. Noncurricular clubs desiring to sponsor an event where clubs from other schools are invited to participate in competitions or events must:
 - 4.3.1. Be an established club in good standing of more than one (1) year,
 - 4.3.2. Any opposing or counter noncurricular club must be well established and in good standing of more than one (1) year and/or represented through an association,
 - 4.3.3. The activity is for competitions only (not practices), is related to the club's purpose as stated in their constitution, and the primary participants are from the local sponsoring club,
 - 4.3.4. The event must be scheduled with established District facility scheduling procedures and policies and in communication with the local schools administrator for inclusion on the school calendar; and,
 - 4.3.5. Each club will be limited to facility access contingent on space availability.

5. CLUB NAME

- 5.1. The school administrator may provide approval of a non-curricular club name separate from the application for authorization of a club.
 - 5.1.1. An applicant shall submit the club name for approval.
 - 5.1.2. The club's name shall reasonably reflect the club's purpose, goals, and activities; and be a name that would not interfere with the school's ability to:
 - 5.1.2.1. Maintain order and discipline;
 - 5.1.2.2. Protect student and faculty safety;
 - 5.1.2.3. Conduct the school's educational program; and
 - 5.1.2.4. Ensure compliance with all applicable laws, rules, and policies.

6. AUTHORIZATION

- 6.1. Administrators in secondary schools shall review club applications for authorization on a case-by-case basis. Before granting an authorization, a school may request additional information



from the faculty sponsor or from students proposing the club. No school club shall be authorized unless the school administrator determines that its constitution complies with this policy and that authorization of the club will not interfere with the school's ability to:

- 6.1.1. The physical, emotional, psychological or moral well-being of students and faculty;
- 6.1.2. Maintain order and discipline on school premises; and
- 6.1.3. Prevent a material and substantial interference with orderly conduct of the school's educational activity.

- 6.2. The school administrator shall grant authorization to those applications which are found to meet the requirements of this policy and shall limit or deny authorization to proposed clubs which do not. When authorizing a proposed club, the school administrator shall specify the club has curriculum related status or noncurriculum related status. When limiting or denying authorization, the school administrator shall provide a factual and legal basis for the denial in writing.
- 6.3. The school administrator shall deny any access to any club whose program or activities would violate current Utah codes, any other applicable law or regulation, or any District or school policy or regulation.

7. REVIEW OF AUTHORIZATION

- 7.1. The school administrator shall investigate any report or allegation that an authorized curriculum or non-curriculum club is participating in activities beyond the scope of its constitution or is in violation of any applicable law, rule, regulation, or policy.
- 7.2. After meeting with the faculty sponsor or supervisor and the students involved, the administrator may:
 - 7.2.1. Allow the original constitution or application to be modified to include the activities if they are in compliance with the laws, rules, regulations or policies;
 - 7.2.2. Instruct the sponsor or supervisor not to allow similar violations in the future;
 - 7.2.3. Suspend the club's authorization pending further corrective action as determined by the school administrator; or
 - 7.2.4. Terminate the club's authorization and dissolve the club.
- 7.3. Any limitation on expression, practice, or conduct of any student, advisor, or guest in a meeting or a curricular or noncurricular club, or a limitation on school facilities use, shall be by the least restrictive means necessary to satisfy the school's interest.
- 7.4. A Club that has been terminated in accordance with 2.d (above) may not reapply for authorization until the following school year.

8. PARENTAL CONSENT

Prior to attending or participating in a curricular and/or noncurricular club a signed [Parent or Guardian Authorization Form](#) shall be submitted by a parent/legal guardian.

- 8.1. All completed parental consent forms shall be kept on file at the school.

9. PARTICIPATION

To participate in a club, a student must be currently registered and enrolled at the school. Persons who are not either registered, enrolled students, or school personnel shall not be allowed access to clubs to direct, conduct, control, or regularly attend club meetings. All guests must be registered with the school office.

Commented [2]: do we need to add a provision on what can happen if the club is denied?

A student or faculty sponsor may request administrative review of a denial, suspension, or termination of club authorization in accordance with District procedures. The Superintendent shall establish procedures governing such reviews.

Commented [2R2]: I would not think so because in 6.2 the denial must be a written factual, legal based denial. And for a denial of authorization is due to an investigation into misconduct or operating beyond their scope. The concern I have is not that there is an appeal, it is that what would the appeal result in that would be different when there is misconduct or a factual/legal reason for it? I am happy to pursue it if you feel we should have that.



10. CLUB COMMUNICATIONS, MATERIALS, OR RECOGNITIONS

The school administrator shall determine what access clubs shall be given to the school newspaper, yearbook, bulletin boards, public address system, trophy cases, school marquee, etc.

10.1. Materials distributed outside of classes or club meetings must be submitted to the school administrator for approval six (6) school days in advance.

10.2. All Materials must comply with school and District standards and policies.

11. FACILITIES

The school administrator will determine and assign facilities for curriculum-related and non-curriculum related clubs consistent with the needs of the school and available space.

