

Board Meeting Documents
September 10, 2026

MINUTES OF THE BOARD MEETING – AUGUST 27, 2026

The Board of Education of the Lake Mountain School District met in a board meeting on Thursday, August 27, 2026, at 6:00 PM. The board meeting took place in the Media Center of Westlake High School 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 8 others in attendance.

President Julie King conducted the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Ember Sims, 3rd grader at Mountain Trails Elementary School.

INSPIRATIONAL THOUGHT OR REFLECTION

An inspirational thought was given by Megan Sims, PTA President at Mountain Trails Elementary School.

PUBLIC COMMENT

Danielle Beene of Eagle Mountain and a parent of a Juniper Basin student, expressed concerns about enrollment exceeding 900 students, with some classes reaching 32 students. She noted limited access to the school, significant traffic congestion, safety concerns for students walking and biking, and insufficient parking. She also reported transportation delays resulting in elementary students arriving late to and being picked up late from school. She expressed concern that the school's opening may have moved too quickly without fully considering enrollment, transportation, and rapid community growth. She asked the Board to provide immediate traffic control and support, address bus schedules, work with the City of Eagle Mountain to expedite completion of access roads, and advocate for families and the community. She also encouraged the Board to review enrollment and consider boundary adjustments to create a more balanced distribution of students and proactively address future needs.

CONSENT AGENDA

Superintendent Carter 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 3.503 School Lunch and Food Security

Deputy Superintendent Dr. Bollinger explained that the policy is required by law and under recent legislation changes, prohibits the distribution of foods with particular food additives without parental permission. She reviewed exceptions allowing parents to provide certain foods and permitting concessions or vending after school hours. Snacks provided to students must meet USDA standards and comply with commercial packaging requirements for shared food. Dr. Bollinger noted that a Superintendent designee will ensure Free and Reduced Lunch information is provided to families and reviewed parameters for food provided at fundraisers, which are limited to three times per year. Student food accommodations and allergies must be addressed through the student's 504 plan.

The Board engaged in discussion with Dr. Bollinger, asked clarifying questions, and requested additions and changes to the policy.

2. Policy 3.504 Fundraising and Public Solicitation

Deputy Superintendent Dr. Bollinger outlined the definition of a fundraiser and reviewed related provisions and guidelines. She noted that while some provisions are required by law, the Board may adjust those that are not mandated, including door-to-door fundraising and the number of fundraisers permitted

each year. She also clarified that funds collected by the PTA are not deposited into the school account, as the PTA maintains its own separate account.

The Board engaged in discussion with Dr. Bollinger, asked clarifying questions, and requested additions and changes to the policy.

3. Policy 3.505 Lake Mountain Education Foundation

Deputy Superintendent Dr. Bollinger shared that significant feedback had been received regarding the policy. She will review the feedback and verify the Foundation's bylaws as part of a major policy revision and bring the revised policy back to the Board at a future meeting.

4. Policy 6.301 Dispensing Medication

Assistant Superintendent of Student Services, Travis Hamblin reviewed guidelines for medications that students may carry and self-administer, as well as procedures for prescription medications administered by school personnel. He outlined procedures for both self-administered and school personnel-administered medications and noted that, in all cases, a parent authorization form must be completed and kept on file at the school.

The Board engaged in discussion with Mr. Hamblin, asked clarifying questions, and requested additions and changes to the policy.

5. Policy 6.304 Child Abuse Reporting

Assistant Superintendent of Student Services, Travis Hamblin explained that the policy is required by law and mandates all employees to report suspected or known child abuse. He noted that the law provides protections for employees who make a report and requires annual child abuse reporting training for all staff.

The Board engaged in discussion with Mr. Hamblin, asked clarifying questions, and requested additions and changes to the policy.

6. Policy 6.404 Student Travel and Field Trips

Assistant Superintendent of Student Services, Travis Hamblin emphasized the importance of this policy and the need to ensure it is accurate. He shared that he worked with high school principals to gather feedback and incorporate requested changes and thanked them for their collaboration. He also noted that significant revisions were made based on Board feedback, including adjustments to evaluation standards and a requirement that overnight trips be booked through a travel agent.

The Board engaged in discussion with Mr. Hamblin, asked clarifying questions, and requested additions and changes to the policy.

DISCUSSION/ACTION ITEMS

1. Policy 6.401 School Fees and Waivers

Assistant Superintendent of Student Services, Travis Hamblin reviewed feedback and comments received and noted that significant revisions were incorporated into the draft, including changes to the fee waiver provisions. He proposed removing Sections 8 and 9, as their provisions are addressed in Section 6, and noted that additional language was added for clarity and consistency. He recommended bringing the policy back to the Board at a future meeting with additional formatting and revisions.

2. Policy 6.403 Extracurricular Activity and Eligibility

Assistant Superintendent of Student Services, Travis Hamblin reviewed feedback and comments received and incorporated them into the revised draft. He noted that the definition of "volunteer" differs from its use in other policies and recommended adjusting the language accordingly. He also proposed developing a Volunteer Code of Conduct that would include background check requirements. The policy would allow principals to work with the Superintendent to establish participation requirements that differ from those outlined by UHSAA.

The Board engaged in discussion with Mr. Hamblin, asked clarifying questions, and requested additions and changes to the policy.

3. Resolution# 2026-010: Vehicles for Surplus

Board President King explained that the resolution authorizes two vehicles to be declared surplus: one that was purchased in error for ATEC and another previously used by the Lone Peak High School Band that has reached the end of its useful life.

Vice President Isaacson made the motion to approve Resolution# 2026-010: Vehicles for Surplus, and it was seconded by Board member Sauser. The Board voted in favor and the motion passed unanimously.

4. Approval of Online School

Deputy Superintendent Dr. Bollinger shared that the Cabinet has been discussing the possibility of establishing a 7–12 online school and is working with Alpine School District to gather additional information. She explained that the goal is to meet the needs of students by offering a fully online option, while also allowing students to remain enrolled at their home school and take online courses concurrently for credit recovery or to get ahead. She noted that this would differ from the online services currently provided by Alpine School District. If approved by the Board, the District would work with the State Authorization process to establish the new school. The initial plan would be to launch for the 2027–28 school year, beginning with hiring a principal and developing courses. The long-term goal would be to expand the program to K–12 and eventually include a State Online Education Program (SOEP), although current elementary and middle school enrollment projections are low.

The Board engaged in discussion with Dr. Bollinger and asked clarifying questions.

Board member Strong made the motion to approve the online school, and it was seconded by Board member Judkins.

President King advised a more formal motion needed to be made for the process required to open a new school and suggested the following motion: I move that Lake Mountain School District Board of Education approve the establishment of a district-operated online secondary school serving students grades 7-12, effective July 1, 2027; and authorize the Superintendent and district administration to complete the actions necessary to establish and operate the school; and direct that the official name of the school be determined pursuant to the District's school naming procedures.

Board member Strong accepted this amended motion, and it was seconded by Board member Judkins.

Board members engaged in discussion of supporting the motion and expressed excitement to supporting the needs of secondary students.

The Board voted in favor and the motion passed unanimously.

SUPERINTENDENT AND BOARD MEMBER REPORTS

Superintendent Carter shared that she approached Alpine School District regarding FTE requests for the principal of the proposed online school. The other two Superintendents approved the request, allowing the District to begin the hiring process. She introduced Janalee Smith as the new Director of Nutrition Services and expressed appreciation for her positive attitude and enthusiasm for the position. She also announced the hiring of Lindsey Parker as Senior Finance Analyst. Interviews were held for the Senior Buyer/Warehouse Manager position, with a hiring decision expected following the leadership meeting. Superintendent Carter thanked Westlake High School for hosting Board meetings while the District Office undergoes renovations. She noted that Kim Romeril and Michelle Stephenson made numerous school visits during the first week and shared that she, Dr. Amanda Bollinger, and Travis Hamblin also visited schools. She expressed appreciation for the opportunity to be present on the first day of school and throughout the opening week, acknowledging that some schools are experiencing growing pains and assuring the Board that the administration is working to address concerns. She reported that a quarterly negotiations meeting was held to continue building upon the previously approved MOU. She noted that the parties are working collaboratively to ensure fairness while addressing identified inequities. Superintendent Carter also shared that QTS attended an assembly at Cedar Valley High School and presented the school with a \$10,000 donation for science equipment. She noted that President King is working to secure a similar donation to support elementary science curriculum.

Board member Judkins shared that the creation of the Foundation is moving forward quickly, with significant work taking place behind the scenes. She announced that the Foundation has received federal approval and is now officially established. She expressed excitement about upcoming initiatives and the opportunity to meaningfully support students, staff, and the District.

Board member Lincoln shared that she enjoyed spending the summer attending farmers markets and distributing books. She expressed how rewarding it was to see the excitement on children's faces as they selected books to take home and noted that all remaining books were donated to find new homes after the summer.

President King reported that the Board has completed a second round of negotiations, addressing various details and discussing a mutual aid agreement. She explained that the agreement would allow the three districts to support one another when assistance is needed and emphasized the importance of working together to meet the needs of all students, regardless of ZIP code. She expressed appreciation to the members of Aspen Peaks School District and Timpanogos School District for their positive collaboration and developing partnerships. President King reflected on the first day of school, particularly the excitement surrounding kindergarten, and expressed appreciation for the energy of students and families returning to school. She commended teachers for their efforts to welcome and reassure new parents and recognized the Transportation Department for its support, including accommodating the temporary relocation of the District Office. She also expressed gratitude to staff throughout the District who have navigated numerous changes while continuing to prioritize students. She recognized the administrators and teachers for their commitment to students and thanked all staff for their dedication. President King also acknowledged the Physical Facilities team for the extensive work completed behind the scenes throughout the summer to ensure schools were prepared to open.

ADJOURNMENT

On motion by Board member Sauser and seconded by Board member Lincoln, the meeting adjourned at 8:00 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.

Position	Name	Start Date
Online High School Principal	Ross Menlove	7/1/27
Buyer/Warehouse Manager	Clint Sanderson	7/1/27
Psychologist	Amanda Quigley	7/1/27
Psychologist	Oakley Banks	7/1/27
Psychologist	Aubrey Johnson	7/1/27
Psychologist	Amanda Gosman	7/1/27
Psychologist	Aimee Tubbs	7/1/27
Psychologist	Jeff Spalding	7/1/27
Psychologist	Melissa Steinberg	7/1/27
Psychologist	Amy Taylor	7/1/27
Psychologist	Amie Schoedel (Hoki)	7/1/27
APE	Tad Hunter	7/1/27
Deaf/HOH	Amy Morris	7/1/27
SpEd Teacher on Special Assignment	Mikaylee Krebs	7/1/27
Vision Specialist	Annette D'Agostini	7/1/27
Vision Specialist	Elizabeth Thomas	7/1/27
BCBA	Alena Mitchell	7/1/27
SpEd Coach	Melanie Hansen	7/1/27
SpEd Coach	Angela Johnson	7/1/27
SpEd Coach	Amy Jones	7/1/27

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

	<i>FUNCTION DESCRIPTION</i>	<i>ORIGINAL BUDGET</i>	<i>YTD BUDGET ADJUSTMENTS</i>	<i>ADJUSTED BUDGET</i>	<i>RECEIPTS / EXPENDED</i>	<i>REMAINING BUDGET</i>	<i>% OF BUDGET</i>
Revenue	Local Revenue	\$0	\$0	\$0	\$0	\$0	0.00%
	State Revenue	\$0	\$0	\$0	\$0	\$0	0.00%
	Other Sources & Uses	\$0	\$0	\$0	\$0	\$0	0.00%
Revenue	Total	\$0	\$0	\$0	\$0	\$0	0.00%
	<i>FUNCTION DESCRIPTION</i>	<i>ORIGINAL BUDGET</i>	<i>YTD BUDGET ADJUSTMENTS</i>	<i>ADJUSTED BUDGET</i>	<i>RECEIPTS / EXPENDED</i>	<i>REMAINING BUDGET</i>	<i>% OF BUDGET</i>
Expenditures	K-12 Instr Support/Prof Dev	\$0	\$0	\$0	\$348	(\$348)	34,826.00%
	Board of Education	\$245,818	\$0	\$245,818	\$22,542	\$223,276	9.17%
	Auditor Services	\$50,000	\$0	\$50,000	\$0	\$50,000	0.00%
	Legal Services	\$75,000	\$0	\$75,000	\$2,845	\$72,155	3.79%
	Superintendent	\$349,990	\$0	\$349,990	\$49,130	\$300,860	14.04%
	District Leadership Team	\$522,572	\$0	\$522,572	\$59,341	\$463,231	11.36%
	Business Administrator	\$190,563	\$0	\$190,563	\$0	\$190,563	0.00%
	Technology Services	\$4,163	\$0	\$4,163	\$30,556	(\$26,393)	733.99%
	Operation & Maint of Plant Services	\$7,500	\$0	\$7,500	\$0	\$7,500	0.00%
	Facilities Acquisition	\$80,000	\$0	\$80,000	\$0	\$80,000	0.00%
	Other Sources & Uses	(\$1,525,606)	\$0	(\$1,525,606)	\$0	(\$1,525,606)	0.00%
Expenditures	Total	\$0	\$0	\$0	\$164,763	(\$164,763)	0.00%

