Board Meeting Documents
October 22, 2026

MINUTES OF THE BOARD MEETING – OCTOBER 8, 2026

The Board of Education of the Lake Mountain School District met in a board meeting on Thursday, October 8, 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: Vice President Matt Isaacson, Charity Judkins, Joylin Lincoln, Julie Myers, Melissa Sauser, and Ilene Strong. Absent: President Julie King.

Also present: Deputy Superintendent Bollinger and members of the administrative staff. There were approximately 29 others in attendance. Late: Superintendent Carter.

Vice President Matt Isaacson conducted the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Jamison Judkins, 7th grader at Sage Canyon Middle School.

INSPIRATIONAL THOUGHT OR REFLECTION

An inspirational thought was given by Ryan Judkins, community member of Lake Mountain School District.

PUBLIC COMMENT

Charles Mooney of Saratoga Springs expressed concerns regarding the construction of the new building at the bus transportation center, stating that it would impact the view from his backyard. He asked whom he should contact to discuss these concerns and expressed a desire to work with the Board to explore alternative options for the proposed building. He also indicated that he would be requesting copies of the impact studies conducted prior to the approval of the permits.

CONSENT AGENDA

Vice President Isaacson 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. Personal Electronic Devices
   Dr. Bollinger, Deputy Superintendent provided background information regarding personal electronic devices, including applicable state code and current Alpine School District policy. She explained that the Policy Committee will be developing a personal electronic device policy for Lake Mountain School District and emphasized the importance of involving the Board in the discussion prior to drafting the policy. She then invited Board members to ask questions and share their input.
   The Board engaged in discussion with Dr. Bollinger, asked clarifying questions, and provided feedback on the creation of the policy.

2. Policy 4.205 Discrimination and Harassment
   Dr. Bollinger, Deputy Superintendent – this policy pertains to personnel & employees – this particular policy was not included in Alpine personnel policies & was lumped in with the policy for students – lays out a lot of definitions and a lot of the policy is tied to Federal and State code – covers timelines when complaints are filed & the procedures needed to be followed.
   The Board engaged in discussion with Dr. Bollinger and asked clarifying questions.

3. Policy 6.105 Data Privacy, Student Records, and Transcripts
   Travis Hamblin, Assistant Superintendent of Student Services reviewed the policy regarding student rights and privacy, including how student records are collected, accessed, maintained, transferred, and

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amended. He explained parents' rights to access student information and request records, as well as the annual employee training required on these topics.
The Board engaged in discussion with Mr. Hamblin and asked clarifying questions.

4. Policy 6.208 Student Information Network Acceptable Use
Travis Hamblin, Assistant Superintendent of Student Services reviewed the policy governing network access, which parents and students sign annually. The policy outlines network access requirements, explains that network activity is monitored by the IT Department and that users should not expect privacy, and establishes acceptable and prohibited conduct. He noted that the district will continue working with the Network Director to update the policy as needed. The policy also addresses the checkout and return procedures for district-owned devices and the conduct expected of users.
The Board engaged in discussion with Mr. Hamblin and asked clarifying questions.

5. Policy 8.103 Parent Rights, Accommodations, and Opt-Outs
Dr. Bollinger, Deputy Superintendent reviewed the policy outlining parental rights, which is cross-referenced with other policies to provide additional information. The policy addresses parents' rights regarding their students' education, including courses, assessments, attendance, and opt-out provisions. It incorporates applicable state code requirements and outlines the process for submitting requests, associated timelines, and the appeals process.
The Board engaged in discussion with Dr. Bollinger and asked clarifying questions.

6. Policy 8.104 Public Complaints and Review Process
Dr. Bollinger, Deputy Superintendent reviewed the policy, which is required by law and closely follows state code requirements. The policy outlines the requirements for the hotline, including how comments and complaints are received and processed, which departments or employees are responsible for handling the information, and the Board's role in the process.
The Board engaged in discussion with Dr. Bollinger and asked clarifying questions.

ACTION ITEMS

1. Policy 3.304 Naming of Schools and Facilities
Board member Lincoln motioned to approve Policy 3.304 Naming of Schools and Facilities, and it was seconded by Board member Judkins. The Board voted in favor and the motion passed unanimously.

2. Policy 8.101 News and Media Relations
Board member Sauser motioned to approve Policy 8.101 News and Media Relations, and it was seconded by Board member Myers. The Board voted in favor and the motion passed unanimously.

3. Policy 8.102 Community Committees and Public Advisory Groups
Board member Judkins motioned to approve Policy 8.102 Community Committees and Public Advisory Groups, and it was seconded by Board Member Myers. The Board voted in favor and the motion passed unanimously.

4. Resolution# 2026-016: Mail Vehicle for Surplus
Board member Strong motioned to approve Resolution# 2026-016: Mail Vehicle for Surplus, and it was seconded by Board member Judkins.
The Board engaged in discussion about the resolution.
The Board voted in favor and the motion passed unanimously.

5. Resolution# 2026-017: Wander Easement with Rocky Mountain Power
Board member Lincoln motioned to approve Resolution# 2026-017: Wander Easement with Rocky Mountain Power, and it was seconded by Board member Judkins.

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The Board engaged in discussion about the resolution.
The Board voted in favor and the motion passed unanimously.

6. FY28-7731-0 Lake Mountain School District Therapists
Board member Strong motioned to approve FY28-7731-0 Lake Mountain School District Therapists contract, and it was seconded by Board member Lincoln.
The Board engaged in discussion about the contract, asking Travis Hamblin, Assistant Superintendent of Student Services, clarifying questions.
The Board voted in favor and the motion passed unanimously.

7. FY28-7731A-0 Lake Mountain School District Supervisor
Board member Strong motioned to approve FY28-7731A-0 Lake Mountain School District Supervisor contract, and it was seconded by Board member Sauser.
The Board engaged in discussion about the contract, asking Travis Hamblin, Assistant Superintendent of Student Services, clarifying questions.
The Board voted in favor and the motion passed unanimously.

SUPERINTENDENT AND BOARD MEMBER REPORTS

Superintendent Carter thanked James and Ryan for securing improved microphones for Board meetings and expressed appreciation to the students who stayed through the end of the meeting. She reported that the 24x24 school visits included Saratoga Shores Elementary the previous week and Sage Canyon Middle School this week. She appreciated the Board and Cabinet members who have participated, noting that the visits have been positive and eye-opening opportunities to see the work happening throughout the district. She discussed the employee BBQ, noting the challenges of bringing together employees across the organization, particularly those who do not work directly with Alpine School District, and emphasized the importance of building connections. She shared that she visited all 24 schools during September and highlighted the district's Read-a-thon last Friday. She spent the day at Desert Sky Elementary and Sage Canyon Middle School, while approximately 300 Cedar Valley High School students visited elementary schools to read with students. Superintendent Carter reported meeting with the City of Saratoga Springs to review the zoning change for the Support Services Building (SSB). The Planning Commission met that evening and unanimously approved the change. She expressed appreciation for the City's partnership and support throughout the process. She also noted that the Board's community open houses went well despite low attendance, emphasizing the importance of making Board members available to answer community questions and thanking those who participated. She further reported that the Planning Commission approved the zoning changes for the Walker property. The remaining step is approval for the pipeline to be built before the sale can proceed. Finally, she announced that demolition has begun at the District Office (DO), officially marking the start of construction.

Board member Lincoln thanked those who attended the community open houses and expressed appreciation for the opportunity to answer questions and engage with the community.

Board member Judkins shared plans to create opportunities for students to participate in upcoming Foundation events, allowing donors to see firsthand the impact of their contributions. A donor appreciation luncheon is planned for January, followed by a movie theater fundraiser at Fat Cats in March. Students involved in media may be invited to participate, potentially through a competition. She encouraged everyone to watch for more details as plans develop.

Board member Sauser shared her experience at Mountain Trails Elementary during the Operation Literacy Book Drop, organized in partnership with the Alpine Foundation and Intermountain Health. Two authors visited the school to read to students and share their books. She expressed how wonderful it was to see the students' excitement as they experienced the stories and had the opportunity to take home free books from the authors. Board Member Sauser thanked the organizations involved for coordinating this meaningful event and fostering a love of reading among students.

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ADJOURNMENT

On motion by Board member Lincoln and seconded by Board member Judkins, the meeting adjourned at 7:51 PM. The Board members who voted in favor were Ilene Strong, Vice President Matt Isaacson, Joylin Lincoln, Julie Myers, Charity Judkins, and Melissa Sauser. The motion passed unanimously.

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Student Information Network Acceptable Use

Policy Number and Title:
6.208 Student Information Network Acceptable Use

Policy Type:
6.200 Attendance & Conduct

Policy Statement:
The Lake Mountain School District Board of Education recognizes that digital technology resources are essential educational tools that maximize and enhance student learning, academic engagement, and 21st-century digital literacy. The District provides students with access to technology resources—including the district network, internet access, electronic devices, software applications, cloud services, and online platforms—to support educational excellence across all instructional programs.

The Board requires that all student use of District technology resources be safe, ethical, legal, responsible, and directly aligned with the District's educational mission and core standards. The District actively partners with parents and guardians, respecting parental authority in guiding children's healthy technology habits, while ensuring strict compliance with federal and state laws regarding online child protection, internet filtering, data privacy, and student conduct.

Definitions:
Acceptable Use Agreement (AUA): An official written or verified digital agreement published annually that outlines the rules, responsibilities, and legal conditions governing student access to District technology resources.
District-Provided Electronic Device: Any computer, laptop, tablet, cellphone, smart watch, AI glasses, audio/video recorder, or other digital hardware owned, leased, or provided to a student by the District or a District educational service provider.
Illegal Activities: Any online or digital action that violates local, state, or federal criminal statutes, civil laws, or administrative rules.
Inappropriate Content: Material that disrupts the educational environment, contains vulgar or profane language, defames or demeans individuals or protected groups, or promotes unauthorized commercial, political, or illegal activities.
Objectionable Material: Digital content or online activity identified as harmful, illegal, or inappropriate

by Utah State Board of Education rules, District policy, or the Utah Education Network (UEN), including sexually explicit content, obscene materials, cyberbullying, hate speech, threats, copyright infringement, or attempts to compromise network security.

Obscene Material: Material, language, or conduct depicting sexual or excretory activities in a patently offensive manner that is harmful to minors, lacks serious literary or educational value, and violates Utah Code § 53G-7-1003.

Technology Resources: The internet, District network infrastructure, District-provided electronic devices, hardware, learning and productivity software (including email, productivity suites, online textbooks, digital learning applications, and educational software licenses), and District-controlled websites, platforms, databases, or digital communication forums.

Scope:

This policy applies to all students enrolled in Lake Mountain School District. It governs technology use on all District physical property, during regular school hours and discretionary/non-instructional time, on District transportation, at all school-sponsored activities or field trips, and during any off-campus or remote access to District technology resources, accounts, or network infrastructure.

