

Board Meeting Documents
August 27, 2026

MINUTES OF THE BOARD MEETING – AUGUST 13, 2026

The Board of Education of the Lake Mountain School District met in a board meeting on Thursday, August 13, 2026, at 6:03 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, Joylin Lincoln, Julie Myers, Melissa Sauser, and Ilene Strong.

Also present: Superintendent Carter, Deputy Superintendent Bollinger and members of the administrative staff. There were approximately 19 others in attendance.

President Julie King conducted the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Bekah, Rachel, Ezra, and Keola Graham of Eagle Valley Elementary School.

INSPIRATIONAL THOUGHT OR REFLECTION

An inspirational thought was given by Melissa Graham, PTA Secretary at Eagle Valley Elementary School.

PUBLIC COMMENT

Kember Burgon of Saratoga Springs and parent of students at Thunder Ridge Elementary, expressed concerns regarding the current transportation plan. She shared that there is currently no bus stop serving her neighborhood, with the closest stop located on Scarlett Drive. She noted that the area is expected to include more than 600 homes and questioned how approximately 400 students would be accommodated at a single bus stop. Ms. Burgon advised she contacted the Transportation department at Alpine School District and noted their primary concern was that students residing outside the designated boundaries may be taking available spaces from eligible students. She questioned whether prioritizing the small percentage of students who do not follow the rules could result in the majority of eligible students being left without a bus stop. She also raised concerns about students who live more than 1.5 miles from the school having to walk along uneven roads. She suggested that there are other areas that would provide safer locations for student pick-up and drop-off.

Trey Moodey of Saratoga Springs attended with his wife, Bonnie, to express concerns regarding the development of the property east of their home. He shared that the property is currently vacant and that residents had previously been informed it would be developed as a soccer field. He noted that they have since been notified that the intended use of the property has changed. Mr. Moodey requested that, as plans and designs for the property move forward, nearby residents be given an opportunity to provide input and share their concerns, particularly because the property directly borders their backyards. He asked that the Board ensure neighboring residents have an opportunity to be involved in and provide feedback regarding the upcoming construction.

CONSENT AGENDA

Board president King recommended that the Board approve the consent agenda. Board member Lincoln 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 ITEMS

1. Policy 7.101 District Calendar

Deputy Superintendent Dr. Bollinger & Assistant Superintendent of Student Services, Travis Hamblin provided an overview of the Board's ongoing policy review and revision process. Dr. Bollinger explained that approximately seven to nine policies will be presented for first reading at each Board meeting for the next several months. The first reading is intended to provide an opportunity for discussion and feedback, which will be taken back to the Policy Committee. A second draft will then be presented at

the following meeting. If no additional changes are needed, the policy will be placed on the consent agenda for final approval. The policies have been updated to reflect the new numbering system developed by the Policy Committee. The committee is also consolidating policies where possible and moving information that does not need to be maintained as Board policy into Standard Operating Procedures (SOPs). The policies have been organized into eight broad categories. Dr. Bollinger also noted that, at the previous Board meeting, the Board adopted the personnel policies from Alpine School District, which will remain in effect through June 2028 as required by state code. She noted that this particular policy was one of the first policies reviewed and adopted by the Board. As part of the current revisions, the policy title "School Calendar" has been changed to "District Calendar." Proposed changes are highlighted in red, and definitions have been revised and added for clarity. The committee is maintaining an ongoing glossary to ensure that definitions remain consistent across all policies. She explained that policies will be structured with Provisions followed by Procedures. Any changes to procedures made by staff will be brought to the Board for approval through the consent agenda. Each policy will also include a specific date for future review to ensure policies remain current and relevant.

The Board engaged in discussion regarding the specific provisions and details of the policy, asked clarifying questions, and participated in dialogue with the leadership team presenting.

2. Policy 7.102 Emergency Closures/Two-Hour Delays

Deputy Superintendent Dr. Bollinger explained that this item is not required to be maintained as a Board policy and could instead be addressed through a procedure. However, the Policy Committee determined that the public would benefit from having the procedures clearly outlined in policy and felt that doing so would help ensure consistency across all school sites throughout the district. She noted that the policy specifically distinguishes between distance learning and online learning. The communication timelines for notifying parents and staff of inclement weather were also adjusted to provide sufficient time for families and employees to receive information and make necessary arrangements. Because this policy is not required, no separate procedures are included.

The Board engaged in discussion regarding the specific provisions and details of the policy, asked clarifying questions, and participated in dialogue with the leadership team presenting.

3. Policy 7.103 Service and Therapy Animals

Deputy Superintendent Dr. Bollinger explained that this policy addresses service animals on district property and is required by state and federal law. She noted that federal law provides much of the guidance for the policy, and links to the applicable state and federal codes are included. The policy clearly defines a service animal, using the definition established in federal law, and outlines the rights of individuals who require service animals. It also provides guidance for staff regarding how to appropriately interact with service animals and individuals who use them. Dr. Bollinger noted that the policy includes provisions addressing animals used as part of curriculum programs, as well as animals that may temporarily visit a classroom for educational purposes. It also addresses accommodations and safety considerations for staff and students with allergies. The policy will be reviewed on a five-year cycle unless changes to state or federal law require an earlier review.

The Board engaged in discussion regarding the specific provisions and details of the policy, asked clarifying questions, and participated in dialogue with the leadership team presenting.

4. Policy 6.401 Student School Fees and Waivers

Assistant Superintendent of Student Services, Travis Hamblin explained that the policy governs the collection of school fees, fee waivers, fundraising, and student supplies. He emphasized that the policy is designed to ensure students are not excluded from activities or educational opportunities because of an inability to pay and provides transparency regarding the fee process. Mr. Hamblin noted that the policy is governed by state code, with Board oversight and specific restrictions on the fees that may be charged. The policy will be reviewed annually over two Board meetings to allow for public comment. It outlines allowable fees for both elementary and secondary students, as well as provisions related to overnight travel and payment requirements when fee waivers apply. He explained that the necessary forms for fees, waivers, and related processes are included with the policy. A fee waiver administrator will be designated

to promote consistency and equity across all students, with approval criteria based on state requirements. Student and family information related to fee waivers will be handled in accordance with FERPA privacy requirements. Mr. Hamblin emphasized that many of the procedures are specifically outlined to ensure each school site follows the same process and provides consistent treatment for all students and families. The Board engaged in discussion regarding the specific provisions and details of the policy, asked clarifying questions, and participated in dialogue with the leadership team presenting.

5. Policy 6.402 School Clubs

Assistant Superintendent of Student Services, Travis Hamblin explained that the policy addresses both curricular and noncurricular clubs, including how each type of club is defined and operated. The policy outlines the application and approval process for establishing a club, requirements for maintaining good standing, and the development of a constitution that identifies the club's purpose and how it will operate. Mr. Hamblin noted that the policy establishes the district as an unlimited open forum and outlines the Board's authority to close a noncurricular club when appropriate. It also details the authorization process, requirements for obtaining permission to operate a club, and the appeal process if an application is denied. He emphasized that parental permission is required for all students participating in clubs. The policy also addresses facility use and access for all curricular and noncurricular clubs. The Board engaged in discussion regarding the specific provisions and details of the policy, asked clarifying questions, and participated in dialogue with the leadership team presenting.

6. Policy 6.403 Extracurricular Activity and Eligibility

Assistant Superintendent of Student Services, Travis Hamblin explained that the policy establishes expectations for student participation in extracurricular activities and incorporates requirements from UHSAA rules. He highlighted specific definitions and expectations related to bullying and hazing, noting that hazing is particularly important to address given the potential for it to occur in extracurricular settings. Mr. Hamblin noted that related policies and applicable manuals will be linked within the policy for ease of reference. The policy addresses student eligibility and conduct, including the recent changes to felony-related requirements under state code. It also outlines expectations for coaches and advisors, emphasizing their responsibility to act appropriately as representatives of the school and district, comply with district policies, and maintain appropriate professional relationships with students. The policy further specifies that coaches, advisors, and other staff may not consume alcohol or participate in illegal activities while on school trips and establishes requirements for meetings and communication with parents. The Board engaged in discussion regarding the specific provisions and details of the policy, asked clarifying questions, and participated in dialogue with the leadership team presenting.

7. Policy 6.405 Student Image Use and Media

Assistant Superintendent of Student Services, Travis Hamblin explained that the policy establishes guidelines for the appropriate use of student images, including when images may and may not be used and the protocols staff must follow when taking or using photographs of students. Parent or guardian permission is required for the use of student images in accordance with the policy. Mr. Hamblin noted that news media requests involving students must receive approval from district administration. The policy also addresses directory information, including its use in yearbooks and by military recruiters, and outlines parents' rights, including available opt-in and opt-out options. He emphasized that employees may not retain student images on personal devices or post student images on personal social media accounts. The policy also includes media relations guidelines outlining the appropriate processes for interacting with the media and the responsibilities and limitations of staff when responding to media inquiries. The Board engaged in discussion regarding the specific provisions and details of the policy, asked clarifying questions, and participated in dialogue with the leadership team presenting.

ACTION ITEMS

1. 2027 Board Meeting Calendar – DRAFT

Board member Judkins made the motion to approve the 2027 Draft Board Meeting Calendar, and it was seconded by Vice President Isaacson.

President King noted that this would be the final Board meeting held in the current building before construction begins. She explained that Board meetings will temporarily be held at Westlake High School, with the current schedule anticipated to continue through approximately August. Asterisks have been placed next to the affected dates to indicate that the location may change if construction is delayed. President King expressed appreciation to Westlake High School for making its facility available for Board meetings. She also noted that district offices will operate out of the West Transportation Building during regular business hours while construction is underway. President King further explained that Board meetings will continue to be held on the second and fourth Thursdays through June. Beginning in July, meetings will transition to the second and fourth Tuesdays, as Alpine School District will have dissolved and there will no longer be a scheduling conflict.

The Board engaged in discussion and sought clarification regarding the specifics of the new Board calendar schedule.

Board member Judkins confirmed the amended motion language and Vice President Isaacson seconded the confirmation.

The Board voted in favor and the motion passed unanimously.

SUPERINTENDENT AND BOARD MEMBER REPORTS

Superintendent Carter expressed appreciation to the Policy Committee, Dr. Bollinger, Assistant Superintendent Hamblin, and the other staff members who have dedicated significant time to developing and revising district policies. She also shared her excitement about the upcoming renovation project. Superintendent Carter introduced two new district staff members: Matthew Ferguson, Director of Finance, and Alyssa Roseman, Director of Purchasing. She noted that the Director of Nutrition Services position has been posted. The district is working to complete the process of extending employment opportunities to existing Alpine School District employees, with the process required to be completed by January 1. She shared that the district had initially hoped to complete the process by November but now anticipates it will be completed by September. Superintendent Carter thanked everyone who participated in the Administrative Conference, noting that it was a great success and that administrators enjoyed the event. She expressed appreciation for the Board's enthusiasm and support. She also highlighted the ribbon-cutting ceremony held the previous evening at Juniper Basin, describing it as a successful event with strong attendance from staff and Board members. She thanked everyone who attended and supported the event. Superintendent Carter shared that the PTA kickoff was held Tuesday, where the district's Mission, Vision, Values, and Goals (MVVG) were presented to PTA leaders from schools throughout the district. She noted that the event also had strong participation. She explained that, during construction, district staff will temporarily operate out of the West Transportation Building and can be reached by email or phone. She expressed appreciation to Westlake High School for graciously providing its facility for Board meetings during the construction period. Superintendent Carter concluded by acknowledging that the past several weeks have been particularly busy with district events and expressed her appreciation to the Board and staff for their continued support.