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

	<i>FUNCTION DESCRIPTION</i>	<i>ORIGINAL BUDGET</i>	<i>YTD BUDGET ADJUSTMENTS</i>	<i>ADJUSTED BUDGET</i>	<i>RECEIPTS / EXPENDED</i>	<i>REMAINING BUDGET</i>	<i>% OF BUDGET</i>
Revenue	Other Sources & Uses	\$0	\$0	\$0	\$0	\$0	0.00%
Revenue	Total	\$0	\$0	\$0	\$0	\$0	0.00%
	<i>FUNCTION DESCRIPTION</i>	<i>ORIGINAL BUDGET</i>	<i>YTD BUDGET ADJUSTMENTS</i>	<i>ADJUSTED BUDGET</i>	<i>RECEIPTS / EXPENDED</i>	<i>REMAINING BUDGET</i>	<i>% OF BUDGET</i>
Expenditures	Instruction	\$0	\$0	\$0	\$0	\$0	0.00%
	Technology Services	\$0	\$0	\$0	\$98	(\$98)	9,836.00%
	Land Acquisition	\$0	\$0	\$0	\$0	\$0	0.00%
	Land Improvement	\$0	\$0	\$0	\$0	\$0	0.00%
	Building Acq & Construction	\$0	\$0	\$0	\$0	\$0	0.00%
	Equipment Services	\$0	\$0	\$0	\$0	\$0	0.00%
	Debt Service	\$0	\$0	\$0	\$0	\$0	0.00%
	Other Sources & Uses	\$0	\$0	\$0	\$0	\$0	0.00%
Expenditures	Total	\$0	\$0	\$0	\$98	(\$98)	0.00%

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9000.2311.0110.000000.00				Board Of Education				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		60,000.00			
Payroll					Total Budget Entries:	\$60,000.00		
Date	Reference	Batch	Description					
07/31/2026	073126J1	27000784	3R - July All				7,000.00	
08/31/2026	083126A1	27001514	3Z - Aug All				7,000.00	
					Total Payroll:		\$14,000.00	
					Ending Balance:	\$60,000.00	\$0.00	\$14,000.00
								\$46,000.00
27.13.099.9000.2311.0210.000000.00				State Retirement				
Payroll					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
08/31/2026	083126A1	27001514	3Z - Aug All				89.40	
					Total Payroll:		\$89.40	
					Ending Balance:	\$0.00	\$0.00	\$89.40
								-\$89.40
27.13.099.9000.2311.0220.000000.00				Social Security				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		4,350.00			
Payroll					Total Budget Entries:	\$4,350.00		
Date	Reference	Batch	Description					
07/31/2026	073126J1	27000784	3R - July All				529.07	
08/31/2026	083126A1	27001514	3Z - Aug All				529.07	
					Total Payroll:		\$1,058.14	
					Ending Balance:	\$4,350.00	\$0.00	\$1,058.14
								\$3,291.86
27.13.099.9000.2311.0230.000000.00				Industrial Insurance				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11		138.00			
Payroll					Total Budget Entries:	\$138.00		
Date	Reference	Batch	Description					
07/31/2026	073126J1	27000784	3R - July All				17.50	
08/31/2026	083126A1	27001514	3Z - Aug All				17.50	
					Total Payroll:		\$35.00	
					Ending Balance:	\$138.00	\$0.00	\$35.00
								\$103.00

Report Description: 1.0 Income Stmt by Program				Account Year: 27		Account Periods: 00 - 02		Dates: 07/01/2026 - 08/31/2026		Cutoff Date:		
Account			Account Description					Budget	Encumbrance	Expenditures	Available	
27.13.099.9000.2311.0580.000000.00			Mileage									
								Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries												
Date	Reference	Batch	Description									
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11						8,500.00			
								Total Budget Entries:	\$8,500.00			
								Ending Balance:	\$8,500.00	\$0.00	\$0.00	\$8,500.00
27.13.099.9000.2311.0581.000000.00			Prof Dev - Overnight									
								Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries												
Date	Reference	Batch	Description									
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11						30,000.00			
								Total Budget Entries:	\$30,000.00			
								Ending Balance:	\$30,000.00	\$0.00	\$0.00	\$30,000.00
27.13.099.9000.2311.0610.000000.00			Materials And Supplies									
								Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries												
Date	Reference	Batch	Description									
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11						10,000.00			
								Total Budget Entries:	\$10,000.00			
Receipts												
Date	Receipt	Batch	Received From		Description							
08/10/2026	113177	27001367	Administration		Lake Mtn School District - Admin T-Shirt					-444.00		
								Total Receipts:			-444.00	
Payments												
Date	Check/Claim	PO	Invoice	Batch	Vendor	Vendor Name	Description					
07/21/2026	5100336298		27000618	27000618	115	ULINE	Bags for Admin Conf Aug 5th			131.25		
								Total Payments:			\$131.25	
Journal Entries												
Date	Reference	Batch	Description									
07/21/2026	155171	27000632	101342 - Public Summary Bookle							134.38		
								Total Journal Entries:			\$134.38	
								Ending Balance:	\$10,000.00	\$0.00	-\$178.37	\$10,178.37
27.13.099.9000.2311.0616.000000.00			Printing									
								Beginning Balance:	\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries												
Date	Reference	Batch	Description									
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11						2,500.00			
								Total Budget Entries:	\$2,500.00			
								Ending Balance:	\$2,500.00	\$0.00	\$0.00	\$2,500.00

Report Description: 1.0 Income Stmt by Program				Account Year: 27		Account Periods: 00 - 02		Dates: 07/01/2026 - 08/31/2026		Cutoff Date:	
Account			Account Description					Budget	Encumbrance	Expenditures	Available
27.13.099.9000.2311.0635.000000.00			District Food Exp								
Budget Entries								Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description								
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11						1,000.00		
								Total Budget Entries:	\$1,000.00		
Payments											
Date	Check/Claim PO		Invoice	Batch	Vendor	Vendor Name	Description				
07/21/2026	5100336298		27000618	27000618	22784	COSTCO/SCHOOLS	MVVG Mtg Snacks			38.05	
								Total Payments:		\$38.05	
								Ending Balance:	\$1,000.00	\$0.00	\$38.05
											\$961.95
27.13.099.9000.2311.0650.000000.00			Computer Equipment								
Budget Entries								Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description								
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11						10,000.00		
								Total Budget Entries:	\$10,000.00		
								Ending Balance:	\$10,000.00	\$0.00	\$0.00
											\$10,000.00
27.13.099.9000.2311.0810.000000.00			Professional Dues								
Budget Entries								Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description								
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11						60,000.00		
								Total Budget Entries:	\$60,000.00		
Payments											
Date	Check/Claim PO		Invoice	Batch	Vendor	Vendor Name	Description				
07/09/2026	5100335891		LMSD-002	27000257	11163	TAYLOR DERRICK (DERRIC	LMSD - Branding Kit			7,500.00	
								Total Payments:		\$7,500.00	
								Ending Balance:	\$60,000.00	\$0.00	\$7,500.00
											\$52,500.00
2-91 Nonpayroll Expenditures									\$327,000.00	\$0.00	\$10,205.08
2-EXP Total Expenditures & Other Uses									\$450,818.00	\$0.00	\$25,387.62
Net (Income)/Loss									\$450,818.00	\$0.00	\$25,387.62
											\$425,430.38

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Cutoff Date:

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9001.2600.0530.000000.00				Telephone Service						
Budget Entries							Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				5,000.00			
							Total Budget Entries:	\$5,000.00		
							Ending Balance:	\$5,000.00	\$0.00	\$0.00
27.13.099.9001.2321.0580.000000.00				Mileage						
Budget Entries							Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				3,000.00			
							Total Budget Entries:	\$3,000.00		
							Ending Balance:	\$3,000.00	\$0.00	\$0.00
27.13.099.9001.2210.0581.000000.00				Prof Dev - Overnight						
Payments							Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Check/Claim	PO	Invoice	Batch	Vendor	Vendor Name	Description			
08/13/2026	5100336818	REIMB	VC	27001057	999996	VICKI CARTER	CARTER REIMB HOTEL FOR USSA CONFERENCE		348.26	
							Total Payments:		\$348.26	
							Ending Balance:	\$0.00	\$0.00	-\$348.26

Report Description: 1.0 Income Stmt by Program			Account Year: 27		Account Periods: 00 - 02		Dates: 07/01/2026 - 08/31/2026		Cutoff Date:	
Account			Account Description				Budget	Encumbrance	Expenditures	Available
27.13.099.9001.2321.0609.000000.00			Cluster Activities Supply							
Budget Entries			Beginning Balance:				\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				1,500.00			
			Total Budget Entries:				\$1,500.00			
			Ending Balance:				\$1,500.00	\$0.00	\$0.00	\$1,500.00
27.13.099.9001.2321.0610.000000.00			Materials And Supplies							
Budget Entries			Beginning Balance:				\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				8,500.00			
			Total Budget Entries:				\$8,500.00			
Payments										
Date	Check/Claim PO		Invoice	Batch	Vendor	Vendor Name	Description			
07/21/2026	5100336298		27000618	27000618	52097	MCGEE'S STAMP & TROPH	LMSD District Seal		196.65	
			Total Payments:						\$196.65	
			Ending Balance:				\$8,500.00	\$0.00	\$196.65	\$8,303.35
27.13.099.9001.2321.0616.000000.00			Printing							
Budget Entries			Beginning Balance:				\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				7,500.00			
			Total Budget Entries:				\$7,500.00			
			Ending Balance:				\$7,500.00	\$0.00	\$0.00	\$7,500.00
27.13.099.9001.2321.0810.000000.00			Professional Dues							
Budget Entries			Beginning Balance:				\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				1,000.00			
			Total Budget Entries:				\$1,000.00			
Payments										
Date	Check/Claim PO		Invoice	Batch	Vendor	Vendor Name	Description			
07/21/2026	5100336298		27000618	27000618	22774	COSTCO MEMBERSHIP	LMSD Costco Membership		139.69	
			Total Payments:						\$139.69	
			Ending Balance:				\$1,000.00	\$0.00	\$139.69	\$860.31
2-91 Nonpayroll Expenditures							\$26,500.00	\$0.00	\$684.60	\$25,815.40
2-EXP Total Expenditures & Other Uses							\$354,990.00	\$0.00	\$49,478.40	\$305,511.60
Net (Income)/Loss							\$354,990.00	\$0.00	\$49,478.40	\$305,511.60

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 02	Dates: 07/01/2026 - 08/31/2026	Cutoff Date:			
Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9002.2510.0113.000000.00				Business Administrator						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description				125,000.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	Total Budget Entries:			\$125,000.00			
				Ending Balance:			\$125,000.00	\$0.00	\$0.00	\$125,000.00
27.13.099.9002.2510.0210.000000.00				State Retirement						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description				28,363.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	Total Budget Entries:			\$28,363.00			
				Ending Balance:			\$28,363.00	\$0.00	\$0.00	\$28,363.00
27.13.099.9002.2510.0220.000000.00				Social Security						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description				9,563.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	Total Budget Entries:			\$9,563.00			
				Ending Balance:			\$9,563.00	\$0.00	\$0.00	\$9,563.00
27.13.099.9002.2510.0230.000000.00				Industrial Insurance						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description				313.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	Total Budget Entries:			\$313.00			
				Ending Balance:			\$313.00	\$0.00	\$0.00	\$313.00
27.13.099.9002.2510.0240.000000.00				Health & Accident Ins.						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description				14,548.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	Total Budget Entries:			\$14,548.00			
				Ending Balance:			\$14,548.00	\$0.00	\$0.00	\$14,548.00
27.13.099.9002.2510.0270.000000.00				Disab, Life, Dep Life Ins						
Budget Entries				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description				276.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11	Total Budget Entries:			\$276.00			
				Ending Balance:			\$276.00	\$0.00	\$0.00	\$276.00