Reference:

Federal

47 U.S.C. § 254(h)

Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99

Children's Online Privacy Protection Act (COPPA), 15 U.S.C. §§ 6501–6506

Children's Internet Protection Act (CIPA)

Utah Code

§ 53G-7-1002
§ 53G-7-1003
§ 53G-7-1202
§ 53G-7-1206
§ 53G-7-227
§ 53G-8-202 et seq.
§ 53H-4-210

Utah Admin. Code

R277-495
R277-609

District Policy

6.204 Bullying, Cyberbullying, Hazing, Abusive Conduct, & Retaliation
7.204 Electronic Communication
7.205 Classroom Devices

Policy Provisions:

1. Mandatory Parental Consent (AUA): No student shall be granted access to District technology

resources or network infrastructure until a valid Student Acceptable Use Agreement (AUA) has been acknowledged and submitted by the student's parent/guardian.

1.1. The District shall maintain an electronic registry of parental consent.

2. Non-Consent Accommodations: If a parent/guardian declines consent for District technology access, the school shall provide reasonable alternative, non-technology instructional materials and methods. The student shall not be prohibited or penalized from participating in any course or school program due to non-consent.

3. Take-Home Device Agreements: Students assigned an individual District device for home use under a 1:1 initiative, IEP, or Section 504 plan must have a signed Agreement for Use of Instructional Technology Property on file prior to taking the device off campus.

4. Internet Content Filtering & Safety (CIPA): The District shall maintain technology protection measures (content filters and firewalls) on all network connections in cooperation with the Utah Education Network (UEN) to block visual and textual depictions of obscene, pornographic, or harmful material to minors, pursuant to Utah Code § 53G-7-1003 and CIPA.

5. No Expectation of Privacy & Active Monitoring:

5.1. District technology resources are public property intended strictly for educational purposes.

5.2. Students have no expectation of privacy regarding their usage of District devices, networks, email accounts, cloud storage, or internet browsing history.

5.3. The District reserves the right to monitor, log, inspect, and audit all digital activity at any time without prior notice.

6. Prohibited System Conduct: Students are strictly prohibited from:

6.1. Bypassing content filters;

6.2. Using Virtual Private Networks (VPNs) or proxy servers;

6.3. Altering hardware or software configurations;

6.4. Installing unauthorized software;

6.5. Hacking;

6.6. Erasing memory cache/history to conceal activity;

6.7. Assuming another individual's identity;

6.8. Creating or sharing resources and/or cloud-based filter bypasses;

6.9. Using cloud documents or links intended to distribute prohibited content, pirated material, or tools to bypass network security; or

6.10. Engaging in copyright infringement.

7. Digital Citizenship Education: Working in coordination with School Community Councils (SCCs), each school shall create a plan to educate students regarding:

7.1. Interacting with other individuals on social networking websites, email, and text-messaging;
7.2. Cyber-bullying awareness and response;
7.3. Unauthorized online access, including hacking and other unlawful activities; and
7.4. Unauthorized disclosure, use, and dissemination of personal information.

8. Disciplinary Enforcement: Violations of this policy or the Student AUA shall result in disciplinary action under Policy 6.205 (Student Discipline). Which may include, but is not limited to, loss of technology privileges, suspension, and referral to law enforcement agencies for illegal activity.

Procedures:

9. Registration and AUA Management Workflow
9.1. The Student AUA shall be included in the annual school registration process.
9.2. Schools shall verify AUA completion prior to issuing student network login credentials or assigning instructional devices.

10. Device Check-Out, Care, and Take-Home Protocols
10.1. Schools distributing devices for home use shall ensure parents review and sign the Equipment/Instructional Technology Property Agreement.
10.2. Students are responsible for damage to devices beyond normal wear and tear and securing devices to keep them in good working order.
10.3. Intentional damage, loss, or neglect of District property may result in financial restitution requirements in accordance with District fee schedules and statutory guidelines.

11. Content Filtering and Technical Oversight
11.1. The IT Department shall manage centralized web filtering technology aligned with UEN standards and federal CIPA requirements.
11.2. Staff members who identify improperly filtered or accessible objectionable content must immediately report the URL or application to the IT Filtering Committee for review.
11.3. Educators seeking temporary access to blocked educational resources for legitimate classroom instruction must submit a Content Filter Review Request.

12. Classroom Supervision and Digital Citizenship
12.1. Educators must actively monitor student technology usage during instructional time.
12.2. Building principals, in consultation with School Community Councils, shall provide school-wide or in-classroom digital citizenship training for staff and students within the first 45 school days each academic year that covers:
12.2.1. The contents of the schools policy, the importance of digital citizenship, the consequences related to violation of this policy, the District's conduct and discipline policies (6.202 Student Conduct and Dress Standards, 6.203 Student Discrimination and Harassment, 6.204 Bullying, Cyberbullying, Hazing, Abusive Conduct, and Retaliation, and 6.205 Student Discipline), and the benefits of connecting to the school's internet filters while on school grounds.

12.2.2. The rules for permissible and restricted use of personal electronic devices while in the classroom or at school; and

12.2.3. Requirements for each educator that allows the use of a personal electronic device in the classroom to clearly communicate to parents and students the conditions the use of such devices is allowed.

13. Incident Reporting and Disciplinary Escalation

13.1. Students or staff who discover security breaches, filter circumventions, or inappropriate digital communications must notify building administration immediately.

13.2. Building administrators shall investigate infractions using the following escalation framework:

13.2.1. *Level 1 (Minor Infraction):* Warning, teacher-student conference, temporary loss of discretionary device privileges, and notification to a parent or legal guardian.

13.2.2. *Level 2 (Moderate Infraction):* Formal administrative conference, revocation of take-home or independent technology access, alternative non-digital assignments, and parent/legal guardian meeting.

13.2.3. *Level 3 (Severe/~~Illegal I~~nfraction):* Immediate suspension of all technology access, disciplinary proceedings under Policy 6.205, and potential suspension. ~~and immediate referral to law enforcement or law enforcement resource officers.~~

13.2.4. Level 4 (*Illegal Infraction*): An immediate referral to law enforcement shall be made for all potential or suspected illegal infractions. Level 3 consequences shall be applied.

Effectiveness:
The District and Board shall measure the effectiveness of this policy when all schools have Acceptable Use Agreements from all students prior to student account activation and all schools have provided the digital citizenship training for staff and students prior to November 1 each school year.

Evaluation Standards:
This policy is considered effective when the following thresholds are achieved:

- 100% AUA: All active student accounts on the District network have a verified AUA consent on file in the SIS.
- 100% CIPA & Statutory Compliance: Zero audit findings or legal violations regarding mandatory internet content filtering on District networks.

Review Cycle:
This policy shall be reviewed annually by the Information Technology Department to ensure alignment with technological advancements, state legislative changes, and USBE rules.

Accountability/Reporting:
The Director of Technology and Infrastructure shall submit a Technology Acceptable Use & Safety Report to the Superintendent summarizing compliance metrics, filter performance, digital citizenship execution, and safety incident trends upon request.

Forms:

- LMSD Student Technology Resources Acceptable Use Agreement (AUA)
- LMSD Agreement for Use of Instructional Technology Property (Take-Home Device Agreement)
- LMSD Technology Content Filter Review / Unblock Request Form

Policy History
Adoption Date:
Effective Date
Review Date:
Revision Date:

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Policy Number and Title: 3.501 Student Transportation

Policy Type: 3.000 Business Operations - Support Services

Policy Statement:

The primary purpose of owning, operating, and maintaining a fleet of school buses is to provide safe and efficient transportation for eligible students to and from schools for the purpose of educating the youth of Lake Mountain School District.

School buses may also be utilized to transport students to interscholastic activities, field trips, and on approved hazardous routes, with associated costs funded through individual school general funds or authorized local Board revenues.

Definitions:

- **Measurement Distance:** The distance from a student's home to the student's school or the student's bus stop is determined as follows: From the center of the public route open to public use, opposite the regular entrance where the student is living, over the nearest public route open regularly for use by the public, to the center of the public route open to public use, opposite the nearest public entrance to the school grounds which the student is attending, or the student's bus stop. (R277-600-4).
- **Hazardous Route:** A bus route approved for students living under standard distance thresholds due to safety hazards.

Scope:

This policy applies to all Lake Mountain School District students, parents/guardians, Transportation Department staff, school administrators, local PTAs, School Community Councils, and District Administration.

Reference:

- R277-600 - Student Transportation Standards and Procedures
- R277-601 - Student for Utah School Buses and Operations
- Utah State Code 53F-2-403

Policy Provisions

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1. **Primary Usage:**

   1.1 District school buses are operated primarily to transport eligible students to and from their assigned public schools.

2. **Student Eligibility Criteria:**

   2.1 Elementary Students: Pupils in Grades K–6 who live one and one-half (1.5) miles or more from their assigned school.

   2.2 Secondary Students: Pupils in Grades 7–12 who live two (2) miles or more from their assigned school.

   2.3 Students with IEPs: Pupils with disabilities whose Individualized Education Program (IEP) requires transportation, regardless of distance from the school.

3. **Supplemental Usage:**

   3.1 Buses may transport students to interscholastic events, field trips, when funded by school general funds or authorized Board revenues.

4. **Space-Available Transportation:**

   4.1 Ineligible (under-mileage) students may ride on regular routes on a space-available basis if the bus is not filled to capacity.

5. **Special Education:**

   5.1 In alignment with the state inclusion concept and the principles of the **l**east restrictive environment (LRE), students with disabilities shall be transported on regular buses and routes with non-disabled peers whenever appropriate.

   5.2 Special transportation arrangements or separate vehicles shall be utilized only when the nature or severity of the student's disability is such that transportation on regular routes, even with the use of supplementary aids and services, cannot be achieved satisfactorily.

   5.3 If a student's Individualized Education Program (IEP) team determines that transportation is a required related service, transportation shall be provided in accordance with state and federal regulations regardless of distance from the school.

6. **Alternate Locations:**

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6.1 Students attending school for at least one-half day at an assigned alternate location may be expected to walk reasonable distances between school sites.

7. **Hazardous Routes Funding:**

   7.1 Hazardous routes for non-eligible student transportation may be provided by the Board using authorized local Board revenues as outlined in R277-600-10.

Procedures

8. **Route Evaluation:**

   8.1 The Transportation Department reviews all proposed non-standard routes and submits recommendations to the Director of Operations for review with the Superintendent.

   8.2 Bus stops should be placed in accordance with state safety guidelines.

   8.3 All bus routes must conform to the grade steepness requirements outlined in the District Road Evaluation Form.

Effectiveness: The effectiveness of this policy is measured through high accuracy in state reimbursement claims and strict adherence to route efficiency and budget metrics. Policy performance is formally validated through annual reporting to the Board on rider eligibility and hazardous routes, periodic satisfaction surveys conducted with school principals, PTAs, and School Community Councils, and regular state transportation audits verifying distance calculation compliance.

Evaluation Standards: The policy is considered effective when:

- 100% of state-reimbursable routes adhere to USBE eligibility and calculation guidelines.
- Transportation expenditures remain within the Board-approved budget.

Review Cycle

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

Accountability/Reporting

The Transportation Director reports route evaluation findings, budget statuses, and state reimbursement filings directly to the Director of Operations. The Superintendent reports overall policy performance and hazardous route designations to the Board of Education.