ADJOURNMENT

On motion by Board member Sauser and seconded by Board member Judkins, the meeting adjourned at 7:59 PM. The Board members who voted in favor were Ilene Strong, Julie Myers, Vice President Matt Isaacson, President Julie King, Joylin Lincoln, Charity Judkins, and Melissa Sauser. The motion passed unanimously.

Personnel Hiring August 2026

Position	Name	Start Date
Fingerprinting	Sarah Bush	7/1/27
Senior Finance Analyst	Lindsey Parker	7/1/27
Physical Technology/Audio Visual	Daniel Castaneda	7/1/27
Physical Technology/Audio Visual	Shad Hansen	7/1/27
Security/Data Privacy Engineer	Michael McMillan	7/1/27
Front office - Dispatch	Jennifer Ellis	7/1/27
Teacher/BTS Coach	Melanie Skankey	7/1/27
TSA - move to teacher	Katie Rogers	7/1/27
Nutrition Coordinator	Korrin Thompson	7/1/27
Finance (Transportation)	McKensey Day	7/1/27
Science/Coaching	Irmarie Ramos	7/1/27
TSA 7-12	Kori Taylor	7/1/27
Activities/Coordinator	Shawn Johnson	7/1/27



DRAFT 2

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 "earlylate-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.

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.

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 2

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.

~~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 2

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 Act \(IDEA\)](#)
- [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 (will be approved during the 2026-27 school year)
- Lake Mountain School District Policy 4.205 Discrimination & Harassment (will be approved during the 2026-27 school year)

Policy Provisions & Procedures:

1. Care, Control, and Supervision Standards

1.1 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.

1.2 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.

1.3 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.

Procedures:

2. Rights, Access, and Staff Administrative Verification Procedures

2.1 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).

2.2 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 administrators 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?

2.3 When staff administrators make these two permissible inquiries, a written record of the owner's responses must be created and logged in the student information system. ~~filed with the school administration.~~

2.4 Staff Administrators 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.

2.5 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.

3. Request Process for Long-Term Presence

3.1 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.

3.2 The request form must include:

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

3.2.2. An affirmation that the animal is required due to a disability; and

3.2.3 Annual proof of required service animal vaccinations **and compliance with public health and local animal control requirements.**

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

3.3 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.

3.4 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.~~

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, [with approval from district 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.

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.

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 2

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.

Definitions:

- **Closed Forum:** When a school ~~allows curricular clubs only. 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 results in academic credit; or~~
 - Participation in the group is required for a particular course.
- **Discretionary Time:** School-related time for students that is not instructional time (e.g., ~~free time before and after school, during lunch, between classes, or on buses~~).
- **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.
- **Noncurriculum 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.

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](#)

Provisions:

1. Reservation of the Right to Close the Forum:
 - 1.1. Schools ~~The Board of Education~~ reserves the right to create at any time a "closed forum" by ~~allowing curricular clubs only. 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.~~
2. Elementary and middle schools are authorized for curriculum clubs only.
 - 2.1. Curriculum clubs are sponsored by the school(s) and must adhere to the provisions of this policy.
- ~~3. Middle School Clubs:
 - 3.1. 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.~~
4. High School Clubs:
 - 4.1. Both curricular 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.

Policy Procedures:

5. CLUB APPLICATION
 - 5.1. 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:

- 5.1.1. A proposed club name;
- 5.1.2. A statement of the club's purpose, goals, and activities;
- 5.1.3. The proposed name of a faculty member to act as sponsor or supervisor;
- 5.1.4. Whether the club seeks curriculum related or non-curriculum related status;
- 5.1.5. The proposed clubs constitution;
- 5.1.6. A statement of the clubs categorization;
- 5.1.7. Recommended meeting times, dates and places;
- 5.1.8. A proposed minimum membership, seven (7) members;
- 5.1.9. A restriction that a student may participate in and attend club meetings only when written parent/legal guardian permission is provided;
- 5.1.10. 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;
- 5.1.11. **For curriculum clubs:**
 - 5.1.11.1. A budget showing the amount and source of any funding provided to the club and its proposed use;
 - 5.1.11.2. 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.
 - 5.1.11.3. Appropriate use of fees may include, but are not limited to, the following: club t-shirts, supplies, recognitions, field trip experiences, etc; and
- 5.1.12. Any materials that the club plans to use to solicit membership or to inform others of the club's existence.
- 5.1.13. 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.

6. CLUB CONSTITUTION

- 6.1. Students or faculty members seeking authorization to establish a club of any type must prepare a [Club Constitution](#) that shall include the following:
 - 6.1.1. Name
 - 6.1.2. Purpose
 - 6.1.3. Objective
 - 6.1.4. Membership
 - 6.1.5. Finances
 - 6.1.6. Meetings
 - 6.1.7. Elections
 - 6.1.8. Officers
 - 6.1.9. Executive Board
 - 6.1.10. 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.
 - 6.1.11. Parental Consent

7. CURRICULUM-RELATED STATUS

7.1. 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:

7.1.1. Return the application to the faculty member or student proposing the club for amendment; or

7.1.2. Review the application as an application for authorization of a noncurricular club.

8. NONCURRICULUM

8.1. Provided the ~~Board or Education~~ school 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:

8.1.1. Club meetings are voluntary and student-initiated,

8.1.2. Sponsorship (as defined in this policy) for meetings is not by the District or by District employees,

8.1.3. District employees are present at religious meetings only in a non-participatory capacity,

8.1.4. Club meetings do not materially and substantially interfere with the orderly conduct of educational activities within the school; and,

8.1.5. Only club members and supervisors may direct, conduct, control, or regularly attend club activities.

8.2. 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.

8.3. **Noncurriculum clubs may not charge or collect fees or dues.**

8.4. Noncurriculum clubs desiring to sponsor an event where clubs from other schools are invited to participate in competitions or events must:

8.4.1. Be an established club in good standing of more than one (1) year,

8.4.2. 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,

8.4.3. 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,

8.4.4. 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,

8.4.5. Each club will be limited to facility access contingent on space availability.

9. CLUB NAME

9.1. The school administrator may provide approval of a non-curricular club name separate from the application for authorization of a club.

9.1.1. An applicant shall submit the club name for approval.

9.1.2. 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:

9.1.2.1. Maintain order and discipline;

9.1.2.2. Protect student and faculty safety;

- 9.1.2.3. Conduct the school's educational program; and
- 9.1.2.4. Ensure compliance with all applicable laws, rules, and policies.

10. AUTHORIZATION

- 10.1. 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:
 - 10.1.1. ~~Protect the~~ ~~The~~ physical, emotional, psychological or moral well-being of students and faculty;
 - 10.1.2. Maintain order and discipline on school premises; ~~and~~
 - 10.1.3. Prevent a material and substantial interference with orderly conduct of the school's educational activity.
- 10.2. 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.~~
 - 10.2.1. ~~When authorizing a proposed club, the school administrator shall specify the club has curriculum related status or noncurriculum related status.~~
 - 10.2.2. ~~When limiting or denying authorization, the school administrator shall provide a factual and legal basis for the denial in writing.~~
- 10.3. 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.
- 10.4. Appeal

11. REVIEW OF AUTHORIZATION

- 11.1. 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.
- 11.2. After meeting with the faculty sponsor or supervisor and the students involved, the administrator may:
 - 11.2.1. 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;
 - 11.2.2. Instruct the sponsor or supervisor not to allow similar violations in the future;
 - 11.2.3. Suspend the club's authorization pending further corrective action as determined by the school administrator; or
 - 11.2.4. Terminate the club's authorization and dissolve the club.
- 11.3. Any limitation on expression, practice, or conduct of any student, advisor, or quest 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 schools interest.

11.4. A Club that has been terminated in accordance with 2.d (above) may not reapply for authorization until the following school year.

12. 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.

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

13. 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.

14. 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.

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

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

15. 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.

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

15.2. Club meetings shall take place during noninstructional time,

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

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

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

15.6. 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,

15.7. 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 2

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.

- 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:

All parents and legal guardians are notified annually regarding directory information, media release and media release opt-outs, and media restrictions.

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 identifiable 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 five (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:



DRAFT 1

Policy Number and Title: Policy 3.503: School Lunch and Food Security

Policy Type: Business Operation - Support Services

Policy Statement

The Lake Mountain School District Board of Education is committed to promoting student health, well-being, and readiness to learn by supporting comprehensive child nutrition programs and addressing food security across all district schools. The Board recognizes that proper nutrition is essential for cognitive development, academic success, and lifelong physical wellness. The District partners with families, staff, and community organizations to ensure that every student has access to safe, wholesome, and nutritious meals in a dignified, supportive, and stigma-free environment.

Definitions

1. **A la Carte:** Individual food or beverage items sold separately from a complete reimbursable school meal.
2. **Competitive Foods:** All food and beverages, other than meals reimbursed under federal child nutrition laws, available for sale to students on the school campus during the school day.
3. **Prohibited Food Additives:** Specific chemical compounds restricted under Utah Code § 53G-9-205.2, including potassium bromate, propylparaben, and synthetic color additives
4. **Reimbursable Meal:** A meal meeting the meal pattern and nutritional requirements established by USDA regulations under the National School Lunch Program or School Breakfast Program.
5. **School Campus:** All areas of property owned or leased by the school that are used at any time for school-related activities, including building grounds, athletic fields, parking lots, and school vehicles.
6. **School Day:** The period from the midnight before to 30 minutes after the end of the official instructional day.
7. **Smart Snacks in School:** Federal and state nutrition standards regulating competitive foods sold on school campuses during the school day.

Scope

This policy applies to all students, parents and legal guardians, school staff, administrators, food service personnel, third-party vendors, and campus visitors across all schools and facilities within Lake Mountain School District.

Reference

- [The Child Nutrition Act and National School Lunch Act](#)
- [Utah Code § 53E-3-510](#)
- [Utah Code § 53F-2-423](#)
- [Utah Code § 53G-9-205.2](#)
- [Utah Administrative Rule R277-719](#)
- **Lake Mountain School District Policy 5.302 Wellness, Nutrition, and Physical Activity (to be approved during the 2026-2027 school year)**

Policy Provisions

1. Participation in Federal Nutrition Programs:

1.1 All schools in LMSD shall participate in USDA Child Nutrition Programs, including the National School Lunch Program (NSLP) and School Breakfast Program (SBP), to ensure all students have access to healthy meals.

2. Food Security & Equitable Access:

2.1 In accordance with Utah Code § 53F-2-423, eligible students who qualify for reduced-price meals may receive meals at no charge.

2.2 No student shall be overtly identified, stigmatized, or denied a meal due to an inability to pay or an outstanding meal debt balance.

3. Prohibition of Harmful Food Additives:

3.1 Pursuant to Utah Code § 53G-9-205.2, all foods served, distributed, or sold through child nutrition programs or on school grounds must comply with state safety prohibitions regarding specified synthetic dyes, chemical preservatives, and prohibited additives.

3.2 Statutory Exceptions:

3.2.1 *Parents:* A student's parent or legal guardian may provide their child with food items containing these additives during the school day.

3.2.2 *Teachers:* A teacher may provide students with food items containing these additives only if the teacher obtains written permission from the students' parents/guardians at the start of each school semester.

3.2.3 Concessions & Vending: Food containing these additives may be sold as concession items at school-sponsored events/extracurricular activities held outside normal serving protocols or in campus vending machines.