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

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

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 02	Dates: 07/01/2026 - 08/31/2026	Cutoff Date:			
Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9003.2329.0114.000000.00				Administrator						
				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				240,000.00			
				Total Budget Entries:			\$240,000.00			
Payroll										
Date	Reference	Batch	Description							
07/31/2026	073126J1	27000784	3R - July All						20,000.00	
08/31/2026	083126A1	27001514	3Z - Aug All						20,000.00	
				Total Payroll:					\$40,000.00	
				Ending Balance:			\$240,000.00	\$0.00	\$40,000.00	\$200,000.00
27.13.099.9003.2329.0210.000000.00				State Retirement						
				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				52,800.00			
				Total Budget Entries:			\$52,800.00			
Payroll										
Date	Reference	Batch	Description							
07/31/2026	073126J1	27000784	3R - July All						4,538.00	
08/31/2026	083126A1	27001514	3Z - Aug All						4,538.00	
				Total Payroll:					\$9,076.00	
				Ending Balance:			\$52,800.00	\$0.00	\$9,076.00	\$43,724.00
27.13.099.9003.2329.0220.000000.00				Social Security						
				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				18,360.00			
				Total Budget Entries:			\$18,360.00			
Payroll										
Date	Reference	Batch	Description							
07/31/2026	073126J1	27000784	3R - July All						1,530.00	
08/31/2026	083126A1	27001514	3Z - Aug All						1,530.00	
				Total Payroll:					\$3,060.00	
				Ending Balance:			\$18,360.00	\$0.00	\$3,060.00	\$15,300.00

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9003.2329.0230.000000.00				Industrial Insurance				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
				Budget Entries				
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			1,000.00		
					Total Budget Entries:	\$1,000.00		
				Payroll				
Date	Reference	Batch	Description					
07/31/2026	073126J1	27000784	3R - July All				50.00	
08/31/2026	083126A1	27001514	3Z - Aug All				50.00	
					Total Payroll:		\$100.00	
					Ending Balance:	\$1,000.00	\$0.00	\$100.00
27.13.099.9003.2329.0240.000000.00				Health & Accident Ins.				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
				Budget Entries				
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			20,000.00		
					Total Budget Entries:	\$20,000.00		
					Ending Balance:	\$20,000.00	\$0.00	\$0.00
27.13.099.9003.2329.0270.000000.00				Disab, Life, Dep Life Ins				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
				Budget Entries				
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			1,500.00		
					Total Budget Entries:	\$1,500.00		
				Payroll				
Date	Reference	Batch	Description					
08/31/2026	083126A1	27001514	3Z - Aug All				46.04	
					Total Payroll:		\$46.04	
					Ending Balance:	\$1,500.00	\$0.00	\$1,453.96
1-92 Payroll Expenditures						\$333,660.00	\$0.00	\$52,282.04

Cutoff Date:

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program		Account Year: 27	Account Periods: 00 - 02	Dates: 07/01/2026 - 08/31/2026	Cutoff Date:	
Account	Account Description	Budget	Encumbrance	Expenditures	Available	
2-91	Nonpayroll Expenditures	\$13,000.00	\$0.00	\$2,678.00	\$10,322.00	
2-EXP	Total Expenditures & Other Uses	\$346,660.00	\$0.00	\$54,960.04	\$291,699.96	
	Net (Income)/Loss	\$346,660.00	\$0.00	\$54,960.04	\$291,699.96	

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

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

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

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

Report Description: 1.0 Income Stmt by Program				Account Year: 27	Account Periods: 00 - 02	Dates: 07/01/2026 - 08/31/2026	Cutoff Date:			
Account				Account Description			Budget	Encumbrance	Expenditures	Available
27.13.099.9006.2329.0114.000000.00				Administrator						
				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries										
Date	Reference	Batch	Description							
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11				125,000.00			
				Total Budget Entries:			\$125,000.00			
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						2,000.00	
08/31/2026	083126A1	27001514	3Z - Aug All						2,000.00	
				Total Payroll:					\$4,000.00	
				Ending Balance:			\$125,000.00	\$0.00	\$4,000.00	\$121,000.00
27.13.099.9006.2329.0220.000000.00				Social Security						
				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						153.00	
08/31/2026	083126A1	27001514	3Z - Aug All						153.00	
				Total Payroll:					\$306.00	
				Ending Balance:			\$0.00	\$0.00	\$306.00	-\$306.00
27.13.099.9006.2329.0230.000000.00				Industrial Insurance						
				Beginning Balance:			\$0.00	\$0.00	\$0.00	\$0.00
Payroll										
Date	Reference	Batch	Description							
07/30/2026	073126E1	27000841	3S - July EP1						5.00	
08/31/2026	083126A1	27001514	3Z - Aug All						5.00	
				Total Payroll:					\$10.00	
				Ending Balance:			\$0.00	\$0.00	\$10.00	-\$10.00
1-92 Payroll Expenditures							\$125,000.00	\$0.00	\$4,316.00	\$120,684.00

Report Description: 1.0 Income Stmt by Program				Account Year: 27		Account Periods: 00 - 02		Dates: 07/01/2026 - 08/31/2026		Cutoff Date:			
Account				Account Description				Budget		Encumbrance	Expenditures	Available	
27.13.099.9006.2329.0580.000000.00				Mileage				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries													
Date	Reference	Batch	Description							2,500.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11										
								Total Budget Entries:		\$2,500.00			
								Ending Balance:		\$2,500.00	\$0.00	\$0.00	\$2,500.00
27.13.099.9006.2329.0581.000000.00				Prof Dev - Overnight				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries													
Date	Reference	Batch	Description							1,000.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11										
								Total Budget Entries:		\$1,000.00			
								Ending Balance:		\$1,000.00	\$0.00	\$0.00	\$1,000.00
27.13.099.9006.2329.0610.000000.00				Materials And Supplies				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries													
Date	Reference	Batch	Description							7,500.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11										
								Total Budget Entries:		\$7,500.00			
Payments													
Date	Check/Claim PO		Invoice	Batch	Vendor	Vendor Name	Description				64.49		
07/21/2026	5100336298		27000618	27000618	1815	AMAZON.COM	Office Supplies						
								Total Payments:				\$64.49	
								Ending Balance:		\$7,500.00	\$0.00	\$64.49	\$7,435.51
27.13.099.9006.2329.0616.000000.00				Printing				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries													
Date	Reference	Batch	Description							1,000.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11										
								Total Budget Entries:		\$1,000.00			
								Ending Balance:		\$1,000.00	\$0.00	\$0.00	\$1,000.00
27.13.099.9006.2329.0810.000000.00				Professional Dues				Beginning Balance:		\$0.00	\$0.00	\$0.00	\$0.00
Budget Entries													
Date	Reference	Batch	Description							1,000.00			
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11										
								Total Budget Entries:		\$1,000.00			
								Ending Balance:		\$1,000.00	\$0.00	\$0.00	\$1,000.00
										\$13,000.00	\$0.00	\$64.49	\$12,935.51
										\$138,000.00	\$0.00	\$4,380.49	\$133,619.51
										\$138,000.00	\$0.00	\$4,380.49	\$133,619.51

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9035.2580.0114.000000.00				Administrator				
Payroll					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/31/2026	073126J1	27000784	3R - July All				1,500.00	
08/31/2026	083126D2	27001714	Account Distri				-14,212.54	
08/31/2026	083126A1	27001514	3Z - Aug All				14,212.54	
					Total Payroll:		\$1,500.00	
					Ending Balance:	\$0.00	\$0.00	\$1,500.00
								-\$1,500.00
27.13.099.9035.2580.0158.000000.00				Hourly Technician				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			3,200.00		
					Total Budget Entries:	\$3,200.00		
Payroll								
Date	Reference	Batch	Description					
07/30/2026	073126E1	27000841	3S - July EP1				2,500.00	
07/31/2026	073126J1	27000784	3R - July All				723.34	
08/31/2026	083126A1	27001514	3Z - Aug All				1,085.00	
					Total Payroll:		\$4,308.34	
					Ending Balance:	\$3,200.00	\$0.00	\$4,308.34
								-\$1,108.34
27.13.099.9035.2580.0210.000000.00				State Retirement				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			715.00		
					Total Budget Entries:	\$715.00		
Payroll								
Date	Reference	Batch	Description					
07/30/2026	073126E1	27000841	3S - July EP1				491.75	
07/31/2026	073126J1	27000784	3R - July All				164.13	
08/31/2026	083126D2	27001714	Account Distri				-3,224.83	
08/31/2026	083126A1	27001514	3Z - Aug All				3,471.02	
					Total Payroll:		\$902.07	
					Ending Balance:	\$715.00	\$0.00	\$902.07
								-\$187.07

Expenditure Detail

Income Statement by Program

ALPINE SCHOOL DISTRICT

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9035.2580.0220.000000.00				Social Security				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			240.00		
					Total Budget Entries:	\$240.00		
Payroll								
Date	Reference	Batch	Description					
07/30/2026	073126E1	27000841	3S - July EP1				176.93	
07/31/2026	073126J1	27000784	3R - July All				168.40	
08/31/2026	083126D2	27001714	Account Distri				-1,040.82	
08/31/2026	083126A1	27001514	3Z - Aug All				1,120.79	
					Total Payroll:		\$425.30	
					Ending Balance:	\$240.00	\$0.00	\$425.30
27.13.099.9035.2580.0230.000000.00				Industrial Insurance				
Budget Entries					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/01/2026	13525	27000005	Original Budget FY27 - Fund 11			8.00		
					Total Budget Entries:	\$8.00		
Payroll								
Date	Reference	Batch	Description					
07/30/2026	073126E1	27000841	3S - July EP1				6.25	
07/31/2026	073126J1	27000784	3R - July All				5.55	
08/31/2026	083126D2	27001714	Account Distri				-35.66	
08/31/2026	083126A1	27001514	3Z - Aug All				38.36	
					Total Payroll:		\$14.50	
					Ending Balance:	\$8.00	\$0.00	\$14.50
27.13.099.9035.2580.0240.000000.00				Health & Accident Ins.				
Payroll					Beginning Balance:	\$0.00	\$0.00	\$0.00
Date	Reference	Batch	Description					
07/30/2026	073126E1	27000841	3S - July EP1				2,493.00	
08/31/2026	083126D2	27001714	Account Distri				-2,353.00	
08/31/2026	083126A1	27001514	3Z - Aug All				2,353.00	
					Total Payroll:		\$2,493.00	
					Ending Balance:	\$0.00	\$0.00	\$2,493.00

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

Account				Account Description	Budget	Encumbrance	Expenditures	Available
27.13.099.9035.2580.0270.000000.00				Disab, Life, Dep Life Ins				
					Beginning Balance:	\$0.00	\$0.00	\$0.00
								\$0.00
Payroll								
Date	Reference	Batch	Description					
07/30/2026	073126E1	27000841	3S - July EP1				23.02	
08/31/2026	083126D2	27001714	Account Distri				-23.02	
08/31/2026	083126A1	27001514	3Z - Aug All				23.02	
					Total Payroll:		\$23.02	
					Ending Balance:	\$0.00	\$0.00	\$23.02
								-\$23.02
1-92 Payroll Expenditures					\$4,163.00	\$0.00	\$9,666.23	-\$5,503.23
2-EXP Total Expenditures & Other Uses					\$4,163.00	\$0.00	\$9,666.23	-\$5,503.23
Net (Income)/Loss					\$4,163.00	\$0.00	\$9,666.23	-\$5,503.23