Forms

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Policy History
Adoption Date:
Effective Date 7/1/2027
Review Date:
Revision Date:

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DRAFT 1

Policy Number and Title: 3.502 Bus Conduct

Policy Type: 3.000 Business Operations - Support Services

Policy Statement: Students transported in a district school bus shall be under the authority of and directly responsible to the driver of the bus. School buses and bus stops are considered extensions of the school environment, and students remain subject to district disciplinary authority and student codes of conduct while loading, riding, and unloading. The driver of any school bus shall be held responsible for maintaining orderly conduct of the students transported. Disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a student to be denied transportation privileges.

Definitions:

- **Approved Bus Stop:** A designated location approved by the district for loading and unloading students.
- **Minor Offenses:** Non-hazardous disruptive behaviors such as pushing, throwing items, yelling, using foul/inappropriate language, or similar misconduct.
- **Major Offenses:** Any actions that endanger the safety of the bus or its riders, including the use or possession of tobacco, alcohol, drugs, firearms, or dangerous objects; deliberate disregard for safety; vandalism; or extreme conduct deemed unacceptable by the driver.
- **Permit to Ride:** Official authorization obtained from the principal, supervisor of transportation, or superintendent permitting a student to resume riding the bus after being refused transportation for misconduct.

Scope: This policy applies to all students who utilize district-provided school bus transportation, bus drivers, transportation supervisors, school principals, and parents/guardians within Lake Mountain School District.

Reference:

- Utah State Code 53F-2-403
- R277-600 - Student Transportation Standards and Procedures
- R277-601 - Student for Utah School Buses and Operations
- 6.202 Student Conduct & Dress Standards (This will be approved in the 2026-27 school year)

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Policy Provisions:

1. **Authority of the Driver:**

   1.1 Students transported in a school bus are under the authority of and directly responsible to the bus driver.

   1.2 The driver, in cooperation with the principal, teachers, and other supervising adults, is in charge of all students during the loading and unloading of the bus.

2. **Denial of Transportation:**

   2.1 Disorderly conduct, persistent refusal to submit to driver authority, or refusal to cooperate in any way is sufficient reason for a student to be refused or denied transportation rights.

3. **Right of Refusal:**

   3.1 The Transportation Department has the right to refuse transportation to any student for bad conduct until the privilege to ride has been reinstated.

4. **Disembarkation Restrictions:**

   4.1 A bus driver shall not disembark or remove a student from a bus for misconduct prior to arriving at the student's designated bus stop or school site, unless the student is transferred directly to law enforcement or an authorized district administrator.

5. **Driver Electronic Device Restrictions:**

   5.1 Bus operators are strictly prohibited from using cellular phones, mobile devices, headsets, or earpieces while the vehicle is in motion.

   5.2 Use of electronic devices is permitted only when the bus is completely stopped and secured to handle emergencies, assist special needs students, manage behavior, or communicate operational issues.

   5.3 Only Transportation Department approved navigation tools and use are permitted.

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6. **End-of-Route Student Inspections:**

   6.1 Bus operators must conduct a physical interior walkthrough inspection at the end of every route to ensure no students remain on board. If a student is inadvertently left on a bus, the student shall be returned immediately to their assigned stop or school site only with express parental or administrative permission.

7. **Parental & Walking Boundaries:**

   7.1 A student's parent or guardian is responsible for the student's safety and conduct while traveling to and from designated bus stops.

8. **Vandalism & Restitution:**

   8.1 Any student damaging a bus in any way shall forfeit the right to ride the bus until all damages are paid for in full and the student is reinstated by the principal, supervisor of transportation, or superintendent.

9. **Prohibition of Student Peer Authority:**

   9.1 Students shall not be assigned responsibility for the conduct of other students (e.g., bus captains who attempt to control the behavior of fellow bus riders).

10. **Parent Reporting:**

    10.1 Any parent of bus students may inform the principal and/or supervisor of transportation immediately upon obtaining any information concerning misconduct of students or driver, or other infractions of bus regulations.

Procedures:

11. Minor Offenses Administrative Workflow

11.1 First Offense: A conference shall be held between the driver and the offending student. The driver shall document the offense.

11.2 Second Offense: If the problem continues, a Bus Conduct Report is completed by the bus driver and sent to the parent and the school administrator.

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11.2.1 A Bus Conduct Report form will be sent to the parents explaining the nature of the infraction and notification of bus privilege exclusion if the offense is repeated.

11.3 Third Offense: If the problem continues, a Bus Conduct Report is completed by the bus driver and a conference is arranged including a Supervisor of Transportation, student, parent, and school administrator.

11.4 Continued Offenses: If the problem continues further, the student shall be barred from riding the school bus for a period ranging from three days up to the remainder of the school year.

11.4.1 The length of suspension is approved by the principal and Supervisor of Transportation.

12. Major Offenses Administrative Workflow

12.1 Student Delivery & Exclusion Notice:

12.1.1 In the case of a major offense, students will be transported home or to school.

12.1.2 Upon delivery, the driver shall notify the offender that he/she is excluded from riding the bus until further notice.

12.2 Administrative & Parent Notification:

12.2.1 Upon completion of the route, the driver shall call a Supervisor of Transportation and/or school administrator to inform them of the incident and the driver's actions.

12.2.2 The offender's parents may be contacted by telephone and a Bus Conduct Report form shall be sent by email.

12.3 Suspension Hearing & Reinstatement:

12.3.1 The student may be required to provide his/her own transportation until notified of reinstatement.

12.3.2 The Transportation Supervisor, school administrator, or both shall call the student and driver into the office to make a decision as to what action shall be taken.

12.3.3 The student can be excluded from district transportation from three days up to the remainder of the school year.

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12.4 Vandalism Reinstatement Requirement: If the major offense is vandalism, the offender shall not be reinstated until full restitution is made.

Effectiveness:

- Key Performance Indicators (KPIs): Tracking total annual Bus Conduct Reports filed, counting minor versus major infractions, monitoring driver-initiated suspensions, tracking restitution collection rates for vandalism, and measuring overall bus safety incident rates.
- Annual Reporting: Presenting an annual data trend summary of bus conduct reports and transportation safety compliance to the Board of Education.
- Stakeholder Feedback: Reviewing input from parents, bus drivers, transportation supervisors, and principals regarding bus behavior and policy compliance.

Evaluation Standards: This policy is considered effective when 100% of major bus safety incidents are investigated and resolved, 100% of vandalism incidents result in full restitution prior to student reinstatement, and district data demonstrates a continuous year-over-year decrease in repeated minor and major behavior infractions.

Review Cycle:
This policy shall be reviewed at least every three (3) years or as needed based on legislative or operational changes.

Accountability/Reporting:
The Supervisor of Transportation report directly to the Director of Operations who will report to the Superintendent on policy enforcement, bus suspension statistics, and safety metrics.

Forms:
N/A

Policy History
Adoption Date:
Effective Date 7/1/27
Review Date:
Revision Date:

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DRAFT 1

Open Enrollment

Policy Number and Title:
6.101 Open Enrollment

Policy Type:
6.000 Student Services

Policy Statement:
Lake Mountain School District (LMSD) Board of Education is committed to providing educational choices for all students residing within and outside district boundaries. The purpose of this policy is to establish clear, equitable, and legally compliant standards for student open enrollment in accordance with Utah law and Utah State Board of Education (USBE) rules. The District allows students to attend a school outside their designated residential attendance area or outside their district of residence when space, programs, and facilities permit.

Definitions:
Capacity: The total student enrollment an individual school, grade level, or specialized program can accommodate based on physical facility limits, staffing allocations, safety standards, and class size guidelines.
Early Open Enrollment: The primary application window designated by state law (November 15 through the first Friday in February) for enrollment during the subsequent school year.
Late Open Enrollment: Any open enrollment application submitted outside the Early Open Enrollment window for the current or upcoming school year.
Non-Resident Student: A school-age student whose primary legal residence is located outside the geographic boundaries or a school or the Lake Mountain School District.
Projected School Enrollment: The current year enrollment of a school as of October 1, adjusted for projected growth for the next school year.
Resident Student: A student whose custodial legal guardians residence lies within the designated attendance boundaries of the specific school or district.
School of Residence: The boundary school where a student's legal custodial guardian resides.
Threshold: A projected school enrollment level that is 90% of the maximum capacity for open enrollment and the actual school enrollment is greater than 90% of the adjusted capacity for late enrollment.

Scope:
This policy applies to all current and prospective K–12 students, parents/guardians, school administrators, and district operational personnel within Lake Mountain School District.

Reference:
Utah Code § 53G-6-401 et seq.

Utah Administrative Rule R277-437
LMSD Policy 6.105 *Data Privacy, Student Records, and Transcripts*
LMSD Policy 6.401 Student School Fees & Waivers

Policy Provisions:

1. **Equal Educational Opportunity & Non-Discrimination:** Open enrollment applications shall be processed on a neutral, first-come, first-served according to the established priority standard without regard to race, color, national origin, religion, sex, disability, or academic achievement.

2. **Capacity Determination:** The Board delegates to the Superintendent the duty to establish annual school, grade-level, and program capacities and thresholds. A school is open to open enrollment unless the school meets or exceeds its established capacity or threshold.

3. **Prohibition of Tuition:** No tuition or supplemental open enrollment fee shall be assessed to any resident or non-resident student accepted under this policy, except for standard student fees authorized under LMSD Policy 6.401 Data Privacy, Student Records and Transcripts.

4. **Standards for Accepting:** Standards for accepting or rejecting applications for enrollment may not include:
   - 4.1. Previous academic performance;
   - 4.2. Athletic or other extracurricular ability;
   - 4.3. The fact the students requires special education services for which space is available;
   - 4.4. Proficiency in the English language; or
   - 4.5. Previous disciplinary proceedings, except as outlined in § 53G-6-403(3)(b) and this policy.

5. **Grounds for Rejection:** An open enrollment application may be denied only for the following statutory reasons:
   - 5.1. The school, grade level, or specialized program has reached the capacity threshold.
   - 5.2. The applicant has been suspended or expelled from any school during the preceding 12 months.
   - 5.3. The applicant has serious infractions of the law or school policies or chronic misbehavior which would, if it were to continue after admitting the student;
     - 5.3.1. Endanger persons or property;
     - 5.3.2. Cause serious disruptions to the school; or
     - 5.3.3. Place unreasonable burdens on school staff.
   - 5.4. The applicant has any school safety incidents or safe-school violations.
   - 5.5. The requested school does not offer the specialized program or hardware required by the student's Individualized Education Program (IEP) or Section 504 plan.

   Provisional enrollment may be provided by the school for a student with prior behavior problems provided conditions for continued enrollment are established.

6. **Priority Standards:** If applications during Early Open Enrollment exceed available capacity, priority shall be granted in the following order:
   - 6.1. Siblings of students currently enrolled in the requested school.
   - 6.2. Children of LMSD employees.
   - 6.3. Students living within the District.
   - 6.4. All other students.