11.1. In assigning facilities, the administrator may give priority to curriculum clubs over non-curriculum clubs,

11.2. Club meetings shall take place during noninstructional time,

11.3. The school may provide financial or other support to curriculum clubs,

11.4. The school shall provide the space for non-curriculum club meetings. No expenditure of public funds authorized,

11.5. Each school may establish the non-instructional times during which non-curriculum clubs may meet,

11.6. Each school may set the number of hours non-curriculum clubs may meet per month except that all non-curriculum clubs must be treated equally; and,

11.7. No student group shall engage in or conduct group therapy, counseling, or other psychological services of the type provided by licensed professionals.

Effectiveness: This policy is effective when curriculum and non-curriculum school clubs are established and operated through a transparent, compliant, and stakeholder-informed approval process; maintain clear boundaries of socially appropriate student behavior; and ensure equal access to school facilities during non-instructional time without materially or substantially interfering with the district's educational mission or the orderly conduct of school activities.

Evaluation Standards: This policy will be considered effective when:

- 100% of authorized curricular and non-curricular clubs have an active constitution and parental consent forms properly secured on file before student participation begins.
- 100% of club applications are reviewed, categorized (curriculum vs. non-curriculum), and officially processed by the school administration within the designated May 1 to October 1 window.
- Annual school reporting and student/parent surveys indicate that all non-curriculum clubs receive equal access to school facility space and scheduling hours without discrimination.
- Zero (0) corrective actions, formal safety incidents, or policy violations are reported following administrative audits or investigations into club activities.

Review Cycle:

This policy will be reviewed at least every five (5) years.

Accountability/Reporting:

The school administrator reports to the Assistant Superintendent - Secondary



Forms:

[School Club Application](#)

[School Club Constitution](#)

[Parent Participation Approval](#)

Policy History

Adoption Date:

Effective Date:

Review Date:

Revision Date:

DRAFT



DRAFT 1

Extracurricular Activity and Eligibility

Policy Number and Title:

6.403 Extracurricular Activity and Eligibility

Policy Type:

6.000 Student Services

Policy Statement:

The Board recognizes that extracurricular activities offer an opportunity for students to engage in practical life-situations, build self-confidence, promote sportsmanship, learn leadership skills, and hard work. Students who participate in extracurricular activities serve as role models for others in the school and community and engage in such extracurricular activities as a matter a privilege, not a right. As a result of this important role, students are expected to comply with all applicable laws and rules of behavior and conduct themselves at all times in a manner befitting their position and responsibilities. There is no constitutional right to participate in these activities.

The Board supports, sponsors, and encourages school extracurricular activities and student participation. For activities sanctioned and administered by the Utah High School Activities Association (UHSAA) and offered by the District, Lake Mountain School District will follow [UHSAA](#) rules. Non-sanctioned activities are administered by the individual school.

District employees, coaches and extracurricular advisors are expected to act as role models, supervise students, and not engage in unprofessional conduct or criminal behavior with students that violates the employee-student professional boundaries, while on school sponsored activities or at any time associated with a school group, team, or students.

All students and employees are prohibited from engaging in bullying, cyber-bullying, harassment, hazing, abusive conduct, or retaliation as defined in this policy and as outlined in Utah Code [53G-8-209](#) and [53G-9-601 et seq.](#)

Definitions:

- **Abusive Conduct:** Verbal, nonverbal, or physical conduct of a parent or student directed toward a school employee that, based on its severity, nature, and frequency of occurrence, a reasonable person would determine is intended to cause intimidation, humiliation, or unwarranted distress. A single act does not constitute abusive conduct.
- **Birth Certificate:** An official record of an individual's date of birth, place of birth, sex, and parentage, including a supplementary certificate of birth or birth certificate amendment and amendment history.
- **Bullying:** Student bullying and staff bullying.



- **Staff Bullying:** A school employee, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against a student or another school employee, or engaging in a single egregious act toward another employee involving an imbalance of power, that:
 - creates an environment that a reasonable person would find hostile, threatening, or humiliating; and
 - substantially interferes with a student's or employee's educational or professional performance, opportunities, or benefits.
 - Staff bullying does not mean instances of:
 - Ordinary teasing, horseplay, argument, or peer conflict;
 - Reasonable correction of behavior by a school employee; or
 - Reasonable coaching strategies and techniques by a school employee who is a coach.
- **Student Bullying:** One or more students, with the intent to cause harm, repeatedly committing a written, verbal, or physical act against another student, or engaging in a single egregious act toward another student involving an imbalance of power, that:
 - Creates an environment that a reasonable person would find hostile; and
 - Interferes with a student's educational performance, opportunities, or benefits.
 - Student bullying does not mean instances of:
 - Ordinary teasing, horseplay, argument, or peer conflict;
 - Reasonable correction of behavior by a school employee; or
 - Reasonable coaching strategies and techniques by a school employee who is a coach.
- **Coaches/Extra-Curricular Advisors:** An individual (coach, extracurricular advisor, volunteer coach, or volunteer advisor) who accepts a temporary at-will assignment, whether compensation is provided or not, to supervise an extracurricular activity. The individual agrees to be subject to an Extra-curricular Agreement regarding conduct and expectations and complete all assigned duties, to maintain high professional standards, and act as a role model for students/patrons of the community, to follow directives of their supervisor(s), and to adhere to all Board policies.
- **Cyber-Bullying:** Using the Internet, a cell phone, or another device to send or post text, video, or an image with the intent or knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced in the conduct, or voluntarily accessed the electronic communication.
- **Extracurricular Activity:**
 - An activity or program that is not a course; and the District provides, sponsors, or supports.
 - An activity listed under [Utah Code 26B-4-401](#), and includes games, practices, tryouts, physical education classes, sport or skill camps, competitions, recess, and activities sponsored by the District or in connection with the Utah High Schools Activities Association (UHSAA).
 - Does not include a non-curricular club, or the club's activities, as defined in Utah Code Section [53G-7-701 et. seq.](#)
- **Fees:** Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. For purposes of this policy, charges related to the National School Lunch Program are not fees.