Cutoff Date:

Account	Account Description					Budget	Encumbrance	Expenditures	Available
27.37.080.9035.2580.0670.000000.01	Software-Skyward Qmlativ								
Beginning Balance:						\$0.00	\$0.00	\$0.00	\$0.00
Payments									
Date	Check/Claim PO	Invoice	Batch	Vendor	Vendor Name	Description			
07/21/2026	5100336298	27000618	27000618	1815	AMAZON.COM	Q Elementary Training Treat		98.36	
Total Payments:								\$98.36	
Ending Balance:						\$0.00	\$0.00	\$98.36	-\$98.36
27.37.080.9035.2580.0670.000000.21	Software								
Beginning Balance:						\$0.00	\$0.00	\$0.00	\$0.00
Encumbrances									
Date	PO	Batch	Vendor	Vendor Name					
07/14/2026	27000084	27000467	87457	UTAH EDUCATION NETWORK			15,180.00		
Total Encumbrances:							\$15,180.00		
Ending Balance:						\$0.00	\$15,180.00	\$0.00	-\$15,180.00
2-91 Nonpayroll Expenditures						\$0.00	\$15,180.00	\$98.36	-\$15,278.36
2-EXP Total Expenditures & Other Uses						\$0.00	\$15,180.00	\$98.36	-\$15,278.36
Net (Income)/Loss						\$0.00	\$15,180.00	\$98.36	-\$15,278.36

Report Description: 1.0 Income Stmt by Program

Account Year: 27

Account Periods: 00 - 02

Dates: 07/01/2026 - 08/31/2026

Cutoff Date:

FJEXD01A

(build 26.4.10.1)

Selection Criteria

Account Year	27
Account Period Range	00 - 02
Include Budget Detail	Yes
Cutoff Date	
Report ID	69925
Report Title	Income Statement by Program
Report Description	1.0 Income Stmt by Program
Role ID	ACCOUNTING

Display Option

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

Report Specification Sort / Totals

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

Report Specification Selection Ranges

FUND	37 - 37
FUND	13 - 13



DRAFT 2

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

- **A la Carte:** Individual food or beverage items sold separately from a complete reimbursable school meal.
- **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.
- **Prohibited Food Additives:** Specific chemical compounds restricted under Utah Code § 53G-9-205.2, including potassium bromate, propylparaben, and synthetic color additives
- **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.
- **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.
- **School Day:** The period from the midnight before to 30 minutes after the end of the official instructional day.
- **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 392-100](#)

[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~~ shall 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, **prepared**, and labeled in accordance with **Utah Administrative Rule 392-100**.

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. All vending agreements follow purchasing and procurement rules and laws.

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) - To be created in the 2026-27 school year
- Exemption Request Form for Infrequent School-Sponsored Food Fundraisers - To be created in the 2026-27 school year

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 2

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, **parent organizations**, 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 expanded in accordance with district purchasing and procurement guidelines.
 - 2.3 Parent organizations must follow their own bylaws regarding depositing and tracking of funds.
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 ~~building principal~~ ~~administrative~~ approval.
8. Community partnership events (ex: Spirit Nights) are not considered fundraising activities.

9. Schools shall not solicit funding from the major Lake Mountain Education Foundation donors without prior approval from the Board of Education.

Procedures:

~~8.~~ 9. General Operational Guidelines

~~8.1.~~ 9.1 Express Authorization: Prior to initiation, every fundraising project must receive express written consent from the building principal.

~~8.2.~~ 9.2 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.~~ 9.3 Financial Controls: All cash and checks collected must be turned in daily for deposit into the school's financial account.

~~8.4.1.~~ 9.3.1 Holding cash or using unrecorded petty cash from fundraising proceeds is strictly forbidden.

9. 10. School-Level Operational ~~Provisions~~ Procedures

School Level	Major Fundraiser Limit	Departmental / Program Limits	Door-to-Door Rules
Elementary School	~~Two-One~~ (2) major fundraisers per year (impacts >50% of students).	Individual classes/programs may not ~~hold~~ conduct public fundraisers.	Strictly Prohibited.
Middle / Junior High School	~~Two-One~~ (2) major fundraisers per year (impacts >50% of students).	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	~~Two-One~~ (2) major fundraisers per year (impacts >50% of students).	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 2

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 ~~Superintendent the Administration~~ responsibility for developing appropriate ~~policy procedures~~ 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.

Qualified Mental Health Professional: A specialized practitioner who holds an active credential from the Utah State Board of Education (USBE) and/or the Division of Professional Licensing (DOPL) as a licensed clinical mental health counselor, clinical social worker, marriage and family therapist, or licensed psychologist and operates within the school setting.

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:

[53E-9-203](#)

[53G-9-203](#)

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

[Title 58, Chapter 60](#)

[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)~~ a student or designated unlicensed personnel 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).
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 student's safety or the safety of others.~~
11. District employees are prohibited from recommending to a parent or guardian that:
 - 11.1. A child take or continue to take psychotropic medication;
 - 11.2. Requiring psychotropic medication as a condition for attending school;

- 11.3. Recommend that a parent seek or use a type of psychiatric or psychological treatment; or
- 11.4. Conducting psychiatric or behavioral health evaluations, mental health screeners, tests, or assessments. (§53G-9-203)
- 11.5. Exceptions apply for qualified mental health professionals acting in accordance with Title 58, Chapter 60, of the Mental Health Professional Practice Act may:
 - 11.5.1. Recommend, but not require, psychiatric or behavioral health evaluations;
 - 11.5.2. Recommend, but not require, psychiatric psychological, or behavioral treatment for a child;
 - 11.5.3. Conduct a psychiatric or behavioral health evaluation or mental health screening, test, evaluation, or assessment in accordance with (§53E-9-203); and
 - 11.5.4. Provide to a parent, upon specific request of the parent, a list of three or more health care professionals or providers.

Procedures:

- 12. School Personnel Administering Medication
 - 12.1. 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.
 - 12.1.1. 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.
 - 12.1.2. Requests for school personnel to administer or dispense medication must be approved by the school annually.
 - 12.2. 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.
 - 12.2.1. The administration or dispensing of medication by school personnel shall be voluntary.
 - 12.2.2. 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.
 - 12.2.3. ~~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 shall may apply in life-threatening situations where a staff member may administer an Epinephrine Auto-Injector, Glucagon Pen, or other similar life-saving injectors.~~
 - 12.2.4. Oral medication (liquid or pill) may be administered by school personnel.
 - 12.2.5. 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.
 - 12.2.6. 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 .
 - 12.2.7. 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.
 - 12.2.8. Exceptions shall apply in life-threatening situations where a staff member may administer life-saving interventions, measures, or medications.
 - 12.3. 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.
 - 12.3.1. 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.

- 12.3.2. Any medication brought to the school should be taken home at the end of the school year by a parent or legal guardian.

- 12.4. 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.

- 12.4.1. 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.

13. Student Self-Administration

- 13.1. 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.

- 13.2. ~~Students of all ages~~ Regardless of age, students 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

- 13.2.1. 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.

- 13.2.2. A "Glucagon Authorization Form" shall be provided to the school nurse by the student's licensed health care provider authorized to prescribe medication annually.

- 13.3. Students authorized to carry or self-administer adrenal, diabetic, or anaphylaxis medications shall:

- 13.3.1. Only use the prescribed medication as directed by a licensed health care provider authorized to prescribe medication.

- 13.3.2. 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.

- 13.4. 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.

- 13.5. 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.

- 13.6. Sunscreen approved by the FDA requires no authorization for student self-use. Staff volunteers may assist with written parent or legal guardian consent.

14. Emergency Administration of Prescribed or Nonprescribed Medication

- 14.1. 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:

- 14.1.1. Identification techniques for each medical condition/medicine listed in 13.1;

- 14.1.2. Standards and procedures for storage and use;

- 14.1.3. Calling 911 and contacting, if possible, the parent or legal guardian; and

- 14.1.4. Incident documentation requirements and procedures.

- 14.2. Schools should have at least one (1) anaphylaxis and one (1) opiate antagonist available for emergency use.

- 14.2.1. 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.~~
- Training is provided annually by school nurses for all **employee** volunteers who administer or dispense medication.
- ~~• 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 of 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 2

Child Abuse Reporting

Policy Number and Title:

6.30~~42~~ 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: Any intentional, reckless, or negligent act—or failure to act—by a parent, guardian, or caregiver that causes, or creates an imminent risk of, physical, sexual, emotional, or developmental harm to a person under 18 years of age and include but are not limited to: Incest, molestation, sexual exploitation, sexual abuse, physical abuse, human trafficking, or environmental conditions that reasonably threaten a child's health or welfare. Child abuse and neglect consists of two (2) core categories:

- **Child Abuse (Harm by Commission):** The nonaccidental infliction of physical injury, emotional or psychological trauma, sexual abuse, or sexual exploitation upon a child.
- **Child Neglect (Harm by Omission):** The failure or refusal to provide for a child's basic needs—including adequate food, clothing, shelter, supervision, necessary medical care, or required education—when capable of doing so or when resources are made available.

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](#)

District Operating Procedures
Student Service Manual (to be established in the 2026-2027 school year)

Policy Provisions:

1. Any ~~school~~ District 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~~ District employees shall be trained annually regarding the identification and reporting of suspected child abuse or neglect.
3. The ~~Administration~~ Superintendent 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~~ District 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~~ District 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 **via District mail** 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~~ District 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~~ District 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~~ District 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~~ District 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 Services Manual (to be established in the 2026-2027 school year)

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 3

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.

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

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.

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.

Secondary Schools: Schools which contain grades 7 through 12.

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.](#)

[53G-9-803](#)

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 any 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 legal 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 ~~and posted on each schools website~~.
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. May appeal a fee waiver denial; and
 - 5.4. A spending plan for each fee; and
 - 5.5. Clearly identify any fee for each activity, course, or program alongside the description of the activity, course or program in registration materials.
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. Parents are given the opportunity to review proposed alternatives to fee waivers;
- 6.6. An appeal process is available, including the opportunity to appeal to the board or its designee; and
7. 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**);
- ~~8. The fee schedule approved annually by the Board shall be published on each school's website and placed in registration documents.~~
- ~~9. Textbook fees are waived for all eligible students in accordance with **§53G-7-503** of the Utah Code;~~
10. Fees for Classes and Activities During the Regular School Day:
 - 10.1. Elementary schools may not charge a fee for any class, activity, or field trip.
 - 10.2. Secondary schools may charge fees for labs and/or other course-related activities.
 - 10.3. 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:
 - 10.3.1. Optional project materials may be required by students in all grade levels.
 - 10.3.2. 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.
 - 10.3.3. 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."
11. Fees for Activities Outside of the Regular School Day
 - 11.1. 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.
12. **In accordance with Utah Code §53G-7-503 Secondary students:**
 - 12.1. **May not charged a fee for:**
 - 12.1.1. **An expense related to a non-fee course;**
 - 12.1.2. **A textbook;**
 - 12.1.3. **School equipment; or**
 - 12.1.4. **A common education expense.**
 - 12.2. **May be charged a fee for:**
 - 12.2.1. **An expense relating to a non-fee course or fee course, for;**
 - 12.2.1.1. **Instructional equipment;**
 - 12.2.1.2. **A school field trip or activity trip or performance, including transportation, food, lodging, and admission charges or participation fees;**
 - 12.2.1.3. **School activity clothing;**
 - 12.2.1.4. **A discretionary project; or**
 - 12.2.1.5. **A competency remediation program.**
13. 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.
14. 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.
15. 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.
16. 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 by the Board.

17. 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.
18. 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.
19. 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.
20. Training shall be provided for school employees on fee related policies specific to each employee's job function annually.