7. **Duration of Enrollment:** Once accepted, an open enrollment student is permitted to remain enrolled in the designated school, subject to the same rules and standards as resident students, without renewed applications unless:
   - 7.1. The student graduates or promotes to another school (e.g., Elementary to Middle, or Middle to High);
   - 7.2. The student is no longer a Utah resident;
   - 7.3. The student is suspended or expelled from school; or
   - 7.4. The Board determines that enrollment within the school will exceed the open enrollment threshold; or
   - 7.5. A student of a military service member or DOD civilian who moves from temporary to permanent housing outside of District boundaries following a permanent change of station; shall be allowed to remain enrolled through the current school year, or the student graduates if they are in grades 11 and 12.

   Students who transfer between schools using open enrollment options may not transfer to a different school during the same school year, except for students transferred due to health and safety reasons.

8. **Transportation:** Parents or legal guardians are responsible for providing transportation for open enrollment students to and from school, except where district buses operating on existing designated routes have available space or where transportation is explicitly required by a student's IEP or federal law.

Procedures:

9. Application Windows & Timelines:

- 9.1. Early Open Enrollment Window: November 15 through the first Friday in February prior to the school year of requested enrollment.
  - 9.1.1. Written notification of acceptance or denial shall be issued within six (6) weeks after an application is received or by March 31, whichever is later.
  - 9.1.2. If the District implements a district-wide grade reconfiguration for the following school year, applications shall be accepted prior to November 1 for admission the following school year.

- 9.2. Late Open Enrollment Window: Opens after the third Friday in February. Applications are reviewed on a rolling basis. Written notification to the student's parent/legal guardian of acceptance or denial of an application shall be provided:
  - 9.2.1. Within two (2) weeks after an application is received or by the Friday before the new school year begins, whichever is later, for applications submitted for admission in the next school year;
  - 9.2.2. Within two (2) weeks after an application is received for admission in the current school year; or
  - 9.2.3. Within two (2) weeks after an application is received for students affected by a school boundary change.

- 9.3. Submission & Documentation:
  - 9.3.1. Parents/guardians must submit the standard *LMSD Open Enrollment Application Form* through the official district portal on the Student Services Department website.

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9.4. Capacity Review & Workflow:
9.4.1. For each school in the District, the following shall be posted on the District's website annually:
9.4.1.1. The school's maximum capacity;
9.4.1.2. The schools adjusted capacity;
9.4.1.3. The schools projected enrollment used in the calculation of the open enrollment threshold;
9.4.1.4. Actual enrollment on October 1, January 2, and April 1;
9.4.1.5. The number of nonresident student enrollment requests;
9.4.1.6. The number of nonresident student enrollment requests accepted; and
9.4.1.7. The number of resident students transferring to another school.

10. **Revocation and Continuation:**
10.1. Open enrollment status may be revoked:
10.1.1. If a student is suspended or expelled; or
10.1.2. At the conclusion of a school year if the school experiences severe overcrowding; or
10.1.3. If a student meets statutory grounds for exclusion under Utah Code § 53G-6-402.
10.1.4. Written notice of intent to revoke open enrollment status for the following school year must be provided to the parent/guardian by March 15.

11. Appeals Process:
11.1. If an application is denied, the parent/guardian may file a written appeal to the Superintendent within 10 business days of receiving notification.
11.2. The Superintendent shall review the decision against established capacity data and issue a final written decision within 15 business days.
11.3. The Superintendent's denial may be appealed to the Board upon written request within 10 days of receiving notification from the Superintendent.

12. Training:
12.1. Prior to the early open enrollment window, relevant school personnel shall be trained by Student Services annually.

Effectiveness:
The district monitors the success and operational balance of open enrollment through annual tracking of transfer applications, school capacity ratios, demographic distributions, and parent satisfaction metrics.

Evaluation Standards:
The policy is considered effective when:
- 100% of open enrollment decisions are rendered within statutory timelines (written notice by March 31 for Early Open Enrollment).
- All school capacity calculations are updated, audited, and published by November 15 annually.
- Relevant school personnel are trained annually prior to the early open enrollment window by Student Services.

Review Cycle:
This policy shall be reviewed within every five (5) years.

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Accountability/Reporting:
An annual Open Enrollment Summary Report (detailing total applications, approvals, denials by reason, and intra/inter-district transfer numbers) may be presented to the Superintendent upon request.

Forms:
LMSD Early/Late Open Enrollment Application Form

Policy History
Adoption Date:
Effective Date
Review Date:
Revision Date:

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DRAFT 1

Foreign Student Admission

Policy Number and Title:
6.102 Foreign Student Admission

Policy Type:
6.000 Student Services

Policy Statement:
The Lake Mountain School District (LMSD) Board of Education recognizes the educational, cultural, and social value that international exchange students bring to school communities. The purpose of this policy is to establish clear standards for the admission and enrollment of foreign exchange students (J-1 visa holders) and foreign non-immigrant students (F-1 visa holders) in District high schools. This policy ensures compliance with federal immigration laws, Utah Code, and Utah State Board of Education (USBE) administrative rules while maintaining administrative oversight, student safety, and fiscal responsibility.

Definitions:
District: The Lake Mountain School District (LMSD).
Foreign Exchange Student (J-1 Visa): A student who is a national of a foreign country, attending school in the District under a J-1 exchange visitor visa for a cultural and educational experience lasting up to one (1) academic year. J-1 students receive a visitor visa through a non-profit sponsoring agency approved by the Council on Standards for International Educational Travel (CSIET) and recognized by the U.S. Department of State. The number of students that may enroll in the district is allocated by the Utah State Board of Education annually.
Foreign Student (F-1 Visa): An international student seeking direct enrollment in a District high school lasting up to one (1) academic year under an F-1 non-immigrant student visa. F-1 students pay the full, non-subsidized per-pupil tuition as required by federal law and must be enrolled full-time in an academic program at a certified school in the state. School certifications are issued through the District by the Student and Exchange Visitor Program (SEVP).

Host Family: A resident individual or family living within the attendance boundaries of a Lake Mountain School District high school who provides housing, care, and supervision for a foreign exchange student during the school year.
Sponsoring Agency: An organization designated by the U.S. Department of State and accredited by CSIET to place international exchange students in host families and schools.

Scope:
This policy applies to all foreign exchange students, F-1 foreign non-immigrant students, sponsoring agencies, host families, building principals, school counselors, and admissions personnel.

Reference:
Federal
8 U.S.C. § 1184(m) & 8 CFR § 214.2(f):

State
§ 53G-6-306
R277-612

District
LMSD Policy 6.101: Open Enrollment
LMSD Policy 5.201: Graduation Requirements

Policy Provisions:

1. **General Eligibility and Admission**
   - 1.1. Foreign exchange students (J-1) and foreign students (F-1) are eligible to apply for enrollment in LMSD high schools (grades 10–12) provided they meet all District, state, and federal requirements.
   - 1.2. Direct enrollment of students without authorized J-1 or F-1 visa documentation is strictly prohibited.
   - 1.3. All exchange students on a J-1 visa or foreign non-immigrant students on an F-1 visa seeking enrollment in the District must comply with the requirements, including any application fees, outlined in the Student Services Manual.
   - 1.4. Foreign students who have previously graduated from high school or equivalent, whose class has graduated, or who are not age-appropriate for the desired grade will not be eligible for enrollment.

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1.5. In most cases, a child dependent visa status (a child who accompanies a principal visa holder to the United States) is allowed to attend K-12 school.

1.5.1. The student must still abide by the rules governing his/her non-immigrant status and may not extend his/her stay for the purpose of finishing the school year.

1.5.2. Students in the United States with a “visitor” or “tourist” status are not eligible to attend a District school.

2. Exchange Student Quotas and Funding (J-1 Visa)

2.1. Pursuant to Utah Code § 53G-6-306, the District accepts J-1 foreign exchange students up to the maximum annual state-funded allocation limit established by Utah School Board of Education (USBE).

2.2. J-1 students enrolled within the state-allocated quota shall not be charged tuition and are counted in the District’s Average Daily Membership (ADM) for State School Fund distribution.

2.3. The District reserves the right to set maximum school-level enrollment caps to prevent overcrowding in specific high schools.

3. Tuition and Federal Requirements for F-1 Foreign Non-Immigrant Students

3.1. In accordance with federal immigration law, F-1 visa students enrolling in public secondary schools must pay the District full, non-subsidized per-pupil tuition costs prior to enrollment prior to any authorization to enroll.

3.2. F-1 student attendance in District high schools is restricted to one (1) normally occurring academic year (August-May).

4. Sponsoring Agency Standards

4.1. All foreign exchange sponsoring agencies must maintain full listing status with CSIET and be recognized by the U.S. Department of State.

4.2. Agencies must maintain a local representative who resides within a reasonable distance of the District to manage placements, handle emergencies, and provide ongoing supervision.

5. Host Family and Residency Requirements

5.1. Foreign exchange students must reside with a verified host family living within the attendance boundaries of the District high school in which the student seeks to enroll.

5.2. Host family placements must be completed and approved prior to final registration.

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5.2.1. Host family placements are not provided by, facilitated by, or arranged by or through the District.

6. Academic Status, Athletics, and Graduation

6.1. Foreign exchange students are enrolled as full-time students and are expected to comply with all student conduct, attendance, and academic expectations.

6.2. Foreign exchange students are generally non-diploma seeking. Graduation participation or issuance of an honorary diploma is subject to principal approval and District guidelines. Regular diplomas are awarded only if all state and District graduation credits and requirements are satisfied.

6.3. Athletic participation and extracurricular eligibility are governed by Utah High School Activities Association (UHSAA) rules, federal visa regulations, and District policy.

Procedures:

7. Application Submission and Deadlines

7.1. J-1 Students:

7.1.1. Sponsoring agencies must submit completed student application packets to the Student Services Department on or before **May 15** for fall semester or full school year enrollment.

7.1.2. Application packets must include English proficiency evaluations, verified academic transcripts with English translations, immunization records, host family background verification, and emergency contact authorizations.

7.1.3. CSIET organizations submit student applications to Student Services. Students are placed in a host family's boundary school (or non-boundary school if a school choice permit consistent with 6.101 Open Enrollment is approved by the desired school).

7.1.4. Applications are accepted from host families that reside in the District only.

7.2. F-1 Students:

7.2.1. Applications for students on F-1 visas seeking a Form I-20 issued by the District (or a transfer from a private school to the District) will be accepted from late winter through June of each year for the following school year. No new or transferred enrollments will be accepted after July 1.

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7.2.2. Applications will require payment of an application fee (due after applications are submitted) and payment in full of the per capita cost of tuition as outlined in the Student Services Manual.

8. **District Review and School Placement**

8.1. Prior to any application approval and enrollment in a District school, the Director of Student Services or designee shall:

8.1.1. Consult with the host high school principal regarding building and program capacity;

8.1.2. Review application materials for completeness;

8.1.3. Verify state allocation slot availability (J-1 students);

8.1.4. Ensure F-1 applications are complete including application fees; and

8.1.5. Verify that full payment of the per-capita cost of tuition has been received.

9. **Registration and Enrollment Documentation**

9.1. Upon arrival, the host family and local agency representative (required for J-1 students) must obtain a "Verification of Guardianship" from Student Services prior to registration at the local school.