- **Hazing:** Intentional, knowing, or reckless acts of a demeaning or assaultive nature, whether or not consensual, or causing another to so act, in connection, affiliated with or sponsored by Lake Mountain School District, including but not limited to acts that involve;
 - Endangering the mental or physical health or safety of another;
 - Any brutality of a physical nature such as whipping, beating, branding, calisthenics, bruising, electric shocking, placing harmful substances on another's body, or exposure to the elements;
 - Any physical activity that endangers the mental or physical health or safety of another;
 - Any activity that would subject any person to extreme mental stress such as sleep deprivation, extended isolation from social contact or conduct that subjects another to extreme embarrassment, shame or humiliation;
 - Use, possession or distribution of controlled substances, drugs, drug paraphernalia, tobacco or alcoholic beverages;
 - Threatening comments or statements;
 - Cruelty to animals as provided by law;
 - Initiation, admission into, affiliation with, holding office in or as a condition for continued membership in any organization;
 - Forcing others to engage in or be the subject of degrading pranks, games, stunts, practical jokes;
 - Forcing students to ingest any substance;
 - Forced personal servitude;
 - Forcing students to wear outrageous, ridiculous or embarrassing articles of clothing;
 - Coercing or promoting acts of vandalism, theft, assault, sexual acts or criminal activity;
 - Coercing or promoting indecent exposure, gross or lewd behavior;
 - Forcing any student to engage in illegal, perverse, publicly indecent, or immoral conduct.

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

- **Parent:** A custodial or non-custodial parent or legal guardian of a student who is not under a court order or similar procedure prohibiting contact with the student. ([§53G-9-202](#))
- **Retaliate:** An act or communication intended:
 - As retribution against a person for reporting bullying or hazing; or
 - To improperly influence the investigation of, or the response to, a report of bullying or hazing.
- **Utah High School Activities Association:** The governing body responsible for organizing, regulating, and supervising interscholastic sports, fine arts, and academic competitions for high schools in Utah.
- **Volunteer:** An individual that accepts a temporary at will volunteer assignment to supervise an extra-curricular activity without compensation. The individual agrees to be subject to an Extra-curricular Agreement regarding conduct and expectations and are required to complete all assigned duties, to maintain high professional standards, and act as a role model for students/patrons of the community, to follow directives of their supervisor (s), and to adhere to all school Board policies.

Scope:

District employees, coaches, advisors, volunteers, students, and parents of students that participate in extracurricular activities.



Reference:

State Code

[53G-6-704](#)
[53G-6-10 et. seq](#)
[53G-8-209](#)
[53G-8-213](#)
[53G-9-202](#)
[53G-9-601 et seq](#)
[26B-4-401](#)

Administrative Rule

[R277-438 Dual Enrollment](#)
[R277-494 Charter, Online, Home, and Private School Student Participation in Extracurricular or Co-Curricular School Activities](#)
[R277-614-4 Athletes and Students with Head Injuries](#)

Other Policies or Guidelines

[Utah High School Activities Association \(UHSAA\)](#)
6.101 Student Enrollment (to be approved in the 2026-2027 school year)
6.203 Bullying, Cyberbullying, Discrimination, Harassment, Hazing, and Violence (to be approved in the 2026-2027 school year)
6.204 Student Discipline (to be approved in the 2026-2027 school year)
6.303 Concussion and Head Injury (to be approved in the 2026-2027 school year)
6.404 Student Travel and Field Trips (to be approved in the 2026-2027 school year)
Student Services Manual (to be established in the 2026-2027 school year)

Policy Provisions:

1. Student Eligibility
 - 1.1. Participation in extracurricular activities is a valuable and motivating part of a student's public education experience. Lake Mountain School District is a member of the Utah High School Activities Association (UHSAA) and follows UHSAA rules concerning academic eligibility. Eligibility refers to sanctioned activities only. Non-sanctioned activities are administered by the individual schools.
 - 1.2. Private school, home school, online or charter school students desiring to participate in UHSAA activities must comply with [UHSAA](#) rules.
 - 1.3. Private school, home school, online or charter school students desiring to participate in extracurricular or co-curricular activities may only participate when the student meets the initial enrollment requirements for public school, or entry requirements for participation and pays the associated fees or receives a fee waiver.
2. Student Conduct
 - 2.1. Any student charged with any verified felony shall be suspended from participating in any school district sponsored extracurricular activities or club until the charge is resolved. If the charge results in acquittal or the charges are dropped, then the student shall be allowed to participate in extracurricular activities. However, any charge that results in a finding of guilty or entry of a plea of no contest, the student shall be suspended from all extracurricular activities and clubs in the school district for 180 school days after entry of the finding, or the remainder of the school year, whichever is longer. (Utah Code [53G-8-213](#) & [53G-8-209](#))
3. Extracurricular Activities and Performances
 - 3.1. Schools may charge admission to attend student extracurricular activities and performances. Each school program may determine the price of admission in cooperation with administration. Admission prices for activities and athletic events that are overseen by the Utah High School Activities Association (UHSAA) will be determined in accordance with the appropriate region price.
4. Extracurricular fees

Commented [1]: Keep the Board's expectation that students charged with qualifying felonies may lose eligibility if required by law, but strengthen the procedures by:

requiring verification through reliable official information before action is taken;
requiring prompt written notice to parents and students; clearly identifying who makes the eligibility determination;
establishing a defined review process;
clarifying reinstatement when charges are dismissed, reduced, or resolved in the student's favor.

Why

This reduces legal exposure while preserving the Board's expectation that extracurricular participants meet high standards.



- 4.1. Fees related to extracurricular activities shall follow District Policy 6.401 Student School Fees & Waivers.
- 4.2. Fees related to activities sponsored by the Utah High School Activities Association (UHSAA) may not exceed the limits established by the Association. Activity fees for secondary schools are required and established annually.

Procedures:

- 5. Student Eligibility
 - 5.1. Students must meet all initial enrollment requirements in the District, or entry requirements for participation and pay all associated fees prior to participation in any extracurricular activity.
 - 5.1.1. A private, charter school, or online student is eligible to participate in an extracurricular activity at a public school that is not offered by the student's private, charter school, or online school ([53G-6-704](#)) provided the standards and requirements established in the Student Services Manual are met.
 - 5.2. Pursuant to UHSAA, eligibility for participation in Association sanctioned activities a student:
 - 5.2.1. Must be a full-time student in the school he or she intends to represent, and otherwise comply with all enrollment requirements found in District Policy 6.101 Student Enrollment and USBE Board Rule [R277-438](#).
 - 5.2.1.1. "Full-time" status in the District means taking six (6) or more classes, not including Released-time.
 - 5.2.1.2. Students enrolled in more than one District school remain eligible to participate provided they meet the provisions in 4.1.1.1 above. The students' "home" school retains and maintains educational records.
 - 5.2.2. Must meet the minimum scholastic regulations for participation outlined in the UHSAA rules.
 - 5.2.3. All athletes must complete the Register My Athlete process with the UHSAA.
 - 5.2.4. Ninth grade students enrolled in a District middle or junior high school, if otherwise eligible, may participate in Association activities with an appropriate high school. Students may participate in Association activities while enrolled in the ninth grade if the middle or junior high school permits. UHSAA rules regarding 9th grade student eligibility, participation, and transfers shall be followed.
 - 5.2.4.1. For Athletics that are offered at both the junior high/middle and high school (basketball, track and field) level, ninth grade students may try out only for the high school varsity team.
 - 5.2.4.2. In each of these sports (basketball, track and field) the junior high/middle school shall not conclude their tryouts until one week after the starting date as set by the UHSAA for high school tryouts. This will allow students not selected for the high school level teams to tryout for the middle or junior high school teams.
 - 5.2.4.3. A parent or legal guardian of any student selected to a high school athletic team must submit a request form to their student's school of residence before the student may adjust his/her schedule. Students will not be allowed to miss any middle or junior high school classes in order to tryout for a high school athletic team.
 - 5.2.4.4. Middle and junior high schools should reasonably accommodate schedule change requests for students participating in high school athletics. Schedule changes occur only after the Ninth Grade Student Request for Participating in High School Athletics Form is submitted.
- 6. Student Conduct
 - 6.1. Students who are charged with any felony shall be suspended by the school principal from participating in any School District sponsored extracurricular activities as described in 2.2.1 above. Parents/legal guardians must be notified of the activity suspension and be notified that the student may also be subject to further discipline pursuant to District Policy 6.204 Student Discipline if or when such action becomes warranted.