Procedures:

21. Fee Waivers: ~~Procedures~~
 - 21.1. 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.
 - 21.2. 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.
 - 21.3. 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.
 - 21.4. 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;
 - 21.4.1. Meets with the Fee Waiver Administrator; and develops an action plan ~~with the administrator~~ that includes school-related contributions, including:
 - 21.4.1.1. Performing custodial work;
 - 21.4.1.2. Participating in school-related service programs; or
 - 21.4.1.3. Completing other contributions that the administrator approves.
 - 21.4.2. 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.
 - 21.4.3. A student who qualifies for a fee waiver shall not have more than two (2) overnight trips waived per school year.
 - ~~21.5. 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.~~
 - 21.6. The school principal or designee shall act as the "Fee Waiver Administrator" and be responsible to:
 - 21.6.1. Review fee waiver applications (see forms below) and verification documents submitted by the parent(s) or legal guardian(s);
 - 21.6.2. Grant or deny fee waiver applications based upon one of the following criteria:
 - 21.6.2.1. 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.
 - 21.6.2.2. The student receives Supplemental Security Income (SSI) and benefit verification documents from the Social Security Administration are provided.
 - 21.6.2.3. 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.

- 21.6.2.4. 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.
- 21.6.2.5. On a case by case basis, schools may grant a fee waiver to a student because of extenuating circumstances.
- 21.6.2.6. 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.
- 21.6.3. 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.
- 21.6.4. 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:
 - 21.6.4.1. Tutorial assistance to other students;
 - 21.6.4.2. Assistance before or after school to teachers and other school personnel on school related matters; and
 - 21.6.4.3. General community or home service.
- 21.6.5. 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.
- 21.6.6. 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.
 - 21.6.6.1. Any written appeal received by the school shall be reported to the Superintendent.
 - 21.6.6.2. 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.
 - 21.6.6.3. 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.
 - ~~21.6.6.4. Parent(s)/Legal Guardians shall be contacted within ten (10) school days.~~
 - ~~21.6.6.5. Appeals that are denied by the school may be appealed, in writing, to the Superintendent or the superintendent's designee.~~
- 21.6.7. 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.
- 21.6.8. Fee waiver verification documents or copies of the verification documents ~~are~~ may not be retained by the school.
- ~~21.6.9. Maintain a log or record that:~~
 - ~~21.6.9.1. Student eligibility was verified;~~
 - ~~21.6.9.2. The name and position of the person who verified the information;~~
 - ~~21.6.9.3. The date of verification;~~
 - ~~21.6.9.4. The documentation used to verify eligibility;~~
 - ~~21.6.9.5. The fiscal year of the request;~~
 - ~~21.6.9.6. The type and amount of fees requested to be waived;~~
 - ~~21.6.9.7. Whether the request was approved or denied; and~~
 - ~~21.6.9.8. If applicable, the amount of fees waived.~~
- 21.6.10. 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 **the approved** 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

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 1

Concussion & Head Injury

Policy Number and Title:

6.303 Concussion and Head Injury

Policy Type:

6.300 Student Health & Safety

Policy Statement:

The Board of Education seeks to provide a safe return to activity and academics for all students following any head injury, particularly after a concussion. This policy establishes a protocol to provide education about concussions for coaches, school personnel, parents, and students. Procedures have been developed to aid in ensuring that concussed students are identified, treated, and referred appropriately, receive proper follow-up medical care during the school day, and are medically cleared by their health care provider prior to returning to full activity.

Definitions:

Concussion or Traumatic Head Injury: An injury to the head arising from blunt trauma, an acceleration force, or a deceleration force, with one of the following observed or self-reported conditions attributable to the injury: transient confusion, disorientation, or impaired consciousness; dysfunction of memory; loss of consciousness; or signs of other neurological or neuropsychological dysfunction, including seizures, irritability, lethargy, vomiting, headache, dizziness, or fatigue.

Free Play: Unstructured student play, games, and field days during school hours.

Head injury: Any injury to the head that is NOT a "traumatic head injury" as defined above, including a mild bump.

Health Care Provider: A health care provider who is licensed under Utah Code Title 58, Occupations and Professions, and is trained to evaluate and manage a concussion within the health care provider's scope of practice.

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](#))

Sporting Event: Athletic activities organized, managed, or sponsored by a District school, including a game, a practice, a sports camp, a physical education class, a competition, or a tryout. It does NOT include free play or recess taking place during school hours; or the District merely making available a District-owned or controlled field or facility.

Scope:

This policy applies to all District students, athletes, parents, teachers, coaches, volunteers, and administrative staff participating in, overseeing, or supporting any sporting event, physical education class, recess, free play, or extracurricular activity sponsored by the District or the Utah High School Activities Association (UHSAA).

Reference:

State Code:

[26B-4-401 through 405](#)

[Title 58 Occupations and Professions](#)

Administrative Rule:

[R277-614](#)

Policy Provisions:

1. Any student exhibiting signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, or confusion) following a witnessed or suspected blow to the head must be immediately removed from the sporting event or activity.
2. A student removed for a suspected concussion may not resume participation until evaluated by a qualified health care provider, and the District is provided with a written clearance statement from that provider.
3. A parent shall be notified if staff become aware that a student is reported or suspected to have experienced a head injury during school hours or a school-sanctioned activity. Before a student may participate in any District sporting event, the student's parent must be provided a written copy of this policy annually and sign an acknowledgement that they have read, understand, and agree to abide by it.
4. Any head injuries reported to District employees, coaches, or volunteers must be documented in the student health record and entered on the [Student Injury Report website](#) to determine treatment and possible academic accommodations.
5. Appropriate staff, educators, coaches and volunteers of the District overseeing physical education or extracurricular activities shall be trained annually reviewing this policy. All athletic coaches shall annually receive training on recognizing and responding to concussions and head injuries.
6. This policy shall be posted on the District's website in a location readily accessible to parents and members of the public.

Procedures:

7. Recognizing a Concussion:
 - 7.1. A concussion is a type of traumatic brain injury that interferes with the normal function of the brain. A concussion can occur even if a student does not lose consciousness from the head injury. Educators, coaches,

and volunteers of the District must become familiar with the following signs and symptoms:

- 7.1.1. Signs (observed by others): The student appears dazed or stunned; confusion; forgets plays; unsure about game/score; moves clumsily (altered coordination); balance problems; personality change; responds slowly to questions; forgets events prior to or after the hit; loss of consciousness (any duration); vomiting.
 - 7.1.2. Symptoms (reported by student): Headache or pressure in the head; balance problems or dizziness; fatigue; nausea or vomiting; double or blurry vision; sensitive to light or noise; feels sluggish or "foggy"; problems concentrating or remembering; irritable, sad, or more emotional than usual.
8. Management and Referral Guidelines
 - 8.1. The following situations indicate a medical emergency and require activation of the Emergency Medical System (911) and the student shall be transported immediately to the nearest emergency department via emergency vehicle:
 - 8.1.1. Any student with a witnessed loss of consciousness of any duration.
 - 8.1.1.1. District staff, coaches, or volunteers shall remain in contact with 911 and stabilize the student while waiting for EMS to arrive.
 - 8.1.2. Any student who has symptoms of a concussion and whose condition is worsening (unstable).
 - 8.1.3. Any student exhibiting deterioration of neurological function, decreasing level of consciousness, irregular respirations, signs of skull fracture/bleeding, mental status changes (lethargy, agitation), or seizure activity.
 - 8.2. A symptomatic but stable student may be transported by their parent after the parent is contacted. Students with a suspected concussion should not be permitted to drive home.
9. Evaluation by School Nurse
 - 9.1. A school nurse may assess a child suspected of having sustained a concussion during school hours. If the nurse evaluating the student lacks specific continuing education in concussion management within the prior three years, they must refer the student to a qualified health care provider and may not provide the final written clearance statement.
10. Free-Play Concussion and Head Injury Management
 - 10.1. When a student has a bump, blow, or jolt to the head during free play or recess, staff must:
 - 10.1.1. Observe the student for signs and symptoms of a concussion for at least 30 minutes.
 - 10.1.2. Complete the Concussion: [Signs and Symptoms Checklist](#).
 - 10.1.3. Notify the parent and provide the [Parent Notification of Head Injury During School Hours document](#).

- 10.2. If symptoms are present, inform the parent that the student needs to see a health care provider and give them a copy of the checklist. The student cannot return to physical activity until they are medically cleared by their health care provider.
- 10.3. If no symptoms are present, the student may return to class but cannot return to sports or recreational activities that same day. Send the Signs and Symptoms Checklist home and instruct the parent to monitor for changes.
11. Return to Learn (RTL) Procedures
 - 11.1. Medical and school-based teams should counsel the student and family about gradually increasing the duration and intensity of academic activities as tolerated, aiming to increase participation without exacerbating symptoms. School teams should monitor and adjust educational supports until academic performance returns to pre-injury levels.
12. Return to Play (RTP) Procedures
 - 12.1. Return to activity is a medical decision. The student must be asymptomatic at rest and with exertion, successfully return to regular academic activities, AND have written clearance from a qualified health care provider. Once cleared, the student progresses through a stepwise process under close supervision:
 - 12.1.1. **Step 1:** Cognitive rest (staying home from school or limiting hours). Light activity if tolerated without symptoms.
 - 12.1.2. **Step 2:** Return to school under the health care provider's Return to Learn protocol.
 - 12.1.3. **Step 3:** Light exercise (brisk walking, exercise bike). No weight lifting.
 - 12.1.4. **Step 4:** Running in the gym or on the field (no helmet/equipment).
 - 12.1.5. **Step 5:** Non-contact training drills in full equipment or weight training.
 - 12.1.6. **Step 6:** Full contact practice or training.
 - 12.1.7. **Step 7:** Play in a game (must be formally cleared by an appropriate health care provider).
13. Students should spend one (1) to two (2) days at each step. If post-concussion symptoms occur, the activity must stop, a parent must be contacted. If significant symptoms persist after clearance, the District may require a written statement from a different qualified health care provider.

Effectiveness:

- 100% of appropriate staff, educators, coaches and volunteers of the District overseeing physical education or extracurricular activities are trained annually.

Evaluation Standards:

The policy is considered effective when 100% of reported head injuries result in immediate parental notification, all diagnosed students receive Return-to-Learn

academic accommodations, and zero students return to extracurricular play without authorized medical clearance.

Review Cycle:

This policy shall be reviewed within every seven (7) years.

Accountability/Reporting:

School Principals and Athletic Directors report compliance, medical clearance, and severe injury incidents to the Superintendent.

Forms:

[Concussion: Signs and Symptoms Checklist](#)

[Parent Notification of Head Injury During School Hours](#)

Parent Acknowledgement of Concussion Policy Form

Return to Play (RTP) Medical Clearance Form

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:

Findings

Simple sentence or two explaining changes



DRAFT 1

Policy Number and Title: 8.201 Visits to the School

Policy Type: Community Relations - Visitors and Volunteers

Policy Statement: The purpose of this policy is to balance a welcoming environment for parents, guardians, and community members with the primary responsibility of ensuring a safe, secure, and uninterrupted educational environment for all students and staff.

During regular school hours, all school property and buildings are dedicated exclusively to providing instruction and educational activities. No visitor or guest shall have access to a school without express permission and proper authorization. While school facilities serve as modified public forums after school hours, access during operating hours is strictly managed. The Board of Education directs that all visitors report immediately to administrative offices upon arrival and adhere to district expectations regarding safety, privacy, weapons, electronic device usage, and conduct.

Definitions:

- **Visitor / Guest:** Any individual who is not a currently enrolled student, district employee, or designated school volunteer acting within their authorized duty, who enters school property—typically to observe or attend a discrete, one-time event (e.g., guest speaker, assembly attendee) under direct staff supervision.
- **School Property:** Any school building, campus grounds, or facility owned, leased, or operated by the District where educational instruction, activities, or programs occur.
- **Electronic Device:** A device used for audio, video, or text communication or data processing, including smartphones, smartwatches, tablets, and virtual reality equipment.

Scope: This policy applies to all visitors, guests, parents, guardians, community members, vendors, and non-district personnel who enter school property or attend school-sponsored events, activities, or official district meetings.

Reference:

Utah Code § 53G-8-603 (Criminal Trespass and Disruption of Classes)

53G-8-806

Utah Code § 76-9-106 (Disruption of Operation of a School)

Utah Code § 76-9-102 & 103 (Disorderly Conduct & Disruption of Meetings)
Utah Code § 53G-8-602 & § 76-9-110 (Alcohol, Tobacco, and Electronic Cigarette Restrictions)
Utah Code § 53-5a-108, § 53-5a-303/304/305, § 53-22-105, & § 76-11-205 (Weapons and Firearms on School Premises)
Utah Code § 76-15-210 & 211 (Explosives and Incendiary Devices)
Utah Admin. Rules R277-495 (Electronic Device Restrictions and Connectivity)

Policy Provisions:

1. Authorization and Entry:

- 1.1 All visitors must check in immediately at the school administrative office upon entering school grounds.
- 1.2 Access will be denied if the individual's presence poses a threat to safety, indicates intent to cause injury/damage, or disrupts educational operations.
- 1.3 Unapproved visitors are considered trespassers and subject to removal and/or criminal citation.