9.1.1. The following documents are required to obtain a 'Verification of Guardianship"

9.1.1.1. Form DS-2019 (for J-1) or Form I-20 (for F-1);

9.1.1.2. Visa;

9.1.1.3. Birth Certificate;

9.1.1.4. Immunization records;

9.1.1.5. Host Family Proof of Residency; and

9.1.1.6. Guardian Identification.

9.2. The host family provides the 'Verification of Guardianship" to the local school and completes standard District registration procedures.

10. **F-1 Tuition Collection Process**

10.1. Prior to issuance of Form I-20, all fees must be paid by bank wire transfer with any associated transfer or bank fees shall be paid by the sender.

11. **Program Monitoring and Placement Changes**

11.1. School counselors shall monitor the academic progress and social integration of foreign exchange students quarterly.

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11.2. If a host family placement changes or if an exchange student exits the program early, the host family and/or local agency representative must notify the school principal and Student Services immediately.

Effectiveness:
This policy is considered effective when foreign exchange students are enrolled using the established procedures and criteria and the District is in good standing with the Student and Exchange Visitor Program (SEVP).

Evaluation Standards:
This policy is considered effective when:

- **100%** of enrolled foreign exchange students are placed through CSIET-accredited agencies and hold verified DS-2019 or I-20 documentation prior to attendance.
- **100%** of F-1 foreign students have remitted full, non-subsidized tuition payments prior to school registration.

Review Cycle:
Within five (5) years or as required by changes in state/federal legislation.

Accountability/Reporting:
The Director of Student Services reports annually to the Superintendent and Board of Education regarding total foreign student enrollments, agency evaluations, and tuition collections.

Forms:
Student Services Manual

Policy History
Adoption Date:
Effective Date
Review Date:
Revision Date:

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DRAFT 1

Policy Number and Title: 4.205 Discrimination & Harassment

Policy Type: 4.000 Personnel - 4.200 Employee Conduct

Policy Statement: The Lake Mountain School District (LMSD) is committed to maintaining a workplace and educational environment free from unlawful discrimination, harassment, abusive conduct, and retaliation. The Board of Education strictly prohibits conduct that discriminates against or harasses any employee or applicant for employment on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law.

This policy establishes clear ethical and legal guardrails that foster a professional, respectful, safe, and civil work culture and ensures full district compliance with applicable federal civil rights mandates and Utah statutory standards, enforcing a zero-tolerance standard for improper discriminatory workplace practices.

Definitions:

- **Complainant:** An individual who is alleged to be the victim of conduct that could constitute discrimination, harassment, abusive conduct, or retaliation.
- **Discrimination:** Unfavorable treatment of an employee or applicant in employment decisions (including hiring, promotion, job assignment, compensation, discipline, or termination) based upon a protected class status.
- **Disability Accommodations:** Reasonable modifications provided to a qualified employee or applicant with a disability to enable them to perform essential job functions, unless doing so imposes an undue hardship on the district.
- **District Employee**: Any individual employed or formally engaged by the District to support the instructional program, curriculum, activity, educational, administrative, operational, and/or support functions of the District, which includes licensed educators, administrators, classified personnel, and other authorized service providers.
- **Harassment:** Unwelcome conduct—verbal, nonverbal, written, or physical—that is based on a protected status when submission to such conduct is made a term or condition of employment, or when such conduct is sufficiently severe, pervasive, or persistent that it creates a hostile, intimidating, or offensive working environment.
- **Hostile Work Environment:** Workplace conduct based on a protected class that unreasonably interferes with an employee's work performance or creates an

intimidating, hostile, or offensive working atmosphere as evaluated under both an objective (reasonable person) and subjective standard.

- **Protected Class / Status:** An individual's race, color, religion, sex, sexual orientation, gender identity, national origin, age (40 and older), disability, genetic information, or veteran status.
- **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute discrimination, harassment, abusive conduct, or retaliation.
- **Retaliate/Retaliation:** Any adverse, punitive, or retaliatory action taken against an individual because they filed a complaint, reported potential discrimination or harassment, or participated in an investigation or proceeding under this policy.
- **Sexual Harassment:** Refers to conduct on the basis of sex that satisfies one or more of the following:
    - A District employee or student conditioning the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct (quid pro quo);
    - Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity (hostile environment);
        - "Severe" - This identifier addresses whether the described occurrence or conduct was extreme from the perspective of a reasonable person in the complainant's position
        - "Pervasive" - This identifier indicates that a single instance of an offensive comment or joke typically does not meet the Title IX standard for sexual harassment requiring investigation. However, there may be instances where a single unwelcome act may meet that standard. Factors to consider include, but are not limited to, the existence of a pattern of sexual harassment, the number and age of people involved, and the occurrence of widespread dissemination of offensive material.
        - "Objectively Offensive" - This identifier addresses whether the described occurrence or conduct was offensive from the perspective of a reasonable person in the complainant's position. Notably, the perspective for offensiveness is based on the

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reasonableness from the complainant's perspective, and the intent of the respondent is irrelevant in the analysis.

- "Effectively Denies Equal Access" - This does not require that a complainant be entirely or physically excluded from educational or employment opportunities, but rather that the sexual harassment has so undermined and detracted from the complainant's educational environment, that he or she is effectively denied equal access.

- Any instance of sexual assault, dating violence, domestic violence, or stalking, as each defined in 34 CFR Part 106 and in this policy:
  - "Sexual assault" is the unwelcome touching of a person's private body parts for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent and/or an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation(pg. 58-62).
  - "Dating violence" is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant, which may be determined by (1) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship;
  - "Domestic violence" is violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under Utah law, or by any other person acting against a complainant who is protected from that person's acts under Utah law;
  - "Stalking" is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

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Scope: This policy applies to all District employees, applicants for employment, Board members, contractors, volunteers, vendors, and visitors on District property or participating in District-sponsored activities.

Reference:
Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.)
Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.)
Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.)
Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)
Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
Utah Antidiscrimination Act, Utah Code Ann. § 34A-5-101 et seq.[cite: 4, 5]
Utah Protection of Public Employees Act, Utah Code Ann. § 67-21-1 et seq.
USBE Administrative Rule R277-322 (Utah Educator Standards)
LMSD Policy 4.101 (Equal Opportunity Employment)
LMSD Policy 4.201 (Employee and Volunteer Code of Conduct)

Policy Provisions:

1. **Nondiscrimination & Equal Employment:**

   1.1 The District shall afford equal opportunities in all aspects of employment, including recruitment, hiring, placement, promotion, transfer, compensation, training, benefits, discipline, and termination, without regard to protected class status.

2. **Prohibition of Harassment & Sexual Harassment:**
   2.1 Workplace harassment or sexual harassment of any employee or applicant is strictly prohibited.

   2.2 Employees who experience or observe conduct violating this principle are expected to report the behavior promptly.

3. **Prohibition of Retaliation:**

   3.1 Retaliation against any individual who, in good faith, reports discrimination, harassment, or abusive conduct, or who assists, testifies, or participates in an investigation or proceeding, is strictly prohibited.

   3.2 Any retaliatory act will be addressed as an independent violation subject to immediate disciplinary action.

4. **District Duty to Act & Investigate:**

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4.1 The District shall maintain established administrative procedures to receive, investigate, and resolve all complaints of discrimination, harassment, or retaliation.

4.2 Investigations shall be conducted promptly, thoroughly, and impartially.

5. **Disciplinary Consequences:**

5.1 Any District employee determined to have engaged in discrimination, harassment, or retaliation in violation of this policy shall be subject to appropriate administrative or disciplinary action, up to and including termination of employment, in accordance with District orderly termination policies and state law.

Procedures:

6. **Reporting Complaints:**

6.1 Any employee or job applicant who believes they have been subjected to discrimination, harassment, or retaliation should submit a formal or informal complaint to their direct supervisor, building principal, or the District Human Resources/Compliance Director.

6.2 If the supervisor or building administrator is the subject of the complaint, the report shall be filed directly with the Human Resources Department.

7. **Administrative Investigation Workflow:**

7.1 Upon receipt of a complaint, the Superintendent or Human Resources designee shall assign an impartial investigator to gather facts, interview relevant witnesses, and review documentation.

7.2 Interim supportive or protective measures (such as reassignment or administrative leave) may be implemented during the investigation process to preserve workplace safety and stability.

7.3 The investigator shall prepare a written summary of factual findings for the Superintendent or appropriate administrative authority utilizing a "preponderance of the evidence" standard (more likely than not)..

8. **Resolution & Timelines:**

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8.1 The Superintendent or designee shall issue written outcome notifications to both the Complainant and Respondent upon the conclusion of the investigation, typically within 30 business days of the initial report.

8.2 Where a policy violation is substantiated, prompt corrective measures and appropriate disciplinary actions shall be taken.

9. **Appeal & External Filing Options:**

9.1 Either party may appeal the determination in accordance with LMSD Policy 4.704 (Grievance Procedure)

9.2 Nothing in this procedure limits an employee's legal right to file a formal charge of discrimination with state or federal regulatory agencies, including the Utah Anti-Discrimination and Labor Division (UALD) or the Equal Employment Opportunity Commission (EEOC).

Effectiveness: The District will evaluate the effectiveness of this policy through safety data reviews, compliance tracking of signed parent/student acknowledgments, audit checklists of coach training completion, and incident report logs.

Evaluation Standards: The policy is considered effective when

- **100%** of active District employees complete mandatory annual anti-harassment, non-discrimination, and reporting compliance training.
- **100%** of formal complaints are acknowledged within 2 business days and fully investigated with written determinations issued within 30 business days.

Review Cycle: This policy shall be reviewed by the Board of Education and Administration every five (5) years.

Accountability/Reporting: The Superintendent and District Human Resources/Compliance Director report compliance data and investigation trends to the Board of Education upon request.

Forms:
LMSD Employee Harassment / Discrimination Complaint Form - To be created in 2026-27 school year
LMSD Notice of Investigation & Administrative Rights Form - To be created in 2026-27 school year

Policy History
Adoption Date:
Effective Date
Review Date:

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Revision Date:

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LMSD

DRAFT 2

Data Privacy, Student Records, and Transcripts

Policy Number and Title:
6.105 Data Privacy, Student Records, and Transcripts

Policy Type:
6.000 Student Services

Policy Statement:
Complete and accurate records are essential to student education, and student data privacy is paramount. Students and their parents or guardians retain ownership of student data. The Board delegates to the District administration responsibility for establishing policies, administrative rules, and procedures that assure accuracy, completeness, security, privacy, appropriate access, and efficiency in the preparation, management, retention, and deletion of student records and data. This policy shall be administered in full accordance with the Family Educational Rights and Privacy Act (FERPA), the Government Records Access and Management Act (GRAMA), state student data privacy laws, and applicable State Board of Education rules.