4. Competitive Foods & Smart Snacks Compliance:

4.1 All competitive foods and beverages sold outside the reimbursable meal service during the school day must comply with [USDA Smart Snacks standards](#) and Utah Administrative Rule R277-719.

5. Elementary À la Carte & Vending Restrictions:

5.1 Vending machines shall not be accessible to elementary students during the school day.

5.2 À la carte sales in elementary schools are strictly prohibited, with the exception of single-serve milk or 100% fruit juice options.

6. Commercial Packaging Requirement:

6.1 Foods prepared in private homes shall not be provided or sold to students on school grounds.

6.2 All items distributed for celebrations, rewards, or events must be commercially packaged and labeled.

Procedures

7. Annual Family Notification & Outreach:

7.1 The Superintendent's designee shall annually notify parents and guardians regarding meal availability, menu guidelines, and procedures for submitting Free and Reduced-Price Meal applications through district registration packets and direct digital communications.

8. Dietary Accommodations:

8.1 Known allergies, medical conditions, and dietary restrictions of students are addressed through 504 and individual health plans. Each school will have procedures to address student nutritional health care.

8.2 Food Services shall coordinate with guardians and licensed healthcare professionals to provide reasonable meal modifications for students with documented food allergies or medical conditions.

9. Vending & Competitive Food Contracts:

9.1 All vending machine and competitive food agreements must be executed in writing under Board-approved contract terms. Revenues from vending sales must directly benefit student activities or non-profit food service accounts and undergo annual financial tracking.

10. Fundraising Using Food or Beverages

10.1 Competitive food and beverage items sold during the school day shall meet federal nutrition standards.

10.2 Notwithstanding Subsection 10.1, a school may sell food or beverages that do not meet the competitive food standards for the purpose of conducting infrequent school-sponsored fundraisers, subject to the following restrictions:

10.2.1 A school may not hold an exempt fundraiser more than three times per year;

10.2.2. An exempt fundraiser may not last more than five consecutive days; and

10.2.3 The principal of a school holding an exempt fundraiser shall designate an individual to maintain records for the fundraiser.

11. Teacher Permission Oversight:

11.1 Teachers seeking to provide treats containing restricted additives must collect and archive signed parental consent forms each semester.

11.2 The use of healthy foods or non-food items as rewards will be encouraged (i.e. classroom parties, classroom snacks).

Effectiveness

The District will evaluate the overall effectiveness and execution of this policy through continuous monitoring of student participation rates in District breakfast and lunch programs, alongside systematic data tracking of Free and Reduced-Price Meal application processing efficiency. Additionally, District Administration will assess performance by conducting annual compliance audits of vending contracts, food additive certifications, while regularly analyzing parent and student survey data regarding meal quality, program accessibility, and the overall dining environment culture.

Evaluation Standards

This policy is considered effective when:

- 100% of District schools meet federal and state child nutrition standards upon audit.

- Zero instances of overt identification or meal-shaming occur across all school campuses.
- All secondary vending agreements are fully documented in writing with verified non-profit revenue allocations.

Review Cycle

This policy shall be reviewed by the Board of Education and District Administration every three (3) years.

Accountability/Reporting

- The Director of Nutrition Services reports annually to the Superintendent on program participation, compliance audits, and food additive standards.
- The Superintendent submits an annual compliance and food security report to the Board of Education.
- Building Principals are accountable for monitoring daily compliance regarding commercial packaging, classroom treats, and campus vending within their respective schools.

Forms

- Teacher Classroom Food Additive Permission Form (Semester Consent)
- Exemption Request Form for Infrequent School-Sponsored Food Fundraisers

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 1

Policy Number and Title: 3.504 Fundraising and Public Solicitation

Policy Type: 3.000 Business Operations - Support Services

Policy Statement: The Board of Education maintains that public education is free and should be supported through statutory revenues and district allocations rather than student and school fundraising projects.

Participation in extracurricular activities (such as athletics and clubs) is an individual choice. Extracurricular programs shall be supported through individual student participation fees and group or optional individual fundraising where necessary.

Public fundraising projects have only a nominal role in district operations and must be strictly regulated to ensure transparency, fiscal accountability, equity, and minimal disruption to the educational environment.

Definitions:

- **Fundraiser / Fundraising / Fundraising Activity:** An activity or event provided, sponsored, or supported by a school or district entity to generate funds to provide financial support to a school, class, group, team, or program, or to benefit a designated charitable purpose. It includes the sale of goods or services, the solicitation of monetary contributions from individuals or businesses, or other lawful methods to generate funds.
- **Group Fundraiser / Group Fundraising:** A fundraising activity where the raised funds are pooled and used for the mutual benefit of the entire group, team, or organization.
- **Individual Fundraiser / Individual Fundraising:** A fundraising activity where money raised by an individual student is credited toward offsetting that specific student's participation fees.

Scope: This policy applies to all district schools, administrators, educators, staff, student groups, athletic teams, clubs, and official school-connected groups across all grade levels.

Reference:

[Utah Administrative Code R277-407](#)

[Utah Administrative Code R277-408](#)

[Utah Administrative Code R277-113](#)

District Fiscal Policies and Accounting Handbooks (To be created during the 2026-27

school year)

Policy Provisions:

1. All fundraising projects must serve definite, predetermined, and budgeted educational or extracurricular purposes that align with district policies and board philosophy.
2. All funds generated through school-sponsored fundraising activities are public funds.
 - 2.1 Any funds received by a booster club, parent organization, employee, coach, or volunteer must be turned in daily for deposit into the official district/school.
 - 2.2 They must be deposited into the appropriate school accounting system, recorded transparently, and expended in accordance with district purchasing and procurement guidelines.
3. Required individual fundraising is strictly prohibited. Schools may offer optional individual fundraising opportunities to assist students in offsetting activity fees.
4. Schools may conduct required group fundraising activities, provided that advance written notification is supplied to parents and students.
 - 4.1 Notification must detail the nature of the fundraiser, the estimated time commitment, and non-participation protocols.
5. No student shall be denied membership, participation, or tryout eligibility on any team, group, or club based on non-participation in an optional or required fundraiser. Consequences for non-participation in group fundraisers must remain flexible to accommodate extenuating circumstances.
6. Door-to-door solicitation and fundraising frequency are strictly governed by school-level operational standards to protect student safety and prevent community over-solicitation.
 - 6.1 Elementary students are strictly prohibited from soliciting door-to-door.
7. Fundraising projects marketing commercial products or national/regional fundraising schemes require explicit administrative approval.

Procedures:

8. General Operational Guidelines

- 8.1 Express Authorization: Prior to initiation, every fundraising project must

receive express written consent from the building principal.

8.2 Geographic Limits: Whenever possible, solicitation and sales should be limited to the school's local attendance area.

8.3 Cluster Coordination: Principals within defined school clusters shall coordinate fundraising calendars to prevent excessive solicitation in local communities.

8.4 Financial Controls: All cash and checks collected must be turned in daily for deposit into the school's financial account.

8.4.1. Holding cash or using unrecorded petty cash from fundraising proceeds is strictly forbidden.

9. School-Level Operational Provisions

School Level	Major Fundraiser Limit	Departmental / Program Limits	Door-to-Door Rules
Elementary School	One (1) major fundraiser per year (impacts >50% of students).	Individual classes/programs may not hold public fundraisers.	Strictly Prohibited.
Middle / Junior High School	One (1) major fundraiser per year.	One (1) department/program fundraiser per year on an alternating basis.	For the major fundraiser only, door-to-door fundraising is permitted within the school's attendance area. Door-to-door fundraising is prohibited for department or program fundraisers.
High School	One (1) major fundraiser per year.	Two (2) projects per department/program per year with principal discretion.	Allowed within school attendance area.

Effectiveness:

The board and administration will evaluate policy effectiveness through annual school financial audit reviews and compliance checklists regarding student activity accounts, as well as annual reports submitted to the Board of Education detailing school fee structures and associated fundraising activities.

Evaluation Standards:

- All audit findings related to fundraising accounting are resolved within 30 days.

Review Cycle:

This policy will be reviewed by the Board of Education and District Administration every year as required by R277-408.

Accountability/Reporting: School principals are responsible for approving, monitoring, and enforcing all fundraising rules at the building level. The Business Administrator and Finance Director conduct audits of school fundraising records and present annual financial reports to the Superintendent and Board of Education. The Superintendent reports overall district compliance and brings any recommended policy adjustments to the Board of Education.

Forms:

School Fundraising Approval Request Form
Group Fundraising Parent Notification & Permission Form
Fundraising Revenue Reconciliation & Deposit Form

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 1

Policy Number and Title: 3.505 Lake Mountain Education Foundation

Policy Type: 3.000 Business Operations - Support Services

Policy Statement: The Lake Mountain School District Board of Education recognizes the essential benefit and need for private and public donations to support public education. The Board officially identifies the Lake Mountain School District Foundation as the designated and official donation arm of the district. This policy establishes clear governance, ethical and legal guardrails, operational alignment, and administrative oversight for the Foundation in its mission to raise and allocate resources for the benefit of district students, staff, and educational programs.

Definitions:

- **Foundation:** The Lake Mountain School District Foundation, a non-profit corporation established as the official tax-exempt donation arm of the district.
- **Board of Directors:** The governing board of the Lake Mountain School District Foundation possessing voting rights to conduct Foundation affairs in accordance with non-profit laws and district policies.

Scope: This policy applies to members of the Lake Mountain School District Board of Education, members of the Foundation Board of Directors, district administrators, foundation staff, donors, and all individuals engaged in fundraising or handling charitable contributions on behalf of the district.

Reference:

[IRC Section 501\(c\)\(3\)](#)

[Utah Code § 53E-3-403](#)

[Utah Administrative Rule R277-407](#)

Lake Mountain School District Policy 1.302 Electronic Meetings (To be approved during the 2026-27 school year)

Policy Provisions:

1. Foundation Authority & Alignment

1.1 No policy, rule, or regulation shall be adopted by the Foundation Board of Directors that conflicts with or offends an adopted policy of the Lake Mountain School District Board of Education.

1.2 Foundation funds shall not be spent for purposes that conflict with the educational philosophies or goals of the Lake Mountain Board of Education.

1.3 The expenditure of all Foundation funds, excluding basic maintenance and operational costs, requires explicit approval or ratification by the Lake Mountain School District Board of Education in an open meeting.

2. Governance and Structure

2.1 The official main office of the Foundation shall be located in Lake Mountain School District property.

2.2 Board of Directors:

2.2.1 Any Utah resident demonstrating support for public education and district goals may serve as a member or director.

2.2.2. The term of office for directors is two (2) years. Directors may be re-elected without term limitations provided they maintain eligibility.

2.2.3 Each director shall be eligible for re-election without limitation on the number of terms they may serve provided they continue to meet the qualifications required by all directors.

2.2.4 Vacancies in stakeholder seats shall be filled by appointment from the relevant district body. Vacancies in "Additional Community Member" seats shall be filled by a majority vote of the remaining Foundation Board of Directors.

2.2.5 Directors may be removed for cause by a majority vote of the Foundation Board or by the Board of Education. Attendance at fewer than 50% of annual meetings constitutes grounds for removal.

2.2.6 A majority of the total active directors constitutes a quorum.

3. Officers and Duties

3.1 Officers: The officers shall consist of a President, Vice President, Executive Secretary/Treasurer, and Executive Director.

3.1.1 President & Vice President: The President serves as the executive officer directing affairs of the Foundation. The Vice President fulfills these duties in the President's absence.