2. Conduct Expectations

- 2.1 Visitors must maintain civil, non-disruptive behavior. Noise, loud/profane language, obstruction of hallways/entrances, enticement of students away from class, or disruption of classes, meetings, or school community council gatherings are prohibited.

3. Prohibited Substances:

- 3.1 Alcohol, tobacco, and electronic cigarette products are prohibited on school grounds and at school-sponsored activities.

4. Weapons Restrictions:

- 4.1 Firearms, dangerous weapons, chemical devices, and explosives are prohibited on school property, except for authorized law enforcement officers or individuals holding valid concealed carry permits operating within state law restrictions.
- 4.2 Concealed carry permit holders must keep firearms concealed unless lawfully responding to an active threat.

5. Electronic Device and Privacy Limits:

5.1 Guests may not use electronic devices or district connectivity to access inappropriate or pornographic matter, violate reasonable privacy expectations, or audio/video record in private areas (e.g., restrooms, changing rooms).

5.2 Monitoring students remotely via student-carried devices is prohibited.

Procedures:

6. Check-In and Identification:

6.1 Principals shall maintain a single, secure entry point (e.g., secure vestibule) for all campus visitors.

6.2 Visitors must present government-issued photo identification, log their arrival and purpose, and wear a visible visitor badge at all times while on campus.

7. Ejection and Law Enforcement Escalation:

7.1 School administrators or individuals with apparent authority may revoke permission to remain on property and order an unauthorized or disruptive individual to leave peaceably.

8. Classroom Visits:

8.1 If an individual refuses to leave or creates a safety threat, administration shall immediately contact law enforcement.

8.2 Visits to individual classrooms during instructional time require 24-hour advance approval from the building principal and notice to the classroom teacher to ensure minimal instructional disruption.

9. Signage and Perimeter Control:

9.1 Facilities management and school administration shall ensure clear signage is posted at all property entrances notifying the public of visitor check-in requirements, trespass warnings, and prohibited items

Effectiveness: The district will continuously evaluate the effectiveness and implementation of this policy by reviewing annual summary reports of campus security incidents, visitor trespass warnings, law enforcement interventions, and visitor-related disruptions to school operations. Administration will also monitor compliance with visitor check-in and secure vestibule procedures and review feedback from annual school safety and climate surveys administered to staff, parents, and community members. Survey feedback will be used to assess whether visitor procedures appropriately

balance school safety and security with a welcoming and accessible environment for parents, guardians, and community members.

Evaluation Standards: The policy is considered effective when:

- 100% of campus visitors check in through designated administrative vestibules/offices prior to accessing instructional areas.
- 100% of identified trespass or safety-disruption incidents are reported and addressed according to district protocol within 24 hours.

Review Cycle: This policy shall be reviewed by the Board of Education and Administration every two (2) years.

Accountability/Reporting: The Director of Operations and the District Safety & Risk Director are designated as the administrators responsible for the execution and oversight of this policy. Under this reporting structure, the District Safety & Risk Director shall prepare and submit an annual Visitor Safety and Campus Compliance Report directly to the Superintendent and the Board of Education.

Forms: None

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:



DRAFT 1

Policy Number and Title: 8.202 School Volunteers

Policy Type: Community Relations - Visitors and Volunteers

Policy Statement: The Board of Education recognizes that students and schools benefit significantly from the services of school volunteers. Student achievement and well-being are enhanced through active community, business, and parent engagement. The Board authorizes District Administration to provide opportunities for schools to receive volunteer services through parent-school support organizations (PTAs/PTSAs), School Community Councils, school/business partnerships, senior citizen organizations, university students, and other approved groups.

The purpose of this policy is to establish clear guidelines to promote volunteer participation, ensure student safety, and define operational boundaries. It is the policy of the District to encourage volunteer involvement while ensuring strict adherence to state background clearance laws, statutory reference checks, student privacy requirements, and the conduct standards.

Definitions:

- **Qualifying Position:** Paid or volunteer employment requiring the individual to directly care for, supervise, control, or have custody of a child or student (per Utah Code § 53G-11-410).
- **Student Educational Records:** Official records, files, and data directly related to a student and maintained by the school or local education agency, including but not limited to records encompassing all the material kept in the student's cumulative folder such as general identifying data, records of academic work, level of achievement, attendance, health data, and discipline.
- **Volunteer:** Any non-student adult (18 or older) who offers time, services, or expertise to a school or district program without financial compensation under the direction of a district employee, whether operating under the direct, continuous line-of-sight supervision of a licensed staff member or engaging in direct, one-on-one, or unsupervised interaction with students (such as chaperoning field trips, advising overnight trips, coaching, or tutoring).

Scope: This policy applies to all prospective and approved school volunteers, district administrators, school principals, teachers, staff members, and community partner organizations interacting with district programs or students.

Reference:

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Utah Code § 53E-9](#)

[Utah Code § 53G-11-402](#)

[Utah Code § 53G-11-404](#)

[Utah Code § 53G-11-410](#)

[Utah Code § 67-20](#)

[Utah Administrative Code R277-316](#)

LMSD Policy 4.201 (Employee and Volunteer Code of Conduct - to be created during the 2026-27 school year)

Policy Provisions:

1. Administrative Delegation & Approval:

1.1 Volunteer participation is a privilege, not a right. The Board delegates administrative authority to the Superintendent to execute volunteer regulations.

1.2 Volunteers serve at the discretion of the school principal and may be restricted or revoked at any time.

2. Adherence to Code of Conduct:

2.1 All volunteers must strictly adhere to **LMSD Policy 4.201 Employee and Volunteer Code of Conduct** at all times while performing volunteer duties, representing the district, or interacting with students.

3. Mandatory Background Screening:

3.1 Pursuant to Utah law, a criminal background check (including fingerprinting and search of the FBI criminal records database) must be cleared prior to granting any volunteer access to students.

4. Statutory Reference Checks:

4.1 The District shall conduct reference checks with previous employers/organizations for any volunteer who held a *Qualifying Position* within the prior three years to verify whether disciplinary action was taken regarding child abuse or misconduct (Utah Code § 53G-11-410).

5. Mandatory Offense Self-Reporting:

5.1 All volunteers must report any arrest, citation, charge, conviction, plea in abeyance, or diversion agreement involving sex, drug, or student-safety offenses to HR within 48 hours.

6. Immediate Suspension:

6.1 Upon notice of an alleged criminal offense or violation of **LMSD Policy 4.201**, the District shall immediately suspend the volunteer from all duties pending investigation.

7. Strict Educational Record Confidentiality:

7.1 Volunteers who are given access to student educational records in connection with their service must maintain strict confidentiality.

7.2 Volunteers are strictly prohibited from removing any confidential student information off campus.

7.3 Failure to maintain strict confidentiality shall result in immediate disqualification from volunteer service.

Procedures:

8. Administrative & Building Leadership Responsibilities:

8.1 Superintendent:

8.1.1 Provides leadership in planning district volunteer programs to meet Board goals.

8.1.2 Maintains the centralized online volunteer application, conduct agreement, and screening system.

8.1.3 Maintains centralized records on district volunteerism and reports annually to the Board.

8.2 School Principal:

8.2.1 Holds direct responsibility for local volunteer programs and may designate a School Volunteer Coordinator.

8.2.2 Assures volunteer efforts align with goals agreed upon by faculty, School Community Councils, and parent support organizations.

8.2.4 Initiates background check requests with HR for volunteers.

9. Volunteer Clearance Workflows:

9.1 Each volunteer must complete the annual **online volunteer application** and acknowledge agreement to abide by **LMSD Policy 4.201 Employee and Volunteer Code of Conduct**

9.2 Each volunteer must submit to fingerprinting and an ongoing background check and obtain clearance to be able to volunteer in any capacity before beginning service.

10. On-Site Operations & Identification:

10.1 Volunteers must check in at the main office upon arrival, present photo ID, log hours, wear visible District Volunteer Badges, and utilize staff-designated restrooms.

Effectiveness: The District and Board will evaluate the effectiveness and implementation of this policy through periodic review of volunteer participation, compliance with required background clearances and reference checks, completion of student data privacy and LMSD Policy 4.201 Employee and Volunteer Code of Conduct acknowledgments, and any reported volunteer-related safety or conduct concerns. Administration will also conduct periodic audits of the central volunteer registration system and Rap Back monitoring records to assess compliance, identify areas for improvement, and ensure volunteer programs continue to support meaningful community involvement while protecting student safety and privacy.

Evaluation Standards:

- 100% of volunteers sign LMSD Policy 4.201 Employee and Volunteer Code of Conduct.
- 100% of volunteers obtain background clearance prior to student contact.

Review Cycle:

Every three (3) years or as required by updates to Utah law or State Board rules.

Accountability/Reporting: The Business Administrator and District Safety & Risk Director are designated as the administrators responsible for the execution and oversight of this policy. Under this reporting structure, the District Safety & Risk Director,

in coordination with the Director of Human Resources, shall prepare and submit a Volunteer Safety and Campus Compliance Report directly to the Superintendent and the Board of Education, upon request.

Forms:

Online volunteer application (will be created during the 2026-27 school year)

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:

DRAFT



DRAFT 1

Policy Number and Title: 8.203 Student and Staff Memorials

Policy Type: Community Relations - Visitors & Volunteers

Policy Statement: The Lake Mountain School District recognizes that the death of a student or staff member deeply impacts the entire school community. The purpose of this policy is to balance compassion for grieving communities with a supportive, consistent environment that avoids unintended harm. Lake Mountain School District establishes guidelines to honor the memory of students and staff members in ways that support grieving individuals, respect diverse personal beliefs, prevent suicide contagion, minimize disruption to the educational environment, and maintain consistent standards across all schools in the district.

Definitions:

- **Permanent Memorial:** An enduring, non-temporary structure, item, or named space established to honor a deceased individual (e.g., trees, benches, plaques, named facilities, dedicated equipment).
- **Temporary Memorial:** Short-term displays, items, or gatherings created immediately following a death (e.g., flower arrangements, memory tables, sidewalk chalk, message boards, tribute walls).
- **Postvention:** Evidence-based crisis intervention practices implemented following a suicide or death to support the grieving process, stabilize the school environment, reduce the risk of long-term negative effects, and prevent suicide contagion.

Scope: This policy applies to all students, employees, volunteers, administrators, and visitors across all schools, facilities, properties, and district-sponsored events within Lake Mountain School District.

Reference:

[National Association of School Psychologists Guidance on Memorials and Postvention](#)
[American Foundation for Suicide Prevention After a Suicide: A Toolkit for Schools](#)

Policy Provisions

1. Prioritizing Mental Health and Safety:

1.1 District protocols regarding memorials must align with established, evidence-based postvention guidelines to promote healing, prevent secondary trauma, and eliminate the risk of suicide contagion.

2. Prohibition of New Permanent or Temporary Memorials:

2.1 To maintain consistency across all campus environments, and protect long-term student psychological safety, new permanent or temporary physical memorials (e.g., physical markers, named physical spaces, yearbook pages, planted trees, installed benches) are strictly prohibited on all Lake Mountain School District properties.

3. Existing Permanent Memorials:

3.1 Permanent memorials established prior to the adoption of this policy will be maintained in their current condition until they reach the end of their natural lifespan, require significant repair, or conflict with necessary campus renovations/expansions. At that time, they may be retired respectfully without replacement.

Procedures:

4. Administrative Notification & Oversight:

4.1 Upon learning of the death of a student or staff member, the building principal shall immediately notify their supervisor.

4.2 The procedures outlined in the Student Services Manual shall be followed.

Effectiveness: The Board and District Administration will determine the effectiveness of this policy by through qualitative and quantitative feedback gathered from school staff regarding the district's postvention support and its impact on maintaining a safe, supportive educational environment.