Definitions:
Authorized School Personnel: A District employee who holds a license as a school psychologist, a school social worker, or personnel employed, engaged by contract, or engaged by agreement, to support students' mental health through restricted services.
Data Governance Plan (DGP): A framework of policies, procedures, and practices designed to manage and protect data across its entire lifecycle and to ensure data accuracy, public transparency, and individual privacy protections.
Directory Information: Information designated by the District pursuant to the Family Educational Rights and Privacy Act (FERPA) that may include a student's name, photograph, grade level, participation in school or district-sponsored activities and athletics, honors, awards, and dates of attendance, unless a parent or eligible student has exercised the right to prohibit its disclosure.
District Student Records Officer: The administrator responsible for ensuring records are classified, maintained, transferred, archived, and destroyed in compliance with official schedules. A Student Services administrator serves as the District Student Records Officer, and the principal serves as the School Student Records Officer.
Eligible Student:

- Average Daily Membership (ADM): A student that is enrolled in, and counted in the average daily membership (ADM), is a resident student who is at least five (5) years old on or before September 1 of the school year (or under 21 if receiving special education services) and has not graduated from high school, or is in the custody of the Division of Juvenile Justice and Youth Services. (§ 53E-10-301)

- Enrollment: A school-age child who resides within Lake Mountain School District boundaries (or who is approved under non-resident open enrollment) and meets state age, residency, and immunization or legal exemption requirements. (§ 53G-6-401 et. seq.)
- Family Educational Rights and Privacy Act (FERPA): A student who has reached 18 years of age, is married, or is enrolled in a post-secondary education program. (34 CFR Part 99)

Family Educational Rights and Privacy Act (FERPA): (34 CFR Part 99) A federal privacy law that governs the access, confidentiality, and management of student educational records. The law establishes two fundamental rights for parent(s)/legal guardian(s) or eligible students: transparency and data privacy.

- Parent(s)/legal guardian(s) may review all official educational records maintained by the school such as academic transcripts, disciplinary records, attendance records, and special education evaluations.
- If educational records contain inaccurate, misleading, or privacy-violating information, parent(s)/legal guardian(s) may petition for corrections.
- Schools are legally restricted from disclosing personally identifiable information (PII) to third parties without prior written consent.
- Directory information (such as athletic rosters, honor rolls, or yearbook photos) may be publicly disclosed unless parents explicitly submit a formal written opt-out notice.

Invasive Physical Examination: Any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Metadata Dictionary: A centralized, structured reference that defines and describes all data elements within a system, database, or organization.

Restricted Services: A mental health service that takes place in a school setting. Restricted service does not include basic stress-management strategies, informing students and parents of the availability of a restricted service, or engaging in generalized crisis response, which does not include one-on-one therapy.

Transcript: A permanent academic record created and maintained by a student's primary LEA that documents courses taken, credits earned, letter grades/GPAs, completion method markers (e.g., standard, packet, test-out), and progress toward or attainment of a high school diploma.

Scope:

This policy applies to all district employees, student aides, volunteers, school administrative staff, third-party service providers, students, and parents/guardians across all schools and administrative departments within the district.

Reference:

Federal Law:

Family Educational Rights and Privacy Act (FERPA), 34 CFR § 99
Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h

State Law:

Government Records Access and Management Act (GRAMA) 63G-2
State Student Data Privacy Act 53E-9-3
34 CFR § 99.3
§ 53G-10-203

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§ 53G-8-208
§ 53G-6-604
§ 53G-9-902

Utah State Board of Education Administrative Rules
R277-313
R277-404
R277-487
R277-705

Policy Provisions:

1. Data Governance and Privacy Protections
   - 1.1. The district shall maintain a comprehensive Data Governance Plan (DGP) outlining practices regarding student data collection, maintenance, storage, usage, sharing, and deletion.
   - 1.2. A public metadata dictionary shall be maintained to document all student data collected and its intended educational use.
   - 1.3. A Student Data Disclosure statement shall be distributed annually to employees, parents, and students.
   - 1.4. Data sharing with external entities for educational purposes shall follow strict protocols detailed in the DGP and annual disclosure.
   - 1.5. Notifications regarding any security breach involving student data shall be issued in accordance with the DGP provisions.

2. Student Records Access Rights
   - 2.1. Student records not categorized as 'Directory Information' are classified as private.
   - 2.2. Access is limited to authorized school personnel with educational responsibility, auditing officials, parents/guardians, and eligible students.
   - 2.3. Both natural parents (custodial and non-custodial) retain access rights unless prohibited by a court order. Non-custodial parents must submit a written request for each access instance. Custodial step-parents have access to written records only. Non-custodial step-parents have no rights unless approved in writing by the custodial parent (34 CFR § 99.3 Family Policy Compliance office August 20, 2004).
   - 2.4. Commercial entities, employers, and police officers, and public or private agencies have no access rights to student records.
   - 2.5. Access to student records shall not be given to individuals other than those listed above without written permission of the parent(s) or legal guardian(s), eligible student, or in response to a court order.
   - 2.6. Student data shall not be released via telephone even though the caller may be authorized to access the record.
   - 2.7. Information on access rights (FERPA) shall be distributed to parents as part of the school registration packet annually.

3. Confidentiality and Training
   - 3.1. District employees, student aides, and volunteers with access to student records must receive annual training by the District Student Records Officer on privacy laws and data privacy.

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3.2. Electronic records must be password-protected. Passwords and credentials shall not be shared, disclosed, or disseminated for electronic maintenance or access to student records.
3.3. All public education employees, student aides, and volunteers have a responsibility to protect confidential student information and access records only as necessary for their assignments.
3.4. Failure to adhere to confidentiality laws and policies may result in disciplinary action or state licensing discipline.

4. Collection of Sensitive Information
4.1. Prior written consent of a student's parent/guardian is required if any District employee or agent plans to administer to a student any psychological or psychiatric examination, test, or treatment, or any survey, analysis or evaluation that has the purpose or evident intended effect of causing the student to reveal information, whether the information is personally identifiable or not, concerning the student's or any family member's:
4.1.1. Political affiliations or, except as provided under Utah Code Ann 53G-10-202 or rules of the Utah State Board of Education, political philosophies;
4.1.2. Mental or psychological problems;
4.1.3. Sexual behavior, orientation, or attitudes;
4.1.4. Illegal, anti-social, self-incriminating, or demeaning behavior;
4.1.5. Critical appraisals of individuals with whom the student or family member has close family relationships;
4.1.6. Religious affiliations or beliefs;
4.1.7. Legally recognized privileged and analogous relationships, such as those with lawyers, medical personnel, or ministers; and
4.1.8. Income, except as required by law;
4.2. Prior written consent is required in all grades, Kindergarten through grade 12.
4.3. These prohibitions shall also apply within the curriculum and other school activities unless prior written consent of the student's parent/guardian has been obtained.

Procedures:
5. Parental Consent
5.1. Written parental consent is valid only if a parent/guardian has first been given written notice, including notice that a copy of the educational or student survey questions to be asked is made available at the school, and has been given a reasonable opportunity to obtain written information concerning:
5.1.1. Records or information, including information about relationships, that may be examined or required;
5.1.2. The means by which the records or information shall be examined or reviewed;
5.1.3. The means by which the information is to be obtained;
5.1.4. The purposes for which the records or information are needed;
5.1.5. The entities or persons, regardless of affiliation, who will have access to the personally identifiable information; and
5.1.6. A method by which a parent of a student can grant permission to access or examine the personally identifiable information.
5.1.7. For a survey described above, written notice shall include an internet address where a parent can view the exact survey to be administered to the student.
5.2. District parental permission forms for service provider support may be accessed on the links provided in this policy: Permission for Secondary Student Support Services, Permission for Social Worker Services, Permission for Elementary Counseling.

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5.3. ~~Except in response to a situation,~~ Authorized school personnel may provide services without parent consent if a delay could compromise a student's safety, the omission would violate mandatory reporting obligations (§80-2-602 and §53E-6-701), or based on behaviors or statements the authorized personnel determines a need to assess a student's safety. ~~which a school employee reasonably believes to be an emergency, or as authorized under (Child Abuse or Neglect Reporting Requirements, or by order of a court), Disclosure to a parent/guardian may waive the two-week minimum notification period.~~ Prior consent does not apply when a delay to contact a parent would create an immediate serious risk of suicide or serious bodily injury to the student or another individual. (§53G-9-902, 76-1-101.5, and R277-313)

5.4. A general consent used to approve admission to school or involvement in special education, remedial education, or a school activity does not constitute written consent under this policy.

5.5. This policy does not limit the ability of a student under Utah Code 53G-10-203 to spontaneously express sentiments or opinions otherwise protected against disclosure under this policy.

5.6. Duration of Parental Consent

5.6.1. Unless otherwise agreed to by a student's parent/guardian and the person requesting written consent, the authorization is valid only for the activity for which it was granted. A parent may withdraw consent during the course of the activity by submitting a written withdrawal of authorization to the school.

5.7. Well-being of a Student

5.7.1. If a school employee or agent believes that a situation exists that presents a serious threat to the well-being of a student, that employee or agent shall notify the student's parent/guardian without delay. If, however, the matter has been reported to the Division of Child and Family Services (DCFS), it is the responsibility of DCFS to notify the student's parent or guardian.

5.7.2. If a school employee, agent, or school resource officer believes a student is at-risk of attempting suicide, physically self-harming, or harming others, the school employee, agent, or school resource officer may intervene and ask a student questions regarding the student's suicidal thoughts, physically self-harming behavior, or thoughts of harming others for the purposes of:

5.7.2.1. Referring the student to appropriate prevention services;

5.7.2.2. Informing the student's parent or legal guardian, and/or

5.7.2.3. De-escalating the emergency situation.

5.7.3. FERPA Health or Safety Emergency Disclosure Exceptions will apply.

5.8. Notice and opportunity shall be provided to parent(s)/legal guardian(s) to inspect any instructional content that is provided to a student, regardless of its format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet) used as part of the educational curriculum for the student.

5.8.1. The opportunity to inspect instructional materials shall not extend to academic tests or academic assessments.

5.9. Nonemergency, Invasive Physical Exams

5.9.1. Parents shall be notified and have the opportunity to opt out of nonemergency, invasive physical examination that is:

5.9.1.1. Required as a condition of attendance

5.9.1.2. Administered by the school and scheduled in advance; and

5.9.1.3. Not necessary to protect the immediate health and safety of the student, or of other students.

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5.9.2. The policy does not apply to any physical examination or screening that is permitted or required by an applicable Utah law, including physical examinations or screenings that are permitted without parental notification.

6. Directory Information and Commercial Marketing
   6.1. Principals may authorize the release of certain directory information for typical school-sponsored activities, yearbooks, team rosters, honor roll lists, graduation lists, and other school purposes which would not normally be considered an invasion of student privacy.
   6.2. The District Student Records Officer may authorize the release of certain directory information for use by United States Military Forces and other authorized agencies.
   6.3. Parents have 14 calendar days from the start of the school year to submit written notification blocking directory information release. (PPRA 20 USC Section 1232h)
   6.4. Record requests intended for commercial marketing or recruitment are prohibited.