3.3 Executive Secretary/Treasurer: Must be the Lake Mountain School District Business Administrator. Responsible for joint custody of funds, joint check-signing authorization, and financial oversight.

3.4 Executive Director: Hired by the Lake Mountain School District and reports directly to the Executive Secretary/Treasurer. Holds joint custody of funds and executes disbursements.

4. Financial Safeguards & Operations

4.1 Contracts: The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer or agent shall have any power or authority to bind the corporation by any contract or engage to or pledge its credit or to render it liable pecuniary for any purpose or in any amount.

4.2 Loans: No loans shall be contracted on behalf of the corporation and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

4.3 Prohibited Transactions: The Foundation shall not enter into any prohibited transactions under IRC Section 501(c)(3) or 501(a).

4.4 Disbursements & Checks: All checks, drafts, or orders for payment must be signed by the Executive Director and countersigned by either the Executive Secretary/Treasurer or the Financial Secretary.

4.5 Deposits: All Foundation funds must be deposited in bank accounts approved by the Board of Education.

4.6 Indemnification: To the fullest extent permitted by Utah law, the Foundation shall indemnify its directors and officers for actions undertaken in their official capacity on behalf of the Foundation. Indemnification shall be subject to the requirements and limitations of applicable law and the Foundation's Articles of Incorporation and Bylaws.

5. Reporting and Audits

5.1 The Foundation Board shall submit an annual report, including complete financial statements, to the Lake Mountain School District Board of Education.

5.2 An independent audit of the Foundation's financial records shall be conducted annually and maintained in the official minutes record.

Procedures:

6. Staffing & Hiring:

6.1 The Executive Director and Financial Secretary shall be employed by the district. Line authority rests with the district administration, while the Foundation Board provides strategic guidance.

7. Meeting Schedules & Notices:

7.1 The Foundation Board shall meet at least quarterly, with its annual meeting in the fourth quarter for officer selection.

7.2 Written or printed notice of the time and place of every meeting shall be delivered personally to or sent to directors electronically or in writing at least 10 days in advance. The presence of a director at any meeting shall constitute waiver of notice of that meeting.

8. Electronic Meetings:

8.1 Electronic meetings shall be conducted in alignment with the district's Electronic Meetings Policy.

9. Grant & Donation Intake Workflows:

9.1 Standard workflows shall be maintained by the Executive Director for logging donations, issuing tax receipts, and routing grant proposals through district leadership prior to Board approval.

Effectiveness: The district and Board evaluate the effectiveness of this policy through consistent oversight of financial management, regulatory compliance, and operational alignment. Primary indicators include the completion of annual independent audit reports to verify proper fund controls, as well as the active maintenance of the Foundation's IRS Section 501(c)(3) tax-exempt status without compliance infractions. Additionally, effectiveness is demonstrated through regular quarterly updates, the annual submission of full financial statements to the Board of Education, and Foundation Board members maintaining compliant attendance and quorum metrics throughout the calendar year.

Evaluation Standards: The policy is considered effective when:

- 100% of annual independent financial audits yield clean/unmodified opinions with zero unresolved findings after 60 days.
- 100% of non-operational Foundation expenditures receive formal open-meeting approval or ratification from the Board of Education.

- At least 80% of Foundation Board members maintain the required 50% minimum meeting attendance benchmark annually.

Review Cycle:

This policy will be reviewed every two years or as required by legislative/IRS regulatory changes.

Accountability/Reporting: The Foundation Executive Director and Executive Secretary/Treasurer are responsible for submitting all required reports to the Superintendent and the Lake Mountain School District Board of Education. These reporting officers will provide regular quarterly operational updates, alongside an explicit annual financial and audit report presented directly to the Board.

Forms:

Conflict of Interest Disclosure Form

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 1

DISPENSING MEDICATION

Policy Number and Title:

6.301 Dispensing Medication

Policy Type:

6.300 Student Health and Safety

Policy Statement:

The Lake Mountain School District Board of Education recognizes that some students need medication during the school day and the importance of administering and dispensing certain medications safely and appropriately in the school setting. Specific provisions and guidelines are essential for the safe administration and dispensing of medication during school hours. Because medication administration is not a typical school function, parents are expected to administer medications whenever possible. The Board delegates to the Administration responsibility for developing appropriate policy for the administration and dispensing of medication.

Definitions:

Designated/Unlicensed Personnel: Volunteer non-nursing school staff trained and regularly evaluated by a school nurse to administer specific routine medications or handle emergency treatments.

Individuals with Disabilities Education Act (IDEA): U.S. federal law ensuring that eligible children with disabilities receive a Free Appropriate Public Education (FAPE) tailored to their individual needs. It guarantees access to special education, related services, and early intervention programs from birth through age 21.

Nonprescription Medication: Refers to any legally accessible drug or therapeutic treatment like pain relievers, allergy medications, or antacids that does not require a physician's prescription (over-the-counter or OTC medication), but remains strictly regulated on school grounds to ensure student safety.

Opiate antagonist rescue medication: Most commonly known as Naloxone or Narcan, a fast-acting, emergency prescription drug designed to rapidly bind to opioid receptors, blocking and reversing the life-threatening effects of an opioid overdose.

Prescription Medication: Any pharmaceutical substance prescribed by a licensed healthcare provider that requires explicit medical orders, written parent/guardian consent, and strict adherence to district health policies to be possessed, administered, or stored on school grounds.

Prohibited Substances: Natural remedies, herbs, vitamins, dietary supplements, homeopathic medicines, performance enhancement pills, foreign medications, or illegal drugs (which staff/coaches are forbidden to encourage, sell, or administer).

Psychotropic drugs: Prescription medications designed to affect chemical levels in the brain to alter mood, behavior, cognition, or emotions. Used primarily for conditions like ADHD, anxiety, depression, or mood disorders, these medications carry heightened legal, safety, and administrative protocols beyond standard prescription drugs.

Self-Administration: An authorized student carrying and administering their own prescribed emergency, routine, or over-the-counter (OTC) medication without staff assistance.

Scope:

This policy applies to all District schools, students, parents/legal guardians, school nurses, administrators, teachers, athletic coaches, and designated unlicensed school personnel.

Reference:

State Code:

[53G-9-501 et seq.](#)

[63G-7-1](#)

District Policy

4.702 Orderly Termination (to be approved in the 2027-2028 school year)

6.204 Student Discipline (to be approved in the 2026-2027 school year)

6.304 Child Abuse Reporting (to be approved in the 2026-2027 school year)

Policy Provisions:

1. In the event of a medical emergency, the school must call 911.
2. Dispensing prescription or nonprescription (over-the-counter) medication is not a typical function of the school and must be provided by a parent or legal guardian at home whenever possible. Students requiring medication during the school day to access full participation in the school program, may, on a case-by-case basis, be administered or dispensed by a designated school employee.
3. Students may not be excluded from school because the student has not taken prescribed medication. Suspicions of neglect shall comply with District Policy 6.304 Child Abuse Reporting.
4. School personnel may administer prescription medication or nonprescription (over-the-counter) medication to a student during the school day in accordance with [Utah Code 53G-9-502](#).
5. Written and signed permission must be provided by a parent or legal guardian and a licensed health care provider authorized to prescribe medications prior to any school staff administering, dispensing, or storing any prescription or nonprescription medication.
6. Schools shall keep all medications to be administered or dispensed in a secure place not accessible to students or others.
7. Prescription medication shall have an affixed label with the student's name, name of the drug, directions for appropriate dosage, instructions concerning the medications duration, and other pertinent information.
8. Daily mealtime doses of insulin are considered routine and can be safely delegated by a school nurse to Unlicensed Assistant Personnel (UAP) who have been properly trained and regularly evaluated by a nurse to count carbohydrates, check blood glucose, and administer mathematically calculated doses of insulin (via syringe and vial, insulin pen, or an insulin pump). Other non-scheduled doses are not routine and should not be delegated.
9. District personnel, advisors, and/or coaches shall not encourage the use of, administer, or dispense enhancement drugs, supplements, remedies, natural remedies, herbs, vitamins, dietary supplements, homeopathic medicines, enhancement pills, or medications from other countries to students. Violations of this policy are subject to District Policy 4.702 Orderly Termination.
10. School staff are strictly prohibited from recommending or requiring students to take psychotropic drugs, recommending psychiatric/psychological treatment, conducting a psychiatric/behavioral health evaluation or mental health screening, test, or assessment of a student except when specifically required under the Individuals with Disabilities Education Act (IDEA), or reporting child abuse solely due to a parent's refusal to allow psychiatrist, psychological, or behavioral health treatment unless not doing so would present a serious, imminent risk to a students safety or the safety of others.

Procedures:

11. School Personnel Administering Medication
 - 11.1. Requests by a parent or legal guardian for school personnel to administer or dispense medication shall be considered on a case-by-case basis by a school administrator.
 - 11.1.1. A parent or legal guardian shall submit the [School Medication Authorization Form](#) to request medication administration or dispensing by school personnel. Incomplete, illegible, or unsigned forms shall not be considered.

- 11.1.2. Requests for school personnel to administer or dispense medication must be approved by the school annually.
- 11.2. School personnel, including the school nurse, shall assess the feasibility of administering or dispensing medication to students. If approved, an employee will be selected to dispense the medication.
 - 11.2.1. The administration or dispensing of medication by school personnel shall be voluntary.
 - 11.2.2. School personnel who volunteer to administer or dispense medication shall be trained annually by a school nurse in the proper administration of the medication, identification and safekeeping of medication, the maintenance of records of administration and any notifications or other requirements.
 - 11.2.3. Only oral medication (liquid or pill) may be administered by school personnel. District employees shall not administer hypodermic syringe injections or shots without express written permission of the school nurse. Exceptions may apply in life-threatening situations where a staff member may administer an Epinephrine Auto-Injector, Glucagon Pen, or other similar life-saving injectors.
 - 11.2.4. Medication administered or dispensed by school personnel shall be provided to the school by the parent or legal guardian of the student. Students should not possess or take medication unless authorized by a licensed health care provider authorized to prescribe medication and parents as allowed under this policy.
 - 11.2.5. Prescription or nonprescription medication may not be administered or dispensed by school personnel unless prior written permission is obtained from a parent or legal guardian and a licensed health care provider authorized to prescribe medication .
 - 11.2.6. A daily record shall be kept for each student receiving medication. Each dose of medicine given must be charted by indicating the date, time given, problem or symptoms, medication given, parent contact, and the signature or initials of the person administering or dispensing the medication.
- 11.3. The parent or legal guardian requesting school personnel to administer medication shall provide the medication, paraphernalia, the physician's statement requesting such action and proper instructions to the school.
 - 11.3.1. Medication should be counted and/or inventoried by the parent or legal guardian and school personnel when medication is brought to the school. The amount of medication, pills, and paraphernalia should be recorded on a medication administration and signed by both parties to confirm accuracy of the count.
 - 11.3.2. Any medication brought to the school should be taken home at the end of the school year by a parent or legal guardian.
- 11.4. Parents may request nonprescription medication (e.g., acetaminophen or ibuprofen) to be dispensed by school personnel to the student. Permission must be received by a parent or legal guardian by phone or other means each time a student requests such medication.
 - 11.4.1. A school nurse or designated employee trained by the nurse may dispense acetaminophen (e.g., Tylenol) or ibuprofen (e.g., Advil, Motrin) following parent or legal guardian permission or request.
- 12. Student Self-Administration
 - 12.1. Students may not sell, share, or in any other way provide prescriptive or nonprescriptive medication. Violations of this policy are subject to **District Policy 6.204 Student Discipline**. Exceptions shall be made in life-threatening situations.
 - 12.2. Students of all ages may carry and self-administer rescue/ emergency medication such as adrenal, diabetic, or anaphylaxis medications at school or a school sponsored activity provided a parent or legal guardian has previously provided the school with the [School Medication Authorization Form](#). Utah Code 53G-9-502
 - 12.2.1. It shall be the responsibility of the parent or legal guardian to ensure that the required form is updated and submitted to the school annually.
 - 12.2.2. A "Glucagon Authorization Form" shall be provided to the school nurse by the student's licensed health care provider authorized to prescribe medication annually.
 - 12.3. Students authorized to carry or self-administer adrenal, diabetic, or anaphylaxis medications shall:

- 12.3.1. Only use the prescribed medication as directed by a licensed health care provider authorized to prescribe medication.
- 12.3.2. Be in possession of the medication at all times or make arrangements with the school, in consultation with a parent or legal guardian, where to store the medication to enable access for emergency use.
- 12.4. Elementary students may self-administer no more than a daily (24 hour) dose of easily identifiable non-prescription over-the-counter (OTC) medication. Elementary students may not carry the medication on their person or in personal items. All prescription and over-the-counter (OTC) medication must be stored in the school office, accompanied by a signed [School Medication Authorization Form](#) prior to first use. A daily record shall be kept for each student self-administering such medication. Syrup medications, such as cough or cold syrups, may not be carried or self-administered.
- 12.5. Secondary students may carry and self-administer no more than a daily (24 hour) dose of easily identifiable non-narcotic prescription or over-the-counter (OTC) medication. Such medication must be on their person and remain in the original manufacturer or pharmacy-labeled container. Syrup medications, such as cough or cold syrups, may not be carried or self-administered.
- 12.6. Sunscreen approved by the FDA requires no authorization for student self-use. Staff volunteers may assist with written parent or legal guardian consent.
13. Emergency Administration of Prescribed or Nonprescribed Medication
 - 13.1. School nurses shall provide initial and annual refresher training for available and interested school staff regarding the storage and emergency use of asthma, diabetic, anaphylaxis, and opiate antagonist rescue medication; and shall include:
 - 13.1.1. Identification techniques for each medical condition/medicine listed in 13.1;
 - 13.1.2. Standards and procedures for storage and use;
 - 13.1.3. Calling 911 and contacting, if possible, the parent or legal guardian; and
 - 13.1.4. Incident documentation requirements and procedures.
 - 13.2. Schools should have at least one (1) anaphylaxis and one (1) opiate antagonist available for emergency use.
 - 13.2.1. School employees may administer or dispense rescue or emergency medications such as anaphylaxis, an opiate antagonist, or other medication or paraphernalia in life-saving situations.

Effectiveness:

The policy is considered effective when 100% of relevant school employees are trained by school nurses annually and no employee is involved in orderly termination due to failure to adhere to this policy.

Evaluation Standards:

- 100% of volunteers who administer or dispense medication are trained annually.
- 100% of school nurses provide annual medication training for interested and available school personnel.
- 100% of parents or legal guardians submit the required medication authorization form annually.
- Zero school personnel are involved in orderly termination procedures because of improper use, implementation, dispensing, or encouraged use of medication.
- Zero staff recommend, promote, or require use or participation in prohibited mental or behavioral health evaluations, screenings, tests, or assessments.

Review Cycle:

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

Accountability/Reporting:

School principals report to their respective Assistant Superintendent regarding the training, administration and dispensing of medication by the school.

Forms:

School Medication Authorization Form

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:

DRAFT



DRAFT 1

Child Abuse Reporting

Policy Number and Title:

6.304 Child Abuse Reporting

Policy Type:

6.300 Student Health & Safety

Policy Statement:

The Lake Mountain School District is committed to protecting students from abuse and neglect and strictly enforces Utah state mandates regarding the mandatory reporting, administrative handling, and confidentiality of suspected child abuse or neglect.

Definitions:

Appropriate Authorities: Specific government agencies, law enforcement divisions, and court systems legally empowered and mandated to receive, investigate, process, act upon, adjudicate offenses, and enforce civil or criminal actions based upon the nature of the incident (welfare vs law violation) and the legal age of an individual. (e.g., The Utah Division of Child and Family Services (DCFS) or local, county, state, or federal law enforcement agencies (e.g., school resource officer, peace officers).

Child Abuse and Neglect: Incest, molestation, sexual exploitation, sexual abuse, physical abuse, or environmental conditions that reasonably threaten a child's health or welfare.

Scope:

This policy applies to all District employees, licensed educators, school administrators, support staff, athletic coaches, and visiting investigative agencies (DCFS and law enforcement) operating across all district schools and school-sponsored programs or activities.

Reference:

Utah Code

[53E-6-701](#)

[80-2-602 et seq.](#)

[80-2-609](#)

[80-2-610](#)

Administrative Rule

[R277-401](#)

District Operating Procedures

Student Travel Handbook (to be established in the 2026-2027 school year)

Policy Provisions:

1. Any school employee who knows or reasonably believes that a child's health or welfare has been or appears to have been harmed as a result of neglect or abuse shall immediately report and create reports as outlined in the procedures of this policy.
2. School employees shall be trained annually regarding the identification and reporting of suspected child abuse or neglect.
3. The Administration shall ensure that each school posts the District's procedures for reporting suspected child abuse or neglect. Reporting information is located in the [Student Services Manual](#).
4. When the appropriate authorities request to interview children during school hours, school employees shall cooperate and permit such investigations where such an interview is reasonably necessary to the investigation. ([Administrative Rule R277-401](#)) Information and procedures for cooperating with the appropriate authorities is found in the [Student Services Manual](#).
5. Any school employee acting in good faith in making a report of abuse or neglect, or assisting the appropriate authorities, is immune from any liability, civil or criminal, that otherwise might result by reason of those actions. ([Administrative Rule R277-401](#) & [Utah Code 80-2-610](#))

Procedures:

6. Whenever a school employee knows or reasonably suspects that a child is being abused or neglected, the employee shall immediately make an oral report to the school principal or his/her designee. The principal or his/her designee and the employee must make immediate contact with the nearest peace officer, law enforcement agency, or DCFS (appropriate authority) to report the suspected abuse or neglect.
 - 6.1. Oral reports to the school principal or his/her designee does not satisfy the employees personal duty to report to the appropriate authorities.
7. Within 24 hours after making the oral report to the school principal and reporting the suspected abuse or neglect to local law enforcement agency, the school employee initiating the report shall complete and give to the principal or his/her designee the District's Child Abuse-Neglect form available from the principal.
8. Upon receiving the District's Child Abuse-Neglect form, the principal or his/her designee shall:
 - 8.1. Forward a copy within 24 hours to the local law enforcement agency receiving the oral report.
 - 8.2. Send one copy within 24 hours to the Student Services Department to be kept on file.
 - 8.3. Place one copy of the Child Abuse-Neglect form in a confidential file to be maintained by the principal or his/her designee. The Child Abuse-Neglect form shall not be placed in the child's cumulative or discipline file.
9. It is not the responsibility of the school employee to: (1) prove that the child has been abused or neglected, or (2) determine whether the child is in need of protection.
10. School employees shall not make contact with the child's family or other persons (relatives, friends, neighbors, etc.) for the purpose of investigating or determining the cause of the injury and/or possible neglect.
11. Any school employee who willfully fails to report a case of suspected child abuse or neglect, may face legal and/or disciplinary action. (Utah Code [80-2-609](#) & [80-2-610](#))

Effectiveness:

The policy is considered effective when 100% of school employees are trained each year regarding child abuse and neglect reporting.

Evaluation Standards:

- Zero school employees are subject to legal and/or disciplinary action due to failure to report suspected abuse or neglect.
- 100% of Child Abuse-Neglect forms are received by Student Services within 24 hours.

Review Cycle:

This policy shall be reviewed at least every 5 years.

Accountability/Reporting:

School employees report to the school principal or his/her designee who reports to appropriate authorities and provides the Child Abuse-Neglect form to Student Services.

Forms:

Student Travel Handbook (to be established in the 2026-2027 school year)

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:

DRAFT 1

Student Travel and Field Trips

Policy Number and Title:

6.404 Student Travel and Field Trips

Policy Type:

6.000 Student Services

Policy Statement:

The Board of Education recognizes that the educational program for students can be enhanced through purposeful and judicious use of off-campus experiences. The objectives of all student trips are to be clearly defined and consistent with the objectives of the class, curriculum, school, and the District. Occasionally, these learning experiences may include overnight travel. The Board supports and encourages activities that enhance and enrich student learning experiences.

The Board is dedicated to safeguarding student safety and well-being while serving as value-oriented stewards, ensuring high-quality, accessible, and secure education while maintaining a budget-conscious approach that respects the financial realities of our district's families. All student overnight and extended trips or activities must be approved by the Board prior to planning, organizing, or fundraising for the trip or activity.

The Board authorizes the Superintendent and the District Administration to develop administrative guidelines consistent with this policy. Any exceptions to this policy must be approved by the Superintendent and the Board.

Definitions:

Approved Chaperone: A responsible adult, 21 or over, approved by the District to supervise students during school sponsored travel who has satisfied all applicable District screening, background check, training, and approval requirements.

Extended Day Travel: A school sponsored single-day activity or trip that begins before the regular school day, ends after the regular school day, or both, without requiring overnight stay.

Faculty Sponsor: Any school employee, coach, or advisor who agrees to support, guide, and take responsibility for activities, safety, trips, & learning outcomes for a curricular or noncurricular club, group, team, field trip, extended trip, out-of-state travel, or overnight trip. Faculty sponsors also include any assistant, manager, or volunteer in a role or position of authority for a group or team.

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.

Field Trip: A school sponsored, staff-led educational activity that occurs away from school property during the school day and supports the District's instructional program, curriculum, or approved extracurricular activities.

International Travel: School sponsored, staff-led travel occurring outside the forty-eight (48) contiguous United States regardless of duration, distance, or purpose.

Non School Sponsored Travel: Travel organized by individuals, parent organizations, booster organizations, or other entities that is not approved or sponsored by the District. Such travel is not governed by this policy and shall not be represented as a District sponsored activity.

Out of State Travel: School sponsored travel occurring outside the State of Utah but within the forty-eight (48) contiguous United States.

Overnight Travel: School sponsored, staff-led travel of one or more overnight stays away from the student's primary residence.

School Sponsored Activity: Any activity, fundraising event, club, camp, clinic, or other event/activity that is authorized by the school or District and is managed by District staff; utilizes District facilities, equipment, or other school resources; or is supported or subsidized by public funds.

School Administrator(s): School-based professionals responsible for leading, managing, and supervising students, academic programs, personnel, and operations of a school.

Administrators focus on organizational leadership, policy, enforcement, and systemic support.

- **Principals:** The site-based leader responsible for an individual school's daily management, students, culture, safety, and staff supervision.
- **Assistant Principals:** An administrator who supports the principal, often focusing on specific operations, student behavior, attendance, athletics, or master scheduling.

School Sponsored Travel: School sponsored, staff-led, travel approved by the school or District that is conducted as part of an instructional program, curricular activity, co curricular activity, extracurricular activity, athletic program, or other authorized District program.

Sponsoring Employee: The District employee responsible for planning, organizing, supervising, and ensuring compliance with District policy and applicable administrative procedures for a school or District sponsored instructional program, club, activity, athletic program, or other authorized program.

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.