- 6.1.1. School District employees who become aware of or reasonably believe that felony charges have been filed on a student shall immediately (by the next working day) report that information either to the building principal or the designee of the Superintendent of Schools. The principal shall promptly notify their immediate supervisor upon receiving a report of a felony charge.
- 6.1.2. Principals who receive a report of a felony charge on a student shall, within twenty working days after receipt of such report, verify the accuracy of the report, apply the suspension as required and submit a report to the Superintendent's designee which includes:
 - 6.1.2.1. Available details leading to the felony charge,
 - 6.1.2.2. The identity of the person/persons involved; and,
 - 6.1.2.3. Action taken in response.
- 6.1.3. The parents/legal guardians of the charged student may request a review of the principal's decision by the Prevention Administrator in Student Services. The request must include written notification asking for the review as well as other pertinent documents submitted by the charged student's family.
- 6.2. Students participating in student government and/or extracurricular activities, particularly competitive athletics, often play major roles in establishing standards of acceptable behavior in the school and community. As role models, students are expected to conduct themselves in a manner befitting their positions and responsibilities. The following rules of conduct must be followed in order to maintain participatory status in student government or extracurricular activities:
 - 6.2.1. Students shall not use foul, abusive or profane language while engaged in school related activities.
 - 6.2.2. Students shall not participate in the illicit use, possession, or distribution of controlled substances or drug paraphernalia, and the use, possession, or distribution of tobacco or alcoholic beverages contrary to law.
 - 6.2.3. Students shall not engage in any type of bullying, hazing, demeaning, assaultive or violent behavior, whether consensual or not. This includes behavior involving physical violence, restraint, improper touching, or inappropriate exposure of body parts not normally exposed in public settings, the forced ingestion of any substance, or any act which would constitute a crime against a person or public order under Utah Law.
 - 6.2.3.1. Individual consent for whom the bullying, hazing, harassment, or violence was directed, either expressed or implied, to participate in any type of activity associated with such activities shall not serve as an acceptable defense for accountability and subsequent disciplinary action that may be imposed.
 - 6.2.3.2. Students who participate in any bullying, hazing, harassment, violence, or criminal activity shall face appropriate disciplinary action which may include exclusion from participation in any extracurricular activities and/or suspension or expulsion from school according to District Policy 6.204 Student Discipline.
 - 6.2.4. Students who observe hazing and/or other activities including but not limited to those listed above, and fail to intervene or report the hazing to school officials may face disciplinary action for conspiring to engage in hazing.
- 7. Coaches and Extracurricular Advisors
 - 7.1. Coaches and/or Extracurricular Advisors shall supervise students at all times while at or on school-sponsored activities, including, but not limited to:
 - 7.1.1. On the field, court, or other competition or performance sites, during activities, practices and workouts, in seating areas, in eating establishments, in lodging facilities, and while traveling.
 - 7.1.2. Coaches and Extracurricular Advisors do not supervise individual students in areas where there is an individual reasonable expectation of privacy (i.e., a restroom or changing room).
 - 7.2. Shall adhere to District Policy 6.404 Student Travel and Field Trips regarding extracurricular activities, competitions, events, or opportunities.



- 7.3. Shall not engage in, allow, and/or promote discrimination, harassment, and hazing/bullying. All Coaches and/or Extra-curricular Advisors have a duty to immediately report all allegations or suspicions of discrimination, harassment, and hazing/bullying to their school's administration.
- 7.4. Shall notify the parent or legal guardian of a student who is injured and report the incident to a school administrator as soon as possible.
- 7.5. Shall be an exemplary role model for students and the community and must maintain high professional standards of ethical conduct while supervising students or at school sponsored activities including, but not limited to:
 - 7.5.1. Engaging in and/or promoting the use, and/or the promotion of demeaning or profane language,
 - 7.5.2. Using alcoholic beverages, tobacco, electronic cigarettes, controlled substances, or participating in other illegal activities.
 - 7.5.3. Maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.
- 7.6. Shall adhere to all financial policies, guidelines, and practices of the District (e.g., The Accounting Manual, Master Fee Schedules, Purchasing, and Boosters).
- 7.7. Shall, at least annually, meet with students at the beginning of the school year, or prior to permitting a student to participate, to review expectations, (District policies 6.303 Concussion and Head Injury, 6.403 ExtraCurricular Activity and Eligibility, 6.203 Safe Schools: Bullying and Hazing), other trainings required by law or the UHSAA, and provide an activity disclosure statement as outlined by UHSAA (see UHSAA handbook and Utah Code: 53G-4-409 and 53G-5-405).
 - 7.7.1. Activity Disclosure Statements must be disseminated to students and parents/legal guardians of students who are trying out or signing up for any team, group, or program that will require the student to miss normal class time or has activities that will take place outside regular school time, including contests, games, performances, events, or other activities. Activity Disclosure Statements shall include, but are not limited to:
 - 7.7.1.1. The name of the team, group, or activity;
 - 7.7.1.2. The maximum number of students involved;
 - 7.7.1.3. Whether or not tryouts are used to select students, specifying date and time requirements, if applicable;
 - 7.7.1.4. Beginning and ending dates of the activity;
 - 7.7.1.5. A tentative schedule of events, performances, games, or other activities with dates, times, and places specified if available;
 - 7.7.1.6. If applicable, designation of any nonseason events or activities, including an indication of the status, required, expected, suggested, or optional, with the dates, times, and locations specified;
 - 7.7.1.7. Any fees associated with the activity;
 - 7.7.1.8. Student conduct expectations (section five (5) above);
 - 7.7.1.9. Provide a copy of District Policy 6.303 Concussion and Head Injury and obtain and maintain the signature of the student's parent or legal guardian, acknowledging that they have received, read, and agree to abide by this policy; and,
 - 7.7.1.10. Any additional information considered important for the students and parents to know.
- 7.8. Shall maintain a drug free work environment and report to the school administration any suspected drug, alcohol, e-cigarette, and/or tobacco related concerns for investigation.
- 7.9. Shall maintain a cleared background check and report any arrest, citation, or charge(s) for any matters involving an alleged sex, drug, or alcohol offense or an offense against a person (e.g., assault, domestic violence, protective order), or felony offense against property within 48 hours to Human Resources.