7. Record Retention, Record Requests and Transfers, and Diplomas
   7.1. Student records shall be retained and disposed of according to Utah State Archives Records Retention Schedule. Student special education records shall be disposed of in accordance with the provisions of Utah State Board of Education Special Education Rules §300.610 and R277-487.
   7.2. Records Requests and Transfers (53G-6-604):
      7.2.1. Receiving schools shall request records directly from the previous school within 14 days (immediately when enrolling a child of any active military personnel).
      7.2.2. Requested schools must send the certified records within five (5) school days of receiving the request.
         7.2.2.1. A transferred file must include the student's disciplinary records, including any safe-school violations, reintegration plans, or threat assessments.
      7.2.3. The permanent cumulative record folder which includes directory information, schools and years attended, grades and credits earned, health records (Utah Immunization Record), test scores, other pertinent information concerning the student, and transcripts shall be forwarded to the requesting school.
      7.2.4. Prior to transferring the file, all outdated or irrelevant materials, and documents containing confidential medical information included as an attachment shall be purged. Only achievement test scores, birth certificates, copies of report cards, health records (e.g., immunization records), and pertinent information concerning the student are included in the cumulative folder.
      7.2.5. A parent release is not required when transferring records from one school to another.
      7.2.6. Schools may not officially enroll a student until the previous records arrive or a school administrator reviews the state data gateway for safe-school violations, reintegration, or threat assessments.
      7.2.7. If a student's file is flagged as a "Missing Child" (53G-6-602) the school cannot forward the records and shall immediately notify law enforcement.
      7.2.8. Student records may be transmitted between public schools and the Utah State Board of Education through the Utah eTranscript and Record Exchange (UTREx) (R277-404)
   7.3. Diplomas, certificates, and transcripts cannot be withheld due to unpaid school fees. Graduation ceremony participation, cap, and gown may be withheld until fees are resolved, but the diploma must be awarded once ceremonies conclude.

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8. Access Requests
    8.1. Requests to access student records should be addressed to the school principal.
        8.1.1. Requestors must submit written requests to the school principal and verify identity or legal authority.
    8.2. The principal shall grant or deny access as soon as possible, but no later than 15 calendar days from the request date.
    8.3. The principal shall maintain a record of individuals or agencies that are granted access to student records.

9. Requests to Correct/Expunge Records
    9.1. Parents/legal guardian(s) or eligible students may request a meeting with the principal for correction or expungement if they feel information entered on their student record is inaccurate or inappropriate.
        9.1.1. If the request is denied, the parent/legal guardian, or eligible student has a right to enter a statement of disagreement into the record.

10. Right of Appeal
    10.1. Parent(s)/legal guardian(s) and eligible students who feel that their privacy rights have been violated because access to student records was granted inappropriately should make a written complaint to the Family Educational Rights and Act Office, Department of Health, Education, and Welfare, 330 Independence Avenue, S.W., Washington, D.C., 20201.
    10.2. Individuals who feel they have been inappropriately denied access to student records or who have complaints about record content or management have the right to appeal the principal's decision through the District Student Records Officer.
        10.2.1. The parent(s)/legal guardian(s) or eligible student shall file a written request for a hearing with the District Student Records Officer at least 10 days prior to a desired hearing date.
        10.2.2. Upon receiving the request, the District Student Records Officer shall schedule a mutually convenient time, date, and location for the hearing and notify all parties.
        10.2.3. The parent(s)/legal guardian(s) or eligible student has the right to be represented by legal counsel.
            10.2.3.1. If legal counsel is going to be present at the hearing, the District Student Records Officer must be notified at least 10 days in advance of the hearing.
            10.2.3.2. Written recommendations will be issued within 30 days post-hearing by the District Student Records Officer.
            10.2.3.3. If the parent(s)/legal guardian(s) or eligible student is not satisfied with the recommendation(s), an appeal may be filed with the Board of Education.
        10.2.4. Appeals to the Board follow the same procedures and timelines outlined herein.
        10.2.5. Parent(s)/legal guardian(s) or eligible student(s) have the right to appeal the Board's decision in Third District Court.

11. Health or Safety Emergencies (FERPA §99.36)
    11.1. If a student poses an articulable and significant threat to the health or safety of the student or other individuals, an educational agency or institution may disclose, without consent, personally identifiable information from a student's education record to any official whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.

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11.2. Educational agencies and institutions shall record the articulable and significant threat that formed the basis for a disclosure under the health or safety emergency, and the parties to whom the information was disclosed.

12. Research Approval
    12.1. Individual data release for research requires written parental consent.
    12.2. Aggregate or non-identifiable data for research must go through a formal district review and approval process.
    12.3. Information which does not reveal the individual identity of a student or infringe upon privacy rights; i.e., group test results, enrollment statistics, etc., may be released by the District Student Records Officer for use in approved research projects.
    12.4. Information involving students which is not generated by the schools such as United States census data may be released to outside individuals or agencies in accordance with state and federal law.

Effectiveness:
This policy shall be considered effective when (1) a Data Governance Plan is developed, monitored, and implemented. (2) parents, students, and District employees are informed regarding data privacy, and (3) student records are managed and retained in accordance with the provisions of this policy.

Evaluation Standards:
- Zero unauthorized disclosures or data security breaches resulting from procedural non-compliance.
- 100% completion rate for mandatory annual employee privacy training.

Review Cycle:
This policy and the accompanying Data Governance Plan shall be formally reviewed annually by the Board of Education and district administration.

Accountability/Reporting:
The District Student Records Officer shall report annually to the Superintendent regarding data governance updates, audit outcomes, and privacy disclosures.

School principals are accountable for record security, request logs, and staff training compliance within their respective buildings.

Forms:
Data Governance Plan (DGP)
Annual FERPA notification
Permission for Secondary Student Support Services
Permission for Social Worker Services
Permission for Elementary Counseling
Student Data Disclosure Statement

Policy History
Adoption Date:
Effective Date
Review Date:

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Revision Date:

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DRAFT 2

Policy Number and Title: 8.103 Parent Rights~~, Accommodations, and Opt-Outs~~

Policy Type: Community Relations - Public Engagement

Policy Statement: The Lake Mountain School District Board of Education recognizes that a student's parent or legal guardian is the primary person responsible for the education of the student, and that the District serves in a secondary and supportive role to the parent. The purpose of this policy is to establish clear standards and operational intent for recognizing, honoring, and fulfilling parental rights, opt-in/opt-out mandates, and providing reasonable academic accommodations to parents and guardians in alignment with ~~Utah Code § 53G-6-803 and applicable Utah State Board of Education (USBE) administrative rules~~ Utah Code, USBE Administrative Rules, and federal law. Each requested accommodation shall be considered on an individual basis, ensuring no student is favored or disfavored compared to any other.

Definitions:

- ~~**District:** The Lake Mountain School District (LMSD).~~
- **Individualized Education Program (IEP):** A written statement for a student with a disability that is developed, reviewed, and revised in accordance with the Individuals with Disabilities Education Act (IDEA).
- **Opt-In Requirement:** A statutory requirement mandating prior, affirmative written parental consent before a student may participate in a specific activity, instruction, evaluation, survey, or health screening.
- **Opt-Out Requirement:** A statutory right allowing a parent to excuse or exempt their student from a specific assessment, instruction, or activity by submitting a formal written request.
- **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).
- **Reasonable Accommodation:** An adjustment, modification, or option provided to a parent or student that is consistent with federal and state law and does not place an undue operational or financial burden on the District or interfere with a student's IEP.

Scope: This policy applies to all students, parents/guardians, district administrators, licensed educators, and school staff within the Lake Mountain School District.

Reference:
Utah Code § 53G-6-803
Utah Code § 53G-4-402
Utah Code § 53G-2-303
Utah Code § 53G-10-402
Utah Code § 53E-4-204
Utah Code § 53E-9-203
Utah Administrative Code R277-404
Utah Administrative Code R277-474
Utah Administrative Code R277-623
LMSD Policy 1.105 Constitutional Freedoms in Schools

LMSD Policy 5.201 Graduation Requirements

LMSD Policy 5.203 Standardized Testing & Ethics

LMSD Policy 6.104 Grade and Track Transitions

LMSD Policy 6.105 Student Records

LMSD Policy 6.106 Student & Family Privacy

LMSD Policy 6.201 Compulsory Attendance and Truancy

LMSD Policy 6.205 Student Discipline and Due Process

LMSD Policy 6.501 Special Education (IDEA)

~~LMSD Policy 7.304 Surveys and Student Opt-Out Rights~~

LMSD Policy 8.104 Public Complaints and Review Process

LMSD Policy 8.105 Parent and Family Engagement

LMSD Policy 8.106 Alternatives Language Services

LMSD Policy 8.201 Visits to the Schools

Policy Provisions:

1. **Primary Parental Role & Individual Consideration:**

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1.1 The District acknowledges the parent as the primary authority in a child's education.

1.2 All accommodation requests shall be evaluated individually, ensuring no student is favored or disfavored compared to any other.

1.2 Accommodations must be consistent with federal law and a student's existing IEP, if applicable.

2. **Grade Acceleration & Retention (Grades K–8):**

2.1 The District shall reasonably accommodate a parent's written request to accelerate or retain a student in kindergarten through grade 8 based on academic ability or social, emotional, or physical maturity following the Student Services Manual procedures.

3. **Teacher Selection & Requests for Change:**

3.1 The District shall reasonably accommodate a parent's initial selection of a teacher or a written request for a teacher change, subject to staffing, class size limits, and school resources.

4. **Classroom Visits & Observations:**

4.1 Parents have the right to visit and observe any class their student attends, provided the visit is scheduled in advance and does not cause disruption to the educational environment or compromise student privacy.

5. **Excused Absences:**

5.1 Notwithstanding compulsory attendance requirements, the District shall record an excused absence when the parent notifies the school within 10 days of the absence.

5.1.1 The student is expected to make up all missed coursework in accordance with the class disclosure/syllabus.

6. **Specialized Classes, Programs, & Advanced Courses:**

6.1 The District shall reasonably accommodate a parent's written request to place a student in a specialized class, specialized program, or advanced course.

6.2 The District shall evaluate multiple academic data points when making placement determinations.

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7. **Credit by Competency / Testing Out:**

   7.1 In alignment with Utah Code § 53E-4-204, high school students shall be allowed to earn course credit toward graduation without completing the traditional course by testing out or demonstrating competency in course standards.

8. **Parent-Teacher Conferences:**

   8.1 If a parent is unable to attend a regularly scheduled parent-teacher conference, the District shall reasonably accommodate a request to meet at another mutually agreeable time.

9. **Opt-Out of Statewide Assessments ~~& Surveys~~:**

   9.1 At the written request of a parent, the District shall excuse a student from federally mandated or state-mandated assessments, or assessments requiring state assessment systems/software.

   9.2 The District shall adhere strictly to USBE online opt-out procedures, shall not impose additional requirements on parents, and shall not offer nonacademic rewards to students for participating in assessments.

   9.3 Parents retain the explicit right to opt their student out of any District-wide, state-mandated, or third-party survey. ~~as outlined in LMSD Policy 7.305 - Surveys and Student Opt-Out Rights~~.

10. **Opt-In & Surveys:**

    10.1 Except as provided by state statute or court order, school administration, staff, or third parties shall not administer survey, analysis, evaluation, or questionnaire containing one or more protected topics under Utah Code § 53E-9-203 unless the student's parent/guardian receives prior written notice and submits an explicit, affirmative written opt-in consent form.