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:

Administrators, coaches, extracurricular advisors, educators, students and patrons that plan, supervise, or participate in any school sponsored field trip or out of state or overnight travel.

Reference:

[UHSAA](#)

District Policy

6.401 Student School Fees & Waivers (to be approved in the 2026-2027 school year)

3.504 Fundraising and Public Solicitation (to be approved in the 2026-2027 school year)

District Operating Procedures

Athletics and Activities Manual (to be established in the 2026-2027 school year)

Student Travel Handbook (to be established in the 2026-2027 school year)

Policy Provisions:

Student Travel can be an important part of the instructional program and may be provided to enrich or expand learning opportunities for students. All travel must adhere to established

policies and regulations governing student safety, including use of an authorized means of transportation which meets all District and State requirements for transporting students, parent permission for student participation, and an adequate number of qualified adult chaperones who have passed a District background check. All trips or travel that is extended or overnight must be approved by the Board.

Student travel shall be conducted in accordance with applicable federal and state law, including student fee and waiver requirements, disability accommodation requirements, transportation requirements, and student privacy protections. This policy is intended to promote consistent application across the District while ensuring equitable access to educational travel opportunities.

Student Travel - General Procedures

1. Parent(s) or legal guardian(s) permission for school sponsored trips and travel is required. For activities involving teams or organizations, permission may be obtained for the entire season.
2. Students are not to remain overnight when it is practical to return home.
3. All school-sponsored trips and/or travel must be preapproved in writing by the school administrator prior to planning, proposing, promoting, fundraising, or completing any travel requirements.
4. Extended and/or overnight trips are prohibited for elementary and middle school students unless they are a ninth (9th) grade student and a member of a high school group or team. Under special circumstances, extended and/or overnight trips for elementary or middle school students may be considered by the Board.
5. Athletic competition based upon a tournament structure with a regional or national scope shall be considered by the Superintendent on the same basis as an educational activity.
 - 5.1. Athletic competition involving a "home and home" arrangement with a team outside of Utah or a single game outside of Utah shall not be approved.
6. Non-approved activities are not considered activities of the District and any fundraising, supervision, or other activities or actions that portray District support of such activities is prohibited.
7. The use of personal vehicles for transporting students by school personnel, advisors, coaches, or volunteers for school sponsored activities is prohibited.
8. All trips are optional educational opportunities, and non-participation shall not affect students' grades or educational standing. If the trip occurs during school hours, an appropriate educational experience must be provided for any non-participating students. Similarly, participating students will be held harmless for unanticipated delays that result in an additional absence from school, i.e., no penalties, loss of grade, or disciplinary action will be taken. In such cases, participating students will be allowed to make-up missed work or exams.
9. Faculty sponsors must travel on the same bus/plane as the students.
10. Students participating in any school sponsored activity or trip (including any extended or overnight travel) are subject to District student conduct and discipline, hazing, bullying, and nondiscrimination policies. A student that:
 - 10.1. Participates in dangerous or disruptive conduct or illegal behavior after signing up for a school sponsored activity or trip and prior to leaving may be removed from an activity or trip, even after payment deadlines, at the expense of the parent(s) or legal guardian(s).
 - 10.2. Engages in dangerous or disruptive conduct or illegal behavior while on an activity or trip may be sent home by school administration at the expense of the parent(s) or legal guardian(s)

11. In addition to the faculty sponsor; there shall be a minimum of one(1) adult chaperone (21 or older) per every 10 students participating in the trip. At least one chaperone must be of the same gender as the students participating. The cost of chaperones must be built into any fee for the activity.
12. Chaperones, volunteers, or other individuals (including spouses or family members of school employees, coaches, or advisors) shall be required to complete a District background check prior to any trip.
 - 12.1. Individuals whose background check identifies a felony charge or conviction, a misdemeanor conviction, or other criminal history that presents a concern for the safety or well-being of students shall not be approved as a chaperone.
 - 12.2. Chaperones who are not current District employees are required to complete the [Responsible Adult Information Form](#) prior to departure. Any adults accompanying a trip not functioning as a chaperone shall not be alone or supervise students. Under no circumstance can a chaperone's responsibility be delegated to an unapproved chaperone.
13. School and District employees are prohibited from sponsoring or promoting personal and commercial trips at school, or in any place where they are acting in the scope of their district or school responsibilities.
14. Fundraising conducted to provide funds for student travel and/or expenses must comply with [District Policy 3.504 Fundraising and Public Solicitation](#).
15. When, in the sole judgment of the Administration or the Board of Education, in consultation with the school and the participating students and patrons, travel is suspended due to safety or other consideration beyond the control of any or all involved, Lake Mountain School District, the Board of Education, school employees and agents shall have no obligation and shall be held harmless with respect to refund of any expenditures. Participants should not expect refunds for cancellations either individually or as a group. It is the local school's responsibility to make this explicit to participants during the required parent meetings and prior to the commitment of funds. The school administration must be certain that parents, faculty sponsors, or other chaperones are aware of this condition and also require a signed [Statement of Understanding Parent Approval for Student Overnight Trip](#) permission form.

Field Trips:

16. Field trips shall be used to place a variety of civic, cultural, community, and business resources within the reach of the classroom. Within funding limitations, schools may use field trips to enhance the educational experience.
17. Student's loss of time from classes should be kept to a minimum.
18. Elementary and middle school field trip distances are approved as follows:
 - 18.1. Grades K-3: Up to fifty (50) miles from the District Office or the local school, (whichever is greater).
 - 18.2. Grades 4-6: Up to 120 miles from the District Office or the local school, (whichever is greater).
 - 18.3. Any elementary trip outside Salt Lake, Utah, or Davis counties required superintendent approval.
 - 18.4. Middle School: Within the State of Utah only (except as provided in four (4) above).
19. Trips should not be scheduled during the last week of the school year.
20. The school administration shall assure that one or more adult supervisors (21 or older) are onboard each bus that is on a field trip/activity run.
21. School buses may not travel across state lines.

22. Travel outside of the State of Utah that is not overnight, shall be approved by the Superintendent.

Student Overnight Travel:

23. No extended or overnight travel is allowed without prior Board approval.
24. Overnight and out-of-state travel must have a specific educational purpose with clearly defined objectives and may only be approved if comparable experiences are not available in the local area.
25. Extended and/or overnight trips are limited to the continental U.S.A. unless a unique and/or extraordinary opportunity exists and is approved by the Board.
26. Student's loss of time from classes should be kept to a minimum.
27. Extended or overnight travel is limited to high school students (ninth grade students that participate in, or are a member of, a high school group or team may travel as a part of that group or team), and should be carefully designed to minimize disruptions to the basic education program, involve parents/legal guardians in the planning, and safeguard students from undue pressure to participate.
28. No group may participate in more than two (2) overnight trips during any school year or more than one (1) overnight trip of 700 or more miles from the District every other year. This limit applies to school groups, not to individual students who may desire to participate in approved overnight travel with multiple school groups.
29. No student shall have more than three (3) total school day absences per grading period due to travel with a school program or activity.
 - 29.1.1. UHSAA sponsored activities or principal approved single-day absences are not included in the three (3) day limitation.
30. Two (2) or more adult chaperones who are at least 25 years old are required on all extended or overnight trips.
31. Extended and/or overnight trips are required to have two (2) or more adult (at least 25 years old) chaperones.
32. Coaches, extracurricular advisors, teachers or other staff members may attend two (2) overnight trips or activities per school year (with or without students) and not exceed three (3) school days per grading period.
 - 32.1. Trips or other activities beyond this allotment will require the use of personal days and personal funds and must be approved by the principal prior to any approval.
33. Spouses and/or family members of any administrator, coach, extracurricular advisor, teacher, or staff member organizing or attending the trip:
 - 33.1. May not be chaperones on the same trip;
 - 33.2. Must use personal funds to pay for their travel; and
 - 33.3. Are required to complete a District background check prior to the trip.
34. An administrator must accompany all student groups or teams on extended or overnight trips. If an administrator is unavailable to accompany the student group/team, the administrator may designate another school employee to serve in their place.
 - 34.1. At a minimum, the designee must be a licensed educator with experience supervising student groups outside of school time.
 - 34.2. No last-minute designations will be allowed without the written permission of the Superintendent.
 - 34.3. When traveling with a school group, the school administrator's itinerary should be the same as that of the group.
35. A travel agent shall be used for all extended or overnight travel arrangements.
36. All expenses associated with a trip must be paid by the participants themselves, covered by fund raising, financed by Career and Technical Education (CTE), or other state or

federal monies provided expressly for the activity. School student body funds may not be used to pay costs related to student travel.

- 36.1. Expenditures should not place an undue burden on families to provide travel funds, and travel costs are subject to fee waivers. See [District Policy 6.401 Student School Fees & Waivers](#).
- 36.2. The cost of chaperoning and one (1) school administrator must be built into the fee for the activity.
37. Lodging for overnight travel must be at a hotel, motel, college/university campus dormitory, or lodging arranged by the organizer of the activity. Private homes, vacation rentals, or other 'shared' housing is prohibited.
38. Students, patrons, coaches, extracurricular advisors, chaperones, or any other person traveling with the group shall be notified and required to sign a [Statement of Understanding Parent Approval for Student Overnight Trip](#) as indicated in section 12 above.

Transportation:

39. Transportation shall be provided by a commercial carrier, by District-owned vehicles, or by District Transportation Services. No private vehicle or private aircraft may be used for student travel.
40. Private vehicles of school employees, coaches, or advisors may not be used for school sponsored excursions, field trips, extended trips, excursions, or overnight travel.
41. All transportation and lodging must follow District purchasing policies and procedures.
42. Prior to departure, all student travel must be paid in advance and all contracts shall be signed.
43. When students are engaged in an activity where a change of clothing is required, schools should make arrangements for a changing room for students. School buses shall not be used as a dressing room.
44. Extended, overnight or out of state travel:
 - 44.1. Only those commercial carriers licensed to operate in Utah and in other states (when utilized) shall be used.
 - 44.2. District vehicle use for student overnight travel is limited to within the state of Utah.
 - 44.3. District buses may be used if approved by the Director of Transportation. Schools will be responsible to provide for the expenses including bus driver(s) compensation, a separate hotel room for each driver, and any mileage or travel expenses for additional relief drivers. All rules and regulations regarding District transportation and purchasing shall be followed.
 - 44.4. Parents or legal guardians wishing to transport their own children, with the approval of the administration and/or the faculty sponsor will not be under the jurisdiction of the District, unless utilizing a District-owned vehicle within the state of Utah.
 - 44.5. Commercially rented buses or other modes of ground transportation may be used upon arrival at the destination. Appropriate ground transportation insurance must be in place. If the destination is over 150 miles one way, a commercial carrier, with a professional, licensed operator, must be utilized.
 - 44.6. Upon arrival at a destination:
 - 44.6.1. Rental cars may be operated by an adult advisor/chaperone who is at least 25 years of age or older if the distance traveled is less than 150 miles one way, and the operator is authorized to operate motor vehicles and does not have any prior drug/alcohol related driving citations.

- 44.6.1.1. The vehicles used for this transportation should never exceed eight passenger capacity. Fifteen passenger vans are strictly prohibited for any student travel. Appropriate ground transportation insurance must be in place.
- 44.6.2. All transportation, including but not limited to, ride shares, trains, taxis, and buses may be used provided a chaperone accompanies students.
- 45. Student drivers may not transport other students when participating in any school sponsored activity or trip where attendance at the activity is required or requested by school personnel, coaches, or advisors.
- 46. Alternate Transportation:
 - 46.1. Parent(s) or legal guardian(s) that choose to transport their student to and/or from a school-sponsored activity where school transportation is provided must:
 - 46.1.1. Complete the [Alternative Transportation Approval & Waiver Form](#);
 - 46.1.2. Submit the form to the faculty sponsor of the trip.