Evaluation Standards:

- 100% of student and staff memorials follow this policy.

Review Cycle: Every 6 years, or sooner if federal/state crisis response or mental health guidelines are updated.

Accountability/Reporting: The Superintendent, Assistant Superintendent of Student Services, and Building Principals share primary accountability for the execution and oversight of this policy. The Assistant Superintendent of Student Services will gather qualitative and quantitative feedback from school staff, as directed by the Superintendent.

Forms:

N/A

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:

DRAFT

DRAFT 2

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, ~~or 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~~ the 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 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 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 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 (UHSAA): 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. **Except for the Shakespeare Festival, e**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 District 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).~~
19. Any elementary trip outside Salt Lake, Utah, or Davis counties required superintendent approval.
20. Middle School: Within the State of Utah only (except as provided in four (4) above).
21. Trips ~~should be limited not be scheduled~~ during the last week of the school year.
22. 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.

23. School buses may not travel across state lines.
24. Travel outside of the State of Utah that is not overnight, shall be approved by the Superintendent.

Student Overnight Travel:

25. No extended or overnight travel is allowed without prior Board approval.
26. 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.
27. Extended and/or overnight trips are limited to the continental ~~U.S.A.~~ **United States** unless a unique and/or extraordinary opportunity exists and is approved by the Board.
28. Student's loss of time from classes should be kept to a minimum.
29. 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.
30. 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.
31. No student shall have more than three (3) total school day absences per grading period due to travel with a school program or activity.
 - 31.1.1. UHSAA sponsored activities or principal approved single-day absences are not included in the three (3) day limitation.
32. Two (2) or more adult chaperones who are at least 25 years old are required on all extended or overnight trips.
- ~~33. Extended and/or overnight trips are required to have two (2) or more adult (at least 25 years old) chaperones.~~
34. 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.
 - 34.1. 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.
35. Spouses and/or family members of any administrator, coach, extracurricular advisor, teacher, or staff member organizing or attending the trip:
 - 35.1. May not be chaperones on the same trip;
 - 35.2. Must use personal funds to pay for their travel; and
 - 35.3. Are required to complete a District background check prior to the trip.
36. 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.
 - 36.1. At a minimum, the designee must be a licensed educator with experience supervising student groups outside of school time.
 - 36.2. No last-minute designations will be allowed without the written permission of the Superintendent.
 - 36.3. When traveling with a school group, the school administrator's itinerary should be the same as that of the group.
37. ~~A travel agent shall be used for all extended or overnight travel arrangements. Any out-of-state overnight travel shall use an approved travel agency on state or District~~

contract. The use of a travel agency is strongly recommended for all in-state overnight or extended travel.

38. 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.
 - 38.1. 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](#).
 - 38.2. The cost of chaperoning and one (1) school administrator must be built into the fee for the activity.
39. 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.
40. 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:

41. 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.
42. Private vehicles of school employees, coaches, or advisors may not be used for school sponsored excursions, field trips, extended trips, excursions, or overnight travel.
43. All transportation and lodging must follow District purchasing policies and procedures.
44. Prior to departure, all student travel must be paid in advance and all contracts shall be signed.
45. 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.
46. Extended, overnight or out of state travel:
 - 46.1. Only those commercial carriers licensed to operate in Utah and in other states (when utilized) shall be used.
 - 46.2. District vehicle use for student overnight travel is limited to within the state of Utah.
 - 46.3. 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.
 - 46.4. Parents or legal guardians wishing to transport their own children, with the approval of the [school](#) 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.
 - 46.5. 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.
 - 46.6. Upon arrival at a destination:

- 46.6.1. 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.
 - 46.6.1.1. 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.
- 46.6.2. All transportation, including but not limited to, ride shares, trains, taxis, and buses may be used provided a chaperone accompanies students.
- 47. 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.
- 48. Alternate Transportation:
 - 48.1. 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:
 - 48.1.1. Complete the [Alternative Transportation Approval & Waiver Form](#);
 - 48.1.2. Submit the form to the faculty sponsor of the trip.

Trip Fees

- 49. 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.
 - 49.1.1. Money that is fundraised for the travel is included in the total cost.
 - 49.1.2. Meals should be set at the state per diem rate.
 - 49.1.3. Parents/legal guardians and students shall receive a full disclosure of all costs.
- 50. 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.
 - 50.1. Student fees for a school sponsored travel activity shall be subject to **District Policy 6.401 Student School Fees & Waivers**.
- 51. 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

- 52. 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.
 - 52.1. Trips beyond the limits established in section 18 above must be approved by the Superintendent.
- 53. 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:

- 53.1. An outline of the field trip objectives and curriculum including any instruction prior to the event, during transit, ~~or at the point of destination.~~, ~~and evaluation or follow-up activities after the event.~~
- 53.2. 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.
- 54. 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.
- 55. The faculty sponsor shall assure that:
 - 55.1. The required number of chaperones (~~section 11 & 12 above~~) are on each bus and/or activity run.
 - 55.2. Student participants are in compliance with group and/or team requirements and standards.

Overnight Travel

- 56. The approval process for extended or overnight travel should begin in the spring of the school year preceding the anticipated trip.
- 57. Trip requests are required for single student competition winners as well as groups of students.
- 58. The procedures for approval are:
 - 58.1. A [Proposed Student Trip](#) form shall be submitted to the school administrator for review on or before the first school day in February ~~for the following school year.~~
 - 58.2. The school administrator shall review each travel request for compliance with Board policy and by:
 - 58.2.1. Reviewing for cost, distance, purpose/objectives, and time out of school;
 - 58.2.2. Considering whether comparable experiences are available within closer proximity to the school; and
 - 58.2.3. Resolving any concerns or questions with relevant staff.
 - 58.3. 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.
 - 58.4. Requests that are approved by the school administrator will be forwarded to the Superintendent for preliminary approval.
 - 58.4.1. All extended overnight trip requests should be submitted to the Superintendent on or before the second Friday of February.
 - 58.4.2. The Superintendent may require further justification, documentation, or other information.
 - 58.4.3. 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.
 - 58.5. All extended or overnight trips must be approved by the Superintendent and submitted for inclusion on the Board's agenda by:
 - 58.5.1. The second Wednesday in March to be considered for approval by the Board for the upcoming school year; or
 - 58.5.2. The third Wednesday in October to be considered for approval by the Board for the current school year.
 - 58.6. Trips that fail to meet either of these deadlines may request an exception by following the procedures outlined in ~~this policy 54.1—54.3~~, and including a letter

to the Board explaining the unique circumstances of the extended or overnight trip.

- 58.6.1. 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.

59. Following Board approval:

- 59.1. 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:
 - 59.1.1. 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.
 - 59.1.2. A written proposed travel itinerary, anticipated expenditures per student, fund raising efforts, and the potential for non-refunds or expenditures when trips are canceled.
 - 59.1.3. 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.
 - 59.1.3.1. Voting shall be conducted by secret ballot even when voting is conducted virtually and remain open seven (7) days after the meeting.
 - 59.1.3.2. At least eighty percent (80%) from each group supporting the proposed trip is required for approval.
 - 59.1.3.3. All proposals for the trip will be abandoned when less than 85% from either group supporting the trip is not received.
 - 59.1.3.4. Parents/guardians with more than one student in the same travel group shall have one (1) vote per student.
 - 59.1.3.5. Students may not view or otherwise assist in the vote tally.
 - 59.1.3.6. A record of the voting is kept and included with the application request.
- 59.2. 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.
 - 59.2.1. 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.
 - 59.2.2. 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.
 - 59.2.3.
- 59.3. The school principal shall review the application ensuring that all applicable policies and guidelines have been met.
 - 59.3.1. 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.
- 59.4. 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.

- 59.5. 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)~~ seven (7) 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](#)

[Responsible Adult Information Form](#)

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:

DRAFT 3

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.](#)
- **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.
- **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 (UHSA):** 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.~~ Any non-student adult (18 or older) who offers time, services, or expertise directly to a school or district program without financial compensation.

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, or meet the dual-enrollment ~~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.~~
 - 8.3. All participating students must, as a minimum baseline, meet the Utah High Schools Activities Association (UHSAA) eligibility requirements. Individual schools and programs shall implement attendance and engagement requirements that build upon and exceed the UHSAA baseline. Increased requirements include, but are not limited to, clear achievable measures regarding:
 - 8.3.1. Daily school attendance, required program-specific practices and events, standards regarding tardiness, and ongoing academic achievement and grade maintenance.
 - 8.3.2. Proactive monitoring, early identification, and tiered interventions that support and re-engage students who struggle to meet the increased requirements shall be implemented.
 - 8.3.3. Once a student meets intervention goals, they shall be immediately returned to full participation.
 - 8.3.4. Students and parents must receive a written copy of the increased requirements and supportive measures.
 - 8.3.5. Requirements and supportive measures shall be approved by the Superintendent annually.
 - 8.4. All athletes must complete the Register My Athlete process with the UHSAA.
 - 8.5. 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.

- 8.5.1. 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.
- 8.5.2. 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.
- 8.5.3. 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.
- 8.5.4. 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 resource officer or 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).
- 10.8. 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:
 - 10.8.1. The name of the team, group, or activity;
 - 10.8.2. The maximum number of students involved;

- 10.8.3. Whether or not tryouts are used to select students, specifying date and time requirements, if applicable;
- 10.8.4. Beginning and ending dates of the activity;
- 10.8.5. A tentative schedule of events, performances, games, or other activities with dates, times, and places specified if available;
- 10.8.6. 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;
- 10.8.7. Any fees associated with the activity;
- 10.8.8. Student conduct expectations (section five (5) above);
- 10.8.9. 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,
- 10.8.10. Any additional information considered important for the students and parents to know.
- 10.9. 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.
- 10.10. 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:

DRAFT



DRAFT 2

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, **jurisdictional boundaries**, 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~~ Education Foundation, a non-profit corporation established as a tax-exempt 501(c)(3) organization.
- **Board of Directors:** The governing board of the Lake Mountain ~~School District~~ Education Foundation possessing voting rights to conduct Foundation affairs in accordance with non-profit laws, **its Articles of Incorporation and Bylaws**, and ~~district applicable 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, **administering grants**, or handling charitable contributions on behalf **or in partnership with** ~~of~~ the district.

Reference:

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

[Utah Code § 52-4-101](#)

[Utah Code § 53E-3-403](#)

[Utah Administrative Rule R277-407](#)

[Lake Mountain Education Foundation Articles & Bylaws \(6/18/26\)](#)

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

Policy Provisions:

1. ~~Foundation Authority & Alignment~~ Corporate Identity & Reserved Power

~~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.~~

1.1 Separate Legal Entity:

1.1.1 The Foundation is an independent nonprofit organization governed by its own Articles of Incorporation, Bylaws, and Board of Directors.

1.2 District Alignment:

1.2.1 Foundation policies, programs, and fund expenditures shall align with District educational policies, philosophies, and strategic goals.

1.3 Reserved Bylaw Authority

1.3.1 Pursuant to Article IX of the Articles of Incorporation and Article V of the Bylaws, the Lake Mountain Board of Education retains ultimate authority to alter, amend, or repeal the Foundation's Bylaws at any regular meeting, provided such changes do not jeopardize the Corporation's 501(c)(3) tax-exempt status.

1.4 Governance Boundaries:

1.4.1 Nothing in District policy shall be construed to establish the Foundation as an agency, department, or committee of the District, or to confer upon the Lake Mountain Board of Education authority to direct internal governance except as provided by law, the Foundation's governing documents, or voluntary written agreements.

2. Governance and Structure

~~2.1 The official main office of the Foundation shall be located in on 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.~~

2.1 Governance Specifications:

2.1.1 The composition, member qualifications, term calculations, election procedures, vacancies, quorums, and committee structures of the Foundation Board of Directors shall be governed directly by the Articles of Incorporation (Articles V & VI) and Bylaws (Articles II & IV).

2.2 Office:

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

2.3 Dual Service:

2.3.1 District employees or Lake Mountain School District Board of Education members serving on the Foundation Board do so in their capacity as Foundation Directors per the Foundation's governing documents.

2.3.2 Dual service does not grant the District direct operational control over the Foundation, nor does it grant the Foundation authority over District operations.