Effectiveness:



This policy is effective when student eligibility and participation in extracurricular activities is uniformly established and operated through a transparent, compliant, and stakeholder-informed approval process; coaches and extracurricular advisors provide and maintain clear boundaries and expectations of appropriate student supervision; UHSAA rules and expectations for student eligibility and participation is followed; and clear expectations for the safety and health of all participants is implemented.

Evaluation Standards:

This policy will be considered effective when:

- 100% of all sanctioned UHSAA activities and sports have implemented student eligibility processes in and are compliant with UHSAA student enrollment procedures.
- 100% of eligible student participants are conducting themselves in a manner befitting their positions and responsibilities.
- 100% of bullying, harassment, hazing, and/or violence is reported; intervention is implemented; each incident is investigated, and disciplinary action is implemented where appropriate.
- All financial policies and guidelines are followed by coaches and extracurricular advisors.
- 100% of all extracurricular participants and their parents/legal guardians receive an activity disclosure statement and all are on file at the local school.

Review Cycle:

This policy will be reviewed at least every five (5) years.

Accountability/Reporting:

School administrator reports to the Assistant Superintendent - Secondary

Forms:

Ninth Grade Student Request for Participating in High School Athletics Form

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 1

Student Image Use and Media

Policy Number and Title:

6.405 Student Image Use and Media

Policy Type:

6.000 Student Services

Policy Statement:

The Board of Education recognizes the value of celebrating and communicating the accomplishments, educational programs, and activities of the District while safeguarding the privacy and safety of students and employees. Only authorized district personnel, or persons authorized by the school or district, should capture images of students or employees during the school day or at school-sponsored activities for the purpose of District communication. The use of student photographs, video recordings, audio recordings, and other likenesses for legitimate educational, instructional, informational, and public relations purposes, may be authorized by the Superintendent or designee, provided such use complies with applicable federal and Utah law.

District employees shall protect student privacy, honor parent and student rights regarding directory information and media releases, and ensure that all interactions with representatives of the news media occur in a manner that supports student privacy and safety, minimizes disruption to the educational environment, and complies with District policy.

The Board recognizes its obligation to the public to provide information about the operation of schools and the management of public resources, and ensuring that student and employee privacy rights and disruptions to educational activities are minimized.

Definitions:

Directory Information: Information designated by the District pursuant to the Family Educational Rights and Privacy Act (FERPA) that may include a student's name, photograph, grade level, participation in school or district-sponsored activities and athletics, honors, awards, and dates of attendance, unless a parent or eligible student has exercised the right to prohibit its disclosure.

Education Record: Any record directly related to a student and maintained by the District or by a party acting on behalf of the District, as defined by FERPA.

Personally Identifiable Information (PII): Information that can reasonably identify a student, as defined under FERPA.

District Media: District-controlled websites, social media accounts, newsletters, publications, marketing materials, digital displays, broadcasts, email, and other official communication platforms.

News Media: Representatives of newspapers, television stations, radio stations, online news organizations, documentary producers, and other recognized news organizations.

Student Information System (SIS): A centralized digital platform used by the District to manage student data such as (but not limited to) student grades, attendance, behavior, and fees.

Scope:

- All District employees, administrators, coaches, advisors, volunteers acting under District supervision, and/or contracted service providers acting on behalf of the District.
- All District-operated schools, programs, extracurricular activities, athletic events, and/or school-sponsored activities.

Commented [I1]: proposed changed: Student Information System (SIS): A digital platform used by the District to manage student data such as student grades, attendance, behavior, and fees and other managed student data.

Commented [IR2]: I wonder if adding 'but not limited to' would add that broader inclusion? I have added it....what do you think?



- All images of students, student photographs, video recordings, audio recordings, livestreams, and other visual or digital representations created, maintained, or published by the District or its employees.
- News media interactions and requests.