Trip Fees

- 47. The total cost for individual student travel shall comply with **District Policy 6.401 Student School Fees & Waivers** and the District fee schedule. The total cost should include everything a student is expected or required to bring on a trip, including the cost of meals.
 - 47.1.1. Money that is fundraised for the travel is included in the total cost.
 - 47.1.2. Meals should be set at the state per diem rate.
 - 47.1.3. Parents/legal guardians and students shall receive a full disclosure of all costs.
- 48. All fees, for students and approved chaperones, shall be paid through the school finance office. No trip should begin until all fees are accounted for by the school financial secretary.
 - 48.1. Student fees for a school sponsored travel activity shall be subject to **District Policy 6.401 Student School Fees & Waivers**.
- 49. Overnight and out of state travel arrangements requiring commitment or expenditure of funds (e.g. plane tickets, transportation, etc.) may not be made prior to Board approval.

Procedures:

The school administrator shall be responsible for approving field trip and travel requests to ensure that all established policy and safety provisions are followed; that travel schedules are coordinated to minimize excessive absences and undue impacts to the overall school program; that activities and trips are scheduled in proximity to the school and the need for long distance, extended, or overnight trips are avoided; and all travel procedures and guidelines are followed.

Field Trips

- 50. Trips of less than one (1) day shall be coordinated and authorized by the school administrator who is responsible to assure that adequate funding is available and District policy is followed.
 - 50.1. Trips beyond the limits established in section 18 above must be approved by the Superintendent.
- 51. Field trip requests shall be completed by staff and approved by the school principal for each proposed field trip. Faculty sponsors shall provide the following:
 - 51.1. An outline of the field trip objectives and curriculum including any instruction prior to the event, during transit, at the point of destination, and evaluation or follow-up activities after the event.

- 51.2. A description of the field trip including the purpose of the trip, destination(s), class or sponsoring organization, the number of students involved, and the number of chaperones required.
- 52. Prior to departing, the advisor must have a signed [Parent Consent for Student Participation](#) in their possession for each student. These completed forms must be in possession of the faculty sponsor throughout the duration of the trip and kept on file at the school for at least six (6) months or the end of the school year, whichever is greater.
- 53. The faculty sponsor shall assure that:
 - 53.1. The required number of chaperones (section 11 & 12 above) are on each bus and/or activity run.
 - 53.2. Student participants are in compliance with group and/or team requirements and standards.

Overnight Travel

- 54. The approval process for extended or overnight travel should begin in the spring of the school year preceding the anticipated trip.
- 55. Trip requests are required for single student competition winners as well as groups of students.
- 56. The procedures for approval are:
 - 56.1. A [Proposed Student Trip](#) form shall be submitted to the school administrator for review on or before the first school day in February.
 - 56.2. The school administrator shall review each travel request for compliance with Board policy and by:
 - 56.2.1. Reviewing for cost, distance, purpose/objectives, and time out of school;
 - 56.2.2. Considering whether comparable experiences are available within closer proximity to the school; and
 - 56.2.3. Resolving any concerns or questions with relevant staff.
 - 56.3. The school administrator may deny an extended or overnight trip request that is not consistent with Board policy, relevant procedures and expectations, the school's goals and plans, incomplete forms, the request is considered to be unnecessary or too expensive, or the request is submitted past the due date.
 - 56.4. Requests that are approved by the school administrator will be forwarded to the Superintendent for preliminary approval.
 - 56.4.1. All extended overnight trip requests should be submitted to the Superintendent on or before the second Friday of February.
 - 56.4.2. The Superintendent may require further justification, documentation, or other information.
 - 56.4.3. Trips approved by the Superintendent will be submitted for inclusion in a subsequent Board agenda. No extended or overnight trip shall be placed on the Board agenda without the Superintendents approval.
 - 56.5. All extended or overnight trips must be approved by the Superintendent and submitted for inclusion on the Board's agenda by:
 - 56.5.1. The second Wednesday in March to be considered for approval by the Board for the upcoming school year; or
 - 56.5.2. The third Wednesday in October to be considered for approval by the Board for the current school year.
 - 56.6. Trips that fail to meet either of these deadlines may request an exception by following the procedures outlined in 54.1 - 54.3, and including a letter to the Board explaining the unique circumstances of the extended or overnight trip.
 - 56.6.1. If approved by the school administrator, the request and letter to the Board must be submitted to the Superintendent at least 60 days prior to the anticipated departure date.

57. Following Board approval:
- 57.1. A parent/guardian meeting, conducted by the faculty sponsor must be held with parents and legal guardians of the student(s) involved before any fundraising or commitments are made. The following must be discussed:
 - 57.1.1. Educational objectives, the requirements and expectations associated with the proposed trip, and all other items of interest and/or concern should be detailed and explained.
 - 57.1.2. A written proposed travel itinerary, anticipated expenditures per student, fund raising efforts, and the potential for non-refunds or expenditures when trips are canceled.
 - 57.1.3. After the proposed trip has been thoroughly discussed, the parents and legal guardians and students shall vote indicating their approval for or opposition to the proposed trip.
 - 57.1.3.1. Voting shall be conducted by secret ballot even when voting is conducted virtually and remain open seven (7) days after the meeting.
 - 57.1.3.2. At least eighty percent (80%) from each group supporting the proposed trip is required for approval.
 - 57.1.3.3. All proposals for the trip will be abandoned when less than 85% from either group supporting the trip is not received.
 - 57.1.3.4. Parents/guardians with more than one student in the same travel group shall have one (1) vote per student.
 - 57.1.3.5. Students may not view or otherwise assist in the vote tally.
 - 57.1.3.6. A record of the voting is kept and included with the application request.
 - 57.2. The faculty sponsor shall submit an [Application for Student Overnight Travel](#) to the school principal (cannot be delegated) at least 20 school days prior to the scheduled departure. Incomplete forms may delay or cancel a trip.
 - 57.2.1. A [Parent Consent for Student Travel and Medical Treatment Form](#) for each student must be notarized and submitted to the faculty sponsor prior to the trip departure.
 - 57.2.2. A [Statement of Understanding Parent Approval for Student Overnight Trip](#) form must be submitted to the faculty sponsor from each trip participant prior to departure.
 - 57.2.3.
 - 57.3. The school principal shall review the application ensuring that all applicable policies and guidelines have been met.
 - 57.3.1. Only when satisfied that the proposed trip is acceptable, appropriate, meets all guidelines and criteria, and is supported by the students, parents/guardians, and administration shall the principal submit the Student Overnight Travel Form to the Superintendent no less than 10 school days prior to trip departure.
 - 57.4. Prior to an approved overnight trip departing, the faculty sponsor must have a signed [Parent Consent for Student Participation](#) in their possession. These completed forms must be in possession of the faculty sponsor throughout the duration of the trip and kept on file at the school for at least six (6) months or the end of the school year, whichever is greater.
 - 57.5. At the conclusion of any overnight or out-of-state travel the principal may require a summary of the activities, a financial accounting, and a statement on whether or not the objectives of the trip have been met.

Effectiveness:

The policy is considered effective when 95% of staff complete required proposals for student travel in a timely manner, and prior to travel a signed [Parent Consent for Student Participation](#) form is obtained for all students.

Evaluation Standards:

- 100% of all student travel specifically addresses and meets class, school, and District objectives.
- 100% of all student travel experiences provide for student safety.
- 100% compliance with District budget, purchasing, and transportation guidelines and policies.
- Student travel opportunities do not decline due to policy provisions herein.

Review Cycle:

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

Accountability/Reporting:

School administrator reports to the Assistant Superintendent - Secondary

Forms:

[Alternative Transportation Approval & Waiver Form](#)
[Application for Student Overnight Travel](#)
[Parent Consent for Student Participation](#)
[Parent Consent for Student Travel and Medical Treatment](#)
[Proposed Student Trip](#)
[Responsible Adult Information Form](#)
[Statement of Understanding](#)
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Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 2

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:

Common Education Expense: An expense the District incurs that is related to the delivery of instruction for all courses, unrelated to a specific course, program, or activity and includes District employees, costs associated with capital facilities, maintenance; and operation costs.

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.

Non-Fee Course: A course that results in course credit of a course grade within the core standards the state board establishes for:

- English Language Arts;
- Health Education;
- Mathematics;
- Science; and
- Social Studies.

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: A full release from a requirement to pay a fee and any provision in lieu of a fee payment. ~~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.~~

The District shall not treat students who have been granted waivers or provisions in lieu of fee waivers differently from other students, nor disclose their status 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-7-501 et. seq.](#)

[53G-7-503](#)

[53G-7-504](#)

[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. [§53G-7-501 et. Seq.](#)

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 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. A spending plan for each fee;
 - 5.3.3. Adopt a dollar amount on total fee waivers; and
 - 5.3.4. May appeal a fee waiver denial.
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 or schedule 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. Fee waivable activities, classes, or programs, sponsored, or supported by a school include:
 - 6.4.1. An activity, class, or program that is primarily intended to serve school-aged children; and taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment;
 - 6.4.2. An activity, class, or program that is explicitly or implicitly required;
 - 6.4.2.1. As a condition to receive a higher grade, or for successful completion of a school class or credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or
 - 6.4.2.2. As a condition to participate in a school activity, class, program, or team, including students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.
 - 6.4.3. An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in their official capacity; and
 - 6.4.4. An activity or program where full participation in the activity or program includes:
 - 6.4.4.1. Travel for out of state or nation education experiences or competitions;
 - 6.4.4.2. Debate camps or competitions; or
 - 6.4.4.3. Music camps or competitions; and
 - 6.4.4.4. A concurrent enrollment, CTE, or AP course.