~~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.~~

3. District Personnel Support & Administrative Roles

3.1 District-Funded Staffing:

3.1.1. To maximize charitable dollars directed to classrooms, the District hires, employs, and funds the compensation and benefits for Foundation administrative personnel, specifically the Executive Director and the Financial Secretary.

3.2 Business Administrator / Foundation Treasurer:

3.2.1 The District Business Administrator serves as a permanent member of the Board of Directors.

~~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.~~

4. Division of Authority & Jurisdictional Controls

4.1 Foundation Controls

~~4.1.1 The Foundation retains independent authority over its internal governance, fundraising strategies, donor relationships, annual budget approval, investment management, grant selection, and expenditure approvals prior to transfer.~~

4.2 District Controls

~~4.2.1 The District retains sole authority over District personnel, District facility usage, purchasing, curriculum, educational programming, student services, and formal acceptance/administration of donated property and funds.~~

4.3 Shared / Coordinated Responsibilities

~~4.3.1 The District and Foundation shall coordinate on identifying educational priorities, reviewing grant workflows prior to public solicitation, executing interlocal/facility agreements, and recognizing public donors.~~

5. Financial Operations & Safeguards

5.1 Financial Governance:

5.1.1 Contract execution, check signing, loans, deposits, indemnification, and tax reporting (Form 990) shall adhere to Articles III and IV of the Bylaws and applicable state/federal law.

5.2 Check Signing & Contracts:

5.2.1 All Foundation checks or payment orders require joint signatures from the Executive Director and the District Business Administrator.

5.2.2 Contracts executed by the Foundation President require co-signature with the District Business Administrator.

5.3 Prohibited Transactions:

5.3.1 The Foundation shall not engage in prohibited transactions under IRC Section 501(c)(3).

5.3.2 No net earnings shall benefit any private individual.

5.4 Indemnification:

5.4.1 To the fullest extent permitted by Utah law, the Foundation shall indemnify its directors and officers for actions undertaken in their official capacity in accordance with its Articles of Incorporation and Bylaws.

6. Public Transparency & Open Meetings (OPMA)

6.1 Open Meetings:

6.1.1 As the official donation arm of a public school district supported by District personnel, Foundation Board meetings shall be conducted with public transparency.

6.2 District Open Meeting Acceptance:

6.2.1 All non-operational Foundation expenditures benefiting the District shall be presented to and formally accepted by the Lake Mountain School District Board of Education in an open public meeting.

6.3 Public Records:

6.3.1 Meeting minutes, annual financial reports, Form 990 filings, and independent audit reports shall be maintained as public records.

7. Ethics & Conflicts of Interest

7.1 Representation:

7.1.1 Neither entity shall make binding operational commitments on behalf of the other without express written authorization.

7.2 Conflicts of Interest:

7.2.1 Individuals serving in dual District and Foundation roles shall comply with applicable conflict-of-interest laws, District policies, and the Foundation's Conflict of Interest disclosure.

5- 8. Reporting and Audits

5-4 8.1. Annual Reporting:

8.1.1 The Foundation ~~Board~~ Executive Director and District Business Administrator shall submit an annual financial report, ~~including complete financial statements, and quarterly operational updates~~ to the Lake Mountain School District Board of Education.

5-2 8.2.Independent Audit:

8.2.1 An independent audit of the Foundation's financial records shall be conducted annually and ~~maintained in the official minutes record and recorded in the Lake Mountain School District Board of Education minutes.~~

Procedures:

6- 9. 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.~~

9.1 Employment Administration:

9.1.1 Recruitment, hiring, compensation, benefits, and HR compliance for the Executive Director and Financial Secretary shall be administered under District personnel policies.

9.2 Reporting Lines:

9.2.1 The Executive Director reports directly to the District Administration for line authority, administrative oversight, and performance evaluations.

9.2.2 The Executive Director collaborates with the Foundation Board President and Directors to carry out strategic foundation objectives.

~~7.~~ 10. Meeting Schedules & Notices:

~~7.1.~~ 10.1 Meeting Schedule:

10.1.1 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.~~

10.2 Notice & Posting Requirements:

10.2.1 Public notice and agendas for Foundation Board meetings shall be posted in accordance with Utah Open and Public Meetings Act requirements, giving at least 24 hours advance public notice.

10.2.2 Notice to Foundation Directors shall be provided as prescribed in the Foundation Bylaws.

~~8.~~ 10.3 Electronic Meetings:

~~8.1~~ 10.3.1 Electronic meetings shall be conducted in alignment with the district's Electronic Meetings Policy.

~~9.~~ 11. 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.~~

11.1 Donation Intake:

11.1 The Executive Director and Financial Secretary manage donation logging, deposit processing, and the issuance of tax-deductible receipts to donors.

11.2 Pre-Solicitation Review:

11.2.1 Prior to public launching or soliciting major gifts for new grant initiatives, proposed workflows must be routed through District administrative leadership to verify operational feasibility and alignment with District standards.

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, and the annual submission of full financial statements to the Lake Mountain School District 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.~~
- The Foundation maintains active IRS 501(c)(3) tax-exempt status without compliance infractions.

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~~ District Business Administrator 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~~

N/A

Policy History

Adoption Date:

Effective Date

Review Date:

Revision Date:

DRAFT

LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
Resolution # 2026-011

**A RESOLUTION OF THE LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF
EDUCATION AUTHORIZING AND APPROVING MEMBERSHIP AND ACTIVE
PARTICIPATION IN THE BYU (CITES) PUBLIC SCHOOL PARTNERSHIP**

WHEREAS, the Board of Education (the "Board") of the Lake Mountain School District (the "District") is committed to ensuring the highest quality of instruction and educational leadership for its students; and

WHEREAS, the Board recognizes that the recruitment of highly qualified personnel and the continuous professional development of its educators are essential components of academic excellence; and

WHEREAS, the Brigham Young University (BYU) Public School Partnership, through the Center for the Improvement of Teacher Education and Schooling (CITES), provides a collaborative framework between university and school districts to improve student learning through professional growth; and

WHEREAS, participation in said Partnership grants the District unique access to a premier recruitment pipeline and specialized research-based development programs that have proven beneficial to District staff and operations;

NOW THEREFORE, BE IT RESOLVED that the Lake Mountain School District Board of Education hereby authorizes the membership and active participation of the Lake Mountain School District in the BYU (CITES) Public School Partnership and authorizes the Board President and/or the Superintendent to execute all necessary partnership documentation. This resolution may be renewed on an annual basis.

APPROVAL

Passed and Adopted this _____ day of _____, 2026

Board President

Date

LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
Resolution # 2026-012

**A RESOLUTION OF THE LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF
EDUCATION AUTHORIZING AND APPROVING MEMBERSHIP AND ACTIVE
PARTICIPATION IN THE K-16 ALLIANCE**

WHEREAS, the Board of Education (the "Board") of the Lake Mountain School District (the "District") is committed to ensuring the highest quality of instruction and educational leadership for its students; and

WHEREAS, seamless academic pathways between secondary education, technical training, and higher education are essential to student success and regional economic vitality; and

WHEREAS, Utah Valley University (UVU), through the K-16 Alliance, provides a collaborative framework uniting local school districts, public charter schools, Mountainland Technical College (MTECH), and higher education partners to align learning outcomes, expand concurrent enrollment, and support professional growth; and

WHEREAS, participation in said Alliance grants the District access to robust student educational pathways, specialized research-based development programs, and a premier workforce and educator recruitment pipeline;

NOW THEREFORE, BE IT RESOLVED that the Lake Mountain School District Board of Education hereby authorizes the membership and active participation of the Lake Mountain School District in the K-16 Alliance, and authorizes the Board President and/or the Superintendent to execute all necessary partnership documentation. This resolution may be renewed on an annual basis.

APPROVAL

Passed and Adopted this _____ day of _____, 2026

Board President

Date

LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
Resolution # 2026-013

**A RESOLUTION OF THE LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF
EDUCATION AUTHORIZING AND APPROVING A STRATEGIC EDUCATOR
RECRUITMENT AND RETENTION PARTNERSHIP WITH UTAH VALLEY UNIVERSITY**

WHEREAS, the Board of Education (the "Board") of the Lake Mountain School District (the "District") is committed to recruiting, hiring, and retaining exceptional, highly qualified educators and instructional leaders across all schools; and

WHEREAS, building robust, direct recruitment pipelines with higher education institutions is vital to meeting the instructional staffing needs of a rapidly growing school district; and

WHEREAS, Utah Valley University (UVU), through its School of Education and university-wide academic programs, prepares high-caliber teaching candidates and provides specialized research, clinical placement, and professional development support; and

WHEREAS, establishing a comprehensive recruitment partnership with UVU grants the District enhanced access to talent pipelines, early student-teaching placements, career fairs, and joint educator retention initiatives;

NOW THEREFORE, BE IT RESOLVED that the Lake Mountain School District Board of Education hereby authorizes a formal educator recruitment and retention partnership with Utah Valley University to recruit qualified teaching candidates across all discipline areas, and authorizes the Board President and/or the Superintendent to execute all necessary partnership documentation. This resolution may be renewed on an annual basis.

APPROVAL

Passed and Adopted this _____ day of _____, 2026

Board President

Date

LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
Resolution # 2026-014

**A RESOLUTION OF THE LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
AUTHORIZING THE EXECUTION OF A QUIT CLAIM DEED CONVEYING PROPERTY
TO SARATOGA SPRINGS CITY FOR ROADWAY AND SIDEWALK RIGHT-OF-WAY
EXPANSION**

WHEREAS, the Board of Education of Lake Mountain School District (the "District") is the owner of certain real property located in Utah County, identified in part as Parcel No. 66:290:0007; and

WHEREAS, the District in agreement with Saratoga Springs City has designated that said property to be conveyed to the City for the purpose of expanding the right-of-way of the roadway and sidewalk; and

WHEREAS, the Board of Education has determined that conveying the described parcel will support transportation infrastructure and public improvements that benefit the community;

NOW, THEREFORE, BE IT RESOLVED:

1. Approval of Conveyance

The Board of Education hereby approves the conveyance by Quit Claim Deed of parcel 66:290:0007, located in Utah County to Saratoga Springs City for the purpose of expanding the public right-of-way of the roadway and sidewalk.

2. Property Description

The property to be conveyed is more particularly described in Exhibit A – Legal Description, attached hereto and incorporated by reference.

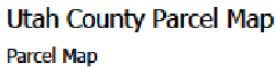
APPROVALS

Passed and Adopted this _____ day of _____, 2026, by the Lake Mountain School District Board of Education.

Board President

Date

Drafted: .9.26
LMSD Ex Asst _____
For Board Meeting: Sept 10, 2026



Date: 9/3/2026

This cadastral map is generated from Utah County Recorder data. It is for reference only and no liability is assumed for any inaccuracies, incorrect data or variations with an actual survey.



WHEN RECORDED, MAIL TO:
Alpine School
District 575 N.
100 E.
American Fork, Utah 84003

Quit Claim Deed

Utah County, Utah

Parcel No.

66:290:0007

ALPINE SCHOOL DISTRICT, of 575 N. 100 E. American Fork Utah, 84003, Grantor, hereby QUIT CLAIMS to SARATOGA SPRINGS CITY, of 319 S. Saratoga Road, Saratoga Springs, Utah, 84045, Grantee, for the sum of (\$10.00), Dollars, and other good and valuable considerations, the following described parcels of land for the purpose of expanding the right-of-way of the roadway and sidewalk in UTAH County, State of Utah, to-wit:

A parcel of land for the expansion of the roadway and sidewalk located in _____, more particularly described as follows:

Insert Legal

Description _____.

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IN WITNESS WHEREOF, said _has caused this instrument to be executed by its proper officers thereunto duly authorized, this_ day of _____, A.D. 20_____.

STATE OF) _____) ss. ALPINE SCHOOL DISTRICT
COUNTY OF _____)

By _

On the date first above written Personally appeared before me, _____, who, being by me duly sworn, says that they are the _____ of _____, and that the within and foregoing instrument was signed in behalf of said company by authority of _____, and said _____ acknowledged to me that said non-profit corporation executed the same.

WITNESS my hand and official stamp the Date in this certificate first above written:

Notary Public