Reference:Federal Law

[Family Educational Rights and Privacy Act \(FERPA\), 20 USC §1232g; 34 C.F.R. Protection of Pupil Rights Amendment \(PPRA\), 20 U.S.C. §1232h](#)
[Children's Online Privacy Protection Act \(COPPA\)](#), where applicable
[Individuals with Disabilities Education Act \(IDEA\)](#), where applicable

Utah Law

[Utah Student Data Protection Act, Utah Code Title 53E, Chapter 9](#)
[Government Records Access and Management Act \(GRAMA\), Utah Code Title 63G, Chapter 2](#)
[R277-487 Public School Data Confidentiality and Disclosure](#)

District Policies

3.401 Government Records Access (GRAMA)(to be approved in the 2026-2027 school year)
6.105 Student Records (to be approved in the 2026-2027 school year)
6.106 Student & Family Privacy (FERPA) (to be approved in the 2026-2027 school year)
6.207 Student Acceptable Use (to be approved in the 2026-2027 school year)
7.304 Student Data Privacy (to be approved in the 2026-2027 school year)
8.101 News and Media Relations (to be approved in the 2026-2027 school year)

Policy Provisions:

1. Authorized Use of Student Images and Recordings
 - 1.1. Authorized district personnel, or persons authorized by the school or district may photograph or record students or employees participating in instructional activities, school-sponsored programs, athletics, performances, competitions, and other educational events for legitimate District purposes, including:
 - 1.1.1. Classroom instruction;
 - 1.1.2. Student assessment;
 - 1.1.3. Documentation of school activities;
 - 1.1.4. Yearbooks;
 - 1.1.5. Official District publications;
 - 1.1.6. District websites;
 - 1.1.7. Official social media platforms;
 - 1.1.8. Recognition of student achievement; and
 - 1.1.9. Historical documentation.
 - 1.2. Members of partner organizations, such as Parent Teacher Association (PTA), Utah State Board of Education (USBE), and other Local Education Agencies (LEAs) may be authorized to acquire photos through a Memorandum of MOU.
 - 1.2.1. Partner organizations hosting an event are responsible for appropriate acquisition and distribution of imagery, as specified in an MOU.
 - 1.3. News media representatives may be authorized (see 6.405: 4 below).
 - 1.4. Authorized personnel shall notify a site administrator before capturing any imagery from a school or school event.
 - 1.5. Before using the image of individual students prominently, the status of a student's media release selection in the Districts Student Information System (SIS) will be verified and a parent/legal guardian will receive a courtesy notification.
 - 1.5.1. A parent or legal guardian may revoke image use permission at any time.
 - 1.5.2. Photos may be shared with partner organizations, such as PTA, USBE, and other LEAs.
 - 1.6. The District defines directory information as the following:
 - 1.6.1. Student First Name
 - 1.6.2. Student Last Name
 - 1.6.3. District Student email



- 1.6.4. Student Grade Level
 - 1.6.5. Past and Present School(s) attended
 - 1.6.6. Student Degree, Honors, Awards, Activities, or Sports
 - 1.6.7. Student Photo
 - 1.6.8. Parent email
2. Parent and Student Rights
 - 2.1. Parents/legal guardians and students shall be notified annually of their FERPA rights regarding directory information.
 - 2.2. Parents/legal guardians and eligible students may opt out of the disclosure of directory information, including student photographs.
 - 2.3. District employees shall honor all documented media and directory information restrictions prior to publishing or releasing identifiable student information or images.
 - 2.4. Parent/legal guardian permission is required prior to capturing, posting, or otherwise using student images for any purpose.
3. Employee Restrictions
 - 3.1. Employees shall not:
 - 3.1.1. Publish identifiable student images using personal social media accounts or use student images for personal, political, commercial, or financial purposes.
 - 3.1.2. Disclose personally identifiable information protected by FERPA or Utah law.
 - 3.1.3. Photograph or record students where a reasonable expectation of privacy exists, including restrooms, locker rooms, health offices, counseling offices, or changing areas.
 - 3.1.4. Circumvent District approval procedures for publications and use.
 - 3.1.5. Retain student images on personal devices longer than necessary to transfer them to District-approved devices or storage.
4. Official District Communications
 - 4.1. Only District employees or persons authorized by the Superintendent or designee may publish student photographs or recordings through official District communication channels.
 - 4.2. Whenever practical, the use of student images and/or recordings shall limit personally identifiable information and shall comply with applicable records retention requirements.
5. Student Privacy and Data Protection
 - 5.1. Student photographs and recordings maintained by the District may constitute education records or protected student data. Access to such records shall be limited to individuals with legitimate educational interests and handled in accordance with FERPA, the Utah Student Data Protection Act, District data governance procedures, records retention requirements, and this policy.
6. Media Relations
 - 6.1. Requests from members of the news media for (but not limited to) the following shall be coordinated through the Superintendent or designee, the Director of Communications, and the building principal
 - 6.1.1. Interview students;
 - 6.1.2. Photograph students;
 - 6.1.3. Record classroom activities;
 - 6.1.4. Access school facilities during the instructional day;
 - 6.2. When members of the news media contact the school directly, the school principal shall:
 - 6.2.1. Ascertain the purpose(s) of the news media representative;
 - 6.2.2. Contact their respective Assistant Superintendent;
 - 6.2.3. Notify the Director of Communication as directed;
 - 6.3. The Director of Communications shall, to the extent possible, notify the school principal prior to facilitating news media coverage of school activities.
 - 6.4. Employees shall not provide official statements on behalf of the District unless authorized to do so.
 - 6.5. Media interviews with students during the instructional day require prior administrative and parent/legal guardian approval.
 - 6.5.1. Students may decline participation in interviews at any time for any reason.