- 6.5. Limit waivers for a trip to no more than two (2) **overnight** trips per year, not including a travel activity of two (2) or more nights related to in-state activities sponsored by UHSAA (**§53G-7-504**);
- 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
7. Textbook fees are waived for all eligible students in accordance with **§53G-7-503** of the Utah Code;
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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. **The District shall provide for annual training of District and school employees on fee related policies specific to each employee's job function.**

Procedures:

15. Fees for Classes and Activities During the Regular School Day
 - 15.1. Elementary schools may not charge a fee for any class, activity, or field trip.
 - 15.2. Secondary schools may charge fees for labs and/or other course-related activities.
 - 15.3. 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:
 - 15.3.1. Optional project materials may be required by students in all grade levels.
 - 15.3.2. 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.
 - 15.3.3. 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."
 - 15.3.4. **Secondary students may not charged a fee for:**
 - 15.3.4.1. **An expense related to a non-fee course;**
 - 15.3.4.2. **A textbook;**
 - 15.3.4.3. **School equipment; or**
 - 15.3.4.4. **A common education expense.**
 - 15.3.5. Secondary students may be **charged a fee for:**
 - 15.3.5.1. **An expense relating to a non-fee course or fee course, for;**
 - 15.3.5.1.1. **Instructional equipment;**
 - 15.3.5.1.2. **A school field trip**

16. Fees for Activities Outside of the Regular School Day
 - 16.1. 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.
 - 16.2. Fees that **are school sponsored or** 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.
17. The fee schedule approved annually by the Board shall be published on each school's website and placed in registration documents.
18. Fee Waiver Procedures
 - 18.1. 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.
 - 18.1.1. An activity, class, or program that is primarily intended to serve school-aged children;
 - 18.2. 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.
 - 18.3. 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.
 - 18.4. **For an overnight trip not related to an in-state UHSAA or school sponsored activity as stated in this policy, a student who qualifies for a fee waiver may have the fees of one (1) overnight trip waived, and** may request a waiver for the fee of a second school sponsored **overnight trip** provided the student;
 - 18.4.1. Meets with the Fee Waiver Administrator; and develops an action plan **with the administrator** that includes school-related contributions, including:
 - 18.4.1.1. Performing custodial work;
 - 18.4.1.2. Participating in school-related service programs; or
 - 18.4.1.3. Completing other contributions that the administrator approves.
 - 18.4.2. The action plan shall meet the students ability, consider individual circumstances and needs, specify the type and duration of the contribution, and avoid interference with academic or personal responsibilities.
 - 18.4.3. **A student who qualifies for a fee waiver shall not have more than two (2) overnight trips waived per school year.**
 - ~~18.5. Any requirement that a student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.~~
 - 18.6. The school principal or designee shall act as the "Fee Waiver Administrator" and be responsible to:
 - 18.6.1. Review fee waiver applications (**see forms below**) and verification documents **submitted by the parent(s) or legal guardian(s)**;
 - 18.6.2. Grant or deny fee waiver applications based upon one of the following criteria;
 - 18.6.2.1. 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;
 - 18.6.2.2. The student receives Supplemental Security Income (SSI) and benefit verification documents from the Social Security Administration are provided.
 - 18.6.2.3. 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.
 - 18.6.2.4. 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.
 - 18.6.2.5. On a case by case basis, schools may grant a fee waiver to a student because of extenuating circumstances.

- 18.6.2.6. 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.
- 18.6.3. A school may make an installment payment plan available to a parent or students to pay for a fee. An installment payment may not be required in lieu of a fee waiver.
- 18.6.4. A secondary student may be allowed to perform service in lieu of a fee, but service in lieu of a fee may not be required. The service may include:
- 18.6.4.1. Tutorial assistance to other students;
 - 18.6.4.2. Assistance before or after school to teachers and other school personnel on school related matters; and
 - 18.6.4.3. General community or home service.
- 18.6.5. 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.
- 18.6.6. An appeal of any fee waiver denial must be submitted in writing (or the Notice of Appeal Form printed on the bottom of the [Fee Waiver Decision and Appeal Form](#)) to the ~~Fee Waiver Administrator-principal~~ of the school within ten (10) days of receiving the notice of denial.
- 18.6.6.1. Any written appeal received by the school shall be reported to the Superintendent.
 - 18.6.6.2. The parent(s) or legal guardian(s) shall be contacted within ten (10) school days after receiving the appeal and schedule a meeting with the school principal to discuss their concerns.
 - 18.6.6.3. If after meeting with the school principal the waiver is still denied, the parent(s) or legal guardian(s) may appeal, in writing, within ten (10) school days of receiving the notice of denial, to the Superintendent.
 - ~~18.6.6.4. Parent(s)/Legal Guardians shall be contacted within ten (10) school days.~~
 - ~~18.6.6.5. Appeals that are denied by the school may be appealed, in writing, to the Superintendent or the superintendent's designee.~~
- 18.6.7. 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.
- 18.6.8. Fee waiver verification documents or copies of the verification documents ~~are~~ may not be retained by the school.
- ~~18.6.9. Maintain a log or record that:~~
- ~~18.6.9.1. Student eligibility was verified;~~
 - ~~18.6.9.2. The name and position of the person who verified the information;~~
 - ~~18.6.9.3. The date of verification;~~
 - ~~18.6.9.4. The documentation used to verify eligibility;~~
 - ~~18.6.9.5. The fiscal year of the request;~~
 - ~~18.6.9.6. The type and amount of fees requested to be waived;~~
 - ~~18.6.9.7. Whether the request was approved or denied, and~~
 - ~~18.6.9.8. If applicable, the amount of fees waived.~~
- 18.6.10. Compile and maintain fee waiver documents in accordance with the [Family Educational Rights and Privacy Act](#) (FERPA).

Effectiveness:

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).

Evaluation Standards:

- 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.

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 Application](#)

[Fee Waiver Application - Other Languages](#)

[Fee Waiver Decision and Appeal Form](#)

[Fee Waiver Decision and Appeal Form - Spanish](#)

[Fee Waiver Decision and Appeal Form - Other Languages](#)

Policy History

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DRAFT 2

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 **immense value and rich** 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.~~ Participation in extracurricular activities is a privilege. Students and employees ~~As a result of this important role, students~~ are expected to comply with all applicable laws, **district and school policies**, and rules of behavior and conduct themselves at all times in an **appropriate** manner, **especially because these activities represent their schools and the district.** ~~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.**

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 **as defined in 6.203 Bullying, Cyberbullying, Hazing, Harassment, .**
 - 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.

- **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.
- **Coaches/Extra-Curricular Advisors:** An individual (coach, extracurricular advisor, **sponsor**, 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. 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.
2. 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.
3. 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.](#)
4. Student Eligibility
 - 4.1. 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 **as a minimum baseline. Individual school(s) or school program(s) may require higher participation standards when approved by the Superintendent.** Eligibility refers to sanctioned activities only. Non-sanctioned activities are administered by the individual schools.
 - 4.2. Private school, home school, online or charter school students desiring to participate in UHSAA activities must comply with [UHSAA](#) rules.
 - 4.3. 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.
5. Student Conduct
 - 5.1. 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 finding, or the remainder of the school year, whichever is longer. (Utah Code [53G-8-213](#) & [53G-8-209](#))
6. Extracurricular Activities and Performances
 - 6.1. 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.
7. Extracurricular fees

- 7.1. Fees related to extracurricular activities shall follow District Policy 6.401 Student School Fees & Waivers.
- 7.2. 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:

8. Student Eligibility
 - 8.1. 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.
 - 8.1.1. 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.
 - 8.2. Pursuant to UHSAA, eligibility for participation in Association sanctioned activities a student:
 - 8.2.1. 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](#).
 - 8.2.1.1. "Full-time" status in the District means taking six (6) or more classes, not including Released-time.
 - 8.2.1.2. Students enrolled in more than one District school remain eligible to participate provided they meet the provisions [of student eligibility in section four \(4\) above](#). The students' home school retains and maintains educational records.
 - 8.2.2. Must meet the minimum scholastic [requirements regulations](#) for participation outlined in [the UHSAA rules](#).
 - 8.2.2.1. [Individual schools and/or programs may establish their own requirements for participation when approved by the local school principal and the Superintendent.](#)
 - 8.2.3. All athletes must complete the Register My Athlete process with the UHSAA.
 - 8.2.4. 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.
 - 8.2.4.1. 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.
 - 8.2.4.2. 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 try out for the middle or junior high school teams.
 - 8.2.4.3. 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 try out for a high school athletic team.
 - 8.2.4.4. 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 to the school.
9. Student Conduct
 - 9.1. 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 [section 2.2.4](#) above. Parents/legal guardians must be notified [as soon as reasonably possible regarding](#)

~~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.

- 9.1.1. 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.
- 9.1.2. 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 ~~with the school~~ **school resource officer of other law enforcement agency as soon as reasonably possible, notify the parent(s) or legal guardian(s), and apply the suspension as required and submit a report to the Superintendent's designee** which includes:
 - 9.1.2.1. Available details leading to the felony charge,
 - 9.1.2.2. The identity of the person/persons involved; ~~and~~,
 - 9.1.2.3. Action taken in response; ~~and~~
 - 9.1.2.4. **A prevention or reintegration plan for the student returning to full participation.**

- 9.1.3. The parents/legal guardians of the charged student may request a review of the principal's decision ~~by the Prevention Administrator in Student Services~~ to the Superintendent. The request must include written notification asking for the review as well as other pertinent documents submitted by the charged student's family.

9.2. 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:

- 9.2.1. Students shall not use foul, abusive or profane language while engaged in school related activities.
- 9.2.2. 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.
- 9.2.3. 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.
 - 9.2.3.1. 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.
 - 9.2.3.2. 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.
- 9.2.4. 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.

10. Coaches and Extracurricular Advisors

- 10.1. Coaches and/or Extracurricular Advisors shall supervise students at all times while at or on school-sponsored activities, including, but not limited to:

- 10.1.1. 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.
- 10.1.2. 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).
- 10.2. Shall adhere to District Policy 6.404 Student Travel and Field Trips regarding extracurricular activities, competitions, events, or opportunities.
- 10.3. 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.
- 10.4. 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.
- 10.5. 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:
 - 10.5.1. Engaging in and/or promoting the use, and/or the promotion of demeaning or profane language,
 - 10.5.2. Using alcoholic beverages, tobacco, electronic cigarettes, controlled substances, or participating in other illegal activities.
 - 10.5.3. Maintain boundaries that are consistent with the legal and ethical duty of care that school personnel have for students.
- 10.6. Shall adhere to all financial policies, guidelines, and practices of the District (e.g., The Accounting Manual, Master Fee Schedules, Purchasing, and Boosters).
- 10.7. 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).
 - 10.7.1. 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:
 - 10.7.1.1. The name of the team, group, or activity;
 - 10.7.1.2. The maximum number of students involved;
 - 10.7.1.3. Whether or not tryouts are used to select students, specifying date and time requirements, if applicable;
 - 10.7.1.4. Beginning and ending dates of the activity;
 - 10.7.1.5. A tentative schedule of events, performances, games, or other activities with dates, times, and places specified if available;
 - 10.7.1.6. 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;
 - 10.7.1.7. Any fees associated with the activity;
 - 10.7.1.8. Student conduct expectations (section five (5) above);
 - 10.7.1.9. 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,
 - 10.7.1.10. Any additional information considered important for the students and parents to know.

- 10.8. 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.
- 10.9. 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 incidents is-reported are ; ~~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:

LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
Resolution # 2026-010

**A RESOLUTION OF THE LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
AUTHORIZING AND APPROVING ALPINE SCHOOL DISTRICT TO DECLARE
TWO VEHICLES AS SURPLUS PROPERTY FOR DISPOSITION, AS IDENTIFIED ON THE
ATTACHED LIST.**

WHEREAS, it is deemed desirable and in the best interests of the Alpine School District to declare certain district-owned property as surplus and no longer needed for district operations; and

WHEREAS, the Alpine School District has identified two vehicles as surplus property, as further described in the attached list;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Lake Mountain School District hereby authorizes and approves Alpine School District to declare two vehicles, as further described in the attached list, as surplus property.

BE IT FURTHER RESOLVED that this approval is granted in accordance with applicable law, including Utah Code §53G-3-302(6)(d) related to district reconfiguration, and authorizes Alpine School District to take all actions necessary to declare the listed vehicles as surplus property for disposition.

APPROVAL

Passed and Adopted this _____ day of _____, 2026

Board President

Date

Drafted: 8.19.26
LMSD Ex Asst _____
For Board Meeting: August 27, 2026

Vehicle for Disposition:

2024 - Forest River Van
Vin# 1FBAX2C89RKA50303
Plate# 233098
Mileage: 240

- Vehicle purchased in error for ATEC.
- Design capacity exceeds risk management requirements; federal regulations limit is 10 students maximum.
- Two minivans will be purchased as replacement for use at ATEC.

2008 - Utility Trailer - XCALIBUR
Vin #5M3BE242181036108
Title #UT10388772

- A trailer from Lone Peak High School, previously utilized by the band.