        10.1.1 Written notice and copies of the survey/evaluation materials must be made available for parent inspection at least two weeks prior to administration.

    10.2 In accordance with Utah Code § 53G-10-402 and USBE Rule R277-474, a student may not participate in human sexuality instruction, maturation presentations, or instruction regarding sexually transmitted diseases without prior written affirmative opt-in consent from the student's parent/guardian.

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10.3 Unless exempted by emergency medical conditions or statutory exemptions (such as routine vision, hearing, or scoliosis screenings), no student shall be subjected to an invasive physical examination, mental health treatment, or medical procedure without prior written parental opt-in consent.

11. **Discipline & Conduct Policy Distribution:**

    11.1 The District shall distribute a copy of the school discipline and conduct policy to each student and obtain a parent acknowledgement.

    11.2 Parents shall be promptly notified of their student's violation of the discipline policy and afforded an opportunity to respond.

Procedures:

12. **Submission of Requests:** Parents seeking academic accommodations shall submit written requests using standard District forms available on the District and school websites.

13. **Review & Timelines:** The principal or administrative designee shall review all written accommodation requests in a timely manner.

14. **Data Evaluation:** For requests involving specialized or advanced courses, school teams may collect and review multiple academic data points before issuing a determination.

15. **Written Determination & Appeals:**

    15.1 If a requested accommodation is granted, the principal shall coordinate implementation with classroom teachers.

    15.2 If a request is denied or deemed unreasonable due to structural or legal conflicts, the principal shall provide a written explanation to the parent outlining the reasons and explaining the appeal process under LMSD Policy 8.104 - *Public Complaints and Review Process*.

16. **Notification of Rights:** The District shall notify parents annually at the beginning of the school year of their rights under state and federal privacy statutes, including the right to inspect instructional materials and opt-in/opt-out timelines.

Effectiveness: The District and Board will measure the effectiveness of this policy by conducting compliance audits of parent accommodation requests and resolution outcomes, tracking assessment opt-out completion rates, and reviewing parental

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accommodation data alongside any associated appeal filings upon request of the Superintendent or the Board.

Evaluation Standards: The policy is considered effective when:

- **100%** of submitted written parent accommodation requests receive a written administrative response.
- **Zero** non-compliance audit findings are issued by the Utah State Board of Education regarding assessment opt-out procedures.

Review Cycle: This policy shall be reviewed every five (5) years by the Board of Education and District Administration.

Accountability/Reporting: The Superintendent is responsible for district-wide implementation and shall report compliance data to the Board upon request.

Forms:
Parent Request for Academic Accommodation Form (To be created)
K–8 Student Retention Accommodation Request Form (To be created)
Statewide Assessment Parental Exclusion / Opt-Out Form (USBE Online Portal)

Policy History
Adoption Date:
Effective Date
Review Date:
Revision Date:

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DRAFT 2

Policy Number and Title: 8.104 Public Complaints and Review Process

Policy Type: Community Relations - Public Engagement

Policy Statement: The Lake Mountain Board of Education believes that quality education is best achieved through open communication, mutual respect, and collaborative problem-solving among school employees, administrators, parents, guardians, and members of the community. The purpose of this policy is to establish clear, structured, and uniform processes for receiving, addressing, and resolving public complaints and concerns regarding district operations, personnel, instructional materials, or alleged violations of law and rule. ~~The Board encourages informal, direct resolution at the lowest operational level possible while maintaining legal and equitable procedures for administrative review and appeals when necessary.~~The Board encourages resolving issues directly with the people involved before escalating them.

Definitions:

- **Alleged Violation:** An alleged violation of state or federal statute, administrative rule, or board policy.
- **Complainant:** An individual, including a parent, guardian, patron, or member of the public, who files a complaint or concern under this policy.
- **District:** Lake Mountain School District (LMSD).
- **Public Education Hotline / State Hotline:** The reporting portal managed by the Utah State Board of Education (USBE) Internal Audit Department under Utah Administrative Rule R277-123.
- **Primary Instructional Materials:** Core instructional materials purchased or created using District resources and intended to serve as the primary source of instruction for a specific course, subject area, or grade level.
- **Patron:** A parent, legal guardian, or community member residing within District/school attendance boundaries.
- **Staff / District Employee:** Any individual employed or formally engaged by the District to support the instructional program, curriculum, activity, educational, administrative, operational, and/or support functions of the District, which includes licensed educators, administrators, classified personnel, and other authorized service providers.

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Scope: This policy applies to all patrons, parents, guardians, community members, and members of the public seeking to address concerns or file complaints regarding District employees, building-level operations, instructional materials, administrative decisions, or compliance with state laws and USBE administrative rules

Reference:
Utah Code Title 53E, Chapter 3, Part 4 (USBE Duties and Rulemaking Authority)
Utah Code Title 63G, Chapter 2 (Government Records Access and Management Act - GRAMA)
Utah Administrative Rule R277-123 (Process for Members of the Public to Report Violations of Statute and Board Rule / Public Education Hotline)
Utah Administrative Rule R277-468 (Parent/Guardian Review of Public Education Curriculum and Review of Complaint Process)
Utah Administrative Rule R277-217 (Utah Educator Standards and UPPAC Reporting)
LMSD Policy 1.301 Open and Public Meetings (To be created)
LMSD Policy 4.704 Grievance Procedure (To be created)
LMSD Policy 5.102 Instructional Materials Selection (To be created)
LMSD Policy 5.103 Library Transparency and Sensitive Materials (To be created)

Policy Provisions:

1. **General Principles of Complaint Resolution:**

~~1.1 Lowest Operational Level: Complaints should be addressed and resolved at the lowest possible level, starting with the individual staff member or building principal, before escalating to district administration or the Board of Education.~~

1.1 Initial Operational Level: Complaints should be addressed and resolved directly with the individual staff member or building principal before escalating to district administration or the Board of Education.

1.2 Fairness and Due Process: All complaints will receive prompt, impartial, and courteous consideration.

1.2.1 Employees against whom complaints are made will be informed of allegations in a timely manner and afforded full due process under District policy and state law.

1.3 No Retaliation: The Board strictly prohibits retaliation against any patron, student, or parent who submits a good-faith concern or complaint.

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2. **Categorization & Hierarchy of Complaints:**

2.1 Individual Employee Conduct or Operational Matters: Will be handled directly through the building principal or supervisor, escalating to the Superintendent or designee.

2.2. Primary Instructional & Curriculum Materials: Will be reviewed through parent-inclusive review committees in alignment with Utah Administrative Rule R277-468 and LMSD Policy 5.102.

2.3 Library and Sensitive Materials: Will be addressed pursuant to state sensitive materials statutes and LMSD Policy 5.103.

2.4 Statutory Violations & Public Education Hotline Referrals: Allegations involving violations of state/federal law or state board rules reported directly or referred via the USBE Internal Audit Department will be processed through the Superintendent or District Audit Committee.

3. **Board Role in Complaints:**

3.1 The Board of Education acts as an appellate body of last resort after administrative remedies have been exhausted.

3.2 Individual Board members do not independently investigate complaints, make operational decisions, or promise specific outcomes.

3.3 Public comment during open board meetings is for legislative input and is not a forum for personnel grievances and complaints.

3.3.1 Complaints regarding specific individual staff members will not be heard in open public meetings.

Procedures:

4. **Standard Public ~~& Employee~~ Complaint Procedure**

4.1 Level 1: Informal Resolution (~~Individual~~ Initial Level)

4.1.1 The complainant shall first attempt to resolve the issue directly with the staff member, teacher, or building principal involved through an informal conference.

4.2 Level 2: Formal Building Administration Review

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4.2.1 If the matter is not resolved informally, the complainant may submit a written complaint to the building Principal/Supervisor using the District Public Complaint Form.

4.2.2 The Principal shall investigate the concern, meet with the parties involved as necessary, and issue a written response within ten (10) ~~business~~ school days of receipt.

4.3 Level 3: District Administration Appeal

4.3.1 If the complainant is dissatisfied with the Principal's decision, an appeal may be filed with the Superintendent or appropriate District Administrator within ten (10) ~~business~~ school days.

4.3.2 The Superintendent or designee will review the record, conduct further inquiry if needed, and issue a final administrative decision within fifteen (15) ~~business~~ school days.

4.4 Level 4: Board Hearing Request

4.4.1 If the administrative review does not resolve the complaint, the complainant may submit a written request for a Board review.

4.4.2 The Board retains discretion whether to grant a hearing or affirm the Superintendent's decision based on the written record.

5. Primary Curriculum & Instructional Materials Complaints (R277-468)

5.1 Complaints regarding primary instructional materials must be submitted in writing to the Superintendent.

5.2 All formal primary curriculum and instructional material complaints shall comply with the procedures established in LMSD Policy 5.102 - Instructional Materials Selection.

6. Public Education Hotline & Legal/Rule Violations (R277-123)

6.1 Individuals may report alleged violations of statute or board rule directly to the District or via the USBE Public Education Hotline managed by the USBE Internal Audit Department (IAD).

6.2 When the IAD refers a hotline complaint to LMSD, it will be sent to at least two members of District leadership (e.g., Superintendent, Business Administrator, Deputy Superintendent, or Board Leadership).

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6.2.1 Any individual named in the referral will be excluded from handling the complaint.

6.3 The District will review and investigate referred hotline complaints in accordance with USBE guidance and maintain documentation of all findings.

6.3.1 The Board President shall ensure board members and key administrators receive onboarding training on R277-123 requirements.

Effectiveness: The Board and Administration will evaluate policy effectiveness through annual complaint tracking summaries, review of resolution timelines, feedback from School Community Councils, and audit findings/referrals from the USBE Internal Audit Department

Evaluation Standards: The policy is considered effective when:

- **100%** of formal public complaints are acknowledged within three (3) ~~business~~ school days and resolved or responded to in writing within published administrative timelines.
- **100%** of State Hotline referrals received under R277-123 are reviewed by designated leadership and addressed within required statutory windows.

Review Cycle: This policy will be reviewed by the Board and Administration every 5 years.

Accountability/Reporting: The Superintendent and Director of Communications serve as the designated reporting officials responsible for compiling complaint tracking data, hotline referral logs, and outcome metrics to prepare and submit a summary report upon request of the Board.

Forms:

LMSD Public Complaint Form (To be created)

Policy History
Adoption Date:
Effective Date
Review Date:
Revision Date:

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LAKE MOUNTAIN SCHOOL DISTRICT BOARD OF EDUCATION
Resolution # 2026-016

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

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

WHEREAS, the Alpine School District has identified one Mail Vehicle as surplus property, as further described in the attached list;

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

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

APPROVAL

Passed and Adopted this _____day of _____, 2026

_____ _____

Board President Date

Drafted: 10.16.26
LMSD Ex Asst _____
For Board Meeting: Oct 22, 2026

Mail Vehicle for Disposition:

Make: Ram
Model: Promaster
Year: 2016
Miles: 85,258
Vin# ZFBERFAT5G6C58891

It is one of the older vehicles in the mail fleet and it has had a lot of mechanical issues; consistently in the shop for repairs. It has already been replaced in the fleet.