- 6.5.2. Students shall not be pressured to participate in media interviews.
- 6.5.3. Students whose parents have exercised FERPA directory information opt-out rights shall not be intentionally identified in District-facilitated media coverage unless separate written authorization has been obtained.
- 6.6. The news media may be allowed to gather information in the school when students are present in situations considered to be public settings.
 - 6.6.1. Settings in which students are receiving special education services are subject to the privacy protections provided in FERPA.
- 6.7. Access to the school may be denied at the discretion of the school principal, the Director of Communications, the superintendent or designee determine that such access may violate student's rights to privacy or the learning environment is or may be disrupted.
7. Emergencies
 - 7.1. During emergencies, criminal investigations, student discipline matters, serious accidents, or crisis events:
 - 7.1.1. All media communications shall be coordinated through the Superintendent, the Director of Communications, or designated spokesperson;
 - 7.1.2. At no time shall District employees or authorized representatives independently release photographs, video, or student information
 - 7.1.3. Confidential student information shall not be disclosed except as authorized by law.
8. Public Events
 - 8.1. Attendance at public events such as athletic contests, concerts, performances, graduations, and Board meetings generally carries no expectation of privacy.
 - 8.2. Nothing in this policy prohibits members of the public or news media from photographing or recording public events consistent with law and District rules governing access to District property.

Procedures:

The following administrative procedures are to assist with implementation of this policy:

9. Schools shall annually notify parents/legal guardians regarding:
 - 9.1. Annual FERPA directory information notices.
 - 9.2. Media release and opt-out forms.
 - 9.3. Notification of student media restrictions.
10. Employees shall:
 - 10.1. Verify media restrictions before publishing any student image(s);
 - 10.2. Protect confidential student information at all times; and
 - 10.3. Immediately report unauthorized disclosures to their immediate supervisor.
 - 10.4. Upon receiving a request or inquiry from the news media, immediately refer the matter to their immediate supervisor. Employees shall not independently authorize media access or release confidential student information.
11. Public records requests for photographs, recordings, or related records under the Government Records Access and Management Act (GRAMA) shall be referred to the District's designated GRAMA Records Officer.
12. Annual training for employees regarding FERPA shall be conducted by the District's designated Records Officer.
13. Violations of this policy may result in corrective or disciplinary action consistent with Board policy, applicable employment agreements, and state and federal law.
14. Nothing in this policy limits rights protected by federal or state law, including employee rights protected by the First Amendment or applicable statutes.

Effectiveness:

- Parents and legal guardians are notified annually regarding directory information, media release and media release opt-outs, and media restrictions.
- Public records requests are managed by the Districts Records Officer.
- Training for employees regarding FERPA occurs annually.



- Employee violations of this policy result in appropriate corrective or disciplinary actions.
- Schools are able to effectively manage new media inquiries and requests.

Evaluation Standards:

- 100% of schools notify parents/legal guardians regarding directory information and provide them with student media release opt-out forms with registration materials.
- 100% of all student images and recordings used by the District are approved by a parent or legal guardian.
- 100% of all employees are trained regarding FERPA annually.

Review Cycle:

This policy shall be reviewed at least every 5 years.

Accountability/Reporting:

Principals shall verify and report to their respective Assistant Superintendent regarding the implementation and adherence to this policy. Principals may also report to the Director of Communications, and the Superintendent or designee.

Forms:

n/a

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



Board of Education Meetings
2027 Calendar

Study Sessions at 4:00 PM & Board Meetings at 6:00 PM

<u>DATE</u>	<u>LOCATION</u>
January 14 th	Westlake High School
January 28 th	Westlake High School
February 11 th	Westlake High School
February 25 th	Westlake High School
March 11 th	Westlake High School
March 25 th	Westlake High School
April 15 th	Westlake High School
April 29 th	Westlake High School
May 13 th	Westlake High School
June 10 th	Westlake High School
June 24 th	Westlake High School
July 13 th	Westlake High School*
July 27 th	Westlake High School*
August 10 th	Westlake High School*
August 24 th	Westlake High School*
September 14 th	District Office
September 28 th	District Office
October 12 th	District Office
October 26 th	District Office
November 16 th	District Office
December 14 th	District Office

**Dates, times, and locations may change due to ongoing renovations to the district office. Changes will be posted with the official agenda on the Lake Mountain School District Board of Education website and the State Public Notice website.